

2023-
2024



Radiography

SCHOOL OF HEALTH PROFESSIONS
COMMUNITY COLLEGE OF BALTIMORE COUNTY
ESSEX CAMPUS

WWW.CCBCMD.EDU/SHP

Admission Packet

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

April 15 for Fall start

Required Entry Exam

Complete the TEAS by ATI exam by **April 1st deadline** with the below required minimum scores. Students who have not completed the TEAS exam will not be considered for admission. TEAS scores are valid for two years.

- Overall – PROFICIENT or higher (58.7%) Additional subject area scoring to be determined.

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

Required Pre-requisite Coursework

Pre-requisites must be completed with a C or better and must be completed by the end of the



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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)
- MATH 135 (or MATH 163)
- 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.)
- PHYS 101

Additional Coursework

Additional courses considered for admission. All courses must be completed with a 'C' or better and recommended to be complete prior to entry into the program. All courses must be completed with a 'C' or better.

- ENGL 101
- PSYC 101
- CMNS 101
- CSIT 120 (or CSIT 101 plus a Diversity)
- PSYC 103

Admission Criteria

- A CCBC GPA of 2.00 for any courses completed at CCBC
- Overall GPA in Pre-requisite courses, of 2.5 or better
- Proficient or higher on ATI TEAS Exam
- Successful observation day
- Completion of all prerequisite and additional courses with a 'C' or better
- Signed Technical Standards form
- 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. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Complete a successful observation day.
5. Complete ATI TEAS testing by deadline.
6. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.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 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. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified.

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** section of the application before requesting any transcripts.



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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 you are applying.
 - To Send an Electronic Transcript
 1. 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.
 2. 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.
 3. 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
 1. You can use the mail system to send paper copies of your Official Transcript. Click on the word ‘Order’, chose 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.
 2. 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/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar’s Office.

How to Send CLEP, AP and/or International College Transcript Evaluations



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Send Official scores and evaluation directly to the CCBC Registrar office using this link, <https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. 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. 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 the weekday only, Monday through Friday, and at a minimum of 8am - 2pm. Applicants must sign the Technical Standards form and email it to medicalimaging@ccbcmd.edu BEFORE going to the hospital.

Applicants are to follow all instructions provided by 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 Technical Standards and 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 July 1. 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.

Financial Information

Radiography students will spend approximately \$800.00 for 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, 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 and has a yearly cost of \$125.00, which is included in course fees.

Radiography students join the state professional association in their first and second years and participate in the annual Senior project, which totals approximately \$50.00. Also, second year students may choose to attend a regional Registry review, which costs approx. \$155.00. Fundraising money may be available to cover the cost of the review seminar and annual project. 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 \$175.00.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Advisor** only. For the Essex campus call 443- 840-1973 or visit the Student Services Center room 120A. The hours, addresses and phone numbers for all sites



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can be found by calling 443-840-2222 or online at [Contact an Academic Advisor](#).

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



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.

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 helping 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.

4. Intellectual Ability and Emotional Stability

A. Work effectively by:

- Exercising independent judgment and discretion in the technical performance of radiographic/imaging procedures.
- 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 may be directed to CCBC Office of College Life, 7201 Rossville Boulevard, Baltimore, Maryland 21237, (443) 840-2183.

Inquiries regarding the Rehabilitation Act of 1973 in general, and Section 504, Title IX, may be directed to CCBC Catonsville, 800 South Rolling Road, Baltimore, Maryland 21228, Disability Support Services, (443) 840-3832, dssccbc@ccbcmd.edu and CCBC Essex, 7201 Rossville Blvd., Baltimore, Maryland 21237.

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



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