



# SHP Computed Tomography Admission Packet

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

ESSEX CAMPUS

[WWW.CCBCMD.EDU/SHP](http://WWW.CCBCMD.EDU/SHP)

# Computed Tomography

## Welcome

Thank you for your interest in the CCBC Computed Tomography Program.

Computed Tomography is a method of examining body organs by scanning them with x-rays and using a computer to construct a series of cross-sectional scans along a single axis.

Computed Tomography (CT) imaging produces cross-sectional images or "slices" of anatomy, like the slices in a loaf of bread. The cross-sectional images are used for a variety of diagnostic and therapeutic purposes.

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

- Operate a Computed Tomography scanner
- Position patients for CT procedures
- Deliver quality patient care

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

I wish you the best with submission of your admission application.

Sincerely,

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

## Program Description

- The Computed Tomography program is a **Selective Admissions Program** and enrollment in this program is limited by the availability of clinical facilities.
- This is a 6 month program.
- A limited number of students are accepted for each class based on availability of clinical placement and community need.



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- 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 CT certificate. Also, students who choose not to register for clinical placement prior to the start of the program are ineligible to do so later.
- Students in clinical courses must also be enrolled in didactic courses.
- The CT program is offered twice a year (January through June and July through December).
- The CT program is now using a rolling admission process. Rolling admission will occur on the first come, first served basis for completed applications. Seats will be filled in the order complete applications are received. Applicants may be placed on the waitlist once seats are filled. If the seats and the waitlist are filled, the application may be closed even before the stated deadline of closure.
- 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](mailto:shpseat@ccbcmd.edu).

## Admissions Deadline

Application opens January 15<sup>th</sup> - closes May 1<sup>st</sup> for a June start

Application opens April 1 - closes August 15<sup>th</sup> for an October start

## Admission Criteria

Additional required or requested information.

The following must be uploaded to the <https://shp.liaisoncas.com/applicant-ux/#/login> BY THE ADMISSIONS DEADLINE:

- A copy of your national certification in Radiography, Nuclear Medicine or Radiation Therapy.

- A copy of your state of Maryland professional license in Radiography (non-expired) Nuclear Medicine or Radiation Therapy.
- For 2nd year Radiography program students, the enclosed Registry-eligible Verification form.
- Signed CT Technical Standards form - mandatory.
- Essay – submitted as the answer to a question in the CCBC CAS application.
- A 2.00 CCBC GPA is required 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/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.

## Transfer of Credit

Beginning with the Fall 2023 semester, CCBC updated its general education transfer process following the MD Transfer with Success Act. DegreeWorks is displaying transfer courses according to the new rules. Students admitted into a selective admission, SHP program for the 2023-2024 catalog year will be grandfathered with the previous policy and not required to take requirements previously met by transferred courses. Students who are admitted into a selective admissions program in Fall 2024 or later must take courses as listed in the CCBC catalog and their DegreeWorks audit. Review DegreeWorks to verify transferred credit, if applicable. Please see a Health Professions Academic Advisor with questions.

## Steps for Admission

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.liasoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP CT 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 deadline.
4. Applicants will receive an **email** inviting them to complete the **CCBC SHP**



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**Supplemental application** once their program SHP CAS application has been completed. Instructions will be in the email.

## Admission Response

Applicants should monitor their email for decisions after application is submitted and complete.

## 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 Computed Tomography program conducts a mandatory clinical orientation class before the start of the program. New CCBC students are also required to attend the SHP New Student Orientation that is held twice a year.

## Financial Information

Computed Tomography 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, computed tomography students must have a medical examination performed by their personal physician along with up-to-date immunizations, including COVID 19. This medical cost will vary.

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, 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 <http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-AcademicAdvisor.aspx>.

