

2024-2025



SHP ADMISSION PACKET

HISTOTECHNOLOGY

COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP

2024-2025
CCBC Dundalk Campus

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 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.liaisoncas.com/applicant-ux/#/login>
7. <https://dhcas.liaisoncas.com/applicant-ux/#/login>
8. <https://id.quicklaunch.io/CCBC>

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HISTOTECHNOLOGY

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's

Histotechnology program. The program is designed to provide theoretical, laboratory and clinical (hands on experience in a work environment) which enables students to function in the health care environment as well as prepares them for the national certification examination.

Histotechnology is a very rewarding field which has great employment opportunities.

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

Sincerely,

Candice Grayson, M.S., M.A., MLS (ASCP)^{CM} Program Director

Program Description

The A.A.S. degree program in Histotechnology is designed to prepare students to function in the highly complex arena of a histotechnology laboratory. Histotechnicians are integral members of the health care team. It is the job of the histotechnician to prepare sections of human tissues from biopsy or autopsy for microscopic examination by processing and cutting tissues, mounting them on slides, and staining them with special dyes for microscopic examination by a pathologist for the diagnosis of disease. Most histotechnicians work in hospital laboratories, medical research laboratories, veterinary or marine pathology, dermatopathology, pharmaceutical, and forensic laboratories.

The U.S. Department of Labor, Bureau of Labor Statistics projects that the employment growth will increase by 7% by 2031, much faster than the average for all occupations.

The Histotechnology program at CCBC offers the full range of clinical and didactic experiences for students who wish to practice as HTs. Students will complete clinical rotations in local hospitals and reference laboratories.

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.

Accreditation

Graduates of the program will be eligible to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP). The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL. 60018-5119; (773) 714-8880.

The student handbook with policies and procedures specific to the program can be mailed to potential students upon request. Contact the Program Director for any questions or concerns.

Application Deadline

April 15th for June 2025 start only

December 15th for a Spring start – beginning 2026

Prerequisite Coursework

Prerequisites must be completed with a 'C' or better grade.

- BIOL 109 (or both BIOL 220/221)
- BIOL 110
- CHEM 107/108
- MLTC 101
- ENGL 101

Additional Coursework

These courses are not required to be completed by the admission deadline, however, it is recommended that they are completed prior to program starting the program. Completed course must have completed with a 'C' or better grade.

- BIOL 230
- ALHL 115

General Education Coursework

These courses are required for the degree and must be complete with a 'C' or better.

- CMNS 101
- MATH 135
- SOCL 141

Admission Criteria

Admission to this program is competitive and selective, based on grades in prerequisite courses and general education courses.

Applicants must have:

- A CCBC of 2.00 or higher on any courses completed at CCBC.
- A 2.00 or better GPA on prerequisites.
- Signed Medical Laboratory Technology Essential Functions – Technical Standards form
- Selected applicants must participate in an interview with the program.
- 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 'Transfer to CCBC' web page 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 Profession Pathways Academic Advisor early in the application process to review courses required for admission and graduation. 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.
- The CCBC School of Health Professions, Histotechnology program has a minimum age requirement of 18 years old to enroll in the program starting with HSTO 102. MLTC 101 is a prerequisite that may be taken before the student is 18. 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.

Transfer of Credit

All applicants who are transferring to CCBC are encouraged to review their DegreeWorks audit for transferred credit with a Health Profession Pathways Academic Advisor, after submission of transcripts and the Transcript Evaluation Request form. <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>.

Steps for Application

1. Apply for admission to CCBC at <https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html>.
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> and apply to the **CCBC SHP HISTO** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
 - a If you need assistance with the program application, you can watch the Help videos in the application or,
 - b You can view our YouTube video showing an application walk through at: <https://www.youtube.com/watch?v=EFM3cn1ZV5s>
5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the December 15th deadline.
6. 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.
7. Your application status updates are found in you SHP CAS application in the top tab entitled 'CHECK STATUS'. Admission Decisions are emailed to the address used in your application.
8. Qualified applicants will be invited to participate in an interview, after the admission deadline.

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

- Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
- Click **ORDER** under each school you have listed.
- 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 Send an Electronic Transcript

- 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.
- 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.
- 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

- 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.
- Provide the Registrar with the following items:
 1. 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.
 2. 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 Registrar's Office: <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.

Complete the Transcript Evaluation Request form in the 'Next Steps; drop down menu on the Transfer to CCBC webpage, the link is above.

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-CCBC->

[from-another-college.aspx](#). 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)

- 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.
- 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 applicants approximately two weeks after interview dates are completed. Admission decisions are emailed to the address entered in your SHP CAS application.

Post Admission

All students in the School of Health Professions are required to conduct themselves according to an honor code, exhibit professional behavior, communicate effectively in English, provide proof of health insurance and immunizations including COVID 19, and participate in a criminal background check. They may also be required to submit to random urine drug testing at clinical sites.

