2026-2027

SHP Admission Packet Radiography

CCBC
SCHOOL OF HEALTH PROFESSIONS

www.ccbcmd.edu/shp

2026-2027

CCBC
The incredible value of education.
www.ccbcmd.edu

School of Health Professions (SHP)

Program Application Checklist

1. **Apply to CCBC**

   ☐ Complete the free CCBC application: Apply to CCBC

2. **Submit**

   ☐ If transferring, submit official transcripts/score reports to CCBC Registrar

   ☐ Follow this link for more details: Enrollment to-do list

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 in-person TEAS test and send scores to CCBC TEAS. More information about the TEAS and how to register: TEAS

7. **Apply to the SHP CAS**

   ☐ Access SHP CAS: SHP CAS Login

   ☐ Complete each quadrant of the SHP CAS application

   ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications ☐ Submit the application with the nonrefundable 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 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-forAdmission/index.html
2. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degreeor-Certificate/Next-Steps.html
3. https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/TransferCredit/pages/Transfer-to-CCBC.html
4. Meet with an Advisor (ccbcmd.edu) https://www.ccbcmd.edu/For/AcceptedStudents/pages/Meet-with-an-Advisor.html
5. https://www.atitesting.com/teas
6. https://shp.cas.myliaison.com/applicant-ux/#/login
7. https://id.quicklaunch.io/CCBC

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RADIOGRAPHY

Welcome

Thank you for your interest in the CCBC Radiography program. Our program has over a fifty-year history of educating future radiography (x-ray) personnel who are employed in imaging centers, physicians' offices, and hospitals.

Radiography uses x-ray radiation to create images of the tissues, organs, bones, and vessels that make up the human body. Most people are familiar with chest x-rays and also know that x-rays are the best way to diagnose broken bones. The radiographer (x-ray technologist) produces x-ray images of human anatomy for the physician to read and make a diagnosis.

Through a combination of classroom and clinical education, students in the CCBC program learn to:

- Operate x-ray equipment
- Position patients for x-ray procedures
- Deliver patient care
- Produce x-ray images of human anatomy
- Practice radiation safety.

The Radiography program is a **Selective Admissions Program** and enrollment in this program is competitive and limited by the availability of clinical facilities. 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,

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

Program Description

- Associate of Applied Science Degree program.
- Requires completion of both general education courses (English, Math, etc.) & radiography (RADT) courses.

- 2 year (21 consecutive months) full-time program of radiography classes. ○ Only one cohort is accepted each year.
- A limited number of students are accepted for each class, based on availability of clinical placement and community need.
- Radiography courses start at the beginning of the fall semester. ○ Due to the large number of applicants, acceptance is competitive.
- Program graduates are eligible to apply to take the ARRT Registry Examination, which is a national certification exam.

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 Joint Review Committee on Education in Radiologic Technology (JRCERT).

Application Deadline

- **Fall Start:** April 15th

Required Entry Exam

To be considered for admission to the CCBC Radiography 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.

- **Fall Start:** April 15th

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% or higher

Important TEAS Updates - Effective April 15, 2025:

- **In-Person Testing Requirement:** Any TEAS exams taken **after April 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 April 15, 2025,** remain valid within this two-year period. The **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:

1. Educational institutions (On-Campus)
2. CCBC Testing Centers (On-Campus)
3. 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 April 15, 2025**.

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

Required Pre-requisite Coursework

Pre-requisites must be completed with a C or better and must be completed by the end of the Spring semester in which the admission deadline falls. Courses scheduled to be taken in the summer before the program fall start, will not be considered for admission. For best consideration, A's and B's in all courses should be obtained.

- ALHL 115
- BIOL 109 (or both BIOL 220 & 221)
- CSIT 101
- MATH 135 (or MATH 163 or higher)
- (MATH 153 Statistics does not meet the math requirement.)

- RADT 101 (must be taken within the two years prior to submitting an application. If the course was taken more than two years prior to the spring semester that the student is applying, the course must be taken over.)

Additional Coursework

Additional courses that are considered for admission. All courses must be completed with a 'C' or better and are recommended to be complete prior to the start of the program. All courses must be completed with a 'C' or better.

