Practical Nursing Program
School of Health Professions
Community College of Baltimore County (CCBC)
Dundalk Campus

Admissions Guide
2020 – 2021
Practical Nursing Program

Welcome On behalf of the School of Health Professions, thank you for your interest in the Community College of Baltimore County’s (CCBC) Practical Nursing (PN) program. The PN program is designed to provide theoretical, clinical, and laboratory study in nursing which will enable students to learn to assist other licensed health care professionals, such as registered nurses (RN) and physicians, and work as members of a health care team. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN). Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

I wish you the best with submission of your PN admissions application.

Sincerely,

Cheryl J. McNamara, D.N.P., R.N.
Program Director

Program Description

The PN program is a 12-month, 46 credit certificate program, encompassing 3, 15-week semesters. The program is located only on the CCBC Dundalk Campus. The PN program offers three different cohorts: Fall Day, Summer Day, and Spring Evening/Weekend.

Fall Day Cohort: Begins each August. This cohort has class, clinical, and lab offered during the weekdays with some clinical opportunities in the evenings or weekend.

Summer Day Cohort: Begins in July. This cohort has class, clinical, and lab offered during the weekdays with some clinical opportunities in the evenings or weekends.

Early Spring Evening/Weekend Cohort: Begins each January. This cohort has class and lab several evenings a week and clinical on the weekends. In some of our specialty courses clinical may be offered in the evenings on the weekdays.

Apprenticeship

CCBC has partnered with the following employers: Levindale, Sinai, and Franklin Woods to offer selected employees of these facilities an opportunity to apply to the PN Program as an apprentice. Apprenticeships combine on-the-job learning while attending the community college
for the theory and lab component of the program. For more information about the apprenticeship, please contact the Program’s Administrative Assistant at lwatson3@ccbc.edu or 443-840-3137.

**Admission Options**

The PN program is offering two admission options.

**Option One** is for students who intend to continue their education at the Registered Nurse (RN) level. All the prerequisite courses are transferable to the RN program. While we encourage our students to continue their formal education, we recognize that some may not want to continue at the RN level in the near future. Complete BIOL 109 (or equiv.) for admission consideration.

**Option Two** The prerequisite courses in option two meet the education requirements for the LPN certificate but provide an alternative science sequence that will not transfer into a RN program. In the event that the graduate would decide to continue their education, they will need to complete an 8 credit Anatomy and Physiology sequence to meet the admission requirements. Complete BIOL 220 & 221 (or equiv.) for admission consideration.

The PN program is a limited enrollment program with competitive entry. Students seeking admission to the program must complete a School of Health Professions (SHP) Admission Application in SHP CAS prior to the application deadline. Students will be ranked for program admission utilizing specific criteria, i.e. grades received for required non-nursing courses and the score on the Test of Essential Academic Skills (TEAS) pre-admission test. All nursing and non-nursing coursework (post-admission) must be completed within the 12-month period in order to receive the practical nursing certificate. Although the minimum criteria are outlined in the guide, applicants need to be aware that meeting the minimum requirements does not guarantee acceptance into the program.

**Application and TEAS Deadline**

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<th>Application Deadline</th>
<th>TEAS Deadline</th>
<th>Program Start</th>
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<td>Fall Day</td>
<td>May 15th</td>
<td>May 1st</td>
<td>August</td>
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<td>Summer Day</td>
<td>April 15th</td>
<td>April 1st</td>
<td>June</td>
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<tr>
<td>Early Spring Evening/Weekend</td>
<td>November 15th</td>
<td>November 1st</td>
<td>January</td>
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**Accreditation**

The Program is accredited by the Maryland Board of Nursing.
Required Entry Exam

Students must register for the ATI TEAS exam, complete the exam, and submit official scores to CCBC TEAS by the deadlines below:

- May 1st deadline for the May 15th application deadline
- April 1st deadline for the April 15th application deadline
- November 1st deadline for the November 15th application deadline

TEAS scores are valid for 2 years. Students transferring from CCBC’s RN program to the PN program will have TEAS valid for 3 years. Scores older than 2 or 3 years (as stated) from the TEAS deadline will not be considered.

Students must register for the ATI TEAS test, complete the test, and submit official scores to CCBC TEAS by the deadline.

The minimum scores for admission to CCBC Nursing are listed below. If you do not participate in the ATI TEAS, your application will not be evaluated. Students who do not meet these minimum scores may not be reviewed for admission.

