

# Radiation Therapy

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

## Admission Packet

2019 - 2020



# 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  
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 non-malignant 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.

## 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](http://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](mailto:mail@jrcert.org) [www.jrcert.org](http://www.jrcert.org)

## Application Deadline

February 1<sup>st</sup> for the fall start.

## Required Coursework

All courses must be completed by the application deadline with a grade of “C” or better.

- 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.

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

If you have experienced any of the following, you will need to complete the Ethics Review Pre-Application Packet <https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf> prior to applying to the program:



- 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
  - 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.
4. Once you have your CCBC Student ID number, log into <https://shp.liasoncas.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. 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 15<sup>th</sup> deadline.
6. 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

1. This program requires that all official college transcripts be submitted to the SHP CAS preferably 4-6 weeks prior to the admission deadline.
  - a. SHP CAS Transcript Processing Center
    - i. You may choose to send an electronic transcript (if your school offers it) for faster processing. You may find us as SHP CAS or something similar according to how your school has it listed.
    - ii. Alternatively, all official U.S. College transcripts, **including CCBC**, are required to be sent to the SHP CAS Transcript Processing Center. Hard copies (paper copies) must be sent along with the Transcript Matching Form for each transcript (found in the second quadrant of your SHP CAS application) to the below address.

### SHP CAS Transcript Processing Center

P.O. Box 9134

Watertown, MA 02471

- b. CCBC Enrollment Services Center, Baltimore, MD



- i. Additionally, ALL official U.S. College transcripts, **not including CCBC**, must be sent to the CCBC Enrollment Services Center. Directions can be found at (<http://www.ccbcmd.edu/get-started>).
  - c. SHP Admission Office, Baltimore, MD
    - i. 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.

Administration Building, Suite 100

Baltimore, Maryland 21237

2. 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.

## 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 most competitive candidates will then be contacted to schedule an interview.

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%



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- Interview and Observation Day 40%
- Writing Sample and Critical Thinking Exam 30%

## Admission Response

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

## 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-and-kits/healthcare-professional>).
- Proof of a recent physical examination with current immunizations,
- Proof of current health insurance and,
- 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 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@cbcmed.edu](mailto:shpseat@cbcmed.edu)

