

Practical Nursing Program

School of Health Professions
Community College of Baltimore County (CCBC)
Dundalk Campus

Admissions Packet

2020 – 2021



Practical Nursing Program

Welcome On behalf of the School of Health Professions, thank you for your interest in the Community College of Baltimore County's (CCBC) Practical Nursing (PN) program. The PN program is designed to provide theoretical, clinical, and laboratory study in nursing which will enable students to learn to assist other licensed health care professionals, such as registered nurses (RN) and physicians, and work as members of a health care team. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN). 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 PN admissions application.

Sincerely,

Cheryl J. McNamara, D.N.P., R.N.
Program Director

Program Description

The PN program is a 12-month, 46 credit certificate program, encompassing 3, 15-week semesters. The program is located only on the CCBC Dundalk Campus. The PN program offers three different cohorts: Fall Day, Summer Day, and Spring Evening/Weekend.

Fall Day Cohort: Begins each August. This cohort has class, clinical, and lab offered during the weekdays with some clinical opportunities in the evenings or weekend.

Summer Day Cohort: Begins in June. This cohort has class, clinical, and lab offered during the weekdays with some clinical opportunities in the evenings or weekends.

Early Spring Evening/Weekend Cohort: Begins each January. This cohort has class and lab several evenings a week and clinical on the weekends. In some of our specialty courses clinical may be offered in the evenings on the weekdays.

The PN program is a limited enrollment program with competitive entry. Students seeking admission to the program must complete a School of Health Professions (SHP) Admission Application in SHP CAS prior to the application deadline. Students will be ranked for program admission utilizing specific criteria, i.e. grades received for required non-nursing courses and the score on the Test of Essential Academic Skills (TEAS) pre-admission test.

All nursing and non- nursing coursework (post-admission) must be completed within the 12-month period in order to receive the practical nursing certificate. Although the minimum criteria are outlined in the guide, applicants need to be aware that meeting the minimum requirements does not guarantee acceptance into the program.

Apprenticeship

CCBC has partnered with the following employers: Levindale, Sinai, and Franklin Woods to offer selected employees of these facilities an opportunity to apply to the PN Program as an apprentice. Apprenticeships combine on-the-job learning while attending the community college for the theory and lab component of the program. For more information about the apprenticeship, please contact the Program's Director at cmcnamara@ccbcmd.edu.

Admission Options

The PN program is offering two admission options.

Option One is for students who intend to continue their education at the Registered Nurse (RN) level, after completing the LPN program. All the prerequisite courses are transferable to the RN program. Students with this interest need to complete an 8 credit Anatomy and Physiology sequence (BIO 220/221) to meet the admission requirements for pursuing the RN program. Another 4 credit lab science will also be needed, BIO 110 is a pre-requisite for BIO 220, at CCBC. In addition, ENGL 101 and PSYC 101 must be completed to apply to the LPN program.

Option Two The prerequisite courses in option two meet the education requirements for the LPN certificate, but provides an alternative science sequence that does not transfer into a RN program. While we encourage our students to continue their formal education, we recognize that some may not want to continue at the RN level in the near future. Complete BIOL 109 (or equiv.) for admission consideration, as well as, ENGL 101 and PSYC 101.

In the event that the graduate would decide to continue their education, they will need to complete an 8 credit Anatomy and Physiology sequence to meet the admission requirements of the RN program.

Accreditation

The Program is accredited by the Maryland Board of Nursing.

Application and TEAS Deadline

Cohort	Application Deadline	TEAS Deadline	Program Start
Fall Day	May 15 th	May 1 st	August
Summer Day	April 15 th	April 1 st	June
Early Spring Evening/Weekend	November 15 th	November 1 st	January

Required Entry Exam

Students must register for the ATI TEAS exam, complete the exam, and submit official scores to CCBC TEAS by the deadlines below. The minimum scores for admission to CCBC Nursing are listed below. If you do not participate in the ATI TEAS, your application will not be evaluated. Students who do not meet these minimum scores may not be reviewed for admission:

- May 1st deadline for the May 15th application deadline (Fall)
- April 1st deadline for the April 15th application deadline (Summer)
- November 1st deadline for the November 15th application deadline (January)

TEAS scores are valid for just two years. The scores cannot be more than two years old at the TEAS deadline. If the TEAS exam was taken more than two years before the TEAS exam deadline for your program, then you will need to re-test. If your scores on the TEAS exam do not meet the recommended or required minimums, then we strongly encourage you to re-test. When a student is transferring to the PN program from the CCBC RN program, TEAS scores will be valid for 3 years.