- Overall – PROFICIENT (58.7%) or higher
- Reading – 69.0% or higher

Additional information for the TEAS information on how to register to take the assessment can be found at: http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx

Required Prerequisite Coursework

It is strongly recommended that applicants complete these pre-requisite courses prior to the application deadline. Applications will be considered for students that are taking pre-requisites during the spring semester. However, students who have completed all pre-requisites before the application deadline will be more competitive. All pre-requisite courses must be completed with a grade of “C” or better.

- Option One (Continuing to RN)
  - BIOL 110: Biology I: Molecular and Cells
  - BIOL 220: Human Anatomy and Physiology I
  - BIOL 221: Human Anatomy and Physiology II
  - ENGL 101: College Composition I
- PSCY 101: Introduction to Psychology

Option Two
- BIOL 109: Human Anatomy and Physiology
- ENGL 101: College Composition I
- PSYC 101: Introduction to Psychology

Minimum Admission Criteria
- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Successful completion of the ATI TEAS examination.
- C or better in prerequisite courses

Steps for Admission
1. Apply for admission to CCBC at http://www.ccbcmd.edu/apply
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Complete ATI TEAS testing by deadline.
5. Once you have your CCBC Student ID number, log into https://shp.liaisoncas.com/applicant-ux/#/login and apply to the program by the application deadline. The non-refundable $50 application fee is due at time of submission.
6. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the deadline.
7. Applicants will receive an email inviting them to complete the CCBC SHP Supplemental application once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS
1. This program requires that all official college transcripts be submitted to the SHP CAS preferably 4-6 weeks prior to the admission deadline.
   a. SHP CAS Transcript Processing Center
      All official U.S. College transcripts, including CCBC, are required to be sent to the SHP CAS Transcript Processing Center. Hard copies (paper copies) must be sent along with the Transcript Matching Form for each transcript (found in the second quadrant of your SHP CAS application) to the below address. Alternatively, you may choose to send an electronic transcript (if your school offers it) for faster processing. You may find us as CCBC UniCAS, SHP CAS or something similar according to how your school has it listed.
b. CCBC Enrollment Services Center, Baltimore, MD
Additionally, ALL official U.S. College transcripts, not including CCBC, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student.

c. SHP Admission Office, Baltimore, MD
If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do Not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

CCBC School of Health Professions Admission Office
7201 Rossville Blvd.
Administration Building, Suite 100
Baltimore, Maryland 21237

2. All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
   a. SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
   b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
   c. Applications missing transcripts will not be considered for admission.

Admission Response
Admissions decisions are emailed to students approximately 6 to 8 weeks after the application deadline.
Applicants who are offered a seat in the program and choose to accept that seat, are required to pay a non-refundable $200 seat fee to accept their offer of admission and reserve their space in the RN programs or the PN program. The fee will be applied to the student account after the first several weeks of class. Students who accept a seat and then do not attend the program will not be eligible for a refund of the fee.
Post Admission

Applicants should be aware that the following items will be required to progress in the clinical/practicum components of the program. Further information will be provided by the program director.

- Provide proof of current CPR certification at the Healthcare Provider Level. If you need information about CPR courses, [https://cpr.heart.org/en/courses/basic-life-support-course-options](https://cpr.heart.org/en/courses/basic-life-support-course-options)
- Proof of a recent physical examination with current immunizations,
- Proof of current health insurance and,
- Criminal background investigation, and
- Drug screening.

Important Information

- In order to progress through and graduate from the nursing program, applicants must successfully complete all courses with a grade of "C" or better.
- If an applicant earned a D or F grade as the last grade in a course used for admission consideration, even if the student is currently enrolled in the repeat, the applicant is not eligible to apply for the nursing program. The applicant must first replace the D or F grade with a passing grade. Once the new grade has been posted on the student’s transcript, then the applicant will be eligible to apply during the following admission cycle.
- Applicants who have failed out of a nursing program (including CCBC) are eligible to apply for admission to the practical nursing program at the Dundalk campus.

Who to Contact

**Academic Advising** – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science Pathways Advisor** only. For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. For the Dundalk campus, call 443-840-3816 or visit the Student Services Center room 102. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at [http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx](http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx).

**School of Health Professions Office of Admissions** at 443-840-1989 or email [shpseat@ccbcmd.edu](mailto:shpseat@ccbcmd.edu)