

Step-by-Step Guide to Completing the Paramedic Application Packet:

- Step #1: If you are not already a Barton Student, complete the application form for Barton.
- Step #2: Complete the Application for Barton’s Paramedic Program
Must be handwritten; no typed applications allowed
- Step #3: **Remember to sign and date both application forms**
- Step #4: Complete the Student portion of the “Barton Allied Health Programs and Physical Form”
- Step #5: Schedule a physical with your physician. Have the physician complete the appropriate section of the Barton Allied Health Programs History and Physical Form, along with the Physician Immunization Checkoff form.
This can be done by a physician, PA, RN or Nurse Practitioner
- Step #6: Enclose a copy of your immunization records, accompanied by your signed off Physician Immunization Checkoff Form.
- Step #7: Request a copy of **official** High School transcript to be sent directly to Barton Community College, Attn: Ashlie Thomas. DO NOT allow them to send the transcript to you. It will not be accepted if it comes from you.
- Step #8: Request a copy of **official** transcripts from **any and all** education institutions/college’s you have attended. Have the college(s) send them directly to Barton Community College, Attn: Ashlie Thomas. DO NOT allow them to send the transcript to you. It will not be accepted if it comes from you.

Once you have requested the transcripts please email Ashlie or Karyl so they can alert the appropriate staff member to their arrival. If you receive an email asking about the transcripts please respond. The college will only hold them for six months. If they do not know you want them applied to a paramedic degree they will dispose of them. If that occurs, you will have to request and pay for new transcripts.

Please have both High School and all College Transcript’s sent to:
Barton Community College
Attn: Ashlie Thomas
245 NE 30th Rd
Great Bend, KS 67530

- Step #8 (cont): You must have a minimum of:
 - English Comp I 3 credit hours
 - Interpersonal Communications 3 credit hours
 - Intermediate Algebra or higher 3 credit hours
 - Introduction to Sociology 3 credit hours
 - Anatomy and Physiology 4-5 credit hours

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**If you currently have a college degree, contact Karyl. It is possible you will not need to complete any further prerequisites.

- Step #9: Enclose a copy of your EMT or AEMT certification card.
- Step #10: Enclose a copy of your Healthcare Provider or Rescuer CPR Certification
- Step #11: Enclose a copy of proof of health insurance.
- Step #12: Enclose two (2) signed professional letters of recommendation. These two recommendations must come from two (2) people other than those you listed as references on your "Paramedic Application Form".
- Step #13: Mail completed application by deadlines listed below to:

Barton County Community College
Attn: Ashlie Thomas
245 NE 30th RD
Great Bend, KS 67530

Deadlines for applications:

<u>Salina Hybrid</u>	<u>Great Bend/Junction City Hybrid</u>
August 2017 - December 2018	January 2018 – May 2019
Application Deadline: May 1, 2017	Application Deadline: August 1, 2017
Interviews - June 2017	Interviews – September/October 2017
Thursdays – 8-5pm	Tuesdays – 8-5pm

Step #13 (cont): The dates, times, and locations for the oral interview will be scheduled approximately 30-45 days after the application deadline. You will be notified by a phone call confirming these dates.

The selections will be made approximately 60 days prior to the start of class which gives students time to get their affairs organized prior to the start of class.

DO NOT WAIT TO APPLY FOR FINANCIAL AID. If you are planning to attend the paramedic program and use financial aid; apply now.

Any questions contact:
Ashlie Thomas – 620-792-9341 or thomasa@bartonccc.edu
Karyl White – whitek@bartonccc.edu