

2025-
2026

SHP Admission Packet Registered Nursing Associate to Bachelor's (ATB) Option



www.ccbcmd.edu/shp

2025-2026

School of Health Professions (SHP)

Program Application Checklist

1. Apply to CCBC

- ☐ Complete the free CCBC application:
[Apply to CCBC](#)

2. Submit

- ☐ Submit official transcripts/score reports to CCBC Registrar
- ☐ Follow this link for more details: [Next Steps](#)

3. Complete

- ☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to [Transfer to CCBC \(ccbcmd.edu\)](#), click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review

- ☐ Review the Admission packet for your program

5. Meet

- ☐ Meet with a Health Professions Academic Advisor [Meet with an Advisor \(ccbcmd.edu\)](#)

6. Take

- ☐ Register for and complete the TEAS test in-person. More information about the TEAS and how to register: [TEAS](#)

7. Apply

- ☐ Access SHP CAS: [SHP CAS Login.](#)
- ☐ Complete each quadrant of the SHP CAS or DH CAS application
- ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications
- ☐ Submit the application with the non-refundable application fee by the program deadline

For assistance:

- Click the blue question mark in the top right corner of each page of the SHP CAS application
- Email shpseat@ccbcmd.edu
- Contact your Health Professions Academic Advisor
- Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

8. Check

- ☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

9. Monitor

- ☐ Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

10. Confirm

- ☐ Log into your [myCCBC](#) account then review your *SIMON Degree Audit* to confirm transcripts from other institutions have been received and evaluated

11. Be Notified

- ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. <https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html>
2. <https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degree-or-Certificate/Next-Steps.html>
3. <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>
4. Meet with an Advisor (ccbcmd.edu) <https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html>
5. <https://www.atitesting.com/teas>
6. <https://shp.cas.myliaison.com/applicant-ux/#/login>
7. <https://dhcas.cas.myliaison.com/applicant-ux/#/login>
8. <https://id.quicklaunch.io/CCBC>

Contents

School of Health Professions (SHP).....	2
Welcome	5
Program Description	5
Accreditation.....	7
Application Deadline	7
Required Entry Exam	7
Minimum TEAS Score Requirements:	7
Important TEAS Updates - Effective March 15, 2025:	7
Testing Locations & Registration	8
Required Coursework.....	8
Required Prerequisite Courses.....	8
Additional Required Courses	9
University Specific Required Pre-Requisite Courses.....	9
Admission Criteria.....	9
Steps for Admission	10
TRANSCRIPTS	11
Admission Response.....	13
Post Admission	13
Admission Response	13
Post Admission	14
Whom to Contact	14
Associate Registered Nursing Program	16
Technical Standards	16

REGISTERED NURSING

Associate to Bachelor's (ATB) Option

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's ATB Nursing program. The ATB program is designed to assist students who have been admitted to the CCBC nursing program to make substantial progress in achieving their bachelor's degree at the same time they earn their associate degree. Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

We wish you the best with the submission of your application for admission.

Sincerely,

Dr. Mary Kay DeMarco
Nursing Program Director, Essex

Dr. Elizabeth Webster
Nursing Program Director, Catonsville

Program Description

The ATB Option is a selective, dual degree enrollment option that requires application to the CCBC Associate of Science Registered Nursing Program and a separate application to an ATB university partner. The ATB Option provides an opportunity to begin coursework for the B.S. degree at one of four participating universities while enrolled in the CCBC A.S. Degree Nursing Program. This reduces time for completion of the B.S. degree to approximately two to three additional terms following completion of the A.S. degree. The CCBC A.S. degree program is accredited by the Maryland Board of Nursing and by the Accreditation Commission on Education in Nursing (ACEN).

The ATB Option is offered in collaboration with the universities listed below. Students interested in the ATB Option must submit two separate applications. They must apply to the CCBC RN program and their chosen university. Use the links below to determine course requirements, admissions requirements, and application procedures for the chosen university.

