BARTON COMMUNITY COLLEGE | EMS EDUCATION

AEMT PRE-CLASS INSTRUCTIONS

Fort Riley Campus • 10 credit hours

1 Course information

For current class dates, times, orientation details, and CRN/IC numbers: go to https://bartonccc.edu/programs/ems and open “CRN and IC numbers.” Orientation is mandatory; confirm the time for your section before attending.

In addition to class meetings, complete at least 48 clinical hours and 96 field internship hours (eight 12-hour shifts), scheduled outside regular class hours.

2 Before class — complete these steps

- Follow the AEMT Enrollment Step-By-Step Guide and complete the AEMT Enrollment Agreement at https://bartonccc.edu/programs/ems.
- Log into MyBarton Portal and PAWS using your 9-digit Barton student ID. For help: enrollmentservices@bartonccc.edu or 620-792-9328 / 620-786-1176.
- Pay the nonrefundable $350 workshop fee within five business days of enrollment notification and arrange payment of remaining charges with the Business Office (620-786-1112). Check current payment deadlines with the Business Office.
- Order at least one uniform shirt. At the EMS website, open “Barton EMS Student Uniform/Apparel” and select “EMS Online Store.” Check the online store for current order deadlines. Custom uniform purchases are nonrefundable.
- If using military education benefits, contact your TA/VA representative early and have confirmation of coverage sent to larmern@bartonccc.edu. For assistance: Nicole Berger, 620-792-9363, bergern@bartonccc.edu.

3 Costs, books and payment

Tuition: Contact the EMS Education Director for current details.

- Workshop fee: $350 nonrefundable, due within five business days of enrollment notification. NREMT written testing fee is included.
- Textbook: approximately $240 plus tax. Distributed at orientation; charges are added to the student account. Once issued at orientation, the book remains the student’s financial responsibility, even if the student withdraws.
- Other listed fees: KSBEMS certification application $50; practical test $100; CastleBranch background check $57 if required for clinical placement. Listed NREMT written exam fee: $136 (included in workshop fee). Amounts may change.
- Payment plans: https://bartonccc.edu/enrollment/payment/paymentplan. All balances must be paid before the NREMT written exam. AEMT is not eligible for student loans per the supplied packet; ask about Kansas Promise Act and other available grants.

4 Orientation documents and health records

- Bring current medical insurance proof (card or verification letter, including TRICARE if applicable). If uninsured, contact Nicholas Larmer.
- Bring current CPR certification and EMT certification. If not Kansas-certified as an EMT, contact Nicholas Larmer before orientation.
- Provide a current negative TB skin test. Gather other immunization records and upload documentation to Canvas when instructed.

Immunizations are highly recommended, but are not mandatory for class enrollment. Some clinical or field sites may require them. Missing records can limit placement and may prevent course completion. No COVID-19 requirement is listed in these instructions.

Recommended records: current-season influenza vaccine; Td/Tdap within the preceding 10 years; hepatitis B series or positive titer; two MMR doses or positive titer; two varicella doses or positive titer (a history of chickenpox alone does not count as documentation). Questions about records: burnettec@bartonccc.edu.

5 Uniform and course expectations

- Beginning the week after orientation: tucked-in Barton EMS uniform shirt, navy or black pants, black shoes or boots (no tennis shoes), black belt if worn, and a watch with second hand or equivalent.
- No jeans, scrubs, leggings, shorts, open-toed shoes, or hats. Coats/jackets worn in class or on ride time must be plain or have only the official Barton EMS logo.
- To qualify for national board testing: meet course academic standards, maintain at least 90% attendance, complete the required clinical and field hours, and pay all account balances.

6 Withdrawal, financial assistance and contacts

Withdrawal/refund and “W” deadlines vary by semester. Contact Nicholas Larmer and your advisor before withdrawing, and verify current dates with Barton. Military students must also follow their military benefit program’s withdrawal requirements.

EMS Education Director: Nicholas Larmer • larmern@bartonccc.edu • 620-792-9347

EMS Education Secretary: Carla Burnette • burnettec@bartonccc.edu • 620-792-9341

Campus: Building 211, Custer Ave., Fort Riley, KS 66442 (PO Box 2463)

Mail: Barton Community College, Attn: Nicholas Larmer, 245 NE 30 Rd, Great Bend, KS 67530 • Fax: 620-786-1180

Student checklist

Complete before orientation

- ☐ Complete AEMT enrollment guide and agreement
- ☐ Access MyBarton Portal and PAWS
- ☐ Pay workshop fee and arrange remaining payment
- ☐ Order required uniform shirt through EMS Online Store
- ☐ Confirm military benefits (if applicable)

Bring to orientation

- ☐ Proof of current medical insurance
- ☐ Current CPR certification
- ☐ Current EMT certification
- ☐ Current negative TB test
- ☐ Available immunization documentation (highly recommended)