Barton Community College
Advanced Emergency Medical Technician (AEMT)
Fort Riley Campus
Pre-Class Information
Fall 2026

Below is a list of requirements and information you will need prior to the first day of class. Please read the information carefully, you will be expected to know the information prior to class.

Thank you for taking the time to prepare yourself for your first night of class.

Nicholas Larmer, Paramedic, NRP, MS
EMS Education Director
Barton County Community College

1. FIRST AND FOREMOST, if after reading this document, you have questions please contact Nicholas Larmer by email: larmern@bartonccc.edu
2. Class Information
   a. 10 credit hour class
   b. Dates
      i. August 10, 2026 – December 7, 2026
      ii. August 10, 2026 - Mandatory Orientation
      iii. Monday & Wednesday – 9:00 am – 1:00 pm
   c. In addition to regular scheduled class times, each student will be required to complete:
      i. A minimum of 48 hours of clinicals (scheduled outside of regular class hours)
      ii. A minimum of 96 hours of field internship (scheduled outside of regular class hours)[12 hour shift blocks x 8 shifts= 96 hours]
   d. Course Reference Number
      CRN# 11317 IC# 2026-114

3. Course Costs **(all costs are subject to change)**
   a. Tuition – *Contact EMS Director Larmer for details
   b. Workshop Fees - $350.00
      i. This is a non-refundable fee that will be added to your account upon enrollment.
      ii. This will be applied toward your EMTS Workshop Fee.
      iii. $350 Workshop fee is due **within 5 business days** of being notified that you have been enrolled in the course.
   c. Book – $240.00 + tax (subject to change)
   d. Additional - $351.00 approx. in Application, Testing & CastleBranch Background Check fees (See # 7)
   e. See #12 for Payment Information Details

4. Drop dates
    a. Withdrawal for a full refund (excluding workshop fee paid)
        i. Friday, August 28, 2026
    b. Withdrawal with no refund but "W" on transcript as opposed to "F"
        i. Friday, September 25, 2026
        ii. After this date, the student will ONLY receive an "F"

5. If a student desires to drop the AEMT class, their advisor needs to be notified by email.
    a. Contact Nicholas Larmer to complete this process larmern@bartonccc.edu
    b. OR
    c. A soldier needs to go into GoArmyEd and drop the class prior to the refund date that is set by GAE. (see #11)
        i. To find out the GAE refund date, please contact your military representative

6. Student PAWS & Portal Access
    a. Each student is issued a 9 digit Barton ID# during enrollment – Example: 000123456
    b. Prior to enrollment you will need to access both your Portal & PAWS account. You will find your PAWS account access within your Portal.
        i. Go to bartonccc.edu
            1. Hover over the MYBARTON dropdown
            2. Select MyBarton Portal
            3. Enter your 9 digit Barton Student ID and your password.
                a. If this is your first time accessing this account, follow the instructions listed off to the right of the login.
                b. If at any point you have ever logged into your account and you cannot remember your password, please enter your Barton ID then click the "Forgot Password?" link directly below the login. Follow the directions provided and if you still are having problems, please contact enrollment services to help reset your account.
            4. Once you have successfully logged in, you should be good to go for class. If you are unable to login, please email your name, 9 digit Barton ID and date of birth to enrollment services at enrollmentservices@bartonccc.edu or call 620-792-9328 or 620-786-1176.
            5. Please be sure to track your Barton ID# and password, as you will use these often throughout the semester.

7. Additional Fees (as mentioned above in 3):
    a. KSBEMS Application Fee
        i. As per the Kansas Board of EMS each student is required to pay a $50.00 application for certification fee
        ii. You will be completing your application during orientation.
        iii. This fee will be paid to the Kansas Board of EMS after passing both State Certifying Exams.
        iv. If you have had a felony or been charged with a felony, please contact Nicholas @ larmern@bartonccc.edu prior to orientation.

b. Practical Testing Fee
    1. $100.00 – **Due later in semester**
c. National Registry of EMTs (NREMT) Written Exam Fee
    i. after successful completion of the class
        1. $136.00 – Included in workshop fee
d. CastleBranch Background Check Fees (see 8d)
    i. This is a **potential fee** that may be required for clinicals and will be the student's responsibility
        1. $57.00
    ii. You will be notified if you need to purchase and complete this background check.