Frostburg State University – a completely online option

[See Frostburg Information Sheet](#)

Notre Dame of Maryland University – face to face or online options

[See NDMU Information Sheet](#)

Stevenson University – a blended option

[See SU Information Sheet](#)

Towson University – a primarily online option

[See TU Information Sheet](#)

University of Maryland School of Nursing (UMSON)
partnership – Dual Admission (**contact ATB Coordinator**)

[See UMSON Information Page](#)

Prospective ATB students are advised to review each university's program of study and apply to the university that is the best fit for their personal, educational, and professional goals. Students may apply to multiple ATB partner universities. It is highly recommended that students considering application to the ATB Option, attend an ATB Information Session held each semester on both the Catonsville and Essex campuses. CCBC faculty and University reps will provide detailed information and be available to answer questions. Email atbnursing@ccbcmd.edu for specific dates and room locations. Students may also view an abbreviated Virtual ATB Information session at youtu.be/eYI6R4NTOQI.

This program is designed to prepare students to enter the nursing profession as registered nurses. The curriculum provides theoretical, clinical and laboratory study in nursing that will enable students to learn to work as members of a health care team. Upon successful completion of the A.S. portion of the program, graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The ATB Option is available to qualified students participating in the following CCBC RN program options (all of which require clinical rotations):

- RN day program, offered at Catonsville and Essex campuses, starts every fall and spring.
- RN evening-weekend program, offered at Essex campus, starts only in the fall.
- RN Blended program, offered at Catonsville campus, starts every fall and spring. Didactic content is delivered online; clinical hours, campus labs and seminars are required in a face-to-face format on campus.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

NOTE:

1. The ATB Option is only available to students who have completed all the ATB general education and additional program requirements prior to starting the Nursing courses.
2. ATB students will travel to the partner university to participate in university courses if they choose a university's face-to-face program of study.

Accreditation

The Community College of Baltimore County nursing program at the Catonsville, Dundalk and Essex Campuses located in Baltimore, Maryland is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program [on the ACEN website \(https://www.acenursing.org/\)](https://www.acenursing.org/).

Application Deadline

Same for both CCBC RN and University ATB applications.

- **Fall Start:** February 15th
- **Spring Start:** August 15th

Required Entry Exam

To be considered for admission to the CCBC Nursing Program, you must complete the ATI TEAS exam and submit your official scores to **CCBC TEAS** by the deadlines listed below. Applications that do not include ATI TEAS scores will not be evaluated.

- **Spring Start:** August 15
- **Fall Start:** February 15

Minimum TEAS Score Requirements:

Applicants must meet the following minimum scores to be considered for admission. Students who do not meet these requirements may not have their applications reviewed.

- **Overall Score:** Proficient (58.7%) or higher
- **Reading Score:** 69.0% or higher

Important TEAS Updates - Effective March 15, 2025:

- **In-Person Testing Requirement:** Any TEAS exams taken **after March 15, 2025**, must be completed **in-person** at an approved testing site. Only exams **“Proctored by an**

Institution” or “Proctored by PSI” will be accepted. Online exams taken after this date will not be considered for admission.

- **Score Validity:** TEAS scores are valid for **two years** from the test date. Online exams completed on or **before March 15, 2025**, remain valid within this two-year period. The **Nursing Program** will consider TEAS scores taken within **two years** of the exam deadline.

Testing Locations & Registration

The TEAS exam is available at **approved locations** listed on the **ATI Testing** website:

1. Educational institutions (On-Campus)
2. CCBC Testing Centers (On-Campus)
3. PSI Testing Centers (On-Site)

When registering, select either the **On-Campus** or **On-Site** option. To register, schedule, and submit payment for the exam, visit [ATI Testing](#). **All TEAS scores must be submitted to “CCBC TEAS.”**

- If you have taken the TEAS exam **within two years** of the application deadline and are satisfied with your score, you do **not** need to retake the exam.
- If you are taking the exam for the first time or retaking it, you **must** complete the exam **in person after March 15, 2025**.

If you have questions, please send them to shpseat@ccbcmd.edu.

Required Coursework

It is highly recommended that all required courses be completed before application or be in progress during the time of application. Courses in progress must be successfully completed prior to the start of the program. Of the courses listed below, the more courses that a student completes with grades showing mastery, the better the student’s chances of admission into the RN program. All courses must be completed with a grade of “C” or better.

