Barton Community College
Emergency Medical Technician (EMT)
Fort Riley Campus
Pre-Class Instructions
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 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 for the EMT class at the Fort Riley Campus
    a. 12 credit hour class
    b. EMT Class Dates:
        i. August 11, 2026 - December 8, 2026
        ii. Mandatory Orientation will be August 11, 2026, 9:00 AM – 4:00 PM
        iii. Class days are Tuesday and Thursday 9:00 AM – 4:00 PM
        iv. In addition to regular scheduled class times, each student will be required to participate in a Field Internship. (Scheduled outside of regular class hours)
        i. Field Internship is a total of four 12-hour shifts.
        ii. These are scheduled later in the semester.
        iii. Internship will be scheduled by Barton.
    c. Course Reference & IC Numbers – (CRN needed for enrollment services, IC# needed for EIG money)
        i. Fort Riley CRN 11320 IC# 2026-111

3. Course Costs **(all costs are subject to change)**
    a. Tuition - Contact Director Larmer for details*
        i. Workshop Fees - $350.00 This is a non-refundable fee that will be added to your account upon enrollment.
        ii. This will be applied toward your EMT Workshop Fee and NREMT written exam.
        iii. **Once you have emailed, requesting enrollment (see step-by-step guide #5), you will owe the $350 non-refundable fee, even if you decide to drop this course at any point. This also includes if you do not begin the course and decide to drop the course between enrolling and August 10th.**
        iv. $350 Workshop fee is due **within 5 business days** of being notified you have been enrolled in the course.

    b. Book – No charge (see #10)
    c. Additional - $150.00 approx. Application & Examination Fees (see #7)
    d. 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 EMT class, then their advisor needs to be notified by email.
    a. Contact Nicholas Larmer to complete this process larmern@bartonccc.edu
    b. AND/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 orientation night 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. In the top right hand corner of the homepage, click MyBarton Portal

2. 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.
3. 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.
4. Please be sure to keep track of 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 @ larmer@bartonccc.edu prior to orientation.
    b. Practical Testing Fee
        i. $100.00 – **due later in semester**
    c. National Registry of EMTs (NREMT) Written Exam Fee
        i. after successful completion of the class
            1. $ 104.00 - (included in workshop fee)
8. **Each student will be required to provide proof of the following on orientation night**
    a. 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
        ii. 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

b. Current Immunizations to be uploaded to your Canvas course Shell:

(1) Negative TB Skin Test

(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 an order, even if he/she withdraws from the program, there will be no returns or refunds on shirts or apparel.**

b. **Class Room 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, (allowable exceptions can be made for maternity wear)
   iv. Black/Brown/Navy shoes or boots
      - Black/Brown/Navy Tennis Shoes are fine
      - A couple of 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 with second hand or equivalent
   vii. NO SHORTS - NO OPEN TOED SHOES
   viii. **Uniforms are to be worn beginning the week after orientation.**

10. Books are a low cost/no cost option.
   a. There is no book or book charge.
   c. Low cost option available for those who desire a book – available during orientation.

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.
      Nicole Berger
      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 one month prior to the class start date.
      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 prior to the deadline: larmern@bartonccc.edu

12. Payment:
   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 Sheven Copp @ 620-786-1112 to make payment.
         1. This would include full payment, partial payment, or getting set up on a payment plan. You will need to make your workshop fee **before**

this deadline. (due within 5 business days of being notified you have been enrolled)

a. https://bartonccc.edu/enrollment/payment/paymentplan

2. **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.**

ii. **At a minimum, the non-refundable $350.00 workshop fee must be paid prior to August 7th to secure your spot in the class. (See # 3b)**

a. Be sure to contact Financial Aid as soon as possible @ 1-866-257-2574, if needed.
   i. EMT students are only eligible for student loans.
      1. EMT students can apply for the Kansas Promise Act Scholarship, or other various grants (based on availability). Contact Nicholas for details.

b. All account balances must be **paid in full** before you will be allowed to take the NREMT Written Exam.

13. In addition to the academic goals, in order to be eligible to attend NREMT examinations, the following requirements must be met:
   a. 90% attendance through the course of the program, having met the standards of the course syllabus requirements.
   b. Complete payment for class to Barton
   c. An overall grade is at or above an 80%.
   d. Signed off by the instructor on all skills as “Passing”
   e. Have not failed the Final Exam on the 2nd attempt.
   f. Has no adaptive test overall indicator scored as “Failed or Not Good.”
   g. Completed 20 Comprehensive Adaptive Tests by the KSBEMS end-of-course date.
   h. Approved by Instructor and Program Director
   i. Must be 17 years of age by December 7, 2026, to attend NREMT Exams.
   j. Completion of field internship.

14. Barton Community College Addresses:
   a. Barton County Campus: 245 NE 30 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 Riley, KS 66442 (PO Box 2463)

BARTON COMMUNITY COLLEGE
EMS EDUCATION

EMT 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 prior to Orientation Night:

- Access BartonOnline and PAWS Account
- If using Military Benefits – contact VA/TA rep listed ASAP.
- Order Uniform Shirt(s)
- Order Barton EMS apparel if desired
- Payment or Arrangements in place by August 7th
- Workshop Fee Paid
- Complete the EMT step-by-step guide, including the EMT 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)
  - Immunizations
    - Negative TB Skin Test (2026)
  - Immunizations are highly recommended, but not mandatory.
    - Please note that some internship locations require these immunizations, not having these can affect placement in areas for internship which can result in not being able to complete the class.
      - 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