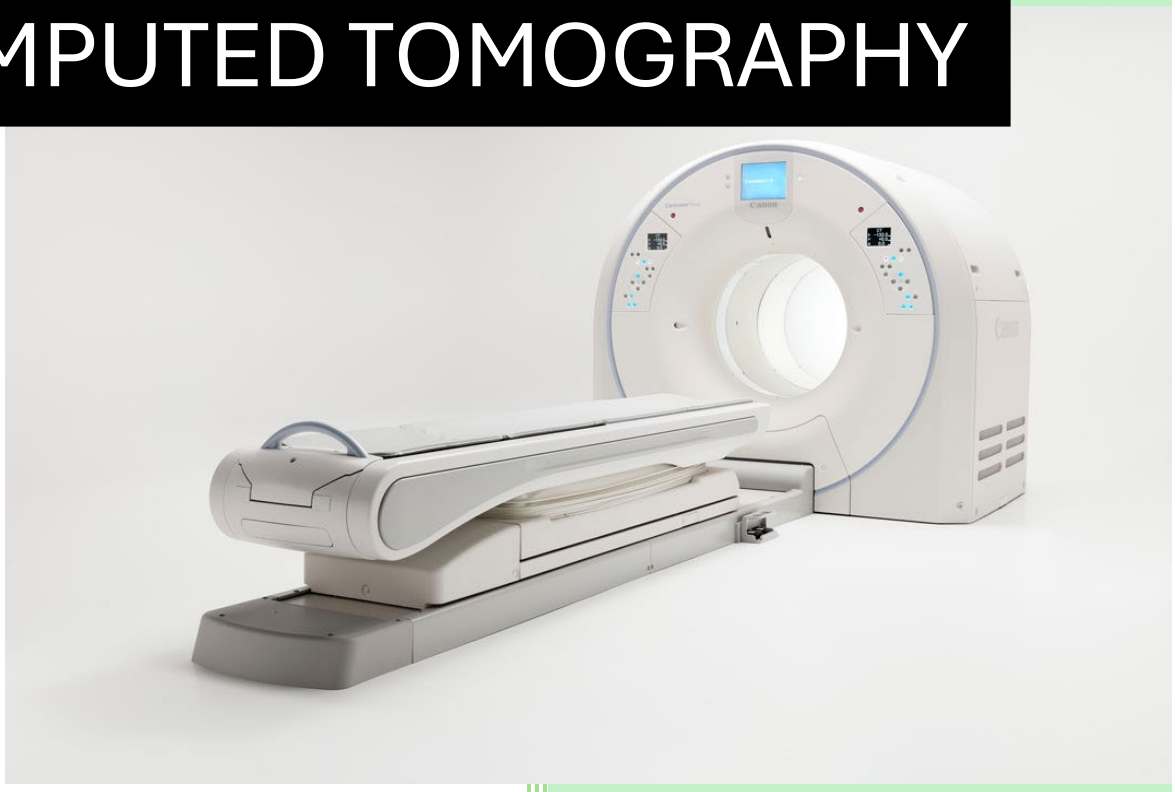
2025-2026

SHP Admission Packet
COMPUTED TOMOGRAPHY



CCBC
SCHOOL OF HEALTH PROFESSIONS

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. **Apply**
   ☐ Access SHP CAS: SHP CAS Login.
   ☐ Complete each quadrant of the SHP 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

7. **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

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

9. **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.

CCBC
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www.ccbcmd.edu

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

Links:

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

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COMPUTED TOMOGRAPHY

Welcome

Thank you for your interest in the CCBC Computed Tomography Program.

Computed Tomography is a method of examining body organs by scanning them with x- rays and using a computer to construct a series of cross-sectional scans along a single axis.

Computed Tomography (CT) imaging produces cross-sectional images or "slices" of anatomy, like the slices in a loaf of bread. The cross-sectional images are used for a variety of diagnostic and therapeutic purposes.

Through a combination of classroom and clinical education, students in the Computed Tomography program learn to:

i) Operate a Computed Tomography scanner

ii) Position patients for CT procedures

iii) Deliver quality patient care

Please carefully review the information contained within this guide to ensure you completed all steps required for admission consideration.