Required Prerequisite Courses

- BIOL 110 Biology I: Molecular and Cells* (4 credits)
- BIOL 220 Human Anatomy and Physiology I (4 credits)
- ENGL 101 College Composition I (3 credits)
- General Education Math Requirement (3-4 credits)
MATH 153 is required for ATB Option

*Applicants who are transferring to CCBC from another college should meet with a Pathways Health Professions Academic Advisor to determine what remaining coursework is required for both admission and graduation for the CCBC RN program.

Additional Required Courses

- BIOL 221 Human Anatomy and Physiology II (4 credits)
- BIOL 230 Microbiology (4 credits)
- CMNS 101 Fundamentals of Communication (3 credits)
- General Education Arts & Humanities/Diversity Elective (3 credits)
Recommended: PHIL 240 Ethics
- PSYC 101 Introduction to Psychology (3 credits)
- PSYC 103 Principles of Human Growth and Development (3 credits)

University Specific Required Pre-Requisite Courses

Additional required ATB pre-requisites and other non-nursing courses to earn the bachelor's degree for the ATB program of study will vary by university. Prospective students are advised to carefully review each university's information sheet (links earlier in document) that contains all course requirements. A small number of ATB pre-requisite courses may be in progress at the time of application or may be taken in the semester immediately prior to the start of the nursing program. Required pre-requisites by university are as follows:

- CHEM 107/108 Fundamentals of Chemistry with Lab (4 credits) – for FSU, SU, TU
- MATH 153 Introduction to Statistical Methods (4 credits) – for all universities
- BIOL 256 Nutrition (3 credits) – for FSU, SU, TU
- SOCL 101 Introduction to Sociology – for FSU, SU

Admission Criteria

Students must have completed all the RN Program prerequisites, additional ATB program prerequisites and general education required courses prior to starting the nursing courses. The student must also have:

- basic computer skills
- Review, sign and upload RN Technical Standards form into the SHP CAS program application.
- For ATB admission consideration - GPA of 3.00 or higher, calculated from prerequisite, general education and additional program required courses
- For CCBC RN Admission consideration:

- GPA of 2.50 or higher, calculated from prerequisite, general education and nursing program required courses
- A CCBC GPA of 2.00 for any courses completed at CCBC
- Met minimum score requirements on the ATI Test of Essential Academic Skills (TEAS)
- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the "How to submit your final transcript" section of the Apply Now webpage at: <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>. It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.
- Applicants that are applying to the Online Blended RN Program are required to attend a Blended Program information Session. Attendance at one of the sessions is mandatory to be eligible for admission.
- Per industry standards, applicants to the Registered Nursing program must be 18 or older and have received a GED or HS Diploma before being admitted to the program.

Steps for Admission

1. Apply for admission to CCBC at [ccbcmd.edu/apply](https://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.cas.myliaison.com/applicant-ux/#/login> and apply to the **CCBC SHP Registered Nursing** 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.
8. TRANSCRIPTS

All official U.S. College transcripts, including CCBC, are required to be sent along with the Transcript Matching Form for each transcript (found in the second quadrant of your SHP CAS application) to:

SHP CAS Transcript Processing Center

P.O. Box 9134

Watertown, MA 02471

9. Your application status updates are found in the CCBC SHP CAS application in the top tab entitled CHECK STATUS. Admission Decisions are emailed to the address used in your application.

A separate university application and all college transcripts must be sent to the ATB University of choice to be considered for the ATB Option. See application instructions on p. 2 of each university's information sheet (links found earlier in this document).

TRANSCRIPTS

Official transcripts from ALL US colleges and universities attended by the applicant are required to be submitted to the SHP CAS and to the CCBC Registrar. Applications missing transcripts will not be considered for admission. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP, may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks prior to the application deadline. If the program that you are applying to only requires an unofficial transcript sent to the SHP CAS, you must still submit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs you are applying to.

To Send an Electronic Transcript

1. Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.
2. You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript service page.

3. Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

To Send a Paper Copy Using the US Postal Service

1. You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', choose Option 2: Order a Mailed Paper Transcript. Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended, and request one official transcript be sent to SHP CAS.
2. Provide the Registrar with the following items:
 - a. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CASID number on the transcript before mailing it.
 - b. Give the Registrar this mailing address:

SHP CAS Transcript Processing Center

PO Box 9134

Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

How to Verify that Transcripts are Received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations (SHP CAS AND CCBC).