8. **Each student will be required to provide proof of the following on orientation night**

Please get started on gathering this documentation ASAP, as you may not be up to date and may need to get additional vaccinations. If you have any questions about whether you have all the required documentation or not, please ask a healthcare provider or scan all immunization documents into 1 file and email Carla @ burnettec@bartonccc.edu to verify.

i. Proof of Current Medical Insurance
    1. You will need to bring proof of current medical insurance on orientation night, which can be a letter from your insurance provider or the insurance card. We will take a copy for our records.
        a. If you are covered by TriCare, proof of coverage is required. (letter or card)
        b. If you do not have medical insurance, please contact Nicholas.
        c. E.J. Smith is a company that specializes in providing affordable short-term medical insurance policies for students. If you are looking for coverage, this may be a good resource. Their website is www.ejsmith.com
ii. Current CPR Certification
iii. Current EMT Certification
    1. If you are not Kansas certified; contact Nicholas immediately
iv. Current Immunizations to be uploaded to your Canvas course shell:
    1. Negative TB Skin Test (2026)
    2. Flu Shot (Current flu season – no earlier than September 1, 2026)
    3. Tetanus/Tdap/TD (No earlier than August 2016)
    4. Hep B Series (3 shots over 4-6 months)
    5. MMR (2 shots or Positive Titer)
    6. Varicella (2 shots or Positive Titer)
        a. This cannot be proof of chicken pox

9. Dress Code/Uniform Requirements
    a. **Uniform Shirts**
        i. You are required to order a **minimum of 1** uniform shirt.
            1. Do not wait until the last minute to order your shirt(s) as it may take a

couple of weeks to get the shirts completed.

2. You may consider ordering more than 1 uniform shirt since you will have class a minimum of 2 times per week.
3. The website will be open for orders and payment during enrollment.
    a. If you miss this deadline, you will have to contact Identifications directly to place your order. Any orders placed after the deadlines will incur a $20 late fee per item and may also include a rush fee, depending on the order date.
        i. Identifications 1413 Main Street Great Bend, KS 67530
        Phone (620) 792-5043
        email: identificationsmediagroup@gmail.com
        ii. Items ordered by this deadline are guaranteed to arrive by orientation.
4. Follow the link on the EMS.bartonccc.edu webpage to order your required uniform shirt.
(located in section titled *Barton EMS Student Uniform/Apparel*)
    a. This will take you to Barton's specific ordering page.
    b. Find Your required clothing as well as optional items for the EMT Program
        i. Please note, any coats or jackets worn during the ride time or class need to be plain or have the official Barton EMS logo only.

5. **Once a student has placed their order, even if he/she withdraws from the program, there will be no returns or refunds on uniform shirts or apparel.**

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b. Classroom Dress Code

i. Tucked-in uniforms are required for all class periods
ii. Dark pants (navy or black) are required
iii. NO Jeans, Scrubs or Leggings
- An example would be Walmart Dickies or tactical pants.

iv. Black shoes
- NO Tennis Shoes
- A couple examples would be black boots or black dress shoes.

v. If the student desires to wear a belt, then a black belt is required.
vi. Watch w/second hand or equivalent
vii. NO SHORTS - NO OPEN TOED SHOES - NO HATS
viii. **Uniforms are to be worn beginning the week after orientation**

10. Books are given out the first night of class.
    a. Upon receipt of the text book on the night of orientation, your book fees will be added to your account.
        i. If you are using the payment plan, your monthly payment will increase accordingly.
        ii. It will be approximately a month after orientation before your account will reflect this change.
        iii. **Once a student participates in orientation, the student is responsible**

for the cost of the book even if he/she withdraws from the program.

b. If you choose to purchase the book ahead of time on your own, please note if you get the wrong book you will be responsible for purchasing the correct book and premier access codes.

