

**ADULT HEALTHCARE PROGRAM ENROLLMENT PROCEDURE**  
**CERTIFIED NURSE AIDE, CERTIFIED MEDICATION AIDE**

Must be 16 years old to enroll in the CNA course and 17 years old to enroll in CMA course.  
Barton reserves the right to verify age:

**(Please note that all steps are required.)**

**Step 1: APPLICATION TO BARTON COMMUNITY COLLEGE**

Complete the Barton College online application at:  
<https://exforms.bartonccc.edu/admissions/admissionsapplication.htm>

Those students who are taking these classes at the high schools or if you have taken classes at Barton within the last 6 months, this step is not necessary.

**Step 2: Begin Enrollment Process**

Upon receiving Barton College acceptance notification, you may begin the remainder of the enrollment process.

**Step 3: PASS READING ASSESSMENT (Reading assessment is free of charge.)**

Contact the College Assessment Center (620-792-9344) to set up a reading assessment time. If you have successfully completed the reading assessment at another site, please secure a copy to submit with your enrollment information or note on your student information form if you results are on file with Barton.

If you have had English I & passed with a "C" or better, you will not need to take the assessment; however, you need a copy of your transcript to document such. Barton will accept any of the following: ACT (14) Accuplacer 54 Asset 35 or Compass 58.

**Step 4: SELECT COURSE**

**Step 5: COMPLETE THE FOLLOWING FORMS AND SECURE REQUIRED DOCUMENTS**

Bring the following documents to the Allied Health Office located in the Math & Science building Room S-134:

- ✓ Add/Drop Form (Will complete the information under the ADD section if known) or Enrollment Form (complete the top portion)
- ✓ Student Information Sheet
- ✓ Copy of Social Security Card or government issued nine digit identified card
- ✓ Complete Immunization Record. (The most important is the TB skin test results. So must have your TB test completed before enrollment)
- ✓ Complete Yellow Adult Healthcare Student Information Sheet
- ✓ Signed Acknowledgement of Attendance Requirement Form