

2024-2025



SHP ADMISSION PACKET MAGNETIC RESONANCE IMAGING

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

WWW.CCBCMD.EDU/SHP

2024-2025

CCBC Essex 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
- ☐ 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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Magnetic Resonance Imaging (MRI)

Welcome

Thank you for your interest in the CCBC Magnetic Resonance Imaging Program.

Magnetic resonance imaging (MRI) is a technique that uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Through a combination of classroom and clinical education, students in the Magnetic Resonance Imaging program learn to:

- Operate a Magnetic Resonance Imaging scanner
- Position patients for MRI procedures
- Deliver quality patient care

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

Sincerely,

Erin Phelan, M.A., RT(R), CNMT
Medical Imaging Programs Director

Program Description

- The Magnetic Resonance Imaging program is a **Selective Admission** Program and enrollment in this program is limited by the availability of clinical facilities.
- This is a 9 month program which is offered once per year beginning in the fall semester.
- 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. Students may choose to not enroll in clinical courses, but they will not receive the MRI certificate. Students who choose not to register for clinical courses prior to the start of the program are ineligible to do so after the program start date.
- Students in clinical courses must be enrolled in didactic courses also.
- The MRI program intends to use a scoring rubric based on required and requested documentation and student experience in lieu of a lottery system. A lottery system may still be used to differentiate students with similar scores.

Application Deadline

January 1ST – August 15th for a fall start

Admission Criteria

The following must be uploaded to the SHP CAS application:

- A copy of national certification in Radiography from the ARRT (non-expired).
- A copy of state of Maryland professional license in Radiography, Radiation Therapy or Nuclear Medicine. (non-expired).
- For 2nd year Radiography program students, the enclosed Registry-eligible Verification form.
- Signed MRI Technical Standards form - mandatory.
- Essay – submitted as the answer to a question in the SHP CAS application.
- A 2.0 CCBC GPA is required.

Steps for Application

1. Apply for admission to CCBC at <http://www.ccbcmd.edu/apply>
2. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the CCBC SHP MRI 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 application deadline.
4. 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.

Admission Response

Admissions decisions are emailed to applicants approximately 2-4 weeks after the application is received.

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 Magnetic Resonance Imaging program conducts a mandatory clinical orientation class before the start of the program. Students are also required to attend the SHP New Student Orientation that is held in August.

Financial Information

Magnetic Resonance Imaging 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, MRI students must have a medical examination performed by their personal physician along with up-to-date immunizations, including COVID-19.

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 \$75.00 – 100.00, 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. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at <https://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement.aspx>.

Program Director - 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 MRI program classes start in Fall 20____.

Signature of Radiography Program Director

Address of Radiography Program

Phone Number of Radiography Program

Email address of Radiography Program

CCBC Student ID # _____

MRI PROGRAM TECHNICAL STANDARDS

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

1. Technical Skills:

- The ability to operate the MRI scanner, coils and equipment to perform diagnostic procedures in a manner consistent with MRI safe practices and maximum image quality.
- The ability to evaluate and interpret requests for MRI procedures and determine the best method of achieving optimal image results.
- Evaluate images to ascertain that they contain proper identification and are of diagnostic value.

2. Physical Requirements:

- a. Sufficient strength and fine motor coordination to:
 - Lift 25 pounds for short distances
 - Stand on two feet for extended periods of time
 - Pull and push heavy objects
 - Safely move patient from stretcher, wheelchair, or bed to and from MRI table
 - Accurately draw up sterile contrast medias and other solutions without contaminating the syringe or needle.
- b. Adequate eyesight to:
 - Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet. Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by an MRI technologist.
 - Evaluate MRI images for appropriate image quality
- c. Sufficient hearing to:
 - Respond to patient's verbal inquiries
 - Communicate with other personnel involved in the care of the patient
 - Initiate timely response to audible alarms and signals

3. Interpersonal Skills:

- Work in a professional manner with patients of all ages, races, creeds, and physical conditions while maintaining and respecting patient confidentiality.
- Work with newborns, children, adolescents, adults and geriatrics in a safe and helping manner.
- Communicate and receive written and verbal instructions and carry them out using proper channels of communication.
- Use accurate verbal and written communications in English to:
 - i. Interpret clinical data
 - ii. Obtain and document relevant clinical information
 - iii. Comprehend and carry out physician requests
 - iv. Provide patient/public education related to MRI procedures and safety

4. Intellectual Ability and Emotional Stability:

A. Work effectively by:

- Exercising independent judgment and discretion in the technical performance of MRI procedure
- Work efficiently in stressful situations
- Complete program requirements
- Pass the National Registry Examination in MRI

B. WORKING CONDITIONS:

- Works in an air-conditioned environment with minimal exposure to noise and humidity
- Is constantly bending, pushing, lifting, walking, moving heavy objects, talking on the phone and talking with physicians
- Has frequent exposure to blood and body fluids from patients
- Has frequent exposure to a strong magnetic field

MRI ACKNOWLEDGEMENT FORM

I have received a copy of the “Technical Standards” of the CCBC Radiography 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 Radiography 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 Radiography 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 Radiographer. Consequently, applicants will be required to take a physical examination and submit the results.

Inquiries regarding Diversity, Equity, and Inclusion may be directed to CCBC Office of College Life, 7201 Rossville Boulevard, Baltimore, Maryland 21237, (443) 840-2183.

Inquiries regarding the Rehabilitation Act of 1973 in general, and Section 504, Title IX, may be directed to CCBC Catonsville, 800 South Rolling Road, Baltimore, Maryland 21228, Student Accessibility Services, (443) 840-3832, <https://www.ccbcmd.edu/For/Current-Students/Student-Accessibility-Services/index.html> and CCBC Essex, 7201 Rossville Blvd., Baltimore, Maryland 21237.

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

Name Printed

Student Signature

Date