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

Sincerely,

Erin Phelan, M.A., RT(R), CNMT

Medical Imaging Programs Director

Program Description

The Computed Tomography program is a **Selective Admissions Program** and enrollment in this program is limited by the availability of clinical facilities.

iv) This is a 6-month program.

v) A limited number of students are accepted for each class based on availability of clinical placement and community need.

vi) Clinical courses are offered for students at a variety of clinical facilities. Any student who registers for any of the clinical courses must complete the entire course.

vii) Students may choose to not enroll in clinical courses, but they will not receive the CT certificate. Also, students who choose not to register for clinical placement prior to the start of the program are ineligible to do so later.

viii) Students in clinical courses must also be enrolled in didactic courses.

ix) The CT program is offered twice a year (June through December and October through April).

x) The CT program is now using a rolling admission process. Rolling admission will occur on the first come, first served basis for completed applications. Seats will be filled in the order complete applications are received. Applicants may be placed on the waitlist once seats are filled. If the seats and the waitlist are filled, the application may be closed even before the stated deadline of closure.

xi) 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.

Admissions Deadline

Application opens September 15th - closes May 1st for a June start

Application opens April 1 - closes August 15th for an October start

Admission Criteria

Additional required or requested information.

The following must be uploaded to the https://shp.liaisoncas.com/applicant-ux/#/login BY THE ADMISSIONS DEADLINE:

- ✓ A copy of your national certification in Radiography, Nuclear Medicine or Radiation Therapy.
- ✓ A copy of your state of Maryland professional license in Radiography (non-expired), Nuclear Medicine or Radiation Therapy.
- ✓ For 2nd year Radiography program students, the enclosed Registry-eligible Verification form.
- ✓ Signed CT Technical Standards form - mandatory.
- ✓ Essay – submitted as the answer to a question in the CCBC CAS application.
- ✓ A 2.00 CCBC GPA is required for any courses completed at CCBC.

Steps for Admission

1. Apply for Admission to CCBC at https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html
2. Once you have your CCBC Student ID number, log into https://shp.cas.myliaison.com/applicant-ux/#/login and apply to the **CCBC SHP CT Program** by the application deadline. The **non-refundable** $50 application fee is due at time of submission.

3. 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.
4. Review any emails sent to you during this process.

Admission Response

Applicants should monitor their email for decisions after the application is submitted and marked as Complete in the SHP CAS.

Post Admission

Once admitted into the program, students receive information from the program coordinator by way of email. Topics such as uniforms, textbooks, medical information (physicals, immunization, and health insurance requirements), criminal background checks, drug screening, and required software and/or other materials are covered in a series of emails and attachments that contain directions to fulfill requirements needed before the start of the program. Please follow all directions very carefully and meet all required deadlines.

The Computed Tomography program conducts a mandatory clinical orientation class before the start of the program. Students are also required to attend the SHP New Student Orientation.

Financial Information

Computed Tomography students will spend approximately $300.00 for textbooks throughout the program. In addition to textbooks, students also need to purchase student uniforms. Prior to starting clinical education, computed tomography students must have a medical examination performed by their personal physician along with up-to-date immunizations, including COVID 19. This medical cost will vary.

Criminal background checks and drug screening will cost approximately $70.00. A student clinical tracking software is also required, which has a one-time cost of approximately $125.00, which is included in course fees.

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. Current students can schedule an appointment with an advisor through myCCBC. You'll need your CCBC ID number to submit an advising request form. Login to schedule https://www.ccbcmd.edu/Student-Life/Student-Support/Advising/index.html or call 443-840-2222.

Program Coordinator - Mrs. Debbie Lam at 443-840-2015 or dlam@ccbcmd.edu,

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

Registry-Eligible Verification Form

I,_____, certify

(Name of program director)

that_____is

(Name of Radiography student)

currently a second year Radiography student enrolled at _____.

(Name of Radiography program) She/he will be eligible to sit for the American Registry of Radiologic Technologists certification exam and obtain a State of Maryland license in Radiography before the CT or MRI program classes start.

