Barton Community College
AEMT Enrollment Step-By-Step Guide
ems.bartonccc.edu

Step #1 - Complete Barton's online admissions application (link on EMS webpage)

- If you already know your Barton ID#, you can skip this step.
- After submission, you will receive an email with acceptance and your Barton ID# from admissions within 24-48 hrs. This will go to the email you registered on the application.
- If you do not receive an email within that timeframe, you will need to get ahold of admissions. admissions@bartonccc.edu or 620-792-9286
- Please note, **you are unable to enroll yourself in this course**. Nicholas Larmer will enroll you after completing steps 1-5

Step #2 - Print the AEMT Pre Class Requirement Packet (link on EMS webpage)

Step #3 - **Thoroughly** read the entire AEMT Pre Class Requirement Packet

Step #4 - Complete and acknowledge the online AEMT Enrollment Agreement (link on EMS webpage)

Step # 5 - Once all above is completed, email Nicholas Larmer: larmern@bartonccc.edu

- Confirmation of all requirements completed
- Barton ID # (emailed to you after admissions app. or that you already have).
- Which class you are needing enrolled in (Great Bend or Grandview Plaza).

Step #6 – Once email is received, Nicholas will enroll you into the course. You will then receive a confirmation email that your enrollment is complete.

If you have any questions, please contact Nickolas Larmer: larmern@bartonccc.edu