Enrolling in a CNA or CMA Course Flow Sheet

Do you have a Barton ID number?

No

Apply to Barton online.

Yes

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"

Disclaimer: If unable to complete one the above individual circumstances may be considered based on current course standings.

No

Contact Mollie McReynolds in the College Assessment Center to set up a free reading assessment time.

Yes

CNA: 16 years of age by state testing date.

CMA ONLY: 18 years of age to begin class and current KS CNA certification required. Check online registry.

Look up your CRN using the Course Search, then self-enroll online.

Finalize Enrollment: Fees are generated to your PAWS account. Financial aid ineligible. Log-in to your MyBarton Portal or call the Business Office to make payment arrangements. See Partnering Programs for financial assistance options you may be eligible for.

Yes

Coordinator creates a Castlebranch account and send eVite for compliance tracker. Student completes and uploads to Castlebranch compliance tracker:

1.TB skin test result
2. Hepatitis B immunization record
3. COVID Vaccination immunization record
4. Proof of current health insurance
5. Flu vaccination record.

No

If not completed by the 3rd day of class, the student will be dropped from the course.

Yes

Purchase required textbooks prior to the first day of class.

CNA books CMA books

Coordinator sends eVite for background check.

YOU ARE READY FOR CLASS!

☺

Contact the Adult Healthcare office for further questions.
Jennifer Tusten, Admin. Assistant
Carla Dietz, Program Coordinator