

## Application Information

Thank you for your interest in the **CT and MRI Certificate Programs** offered by the Community College of Baltimore County on the Essex campus. The CT Certificate is a 6 month programs offered twice a year with a limited number of openings. The MRI Certificate is a 9 month program offered once per year with a limited number of openings. Applicants should submit all required information within the appropriate time frames listed on the Admissions Checklist. If there are more qualified applicants than openings, a blind lottery may be held for admissions. Those in the blind lottery who are not offered a space in the program will acquire more points for admission into the next course.

Clinical rotations in CT and MRI will be offered to those that need them. However, we cannot guarantee that all students will acquire competency in every clinical procedure within the program timeframe. Students are highly encouraged to acquire needed clinical competencies on their own time, as on the job, if possible. Students may even document clinical procedures prior to or while in the admissions process. Please see the American Registry of Radiologic Technologists (ARRT) guidelines for clinical competency in CT and MRI.

The link to the ARRT CT clinical information is <https://www.arrt.org/pdfs/Disciplines/Clinical-Experience/CT-Clinical-Experience.pdf>

The ARRT MRI clinical information can be found on <https://www.arrt.org/pdfs/Disciplines/Clinical-Experience/MRI-Clinical-Experience-new.pdf>

All clinical competencies must be within 24 months of taking the ARRT exam in CT or MRI.

Students must complete the application process for admission to the Community College of Baltimore County, if not already a CCBC student. In addition, students must submit the Selective Admissions application and other documents as listed on the enclosed checklist. Since the State of Maryland places certain restrictions on scopes of practice for radiation therapists, nuclear medicine technologists, and ultrasonographers, the CT and MRI programs will only accept applicant who are licensed, registered radiographers by the ARRT and the State of Maryland.

In addition, every student will submit to a criminal background check before starting clinical rotations. All students will carry personal health insurance and will be up to date on all immunizations, CPR, and basic mandatory medical educational units. Drug testing may be required.

For those applicants who are 2<sup>nd</sup> year Radiography students, a registry-eligible Verification form must be completed by the radiography program director. All registry-eligible applicants must obtain ARRT certification and State of Maryland license in Radiography before CT and MRI courses start or they lose placement in the program.

## Admission Packet Checklist

Thank you for applying to the CCBC CT or MRI Program. Below is a checklist of the items that must accompany your application:

- ✓ Apply to CCBC if not already a CCBC student. You may go to Admissions on any campus or apply online at <http://ccbcmd.edu/admissions/application.html>.
- ✓ If necessary, contact the Academic Advisor, Mr. Charles Martino, by email at [cmartino@ccbcmd.edu](mailto:cmartino@ccbcmd.edu), for academic advising.
- ✓ Log into your [SIMON account](#) and complete the SHP CT or SHP MRI application. Submission requires payment of the \$20 fee by the below deadline. Applications are available and application packets will only be accepted during the following one month time frames.
  - **CT is a 6 month program that admits twice per year:**
    - For July program start: **between March 1-31**
    - For January program start: **between September 1-30**
  - **MRI is a 9 month program that admits once a year for a Fall start:**
    - For Fall program start: **between January 1<sup>st</sup> and May 31<sup>st</sup>**
- ✓ Submit the following to the School of Health Professions Admissions Office, **AS ONE PACKET BY THE ADMISSIONS DEADLINE:**
  - A copy of your national certification in your Radiography from the ARRT.
  - A copy of your state of Maryland professional license in Radiography.
  - A copy of a valid CPR card (must keep CPR current throughout program).
  - The enclosed and completed employer reference form, **even if you do not have work experience in CT or MRI.**
  - For MRI applicants, a copy of your ARRT certification in CT, if applicable.
  - For 2<sup>nd</sup> year Radiography program students, the enclosed Registry-eligible Verification form.
  - Signed CT or MRI Technical Standards form.
- ✓ Additionally, a 2.00 CCBC GPA is required for any courses completed at CCBC.

To: CCBC Administration Bldg., Suite 101  
School of Health Professions Admissions Office  
7201 Rossville Boulevard  
Baltimore, Maryland 21237  
443-840-2810

### Employer Reference Form

Complete and submit even if you have no work experience

Applicant's Name \_\_\_\_\_ CCBC ID# \_\_\_\_\_

Applying to which program (please circle):                    CT                    MRI

Applying for which session:                    January                    July                    Fall                    20\_\_\_\_

How many months working in CT and/or MRI as a technologist? \_\_\_\_\_

*(Do not include school or volunteer experience or non-technologist positions.)*

**Please document all CT/MRI work experience for at least 12 months. Have your current (and past) supervisor(s) fill out the form below:**

I certify that the above individual has worked at \_\_\_\_\_ for \_\_\_\_\_ months in                    **CT**                    **MRI** *(Please circle)* as a technologist only.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

I certify that the above individual has worked at \_\_\_\_\_ for \_\_\_\_\_ months in                    **CT**                    **MRI** *(Please circle)* as a technologist only.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

I certify that the above individual has worked at \_\_\_\_\_ for \_\_\_\_\_ months in                    **CT**                    **MRI** *(Please circle)* as a technologist only.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

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## Registry-Eligible Verification Form

I, \_\_\_\_\_, certify that \_\_\_\_\_ is currently a  
Name of program director Name of Radiography student

second year Radiography student enrolled at \_\_\_\_\_.  
Name of Radiography program

\_\_\_\_\_ will be eligible to sit for the American Registry of  
Name of Radiography student

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\_\_ Fall 20\_\_.

