**Enrolling in a CNA or CMA Course Flow Sheet**

No

Yes

Do you have a Barton ID number?

Successfully complete one of the following reading requirements. Our program will accept the **minimum** reading scores of:

* ACT 14
* Accuplacer 54
* Asset 35
* Compass 58
* TABE 518
* CASAS 224
* TEAS 58.7%
* Eligible for Intermediate Reading
* Completed English Composition I with a “C”

Apply to [Barton](http://www.bartonccc.edu/admission/apply) online.

Yes

**CMA ONLY:** Current KS CNA certification required. [Check online registry](http://www.ksnurseaidregistry.org).

[Self-enroll online](https://bartoncas.bartoncougars.org/cas-web/login?service=https%3A%2F%2Fmybarton.bartoncougars.org%2Fc%2Fportal%2Flogin) with course CRN.

**HS STUDENTS:** Complete [paper enrollment](https://docs.bartonccc.edu/degrees/career-programs/healthcare/adult-health-care/Enrollment%20Form%20w%20Student%20Obligation.pdf) form for Senate Bill 155 funding.

**Finalize Enrollment:** Fees are generated to your PAWS account. No payment plans are allowed. Financial aide ineligible. Log-in to your [MyBarton Portal](https://bartoncas.bartoncougars.org/cas-web/login?service=https%3A%2F%2Fmybarton.bartoncougars.org%2Fc%2Fportal%2Flogin) or [call the Business Office](http://bartonccc.edu/billing-payment) to pay. See [Partnering Programs](http://bartonccc.edu/careerprograms/adulthealthcare) for financial assistance options you may be eligible for.

No

YOU ARE READY FOR CLASS!

☺

[Contact Sara Hoff](mailto:hoffs@bartonccc.edu), AHC Coordinator, for further questions.

[Contact Lisa Peterson](mailto:petersonl@bartonccc.edu.) in the College Assessment Center to set up a free reading assessment time.

Yes

If not completed by the Friday one week prior to class starting, the student will be dropped from the course.

No

Student creates a [Castlebranch account](http://docs.bartonccc.edu/degrees/career-programs/healthcare/adult-health-care/AHC%20Castlebranch%20letter%201.pdf) to start background check. Complete and upload to Castlebranch compliance tracker:

* TB skin test/Hep B
* **CMA only:** KDADS application
* Confidentiality Agreement
* Handbook verification
* Legal form/Verification (Declaration page) of Private Medical Insurance Coverage
* Labor Law notice acknowledgement for under 18

Purchase required textbooks prior to the first day of class.

[CNA books](http://docs.bartonccc.edu/degrees/career-programs/healthcare/adult-health-care/cna-textbooks.pdf) [CMA books](http://docs.bartonccc.edu/degrees/career-programs/healthcare/adult-health-care/CMAtextbookimage2016.2017.pdf)

Yes