2025-2026

SHP Admission Packet
REGISTERED NURSING for
Emergency Medical Service & Military Personnel

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. Take

☐ 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.](#)

☐ 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.

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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.cas.myliaison.com/applicant-ux/#/login
7. https://dhcas.cas.myliaison.com/applicant-ux/#/login
8. https://id.quicklaunch.io/CCBC

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RN FOR EMERGENCY MEDICAL SERVICE & MILITARY PERSONNEL

Welcome

On behalf of the School of Health Professions, thank you for your interest in the Registered Nursing for Emergency Medical Service and Military Personnel cohort. Applicants in this program do not compete for admission with the general nursing applicant population but compete within the cohort itself. Students accepted into this cohort complete the entire, two-year, registered nursing curriculum.

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.

Catonsville RN Program Director,
Dr. Betty Webster

Essex RN Program Director,
Dr. Mary Kay DeMarco

Program Description

This cohort is an admission option into the Registered Nursing program for EMT or higher and service member or military personnel. The RN program is a two year Associate of Science program with clinical placements typically found within the Baltimore County Metropolitan area. Admitted students are expected to participate within the program and at assigned clinical placements for the entirety of their time within the program.

If you are interested in financial benefits, applicants must pursue CCBC Financial Aid or Veterans Services as these processes are separate from the RN admission process.

Students have the option to enter one of the following nursing options. Catonsville Day or Blended Program or Essex Day or Evening/Weekend. Choices are made within the questions area of the SHP CAS application.

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.

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Application and TEAS Deadlines

- **Spring Start**: August 15
- **Fall Start**: February 15

Accreditation

The Community College of Baltimore County nursing program at the Catonsville, Dundalk and Essex Campuses located in Baltimore, Maryland is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website (https://www.acenursing.org/).

Required Entry Exam

To be considered for admission to the CCBC Nursing Program, you must complete the ATI TEAS exam and submit your official scores to **CCBC TEAS** by the deadlines listed below. Applications that do not include ATI TEAS scores will not be evaluated.

- **Spring Start**: August 15
- **Fall Start**: February 15

Minimum TEAS Score Requirements:

Applicants must meet the following minimum scores to be considered for admission. Students who do not meet these requirements may not have their applications reviewed.

- **Overall Score: Proficient** (58.7%) or higher
- **Reading Score:** 69.0% or higher

Important TEAS Updates - Effective March 15, 2025:

- **In-Person Testing Requirement**: Any TEAS exams taken **after March 15, 2025**, must be completed **in person** at an approved testing site. Only exams **"Proctored by an Institution"** or **"Proctored by PSI"** will be accepted. Online exams taken after this date will not be considered for admission.
- **Score Validity**: TEAS scores are valid for two years from the test date. Online exams completed on or before March 15, 2025, remain valid within this two-year period. The

Nursing Program will consider TEAS scores taken within two years of the exam deadline.

Testing Locations & Registration

The TEAS exam is available at **approved locations** listed on the ATI Testing website:

- Educational institutions (On-Campus)
- CCBC Testing Centers (On-Campus)
- PSI Testing Centers (On-Site)

When registering, select either the **On-Campus** or **On-Site** option. To register, schedule, and submit payment for the exam, visit ATI Testing. All TEAS scores must be submitted to **"CCBC TEAS."**

- If you have taken the TEAS exam within two years of the application deadline and are satisfied with your score, you do not need to retake the exam.
- If you are taking the exam for the first time or retaking it, you must complete the exam in person after March 15, 2025.

If you have questions, please send them to shpseat@ccbcmd.edu.

Required Prerequisite Coursework

Students must have completed or be currently enrolled in and scheduled to complete the following required courses prior to application deadline, for admission consideration. All courses must be completed with a C or better.

Fall cohorts: Summer and fall courses that are in progress will not be considered for admission.

Spring blended cohort: Winter and spring courses that are in progress will not be considered for admission.