Signature of Radiography Program Director

_____

Address of Radiography Program

_____

Phone Number of Radiography Program

_____

Email address of Radiography Program Director

_____

CCBC Student ID #_____

Community College of Baltimore County

CT PROGRAM TECHNICAL STANDARDS

A. PERFORMANCE OF THE DUTIES OF THE CT TECHNOLOGIST ENCOMPASSES THE FOLLOWING:

1. Technical Skills:

   i) The ability to use Computerized Tomography equipment to perform diagnostic procedures in a safe manner consistent with minimal radiation exposure and maximum image quality.

   ii) The ability to evaluate and interpret requests for CT procedures and determine the best method of achieving optimal results.

   iii) Select exposure factors and accessory devices for all procedures with consideration of patient size, age, and extent of disease. .

   iv) Evaluate images to ascertain that they contain proper identification and are of diagnostic value.

   v) Evaluate images to ascertain that they contain proper identification and are of diagnostic value.

2. Physical Requirements:

   i) Sufficient strength and fine motor coordination to:

      (1) Be able to stand on 2 feet for extended periods of time.

      (2) Safely move patients from stretcher, wheelchair or bed to and from a CT table.

      (3) Lift 25 pounds for short distances.

      (4) Pull and push heavy objects.

      (5) Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc.

   ii) Adequate eyesight to:

      (1) Observe the patient in order to assess the patient's condition and/or needs from a distance of at least 20 feet.

      (2) Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a CT technologist.

      (3) Evaluate CT images for appropriate positioning and image quality.

   iii) Sufficient hearing to:

      (1) Respond to patient's verbal inquiries

      (2) Communicate with other personnel involved in the care of the patient

      (3) Initiate timely response to audible alarms and signals

3. Interpersonal Skills:

   i) Work in a professional manner with patients of all ages, races, creeds, and physical conditions while maintaining and respecting patient confidentiality.

   ii) Work with newborns, children, adolescents, adults and geriatrics in a safe and helping manner.

   iii) Communicate and receive written and verbal instructions and carry them out using proper channels of communication.

   iv) Use accurate verbal and written communications in English to:

      (1) Interpret clinical data

      (2) Read the patient's medical chart and/or physician's orders.

      (3) Comprehend and carry out physician requests

      (4) Provide patient/public education related to CT procedures and radiation protection safety

      (5) Apply critical thinking skills in the administration of contrast materials to recognize adverse reactions quickly and manage medical emergencies for the safety of the patient.

4. Intellectual Ability and Emotional Stability to:

   i) Work effectively by

   ii) Exercise independent judgment and discretion in the technical performance of imaging procedures.

   iii) Work efficiently in stressful situations

   iv) Complete program requirements

   v) Passing the National Registry Examination in Computed Tomography

B. WORKING CONDITIONS:

   i) Works in an air-conditioned environment with minimal exposure to noise and humidity

   ii) Is constantly bending, pushing, lifting, walking, moving heavy objects, talking on the phone, inputting and receiving data from computers and talking with physicians.

   iii) Has frequent exposure to blood and body fluids from patients

   iv) Has moderate exposure to blue light from computer screens.

   v) Has minimal to moderate exposure to x-ray radiation

CT ACKNOWLEDGEMENT FORM

I have received a copy of the "Technical Standards" of the CCBC CT Program. I have read these "Standards," have had an opportunity to ask questions about them, and now, to the best of my ability, understand them.

I believe I can meet the "Technical Standards" of the CCBC CT Program. If I do not meet all the "Standards," I understand that I cannot proceed with the observation session which is part of the admissions process.

The college does not discriminate on the basis of age, race, color, national origin, sex or handicap in its education programs or with regard to employment. The college further ensures that the applicant to the CT Program will not be discriminated against on the basis of past or current health problems or handicap provided that neither endangers the well-being of a patient or fellow student or hinders the applicant's ability to perform the functions required of a CT Technologist. Consequently, applicants will be required to take a physical examination and submit the results.

Inquiries regarding Diversity, Equity, and Inclusion, the Rehabilitation Act of 1973 in general, and Section 504, Title IX, may be directed to may be directed to CCBC Office of Student Conduct, 7201 Rossville Boulevard, Baltimore, Maryland 21237, (443) 840-5118.

Inquiries regarding supporting documented disabilities may be directed to CCBC Student Accessibility Services, (443) 840-3832, https://www.ccbcmd.edu/Student-Life/Student-Support/Accessibility-and-Accommodations/index.html, and studentaccessibility@ccbcmd.edu.

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

_____	_____	_____
Name Printed	Signature	Date