**CCBC**

SCHOOL OF
HEALTH PROFESSIONS

# SHP LPN-RN Bridge Admission Packet

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

WWW.CCBCMD.EDU/SHP

# LPN to RN Bridge Program

## Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's LPN to RN Bridge Program. The LPN to RN Transition Course (LPN Bridge) is offered as a traditional 12-week face-to-face program on the Dundalk campus in summer or fall. Students who successfully complete the LPN Bridge course are permitted to join the RN program (traditional day program) at the beginning of the second year of the RN program.

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 admissions application.

Sincerely,

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

## Program Description

The LPN to RN Bridge program is designed as a pathway for licensed practical nurses to transition into the registered nurse program. Applicants must have a valid Maryland LPN license. Students complete prerequisite courses and apply for admission. The bridge course is provided on the Dundalk campus, and it is offered each January, fall and summer. Upon successful completion of the bridge course, students articulate into the third semester of the RN program.

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

The Program is accredited by the Maryland Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

ACEN

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

www.acenursing.org

(404) 975-5000

# Application Deadline

March 15 for a Summer start
May 31 for a Fall start
November 15 for January Blended Start

# TEAS Deadline

March 1 for a Summer start

May 15 for a Fall start

November 1 for January Blended Start

# Required Entry Exam

The ATI Test of Essential Academic Skills (ATI TEAS) is a general knowledge exam used as part of the admissions process by Nursing and Allied Health schools nationwide.  This is a standardized exam created by a company called Assessment Technologies Institute (ATI).  The TEAS exam covers general content in Reading, Mathematics, Science, English, and language usage.

- TEAS scores are valid for three years from the date that the test was taken for applicants who have completed the CCBC LPN program within the last year.
- For all other applicants, the scores cannot be more than two years old at the TEAS deadline date of March 1 for summer start, May 15 for fall start or November for Blended start.
- If the TEAS was taken more than two or three years before the deadline, then you will have to retest.

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.

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

Additional information about registering to take the TEAS 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

Students <u>must have completed</u> or be currently enrolled in and scheduled to complete the following required courses prior to application deadline. All courses must be complete with a 'C' or better.

The following courses are **required** for admission:

**Prerequisite Courses**

| | |
|---|---|
| ➢ BIOL 110 Biology I: Molecules and Cells* (4 credits) | ➢ PSYC 101 Introduction to Psychology (3 credits) |
| ➢ BIOL 220 Human Anatomy and Physiology I (4 credits) | ➢ PSYC 103 Principles of Human Growth and Development (3 credits) |
| ➢ BIOL 221 Human Anatomy and Physiology II (4 credits) | ➢ ENGL 101 (3 credits) |
| ➢ BIOL 230 Microbiology (4 credits) | |

*BIOL 110 Biology I: Molecules and Cells may be a prerequisite for BIOL 220 and BIOL 230. The requirement may be waived for students transferring BIOL 220 and/or BIOL 230. It is not required for admission into the program however may be required for graduation.

The following general education courses are not required prior to entrance into nursing, but must be successfully completed by the end of the program, prior to graduation. All courses must be completed with a 'C' or better. For best admission consideration, all courses should be completed at the time of application.

**General Education Courses**

| | |
|---|---|
| ➢ General Education Arts & Humanities Elective (3 credits) <br>    o Recommended: PHIL 240 Ethics <br>    o Must also be a Diversity course | ➢ General Education Math Requirements (3-4 credits) <br> ➢ Recommended: MATH 125 or MATH 153 |

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**General Education Courses**

| | |
|---|---|
| ➢ CMNS 101 Fundamentals of Communication   (3 credits) | |

# RN Requirement

The RN graduation requirements have been updated.  The RN program requires that the Arts & Humanities course must also be a Diversity course.  Students may choose courses from the CCBC catalog that have the designation (A, D) to meet this requirement. PHIL 240 is recommended.

# Minimum Admission Criteria

Applicants will be selected for the TRANSITION COURSE after scores are received for the ATI TEAS preadmission test. The following criteria will be applied in the selection process:

1. Applicants that are applying to the online Blended program that starts in January are required to attend a Blended Program Information session. Attendance is mandatory to be eligible for admission to the program.
2. Copy of current Maryland LPN License renewal form from the Maryland Board of Nursing website uploaded to the SHP CAS application, in the Program Materials quadrant.
3. Must submit the Clinical Experience/Recommendation Form by the application deadline documenting at least 500 hours of employment as a licensed Practical Nurse (LPN) uploaded to the SHP CAS application. (This form is the last page of the Admission Packet.)
4. Successful completion of any college math course that meets the general education requirement, a course at the level of college algebra; or successful completion of MATH 082;
5. Completion of the Test of Essential Academic Skills (TEAS) by the application deadline and with a satisfactory score.
6. Satisfactory completion of the required general education courses by the end of the spring semester.
7. A minimum GPA of 2.50 on the prerequisite, general education and program required courses, and an overall CCBC GPA of at least 2.00.
8. 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

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your final transcript" section of the Apply Now webpage at: https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. 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.

