

# Registered Nursing for Emergency Medical Service & Military Personnel

School of Health Professions  
Community College of Baltimore County (CCBC)  
Catonsville & Essex Campuses

## Admissions Guide

2020 – 2021



# 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 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 the 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 below nursing options. Choices are made within the questions area of the application.

- Catonsville Campus
  - Day or
  - Blended program

- Essex Campus
  - Day or
  - Evening/Weekend

## Application and TEAS Deadlines

Application Deadline	TEAS Deadline
August 15 <sup>th</sup> for Spring Start	August 1 <sup>st</sup>
January 31 <sup>st</sup> for Fall Start	January 15 <sup>th</sup>

## Accreditation

The Program is accredited by the Maryland Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

ACEN  
 3343 Peachtree Road NE  
 Suite 850  
 Atlanta, Georgia 30326  
[www.acenursing.org](http://www.acenursing.org)  
 (404) 975-5000

## Required Entry Exam

Students must register for the ATI TEAS test, complete the test, and submit official scores to CCBC TEAS. TEAS scores are valid for two years. If the TEAS exam was taken more than two years, to the day, before the TEAS exam deadline for your program, you will need to retake the exam.

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 on how to register to take the TEAS assessment can be found at: [Link to TEAS Testing Information http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx](http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx). Report test results to CCBC TEAS.



## 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 Elective (3 credits)
  - 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 minimum GPA of 2.50 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.

## 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.liaisoncas.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 https://www.youtube.com/channel/UCGjilbh2ahegelcxERFZ99w?view\\_as=subscriber](https://www.youtube.com/channel/UCGjilbh2ahegelcxERFZ99w?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 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 are two ways to send official transcripts;
  - a) 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.

- b) 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.cbcb.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx](http://www.cbcb.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 Building, Suite 102  
Baltimore, Maryland 21237**

- 4) All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
  - a) SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select 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.

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-and-kits/healthcare-professional/basic-life-support-bls-training](https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training)
- Proof of a recent physical examination with current immunizations,
- 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.
- In order to progress through and graduate from the nursing program, students must successfully complete all courses with a grade of "C" or better.
- 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 5 years, counting from the semester of the failure.
  - Students who have a W, D or F in a Nursing course taken within 5 years of the program start **MUST** 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 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.cbcmd.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@cbcmd.edu](mailto:shpseat@cbcmd.edu)



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The incredible value of education.  
[www.cbcmd.edu](http://www.cbcmd.edu)

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