

2024-2025



# SHP ADMISSION PACKET ANESTHESIA TECHNOLOGY

SCHOOL OF HEALTH PROFESSIONS  
COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

[WWW.CCBCMD.EDU/SHP](http://WWW.CCBCMD.EDU/SHP)

2024-2025  
DUNDALK AND ESSEX CAMPUSES

# School of Health Professions (SHP)

## Program Application Checklist 2024-2025

### 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

- ☐ If applying for Dental Hygiene, Radiography, Registered Nursing, Practical Nursing, or Practical Nursing-RN Bridge, register for and complete the TEAS test. More information about the TEAS and how to register: [TEAS](#)

### 7. Apply

- ☐ Access SHP CAS: [SHP CAS Login](#).  
Dental Hygiene - [DH CAS Login](#)
- ☐ Complete each quadrant of the SHP CAS or DH CAS application
- ☐ Send 2<sup>nd</sup> set of transcripts to SHP CAS directions in 2<sup>nd</sup> 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](mailto: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.liaisoncas.com/applicant-ux/#/login>
7. <https://dhcas.liaisoncas.com/applicant-ux/#/login>
8. <https://id.quicklaunch.io/CCBC>

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# ANESTHESIA TECHNOLOGY

## Welcome

On behalf of the School of Health Professions (SHP), thank you for your interest in CCBC's Anesthesia Technology program. The program is designed to provide theoretical, laboratory and clinical (hands-on experience in the work setting) experiences that enable students to function in the health care environment, as well as, be successful on the national certification examination. We are fortunate that this program is in collaboration with Johns Hopkins Department of Anesthesiology.

I wish you the best with submission of your admission application.

Sincerely,

Cheryl J. McNamara, D.N.P. and

Kimberly Allen, B.A., Cer.A.T.T.

Program Director

Program Director

## Program Description

The Anesthesia Technology Program is a 1-year program not including the pre-requisites. It is a collaborative program between CCBC and Johns Hopkins Hospital. Many of the anesthesia courses and labs may be located at the Johns Hopkins Hospital, downtown. Students completing the program will earn an Associate of Applied Science (A.A.S.) degree. The anesthesia technology program provides courses that offer the full range of clinical and didactic experience to practice as an anesthesia technician.

Upon completion of the program, graduates can apply for certification through the American Society of Anesthesia Technicians and Technologists (ASATT). The certification achieved is certified anesthesia technologist (Cer.A.T.T.).

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@ccbcm.edu](mailto:shpseat@ccbcm.edu).

## Accreditation

The Anesthesia Technology Program is a candidate for accreditation by the American Society of Anesthesia Technicians and Technologists.

25400 US Highway 19 North Suite 158  
Clearwater, FL 33763 [mail@caahep.org](mailto:mail@caahep.org)  
(727) 210-2350

## Admissions Deadline

April 15<sup>th</sup> - The program begins in June.

## Required Prerequisite Coursework

All courses (Prerequisite and General Education) must be completed by the end of the spring semester prior to the June start with a grade of “C” or better. A 2.3 minimum GPA is required on the below prerequisites.

- BIOL 109 – Human Anatomy and Physiology (4 credits)
- ENGL 101 – College Composition I (3 credits)
- MATH 153 – Introduction to Statistical Methods (4 credits)
- ALHL 115 – Medical Terminology (3 credits)
- CHEM 107 – Fundamentals of Chemistry (3 credits)
- CHEM 108 – Fundamentals of Chemistry Laboratory (1 credit)

## General Education Requirements

- CMNS 101 – Fundamentals of Communication (3 Credits)
- CSIT 101 - Computer Technology Systems (3 Credits)
- PSYC 105 - Multicultural Psychology (3 Credits)

## Admission Criteria

- Minimum Pre-req GPA of 2.3
- Minimum overall CCBC GPA of 2.0 for any courses taken at CCBC
- C or better grade in all prerequisite courses
- The CCBC School of Health Professions recognizes that some programs within SHP have minimum age requirements, typically set at 18 years old. These restrictions are in line with state laws and accreditation standards, which are determined independently from CCBC’s control. We place high importance on adhering to these regulations to guarantee the excellence and reliability of our programs.
- 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 link, <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>. If you are submitting transcripts to transfer to CCBC, complete the Transcript Evaluation Request form. It is found at the link above, in the ‘Next Steps’ drop-down menu.  
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.

## 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. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the **ANESTHESIA TECHNOLOGY** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
5. Signed and uploaded Technical Standards form in the Program Materials quadrant of the SHP CAS application.
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 application 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

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. 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 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.
  - o **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', chose 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 CAS ID 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/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. 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/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBCfrom-another-college.aspx>. Unofficial copies can be sent to the SHP Admission Office at, [shpseat@ccbcmd.edu](mailto: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](mailto: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 applicants approximately 6 weeks after the application deadline but could occur sooner. Check the email address used at time of application.

## 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://www.redcross.org/take-a-class/bls>
- Proof of a recent physical examination with current immunizations including COVID 19,
- Proof of current health insurance, • Criminal background investigation, and
- Drug screening.

## Who to Contact

**Academic Advising** – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathways Advisor** only. For the Catonsville campus call 443840-4382 or visit the Student Services Center room 102. For the Essex campus call 443- 8401973 or visit the Student Services Center room 120A. For the Dundalk campus, call 443- 8403816 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/Resourcesfor-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)

# Anesthesia Technology Program Essential Functions

## Professional Technical Standards

The role of the technologist demands intelligence, sound judgment, intellectual honesty, the ability to relate with people and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and commitment to the patient's welfare are essential attributes.

Students participating in the Program must:

- 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 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
- 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. Working on one's feet up to 8-12 hours.
  2. Performing common procedures that require fine motor skills.
  3. Performing common procedures that require large motor skills. such as stooping, bending and lifting, and transferring patients.

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

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Name Printed

Student Signature

Date