Service Work

Each clinical laboratory rotation experience will enhance the student's integration of theory and practical skills. Students will perform actual laboratory testing under the supervision of the clinical instructor. Students cannot perform laboratory testing or report laboratory results without the supervision or co-signature of the clinical instructor. Although students are encouraged to help with the work in an assigned laboratory, they are not to take the place of a paid employee.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Profession Pathways Advisor** only. For the Essex campus call 443-840- 1973 or visit the Student Services Center room 120A. 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-AcademicAdvisor.aspx>.

Program Director –Candice Grayson at cgrayson@ccbcmd.edu

Education Coordinator –Karen Bordenet at kbordenet@ccbcmd.edu

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

Ranking Criteria Point System

Overall CCBC GPA of 2.0 Yes or No

Note: Points are taken off the applicant's score for every science course repeated within the last five years.

Prerequisite Courses and Sciences (must have C or better in all courses)

Point possibilities: A=10 B=6 C=2 D=0 *A=5 B=3 C=1 D=0

Course	Grade	Deductions	Points	Comments
BIOL 109				
BIOL 110				
CHEM 107				
CHEM 108*				
MLTC 101				
CHEM 131 or 146 & 147				
BIOL 230				
	Totals			

Total Points_____

/70 possible points

Other Program Courses (must have C or better in all courses)

Point possibilities: A=5 B=3 C=1 D=0

Course	Grade	Points	Comments
ENGL 101			
CSIT 101			
MATH 135			
SOCL 141			
CMNS 101			

Total Points _____/25 possible points

Interview Score

Attach interview score sheet from Program Director. Note: A really poor performance on the interview will be sufficient reason for denial of admission into the program.

Total Points _____/50 possible points

Total application score _____

Essential Functions

The primary goal of the Histotechnology program is to prepare qualified graduates for entry level employment in clinical laboratories.

The duties of the Histotechnologist require the operation of complex, automated lab equipment in a safe and effective manner.

The accrediting agency for the Histotechnology Program, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), mandates that students be informed of essential functions necessary to perform activities related to the major and the practice of histotechnology.

Following is a listing of the types of skills usually required for job performance:

I. Physical Requirements:

A. Sufficient strength and mobility to:

- Lift and transport containers weighing up to 25 pounds
- Reach equipment on shelves higher than eye level
- Work at countertops and bench tops having an average height of 30-46 inches
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and standing over several hours while utilizing full range of body motion
- Move freely and safely about a laboratory
- Control laboratory equipment and adjusts instruments to perform laboratory procedures

B. Fine motor coordination sufficient to perform manual manipulation of lab equipment such as:

- Glass slides, and cover slips
 - Blades and forceps
 - Aliquoting from cylinders and beakers. Delicate manipulation of paraffin ribbons.
- Delicate manipulation of paraffin ribbons

C. Adequate vision to:

- Read tube labels, instrument control panels, computer screens, and printouts
- Perform microscope work to discriminate among fine instructional and color (hue, shading, and intensity) differences of microscopic specimens
- Characterize the color, odor, clarity and viscosity of biologicals, reagents, or chemical reaction products
- Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections and cellular specimens) are testing for their biochemical, hematological, immunological and histochemical component

II. Interpersonal Skills:

The ability to:

- Work in a professional manner with patients of all ages, races, creeds, and physical condition while maintaining and respecting patient confidentiality and privacy
- Interact with other members of the health care team in a polite, professional manner
- Communicate and receive written and verbal instructions in English and accurately carry them out using proper channels of communication
- Use accurate verbal written communications in English to interpret laboratory data, obtain and document relevant clinical information, comprehend, and carry out physician requests, and provide patient/public education related to the profession of medical technology

III. Intellectual Ability and Emotional Stability to:

- Exercise independent judgment and avoid distraction in the technical performance of laboratory procedures
- Solve laboratory mathematical problems quickly and accurately
- Prioritize requests and work concurrently on at least two different tasks
- Work under time constraints
- Work calmly and efficiently in stressful situations
- Recognize emergency situations and take appropriate actions
- Complete program requirements

IV. Environmental Requirements:

Laboratory work involves risks or discomforts that require special safety precautions, additional safety education, health risk monitoring, working with sharps, chemicals, and infectious disease.

- Use protective clothing or gear such as masks, goggles, gloves and lab coats or aprons
- Work safely with potential chemical, radiologic, and biologic hazards using universal precautions

Histotechnology students are required to:

- Submit proof of current enrollment in a health insurance plan (each semester)
- Receive a Hepatitis B Vaccine series or sign a waiver
- Receive the Flu Vaccine (by October 15th of the clinical rotation semester)
- Provide proof of immunizations against infectious diseases such as COVID19, varicella, Tdap, measles, mumps, and rubella; along with exposure testing to tuberculosis (prior to clinical rotations)
- Submit to periodic drug testing/screening (prior to clinical rotations)
- Complete background check (prior to clinical rotations)

Declaration - I have read and understand the essential functions/technical standards required for the Histotechnology Program. I hereby declare that I am able to meet the above-listed essential technical standards. BE SURE TO upload this signed form into the SHP CAS in the Documents section.

Name Printed

Student Signature

Date