- ENGL 101
- PSYC 101
- PSYC 103
- CMNS 101
- A Diversity course

Admission Criteria

- A CCBC GPA of 2.00 for any courses completed at CCBC
- Minimum Overall GPA in pre-requisite courses, General Education and additional coursework of 2.50 (2027 cohort), 2.75 (2028 cohort)
- Proficient or higher on ATI TEAS Exam. TEAS Reading score of 69% or higher
- Successful observation day
- Completion of all prerequisite and additional courses with a 'C' or better ○ Signed Technical Standards form
- The CCBC School of Health Professions, Radiography program has a minimum age requirement of 18 years old to enroll in the program courses. RADT 101 is a prerequisite that may be taken before the student is 18. These restrictions are in line with state laws and accreditation standards which are determined independently from CCBC's control. We place high importance on adhering to these regulations to guarantee the excellence and reliability of our programs.
- 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 Transfer to CCBC page at https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/TransferCredit/Transfer-to-CCBC.html . 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.

Prior Healthcare Experience

Prior healthcare experience is not required to be considered for admission to the Radiography program. However, applicants who possess current licensure or certification in certain healthcare disciples and/or who have completed a minimum of six months of compensated employment involving direct patient contact, may be awarded additional points with the admissions evaluation process. Applicants must provide pertinent documentation and supporting details on the Documentation of Patient Contact Hours form, that is found in this Admissions packet. Completed forms should be uploaded into the SHP CAS in the Program Materials quadrant, by applicants that are reporting work experience.

More information about this opportunity will be provided in the pre-requisite course RADT 101.

Steps for Admission

1. Apply for Admission to CCBC at https://www.ccbcmd.edu/Admission-andRegistration/Apply-for-Admission/index.html.
2. Participate in CCBC assessment testing if necessary.
3. Complete prerequisite courses as necessary.
4. Complete a successful observation day.
5. Complete ATI TEAS testing by deadline of April 15th.
6. Once you have your CCBC Student ID number, log into SHP CAS | Applicant Login Page https://shp.cas.myliaison.com/applicant-ux/#/login and apply to the **CCBC SHP Radiography** program by the application deadline. The **non-refundable** $50 application fee is due at the time of submission.
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 April 15th deadline.
8. Review any emails sent to you during this process.

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** quadrant 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 that you are applying.

- **To Send an Electronic Transcript (Recommended)**

- 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:
    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/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. After requesting your transcripts be sent to CCBC, complete the Transcript Evaluation Request form. The link to this online form is in the Next Steps drop down menu on the 'Transfer to CCBC' page.

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/Admission-and-Registration/Get-Started/TransferCredit/pages/Transfer-to-CCBC.html.

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 by reviewing your degree audit in DegreeWorks. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

Observation Session

Applicants are required to contact the Volunteer Services or Education department at any hospital* to complete a 6-hour observation session in the main Radiology department. The session must occur during a weekday only, Monday through Friday, and at a minimum of 8am - 2pm, on the same day. Applicants must sign the Technical Standards form, found in this Admissions Packet, and upload the form into the Supporting Information quadrant of the SHP CAS, before going to the hospital. The Technical Standards page is found at the end of this packet.

Applicants are to follow all instructions provided by the Volunteer Services/Education Department and must provide the supervising technologist the Radiology Observation Evaluation Form. After the observation session, the applicant must either mail or drop off the completed form in its original sealed envelope to CCBC Radiography Program Director. The Radiology Observation Evaluation form must be completed and received by the Radiography Program by the application deadline of April 15th (or postmarked if by mail), and the observation session must be held within 12 months of applying. Those applicants who do not perform the observation session will not be eligible for admissions consideration. To obtain the Radiology Observation Evaluation forms and for more information, please contact the Radiography Program at 443-840-1427 or medicalimaging@ccbcmd.edu.

*A hospital is defined as a healthcare institution that treats patients overnight and is open for business 24 hours a day, 365 days a year. Observation Sessions at any facility not meeting this definition will not be accepted.

Admission Response

Decision letters are typically emailed between 6-8 weeks after the application deadline, as grades from Spring courses are needed for application consideration.

Post Admission

Once admitted into the program, students receive information from the program within their CCBC student email accounts by early July. Topics such as uniforms, CPR, medical information (physicals, immunizations, 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 Radiography program conducts a mandatory orientation session in the summer before the start of the program. Topics such as clinical preparations and technology used in the program are covered. In addition, Radiography students are required to attend the School of Health Professions New Student Orientation program in late August. These dates will be provided in the program decision letter.