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

Prerequisite Courses

BIOL 110 Biology I: Molecules and Cells* (4 credits)

BIOL 220 Human Anatomy and Physiology I (4 credits)

BIOL 221 Human Anatomy and Physiology II   (4 credits)

BIOL 230 Microbiology (4 credits)

PSYC 101 Introduction to Psychology (3 credits)

PSYC 103 Principles of Human Growth and Development (3 credits

ENGL 101 (3 credits)

General Education Arts & Humanities/Diversity Elective (3 credits)

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Recommended: PHIL 240 Ethics

General Education Math Requirements (3-4 credits)

Recommended: MATH 125 or MATH 153

CMNS 101 Fundamentals of Communication   (3 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.

Minimum Admission Criteria

Applicants will be selected for the program after scores are received for the ATI TEAS preadmission test. The following criteria to select applicants will be applied:

1. Current state certification or licensure as an EMT or higher or verification of military service, i.e. DD form 214 documentation.

2. EMT applicants must have NREMT certification as EMT, AEMT or Paramedic.

3. Successful completion of listed prerequisite courses or current enrollment in prerequisite courses for the appropriate semester.

4. Completion of the Test of Essential Academic Skills (TEAS) by the TEAS deadline and with a satisfactory score.

5. A <u>minimum</u> GPA of <u>2.50</u> on the prerequisite, general education and program required courses.

6. An overall CCBC GPA of at least 2.00 on any courses completed at CCBC.

7. 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 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.

8. Applicants that are applying to the Online Blended RN Option are required to attend a Blended Program Information Session. Attendance at one of the sessions is mandatory to be eligible for admission.

9. Per industry standards, applicants to the RN program must be 18 or older and have received a GED or HS Diploma before being admitted to the program.

10. Review, Sign and upload RN Technical Standards int the SHP CAS application.

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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.cas.myliaison.com/applicant-ux/#/login and apply to the 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 video in the application or,
    b. You can watch our YouTube video showing an application walkthrough at Welcome to the CCBC SHP Admission Office (youtube.com) https://www.youtube.com/channel/UCGjjIbh2aheqelcxERFZ99w?view_as=subscriber

6. 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.
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 <u>ALL</u> US colleges and universities attended by the applicant are required to be submitted to the SHP CAS <u>and</u> 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 <u>and</u> 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

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.

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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',
- Choose 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:

SHP CAS Transcript ID Form (found in your SHP CAS application). 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.

Give the Registrar this mailing address:

<div align="center">

SHP CAS Transcript Processing Center
PO Box 9134
Watertown, MA 02471

</div>

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

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)

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

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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.

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.

Admission Response

Admissions decisions are emailed to students 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. 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, CPR Link https://cpr.heart.org/en/cpr-courses-andkits/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 students complete all required non-nursing prior to beginning the program.

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- In order to progress through and graduate from the nursing program, students must successfully complete <u>all courses with a grade of "C" or better</u>.

- If a student earned a D or F as the last grade in a prerequisite, even if the student is currently enrolled in the repeat, the student is not eligible to apply for the nursing program. The student must first replace the D or F grade with a passing grade. Once the new grade has been posted on the student's transcript, then the student will be eligible to apply during the following admission cycle.

- Students 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.
  - Students who have a W, D or F in a Nursing course taken within 3 years of the program start <u>MUST</u> submit a letter or email directly from that program's Director stating that they are in good standing within the program and are currently admissible if they wish to be considered for a CCBC RN program.

- Applicants may apply to only one RN program per semester start. An applicant may not, for example, apply to both RN Blended at Catonsville and RN Days at Essex for the same start.

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 443840-4382 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-AcademicAdvisor.aspx.

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

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Associate Registered 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:

1. Performing in depth physical assessments;
2. Working on one's feet up to 8-12 hours;
3. Performing common procedures that require fine motor skills such as vital sign measurement, injections, dressing changes, medication administration
4. 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 Nursing 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 Applicant/Date

_____   _____

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