Name of Radiography Program Director \_\_\_\_\_

Signature of Radiography Program Director \_\_\_\_\_

Name of Radiography Program \_\_\_\_\_

Address of Radiography Program \_\_\_\_\_

Phone Number of Radiography Program \_\_\_\_\_

Name of Radiography student \_\_\_\_\_

CCBC Student ID # - 900- \_\_\_\_\_

## CT PROGRAM TECHNICAL STANDARDS

- A. PERFORMANCE OF THE DUTIES OF THE CT TECHNOLOGIST ENCOMPASSES THE FOLLOWING:
1. Technical Skills:
    - The ability to use Computerized Tomography 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 CT procedures and determine the best method of achieving optimal results.
    - Select exposure factors and accessory devices for all procedures with consideration of patient size, age, and extent of disease.
    - Evaluate images to ascertain that they contain proper identification and are of diagnostic value.
  2. Physical Requirements:
    - a. Sufficient strength and fine motor coordination to:
      - Be able to push, pull, and lift 25 pounds.
      - Push a stretcher, wheelchair or other transportation device without injury to self, patient, or others.
      - Assist all patients, according to individual needs and abilities, in moving, turning and transferring from transportation devices to the CT couch, etc.
      - Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc.
    - b. Adequate eyesight to:
      - Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet.
      - Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a CT technologist.
    - 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:
      - Interpret clinical data
      - Read the patient's medical chart and/or physician's orders.

- Comprehend and carry out physician requests
  - Provide patient/public education related to CT procedures and radiation
  - Legibly write patient history.
4. Intellectual Ability and Emotional Stability to:
- Exercise independent judgment and discretion in the technical performance of CT imaging procedures.
  - Perform mathematical problems quickly and accurately
  - Work efficiently in stressful situations
  - Complete program requirements
- B. WORKING CONDITIONS:
- Works in an air-conditioned environment with minimal exposure to noise and humidity
  - Has frequent exposure to blood and body fluids from patients
  - Has minimal exposure to x-ray radiation

## 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 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 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 affirmative action may be directed to CCBC College, Affirmative Action Office, 7201 Rossville Blvd., Baltimore County, Maryland 21237, Affirmative Action Officer, (443) 840-4631 Mildred Singleton.

Inquiries regarding the Rehabilitation Act of 1973, Section 504, Title IX, may be directed to CCBC, 7201 Rossville Blvd., Baltimore County, Maryland 21237, Director of Disability Support Services, (443) 840-1878 Beth Huntsinger.

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Signature

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Date

## MRI PROGRAM TECHNICAL STANDARDS

- A. PERFORMANCE OF THE DUTIES OF THE MRI TECHNOLOGIST ENCOMPASSES THE FOLLOWING:
1. Technical Skills:
    - The ability to operate the MRI scanner, coils and equipment to perform diagnostic procedures in a manner consistent with MRI safe practices and maximum image quality.
    - The ability to evaluate and interpret requests for MRI procedures and determine the best method of achieving optimal image results.
  2. Physical Requirements:
    - a. Sufficient strength and fine motor coordination to:
      - Lift 25 pounds for short distances
      - Pull and push heavy objects
      - Assist in moving patient from stretcher, wheelchair, or bed to and from MRI table
      - Manipulate MRI coils/table and accessory equipment
      - Reach equipment at heights greater than 6 feet
    - b. Adequate eyesight to:
      - Observe the patient's condition
      - Read MRI computer screen/imaging equipment
      - Evaluate MRI images for appropriate 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:
      - Interpret clinical data
      - Obtain and document relevant clinical information
      - Comprehend and carry out physician requests
      - Provide patient/public education related to MRI procedures and safety
  4. Intellectual Ability and Emotional Stability to:
    - Exercise independent judgment and discretion in the technical performance of MRI procedure

- Perform mathematical problems quickly and accurately
- Work efficiently in stressful situations
- Complete program requirements
- Pass the National Registry Examination in MRI

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 and talking with physicians
- Has frequent exposure to blood and body fluids from patients
- Has frequent exposure to a strong magnetic field

### MRI ACKNOWLEDGEMENT FORM

I have received a copy of the “Technical Standards” of the CCBC MRI 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 MRI 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 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 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 affirmative action may be directed to CCBC, Affirmative Action Office, 7201 Rossville Blvd., Baltimore County, Maryland 21237, Affirmative Action Officer, (443) 840-4631 Mildred Singleton.

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Signature

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Date