The minimum scores for admission to CCBC Nursing are listed below. If you do not participate in the ATI TEAS, your application will not be evaluated. Students who do not meet these minimum scores may not be reviewed for admission.

- Overall – PROFICIENT (58.7%) or higher
- Reading – 69.0% or higher

Additional information for the TEAS information on how to register to take the test can be found at: <http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx>

Required Prerequisite Coursework

It is strongly recommended that applicants complete these pre-requisite courses prior to the application deadline. Applications will be considered for students that are taking pre-requisites

during the semester of application. However, students who have completed all pre-requisites before the application deadline will be more competitive. All pre-requisite courses must be completed with a grade of “C” or better.

- Option One (Continuing to RN)
 - BIOL 110: Biology I: Molecular and Cells
 - BIOL 220: Human Anatomy and Physiology I
 - BIOL 221: Human Anatomy and Physiology II
 - ENGL 101: College Composition I
 - PSCY 101: Introduction to Psychology
- Option Two
 - BIOL 109: Human Anatomy and Physiology
 - ENGL 101: College Composition I
 - PSYC 101: Introduction to Psychology

Minimum Admission Criteria

- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Successful completion of the ATI TEAS examination.
- C or better in prerequisite courses

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.liasoncas.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.
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 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 ALL U.S. colleges/universities attended by the applicant, are required to be submitted to the SHP CAS **AND** to CCBC. AP and CLEP scores should be sent directly to the School of Health Professions Office. Please read these instructions carefully. Transcripts should be sent 4 – 6 weeks prior to the admission deadline.

1. SHP CAS Transcript Processing Center – there two ways to send official transcripts;
 - i. Electronically – If your school offers electronic transcripts, for example, Parchment, elect to send your transcript this way as it is more time efficient. Go into your student account on your college website and request copies of your Official Transcripts. You will be asked where to send the electronic copy, choose SHP CAS or something similar according to how your school has it listed.
You will also be asked for a Transcript Matching Number, on the transcript request form. This number is found in your SHP CAS application in the Academic History quadrant. Click on Colleges Attended. Under each college that you listed, is a blue button that says Transcript Matching Form, click on it. In the top, right hand corner of the form is a bar code, under the bar code is a series of numbers and letters. This number is the Transcript Matching Number, copy and paste it into the space on the electronic transcript request form.
 - ii. US Postal Service – You can use the mail system to send paper copies of your Official Transcript. Request from the institution(s) that you have attended, an Official copy of your transcript and have it sent to your home. A Transcript Matching Form must be sent with each transcript. The form is found in the Academic History quadrant of your SHP CAS application, in the Colleges Attended tab. Under each college that you listed, is a blue button that says Transcript Matching form, click on it. The form that comes up, must be printed out and wrapped around the unsealed, official, copy of your transcripts. Put all documents in an envelope and mail to the below address;

SHP CAS Transcript Processing Center
P.O. Box 9134
Watertown, MA 02471



2. CCBC Enrollment Services Center, Baltimore, MD

Additionally, ALL official U.S. College transcripts, **not including CCBC**, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL www.ccbc.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx

3. SHP Admission Office, Baltimore, MD

If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

CCBC School of Health Professions Admission Office

7201 Rossville Blvd.

Carol Diane Eustis Center for Health

Professions (ECHP) Building, Suite 102

Baltimore, Maryland 21237

Application Status

All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations. Checking the status of your application should be completed periodically until your application reaches the status of Verified. Only when the application is verified is it considered complete and ready to be evaluated for admission.

- a. SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a question or concern, click on the blue question mark at the top of your application and follow the prompts.
- b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
- c. Applications missing transcripts will not be considered for admission.

Admission Response

Admissions decisions are emailed to students approximately 6 to 8 weeks after the application deadline.



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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 or the PN program. 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, (<https://cpr.heart.org/en/courses/basic-life-support-course-options>)
- Proof of a recent physical examination with current immunizations,
- Proof of current health insurance,
- Criminal background investigation, and
- Drug screening.

Important Information

- In order to progress through and graduate from the nursing program, applicants must successfully complete all courses with a grade of "C" or better.
- If an applicant earned a D or F grade as the last grade in a course used for admission consideration, even if the student is currently enrolled in the repeat, the applicant is not eligible to apply for the nursing program. The applicant 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 applicant will be eligible to apply during the following admission cycle.
- Applicants who have failed out of a nursing program (including CCBC) **are** eligible to apply for admission to the practical nursing program at the Dundalk campus.
- Students who fail out of the PN Program will not be considered for readmission to the PN Program for a period of 2 years. Applicants must wait 2 years, from the semester that the failure occurred, before reapplying to the PN Program.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science 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-Academic-Advisor.aspx>.

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