11. Military Benefits (GI, Post 911, Ch.33, etc.)
    a. If you are using military benefits you must contact your TA or VA representative to receive the benefits AND find out what these benefits will cover. For example, some benefits do not cover books and workshop fees.
    b. TA/VA benefits including GI Bill, Post 911, Ch.33, etc.
    c. If you do not already have a TA/VA rep, please contact Nicole. If she is not the right representative, she will be able to point you in the right direction.
        i. Nicole Berger
        ii. 620-792-9363 or bergern@bartonccc.edu
    d. If you will be receiving any military benefits, your rep will need to send a confirmation email/ letter with a breakout of what benefits you will be receiving and what your portion will be, if any.
        i. This confirmation will need to be sent prior to the August 1, 2025, payment arrangement deadline. (see #12a)
        ii. If you are not 100% covered with all tuition, fees, workshop fees, book, additional application & testing fees, etc. you will be responsible for making your $350 non-refundable workshop fee payment **within 5 business days** of being notified that you have been enrolled, to secure your spot in the class.
        iii. Please have your TA/VA representative send verification of benefits to Nicholas Larmer: larmern@bartonccc.edu prior to the deadline

12. Payment:
    a. **If you have not contacted the Business Office by Friday, August 7, 2026 to make payment arrangements, you will be removed from the class.**
        i. Please contact Shevon Copp @ 620-786-1112 to make payment.
            1. This would include full payment, partial payment, or to get set up on a payment plan. Please note, the payment plan does not open for Fall 2025 until August 1st . You will need to make your workshop fee **before** the deadline. (due within 5 business days of being notified you have been enrolled)
                a. https://bartonccc.edu/enrollment/payment/paymentplan
        ii. **At a minimum, the non-refundable $350.00 workshop fee must be paid prior to the August 7th deadline to secure your spot in the class. (See # 3b)**
    b. All account balances must be **paid in full** before you will be allowed to take the NREMT Written exam.

    c. **IF YOU ARE A GRANDVIEW PLAZA STUDENT, DO NOT GO TO THE GRANDVIEW PLAZA CAMPUS TO MAKE PAYMENT. THEY DO NOT HAVE A BUSINESS OFFICE TO PROCESS PAYMENTS. PLEASE FOLLOW THE ABOVE DIRECTIONS.**

d. AEMT students are not eligible for student loans.
    i. AEMT students can apply for the Kansas Promise Act Scholarship or other various grants (based on availability). Contact Nicholas for details.

13. In addition to the academic goals, in order to be eligible to sit for National boards, the following requirements must be met:
    a. 90% attendance through the course of the program.
    b. Completion of required clinical and field internship time

14. Barton Community College Addresses:
    a. Barton County Campus: 245 NE 30th Rd Great Bend, KS 67530 – Technical Bldg. room # 138
    b. Grandview Plaza Campus: 100 Continental Dr. Grandview Plaza, KS 66441
    c. Fort Riley Campus: Building 211 Custer Ave – Fort Filey, KS 66442 (PO Box 2463)

BARTON COUNTY COMMUNITY COLLEGE
EMS EDUCATION

AEMT Student Checklist

First, read through the Pre-Class Information provided above. Then use this checklist as a reference to ensure you have everything in place prior to orientation night.

What to complete <u>prior</u> to Orientation Night:

- ˜ Access Barton Portal Account
- ˜ If using Military Benefits – contact VA/TA rep listed ASAP
- ˜ Order Uniform Shirt(s)
- ˜ Order Barton EMS apparel if desired
- ˜ Payment Arrangement in Place – August 7th
- ˜ Workshop Fee Paid
- ˜ Complete the AEMT step-by-step guide, including the AEMT Enrollment Agreement, for enrollment (located on the ems.bartonccc.edu webpage)

What to bring on Orientation Night:

- ˜ Documentation for:
  - Proof of Medical Insurance (insurance card or insurance verification letter acceptable)
  - EMT Certification
  - CPR Certification
  - Immunizations
    - Negative TB Skin Test (2026)
    - Flu Shot for the current season.
    - Hepatitis B – 3-step series or positive titer
    - MMR – 2-step series or positive titer
    - Varicella – 2-step series or positive titer
    - Tdap or Td – no earlier than August 2016

Any questions, please contact:

EMS Education Director, Nicholas Larmer larmern@bartonccc.edu or 620-792-9347
EMS Education Secretary, Carla Burnette burnettec@bartonccc.edu or 620-792-9341
Fax: 620-786-1180
Mail: Barton Community College
Attn: Nicholas Larmer
245 NE 30 Rd
Great Bend, KS 67530