**Program Coordinator** - Mrs. Debbie Lam at 443-840-2015 or [dlam@ccbcmd.edu](mailto:dlam@ccbcmd.edu), School of Health Professions Office of Admissions at 443-840-1989 or email [shpseat@ccbcmd.edu](mailto:shpseat@ccbcmd.edu).



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# 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 CT or MRI program classes start in (circle one):

January 20 \_\_\_\_      July 20 \_\_\_\_

Signature of Radiography Program Director

\_\_\_\_\_

Address of Radiography Program

\_\_\_\_\_

Phone Number of Radiography Program

\_\_\_\_\_

Email address of Radiography Program Director

\_\_\_\_\_

CCBC Student ID # \_\_\_\_\_



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# CT PROGRAM TECHNICAL STANDARDS

- 1) PERFORMANCE OF THE DUTIES OF THE CT TECHNOLOGIST ENCOMPASSES THE FOLLOWING:
  - a) Technical Skills:
    - i) The ability to use Computerized Tomography equipment to perform diagnostic procedures in a safe manner consistent with minimal radiation exposure and maximum image quality.
    - ii) The ability to evaluate and interpret requests for CT procedures and determine the best method of achieving optimal results. iii) Select exposure factors and accessory devices for all procedures with consideration of patient size, age, and extent of disease.
    - iv) Evaluate images to ascertain that they contain proper identification and are of diagnostic value.
  - b) Physical Requirements:
    - i) Sufficient strength and fine motor coordination to:
      - (1) Be able to push, pull, and lift 25 pounds.
      - (2) Be able to stand on 2 feet for extended periods of time.
      - (3) Push a stretcher, wheelchair or other transportation device without injury to self, patient, or others.
      - (4) Assist all patients, according to individual needs and abilities, in moving, turning and transferring from transportation devices to the CT couch, etc.
      - (5) Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc.
  - c) Adequate eyesight to:
    - i) Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet. ii) Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a CT technologist.
  - d) Sufficient hearing to:
    - i) Respond to patient's verbal inquiries
    - ii) Communicate with other personnel involved in the care of the patient iii) Initiate timely response to audible alarms and signals
  - e) Interpersonal Skills:
    - i) Work in a professional manner with patients of all ages, races, creeds, and physical conditions while maintaining and respecting patient confidentiality.
    - ii) Work with newborns, children, adolescents, adults and geriatrics in a safe and helping manner.
    - iii) Communicate and receive written and verbal instructions and carry them out



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- using proper channels of communication.
  - iv) Use accurate verbal and written communications in English to:
    - v) Interpret clinical data
    - vi) Read the patient's medical chart and/or physician's orders.
    - vii) Comprehend and carry out physician requests
    - viii) Provide patient/public education related to CT procedures and radiation
    - ix) Legibly write patient history.
  - f) Intellectual Ability and Emotional Stability to:
    - i) Exercise independent judgment and discretion in the technical performance of CT imaging procedures.
    - ii) Perform mathematical problems quickly and accurately
    - iii) Work efficiently in stressful situations
    - iv) Complete program requirements
- 2) WORKING CONDITIONS:
- a) Works in an air-conditioned environment with minimal exposure to noise and humidity
  - b) Has frequent exposure to blood and body fluids from patients
  - c) Has minimal exposure to x-ray radiation



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# CT ACKNOWLEDGEMENT FORM

I have received a copy of the “Technical Standards” of the CCBC CT 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 am capable of meeting the “Technical Standards” of the CCBC CT Program.

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 CT 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 hinders the applicant’s ability to perform the functions required of a CT Technologist. Consequently, applicants will be required to take a physical examination and submit the results.

Inquiries regarding Equal Opportunity and Title IX may be directed to CCBC College, Office of Student Conduct, 7201 Rossville Blvd., Baltimore, Maryland 21237, Scott Eckhardt, Director of Student Conduct and Title IX Coordinator, 443-840-2827, [seckhardt@cbbcmd.edu](mailto:seckhardt@cbbcmd.edu).

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Signature

Date



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