

### **Barton Community College** **Adult Healthcare Class Enrollment Guide**

Webpage: [bartonccc.edu/programs/adult-health-care](http://bartonccc.edu/programs/adult-health-care)

Thank you for your interest in an Adult Healthcare classes at Barton! Students of these courses must obtain the required contact hours, per Kansas Department of Aging and Disabilities (KDADS) regulations. Lab and clinical locations include Ellsworth, Great Bend, LaCrosse, Larned, Lincoln, Little River, St. John, and Stafford. Students are responsible for transportation to and from their pre-approved clinical site.

Classes are limited in size and filled on a first come, first serve basis. Courses are scheduled upon student interest and instructor availability in 8 and 16-week, hybrid and face-to-face options.

- **Step #1 - Complete Barton's online Admissions Application ([Link here](#))**
  - If you already know your Barton ID#, you can skip this step.
    - If it has been longer than 6 months since your last class, you will need to reapply
  - After submission, you will receive an email with acceptance and your Barton ID# from admissions within 24-48 hrs. This will go to the email you registered on the application.
  - If you do not receive an email within that timeframe, you will need to contact admissions. [admissions@bartonccc.edu](mailto:admissions@bartonccc.edu) or 620-792-9286.
  - Once you select CNA/CMA as your interest on the admissions application, please reach out to our office for class availability
  
- **Step #2 – Pre-Requisite**
  - Successfully complete one of the following reading requirements. Our program will accept the minimum reading scores of:
    - ACT 14
    - Accuplacer Next-Gen 237
    - TABE 518
    - CASAS 224
    - TEAS 58.7%
    - Eligible for Integrated Reading and Writing
    - Completed English Composition I with a "C"
  - To schedule a free reading assessment, contact Mollie McReynolds in the College Assessment Center. Mollie is best reached via email at [mcreynoldsm@bartonccc.edu](mailto:mcreynoldsm@bartonccc.edu)
  
- **Step #3 – Enroll**
  - [Self-enroll online](#) *OR* schedule a time to visit our office to enroll in person.

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### □ Step #4 - Pay for Class

- There are many [payment options](#) available. **IMPORTANT NOTE:** Courses are financial aid ineligible. See [Partnering Programs](#) for financial assistance options you may be eligible for. Prior balances must be paid before the start of the current semester.
- Payment arrangements must be taken care of at the time of enrollment with the Business office. For Barton County residents, the class is \$735 and for non-Barton County residents, the cost is \$770. High school students are eligible to receiving Excel in CTE funding.

### □ Step #5 – Prep for Class

- Purchase required textbooks for use on the first day of class.
  - [CNA Books](#)
  - [CMA Books](#)
- Begin collecting the required Castlebranch Documents (see following page) and have them ready for the first day of class. Note: you will **not** be able to activate your Castlebranch account until the start of class.
- Obtain scrubs for clinicals, have a second-hand watch and appropriate closed-toe shoes (Crocs and Hey Dudes are not acceptable).
- **CMA Only:** Verify you have an active CNA Certification via the [online registry](#)

# ***BARTON***

**ADULT HEALTHCARE**

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