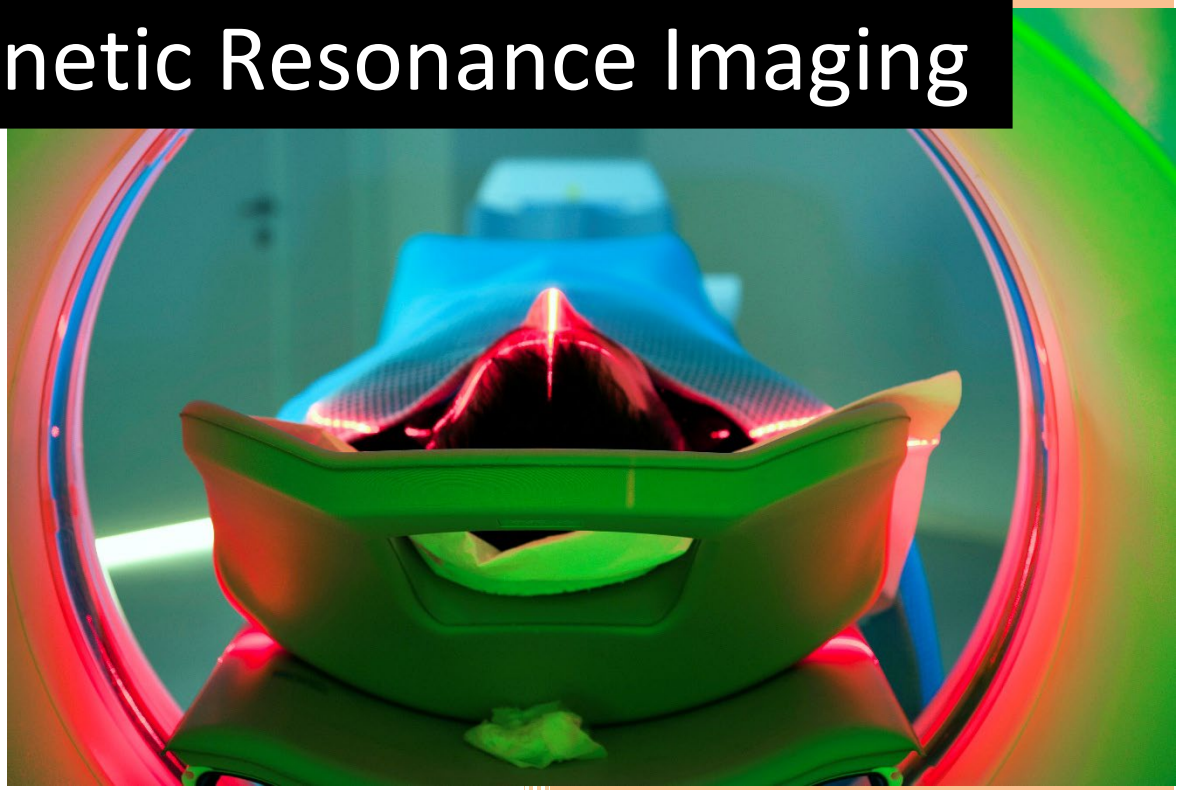
2025-2026

SHP Admission Packet
Magnetic Resonance Imaging



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

   ☐ 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 admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

Revised 9.2025

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. Advising https://www.ccbcmd.edu/Student-Life/Student-Support/Advising/index.html
4. https://www.atitesting.com/teas
5. https://shp.cas.myliaison.com/applicant-ux/#/login
6. 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, Ultrasound 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 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 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. Review any emails sent to you during this process.

Admission Response

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

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.

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 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 andfrom 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 thepatient
      - 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 helpful 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 magnet safety.
    v. 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:

A. Work effectively by:

- Exercising independent judgment and discretion in the technical performance of MRI procedures.
- Work efficiently in stressful situations.
- Complete program requirements.
- Pass the National Registry Examination in Magnetic Resonance Imaging.

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
- Has moderate exposure to blue light from computer screens.

MRI ACKNOWLEDGEMENT FORM

I have received a copy of the "Technical Standards" of the CCBC MRI 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 MRI 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 MRI 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 MRI 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 CCBC Office of Student Conduct at 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 MRI 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