In the event there are more applicants for the LPN/ADN Transition Course than spaces available, and all applicants meet the minimum standards required, consideration will be given based on the following criteria according to the rank order assigned below:

- LPNs who graduated from the CCBC Practical Nursing program
- LPN's who graduated within the last five years from a school participating in the MD State Articulation Agreement
- The greatest number of required general education courses completed with the highest GPA
- Scores on the TEAS examination
- Additional completed general education course work
- Acute Care Work experience

# Transfer of Credit

Beginning with the Fall 2023 semester, CCBC updated its general education transfer process following the MD Transfer with Success Act. DegreeWorks is displaying transfer courses according to the new rules. Students admitted into a selective admission, SHP program for the 2023-2024 catalog year will be grandfathered with the previous policy and not required to take requirements previously met by transferred courses. Students who are admitted into a selective admissions program in Fall 2024 or later must take courses as listed in the CCBC catalog and their DegreeWorks audit.

# 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 **CCBC SHP LPN to RN Bridge Program** by the application deadline. The **non-refundable** $50 application fee is due at time of submission.

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a. If you need assistance with the program application, you can watch the video in the application or,
b. You can watch our YouTube video showing an application walkthrough at https://www.youtube.com/watch?v=0lpzOSzanKw

6. Submit (transcripts) or upload (CPR card, license, etc.) all documents to the SHP CAS by 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 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.
   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.
   o 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

<u>How to Send Transcripts to the CCBC Registrar</u>

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.

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

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.

<u>How to Determine if Transcripts are Received</u>

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 applicants 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 LPN to RN Bridge 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/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training);
- Proof of a recent physical examination with current immunizations, including COVID-19;
- Proof of current health insurance;
- Criminal background investigation; and
- Drug screening.

## Important Information

- The nursing program highly recommends that applicants complete all required non-nursing courses before entering the program.
- In order to progress through and graduate from the nursing program, students 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 applicant 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 applicant's transcript, then the applicant will be eligible to apply during the following admission cycle.
- Applicants who have failed out of a nursing program or have earned two failing grades in another nursing program are not eligible to apply for admission to the CCBC RN program for a period of 3 years, counting from the semester of the failure.
- Applicants who have a W, D or F in a Nursing course at another school, taken within 3 years of the CCBC program start **MUST submit a letter or email** directly from that program's Director stating that they are in good standing with the previous program and could return to that program to continue enrollment.
- Occasionally an applicant to this program has an LPN license in another state. If that state is a participating member of the Nursing Licensure Compact (NLC), then the license from that state will be considered to be equivalent to a license from Maryland. These states have

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pending legislation to join the Nursing Licensure Compact states: Alaska, Illinois, Massachusetts, Michigan, Minnesota, New York, Rhode Island, and Washington. These states do NOT participate and do NOT have pending legislation: California, Connecticut, the District of Columbia, Hawaii, Nevada, and Oregon. For additional information, contact the Maryland Board of Nursing at https://bon.maryland.gov

# Transition Course Failure

If students are unsuccessful in the LPN to RN Transition course on the first attempt, they will NOT be permitted to repeat the course. These students may apply for admission to the RN program, and if accepted, will begin the RN program with the first course.

# 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 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.

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

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# Documentation of LPN Employment Hours

This form must be uploaded to the SHP CAS application to document a minimum of 500 hours employment as a Licensed Practical Nurse.

Print Applicant Name: _____

CCBC Student ID Number: _____

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## Employer #1

Employer Name (Company or Healthcare Facility): _____

Start Date: _____        End Date: _____

# Hours worked per week: _____        # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager: _____

Signature of Manager: _____

Manager Email: _____

Manager Phone: _____

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## Employer #2

Employer Name (Company or Healthcare Facility): _____

Start Date: _____        End Date: _____

# Hours worked per week: _____        # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager: _____

Signature of Manager: _____

Manager Email: _____

Manager Phone: _____

Print Applicant Name: _____

CCBC Student ID Number: _____

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## Employer #3

Employer Name (Company or Healthcare Facility): _____

Start Date: _____    End Date: _____

# Hours worked per week: _____    # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager: _____

Signature of Manager: _____

Manager Email: _____

Manager Phone: _____

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## Employer #4

Employer Name (Company or Healthcare Facility): _____

Start Date: _____    End Date: _____

# Hours worked per week: _____    # Weeks worked as LPN: _____

Total hours worked: _____

Print Name & Title of Manager: _____

Signature of Manager: _____

Manager Email: _____

Manager Phone: _____

# 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:

   a.   Performing in depth physical assessments;

   b.   Working on one's feet up to 8-12 hours;

   c.   Performing common procedures that require fine motor skills such as vital sign measurement, injections, dressing changes, medication administration.

   d.   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 LPN to RN Bridge 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 Witness/Date

_____

Signature of Applicant

Date

_____

_____

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