

2024-2025



SHP ADMISSION PACKET
RADIATION THERAPY
SCHOOL OF HEALTH PROFESSIONS
COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP

2024-2025
CCBC Essex Campus

School of Health Professions (SHP)

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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Radiation Therapy

Welcome

Radiation Therapists have a great responsibility to provide both accurate radiation administration and compassionate patient care, while working as members of the healthcare team. At CCBC we take pride in providing the profession with such qualified individuals. Again, thank you for your interest in the Radiation Therapy Program and please take time to review this packet, prior to applying. Successful completion of CCBC's Radiation Therapy program results in the awarding of an Associate of Applied Science (A. A. S.) degree. CCBC Radiation Therapy graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) national registry examination and apply for the Maryland Board of Physicians licensure in radiation therapy.

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 the submission of your admission application.

Sincerely,

Dr. Adrienne Dougherty, Ed.D., RT(T)

Program Director

Program Description

Radiation Therapy utilizes radiation and radioactive isotopes in the treatment of disease, primarily cancer. The Radiation Therapist provides services for treatment of malignant and nonmalignant disease. The Radiation Therapist is responsible for localizing the tumor, implementing the treatment plan, observing and evaluating clinical progress of the patient. The program contains didactic, laboratory and clinical experiences.

The Radiation Therapy Program is a selective admissions program and is highly competitive.

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 Radiation Therapy is currently accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For more information, please visit www.jrcert.org. The program follows curriculum adapted by the American Society of Radiological Technology (ASRT) and adheres to guidelines set forth by the JRCERT.

Contact Information:

JRCERT
20 N. Wacker Drive, Suite 2850 Chicago, IL 60606
Phone: 312-704-5300 FAX: 312-704-5304 mail@jrcert.org www.jrcert.org

Application Deadline

February 1st for the fall start.

Required Coursework

All courses must be completed by the application deadline with a grade of “C” or better. For best consideration, A’s and B’s in prerequisites classes should be obtained.

- BIOL 109 (or BIOL 220 & BIOL 221)
- MATH 135
- PHYS 101
- RTTT 101

Admission Criteria

Please be advised that there are only 15 open seats for Degree seeking students. Enrollment in this program is limited by the availability of clinical education facilities. The most competitive students meeting all criteria will be invited for an interview. The competitiveness of admissions depends on the overall pool of applicants.

- Students must have a minimum 2.50 GPA on prerequisite courses
- Complete all prerequisites by the application deadline
- A CCBC GPA of 2.00 for any courses completed at CCBC.
- 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/Transferto-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.

- Students must be at least 18 years of age before entering [RTTT 111](#).

Please be aware, that if you have experienced any of the following situations listed below, you will need to complete the Ethics Review Pre-Application Packet *prior to applying to the program*. The link provides information about the review; [https://assets-us-](https://assets-us-01.kcusercontent.com/406ac8c658e8-00b3-e3c1-0c312965deb2/d67eef6f-1560-49bb-9a49-c958d2a67b67/ethics-reviewpreapplication.pdf)

[01.kcusercontent.com/406ac8c658e8-00b3-e3c1-0c312965deb2/d67eef6f-1560-49bb-9a49-c958d2a67b67/ethics-reviewpreapplication.pdf](https://assets-us-01.kcusercontent.com/406ac8c658e8-00b3-e3c1-0c312965deb2/d67eef6f-1560-49bb-9a49-c958d2a67b67/ethics-reviewpreapplication.pdf)

- Criminal proceedings including:
 - Misdemeanor charges and convictions
 - Felony charges and convictions
 - Military court-martials; and/or
 - Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or
 - As well as Institutional Honor code violations

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 by program deadline.
4. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP RADIATION THERAPY** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
5. Submit official transcripts to CCBC **and** the SHP CAS.
6. Signed and uploaded Technical Standards form into the Program Materials quadrant of the SHP CAS application.
7. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the February 1st deadline.
8. 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 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.
 - *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.
 - *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

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/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. Complete the Transcript Evaluation Request form that is found in the “Next Steps” drop-down menu. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar’s Office.

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-CCBCfrom-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)

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.

Interview

Qualified candidates who meet the minimum qualifications will be contacted to complete the Logic/Critical Thinking Exam and writing sample. You must bring a photo ID with you to the exam. The observation day will be completed during the RTTT 101 Orientation to Radiation Therapy course.

The critical thinking exam and writing sample are derived from general knowledge. There is no recommended preparation for these items.

Ranking

The admissions policy is based on a point system with the following weighted areas:

- GPA/Pre-Requisite Courses 30%
- Interview and Observation Day 40%
- Writing Sample and Critical Thinking Exam 30%

Admission Response

Interview emails are emailed to applicants approximately 4 to 6 weeks after the application deadline. Decision letters will be emailed 2 to 3 weeks after all stages of the interview are complete.

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 at (<https://cpr.heart.org/en/cpr-courses-andkits/healthcare-professional>).
- Proof of a recent physical examination with current immunizations, including COVID 19,
- Proof of current health insurance,
- Criminal background investigation, and
- Drug screening.

Non-Discrimination Policy

CCBC is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by College policy or by state or federal authorities. Applicants to the Radiation Therapy Program will not be discriminated against with regard to recruitment, admission, or any other program practices or policies on the basis of race, sex, color, national or ethnic origin, age, religion or the expression thereof, sexual orientation, disability, or other legally protected status.

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-AcademicAdvisor.aspx>.

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

Technical Standards

Radiation Therapy Program

1. Technical Skills:

- The ability to utilize highly ionizing radiation to perform radiation therapy procedures in a safe manner consistent with minimal radiation exposure and precise delivery to the patient under immediate supervision.
- The ability to evaluate and interpret prescriptions and plans to deliver the proper radiation therapy treatment.

2. Physical Requirements:

- Sufficient strength and fine motor coordination to:
- Lift 25 pounds for short distances
- Pull and push heavy objects
- Assist in moving patients from stretcher, wheelchair, or bed to the treatment table
- Manipulate equipment
- Remain standing for the majority of the day
- Adequate eyesight to:
- Observe the patient's condition from outside monitors and directly
- Reading equipment screens and monitors • Evaluate medical imaging for precise positioning
- Sufficient hearing to:
- Respond to patient's verbal inquiries directly through intercom
- Communication 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 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:
- Interpret clinical data
- Obtain and document relevant clinical information
- Comprehend and carry out physician requests
- Provide the patient and the public education related to radiation therapy procedures and radiation protection

4. Intellectual Ability and Emotional Stability to:

- Work effectively by:
- Exercising independent judgement and discretion in the technical performance of radiation therapy procedures
- Performing mathematical problems quickly and accurately
- Working efficiently in stressful situations
- Completing program requirements
- Passing the national Registry Examination in Radiation Therapy
- Working conditions:
- Works in an air-conditioned environment with minimal exposure to noise and humidity
- Is constantly bending, pushing, lifting, walking, moving heavy objects, interacting with staff and physicians
- Has frequent exposure to blood and body fluids from patients
- Has minimal to moderate exposure to radiation

Declaration - I have read and understand the technical standards required for the Radiation Therapy 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