



**CCBC**  
The Community College  
of Baltimore County

**443-840-CCBC** (2222)

**CCBC Catonsville**  
800 South Rolling Road  
Baltimore, Maryland  
21228

**CCBC Dundalk**  
7200 Sollers Point Road  
Baltimore, Maryland  
21222

**CCBC Essex**  
7201 Rossville Boulevard  
Baltimore, Maryland  
21237

**CCBC Hunt Valley**  
11101 McCormick Road  
Suite 100  
Hunt Valley, Maryland  
21031

**CCBC Owings Mills**  
10300 Grand Central Avenue  
Owings Mills, Maryland  
21117

**CCBC Randallstown  
at The Liberty Center**  
3637 Offutt Road  
Randallstown, Maryland  
21133

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[www.cbcmd.edu](http://www.cbcmd.edu)

November 17, 2023

Sanjay Rai, Ph.D.,  
Acting Secretary  
Maryland Higher Education Commission  
6 N. Liberty Street  
Baltimore, MD 21201

Dear Dr. Rai,

The Community College of Baltimore County (CCBC) is requesting approval of a New Lower Division Certificate Program Within an Existing Program in *Criminal Justice Professional Safety* (HEGIS: 550501 and CIP: 4301071).

The CCBC Criminal Justice Professional Safety Certificate is designed for students who are recruits or sworn officers, enrolled in a Maryland Police and Correctional Training Commission (MPCTC)-approved Police Entry Level Training Program (Academy). The proposed certificate incorporates 12 existing CCBC credits, earned as part of academy training but which are not currently applied toward either the Lower Division Certificate in Criminal Justice Studies or the Associate of Applied Science in Criminal Justice, both of which can be earned at the end of academy training.

General Education	
Course	Credits
n/a	n/a
Program Requirements	
Course	Credits
CRJU 114 Narcotics & Dangerous Substances	3
HLTH 140 First Aid, Safety & CPR	3
PEIA 124 Self Defense I	2
PEIA 125 Self Defense II	2
PEIA 156 Firearms & Shooting Safety	2
Program Electives	
Course	Credits
n/a	n/a
<b>Total</b>	<b>12 credits</b>



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The proposed certificate will provide students with a tangible validation of accomplishing course requirements as part of their career records. Letters of support from MPCTC academies have been added to this proposal, stating their desire and support for this additional credential.

This proposal has been approved by Senior Staff and CCBC's Board of Trustees. A payment of two hundred and fifty dollars (\$250) has been forwarded to cover the modest fee for a New Certificate Program Within an Existing Program. Please feel free to contact me with any questions.

Sincerely,

Joaquín G. Martínez, Ph.D.  
Provost & Vice President of Academic and Student Affairs

cc: Jennifer Kilbourne, assistant vice president, Academic Affairs  
Laura Cripps, assistant dean, Curriculum and Assessment  
Jane Mattes, dean, School of Business, Technology and Law  
Melissa Lane, department chair, Criminal Justice  
Glenda Breaux, senior director, Planning, Research and Evaluation  
Lynn MacLaughlin, senior director, Registrar's Office  
Ginny Zawodny, senior director, Financial Aid



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### Cover Sheet for In-State Institutions Non-substantial Modification to Existing Program

Institution Submitting Proposal	Community College of Baltimore County
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*Each action below requires a separate proposal and cover sheet.*

- |  |  |
|--|--|
| <input type="radio"/> Articulation Agreement                                       | <input type="radio"/> CIP Code Change                              |
| <input type="radio"/> New Certificate Program within Existing                      | <input type="radio"/> Closed Site Approval                         |
| <input type="radio"/> Non-substantial Modification to Existing Program             | <input type="radio"/> Discontinue Program                          |
| <input type="radio"/> Non-substantial Modification to Existing Certificate Program | <input type="radio"/> Suspend Program                              |
| <input type="radio"/> Change in Program Modality                                   | <input type="radio"/> Reactivate Program                           |
| <input type="radio"/> Title Change   | <input type="radio"/> Statewide and/or Health Manpower Designation |

Payment <input type="radio"/> Yes	Payment <input type="radio"/> *STARS #	Payment	Date
Submitted: <input type="radio"/> No	Type: <input checked="" type="radio"/> Check #1037793	Amount: \$250.00	Submitted: 12/01/2023

Department Proposing Program	Business, Technology and Law		
Degree Level and Degree Type	Lower Division Certificate		
Current Title of Proposed Program	Criminal Justice Professional Safety		
Total Number of Credits	12		
Current Codes	HEGIS: 550501.00	CIP: 4301071.0000	
Program Modality	Current: <input checked="" type="checkbox"/> On-campus	<input type="checkbox"/> Distance Education ( <i>fully online</i> )	<input type="checkbox"/> Both
	Proposed: <input type="checkbox"/> On-campus	<input type="checkbox"/> Distance Education ( <i>fully online</i> )	<input type="checkbox"/> Both
Program Resources	<input checked="" type="radio"/> Using Existing Resources <input type="radio"/> Requiring New Resources		
Projected Implementation Date <small>(must be 60 days from proposal submission as per COMAR 13B.02.03.03)</small>	<input checked="" type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer      Year: 2024
Provide Link to Most Recent Academic Catalog	URL: <a href="https://catalog.ccbcmd.edu/index.php">https://catalog.ccbcmd.edu/index.php</a>		
Preferred Contact for this Proposal	Name: Dr. Laura Cripps		
	Title: Assistant Dean, Curriculum and Assessment		
	Phone: 4435146755		
	Email: lcripps@ccbcmd.edu		
President/Chief Executive	Type Name: Dr. Sandra Kurtinitis		
	Signature:	Date: 11/17/23	

Revised 1/2021



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	Title: Assistant Dean, Curriculum and Assessment
	Phone: 4435146755
	Email: lcripps@ccbcmd.edu

President/Chief Executive	Type Name: Dr. Sandra Kurtinitis
	Signature:  Date: 11/17/23

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