Financial Information

Radiography students will spend approximately $800.00 on radiography textbooks throughout the program. In addition to textbooks, students also need to purchase student uniforms which will cost about $300.00. Prior to starting clinical education, radiography students must have a medical examination performed by their personal physician along with up-to-date immunizations. This medical cost will vary.

Criminal background checks and drug screening will cost approximately $70.00. A student clinical tracking software is also required and has a yearly cost of $125.00, which is included in the course fees.

Radiography students join the state professional association in their first and second years for approximately $70.00. Also, second year students may choose to attend a regional Registry review, which costs approx. $200.00. Near the completion of the program, students apply to and pay for the ARRT Registry Exam in Radiography, which costs $225, and the State of Maryland licensure fee of $150.00.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathways Advisor**. 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/StudentSupport/Advising/index.html or call 443-840-2222.

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

CCBC Medical Imaging

Community College of Baltimore County

Radiography Program Technical Standards

A. PERFORMANCE OF THE DUTIES OF THE RADIOGRAPHER ENCOMPASSES THE FOLLOWING:

1. Technical Skills

- The ability to use fluoroscopy and radiology equipment to perform diagnostic procedures in a safe manner consistent with minimal radiation exposure and maximum image quality.
- The ability to evaluate and interpret requests for radiology procedures and determine the best method of achieving optimal results in the form of radiographs and other medical images.

2. Physical Requirements

a. Sufficient strength and fine motor coordination to:

- Stand on two feet for extended periods of time.
- Lift 25 pounds for short distances.
- Pull and push heavy objects.
- Safely move patients from stretcher, wheelchair, or bed to and from a radiology table.
- Manipulate radiography/imaging equipment and accessories.
- Reach equipment at heights greater than 6 feet.
- Walk to various locations within the hospital for portable procedures.
- Accurately draw up sterile contrast medias and other solutions without contaminating the syringe or needle.

b. Adequate eyesight to:

- Observe the patient's condition.
- Read radiographic/imaging equipment.
- Evaluate medical images for appropriate positioning and 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 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 radiologic procedures and radiation protection safety.
v. Apply critical thinking skills in the administration of contrast materials to recognize adverse reactions quickly and mange 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 radiographic/imaging procedures.
- Applying critical thinking skills in the administration of contrast materials to recognize adverse reactions quickly and manage medical emergencies for the safety of the patient.
- Performing mathematical problems quickly and accurately.
- Working efficiently in stressful situations.
- Completing program requirements.
- Passing the National Registry Examination in Radiography. **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, inputting and receiving data from computers, and talking with physicians.
- Has frequent exposure to blood and body fluids from patients.
- Has moderate exposure to blue light from computer screens.
- Has minimal to moderate exposure to x-ray radiation. **C.** CAREER PATHS:

- Advancement into one of the specialty areas such as Computed Tomography (CT), Interventional Radiology, Mammography, and Magnetic Resonance Imaging (MRI) is a possibility with additional experience and/or education.

ACKNOWLEDGEMENT

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, 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, Accessibility and Accommodations https://www.ccbcmd.edu/Student-Life/Student-Support/Accessibility-andAccommodations/index.html and studentaccessibility@ccbcmd.edu.

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 **Documentation of Patient Contact Hours**

This form must be uploaded into the SHP CAS application in the Program Materials quadrant, to document your employment in the medical field.

Print Name: _____

CCBC Student ID Number: _____

Employer #1 Employer Name (Company or Healthcare Facility): _____

Full or Part time (circle one) Start Date: _____ End Date: _____ Duties Performed: _____

Print Name & Title of Manager:

_____

Signature of Manager: _____

Manager Email: _____

Employer #2 Employer Name (Company or Healthcare Facility): _____

Full or Part time (circle one) Start Date: _____ End Date: _____

Duties Performed: _____

Print Name & Title of Manager:

_____

_

Signature of Manager: _____

Manager Email: _____

Employer #3 Employer Name (Company or Healthcare Facility): _____

Full or Part time (circle one) Start Date: _____ End Date: _____

Duties Performed: _____

Print Name & Title of Manager:

_____

_

Signature of Manager: _____

Manager Email: _____