1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed, and it will be noted if the transcript has been

received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.

2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

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.

- Proof of current CPR certification at the Healthcare Provider Level by the American Heart Association. If you need information about CPR courses, visit heart.org.
- Proof of a recent physical examination with current immunizations, including COVID19
- Proof of current health insurance,
- Criminal background investigation, and
- Drug screening.

Admission Response

CCBC RN Program decisions are emailed about 6 to 8 weeks post application deadline. ATB University decisions emailed about 2 to 3 weeks after the RN Program decisions. Applicants who are offered a seat in the CCBC RN program are required to pay a non-refundable \$200 seat fee to accept their offer of admission and reserve their space in the 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.

Students accepted to an ATB partner university should follow university instructions (sent separately) for accepting their ATB seat.

Those not chosen for admission are encouraged to increase their competitiveness and reapply. Applicants must go through the entire process each year for consideration.

Post Admission

Applicants who are admitted into the RN program must be prepared to provide the following prior to the start of the program. Further information is provided at the nursing program orientation by the program director or faculty. Orientations are typically held in December/ January for spring admits and May/August for fall admits.

- Completion of the Student Health Profile (CCBC Nursing Physical Examination form)
- Documentation of current CPR from the American Heart Association Health Care Provider or other approved equivalent. The CCBC RN program does not accept online CPR Courses. If you need information about CPR courses, see [redcross.org/take-a-class/bls](https://www.redcross.org/take-a-class/bls).
- Proof of health insurance coverage, which must be maintained throughout the clinical program
- Completion of Occupational Safety and Health Administration (OSHA) requirements and modules required by clinical agencies (The college will make provision for all clinical students to meet this requirement.)
- Completion of criminal background checks and drug screening
- Access to a laptop computer and the internet (A high speed connection is recommended.)
- All new students accepted into the SHP are required to attend a SHP New Student Orientation in addition to the separate Nursing Program Orientation. Your program director will provide specific dates and more information about The SHP Orientation.
- ATB accepted students will receive information about ATB orientation sessions at their university.

Additionally, all students will be fitted for uniforms at the nursing program orientation. Further information about other required supplies and texts will also be given at program orientation.

Whom to Contact

Academic Advising – Advising is available at the Catonsville and Essex campuses.

Please ask to speak with a **Health Professions Pathways Advisor** only.

The hours, addresses and phone numbers for all campus sites can be found by calling 443-840-2222 or online at <https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html>.

ATB Coordinator at atbnursing@ccbcmd.edu

School of Health Professions Office of Admissions at 443-840-1989 or email
SHPSat@ccbcmd.edu

Associate Registered Nursing Program

Technical Standards

- ◆ Have the academic ability to learn a large volume of technically detailed information and be able to synthesize and use this data to solve complex clinical problems. This information must be acquired in a short and intense period of study which requires well developed study skills, a high level of motivation and may require considerable personal and financial sacrifice
- ◆ Have the mental, emotional, physical ability and stamina to complete the program in the required sequence
- ◆ Possess the emotional maturity and stability to approach highly stressful human situations in a calm, safe, and rational manner
- ◆ Have well developed oral and written English language communication skills
- ◆ Be physically and academically prepared to participate in clinical assignments which occur at different times in a variety of geographic locations
- ◆ Carry health insurance and provide documentation of same, and have Health Care Provider CPR certification
- ◆ Display strong ethical integrity consistent with working as a health care professional
- ◆ Have the minimum physical abilities in the areas of sensory function, hand-eye coordination, auditory ability, and neuromuscular control to competently perform the technical activities that are a critical part of the program curriculum and profession, including:
 1. Performing in depth physical assessments;
 2. Working on one's feet up to 8-12 hours;
 3. Performing common procedures that require fine motor skills such as vital sign measurement, injections, dressing changes, medication administration.
 4. Performing common procedures that require large motor skills such as stooping, bending and lifting, turning, transferring and ambulating adult patients.

Declaration - I have read and understand the technical standards required for the Nursing Program. I hereby declare that I am able to meet the above-listed essential technical standards.
BE SURE TO SUBMIT WITH APPLICATION.

Name of Applicant (Print or type)

Signature of Applicant/Date
