

BARTON COMMUNITY COLLEGE

EMT PRE-CLASS GUIDE

Great Bend – Barton County Campus

Use this guide to prepare for orientation. For current class dates, schedules, course reference numbers (CRNs), and IC numbers, visit <https://bartonccc.edu/programs/ems> and expand the “CRN and IC numbers” section. Confirm your mandatory orientation details with EMS Education.

1 Course at a glance

- 12-credit-hour Emergency Medical Technician (EMT) course.
- Typical class schedule: Monday and Thursday, 6–10 p.m., with occasional Saturdays Check the “CRN and IC numbers” section at <https://bartonccc.edu/programs/ems> for current class offerings and dates. Confirm orientation details before enrolling.
- Field internship: four 12-hour shifts outside normal class hours, scheduled by Barton later in the course.
- Class location: 245 NE 30 Rd, Great Bend, KS 67530 · Technical Building, Room 138

2 Complete before orientation

- On <https://bartonccc.edu/programs/ems>, follow the “EMT Enrollment Step-By-Step Guide” and complete the “EMT Enrollment Agreement.”
- Log in to MyBarton Portal and PAWS using your nine-digit Barton student ID at bartonccc.edu.
- Pay the nonrefundable workshop fee within five business days after notification of enrollment, and arrange payment of any remaining balance with the Business Office.
- Order at least one official Barton EMS uniform shirt using the “EMS Online Store” link in the “Barton EMS Student Uniform/Apparel” section at <https://bartonccc.edu/programs/ems>. Check the store for current ordering deadlines.
- Gather proof of current medical insurance and your TB/immunization records.
- If using military education benefits, contact your TA/VA representative early and arrange for benefits verification.

3 Tuition, fees, and payments

- Tuition: contact EMS Education for current rates. All fees are subject to change.
- Workshop fee: \$350, nonrefundable once enrolled, including if you withdraw before class starts; includes the NREMT written examination fee.
- Additional estimated fees: \$50 Kansas Board of EMS certification application and \$100 practical testing, payable later as directed.
- Course materials: digital/no-cost textbook option; optional low-cost printed book may be available.
- Pay the workshop fee within five business days of enrollment notice. Follow the current enrollment notice for the final payment-arrangement deadline; failure to make arrangements can result in removal from class.
- Business Office/payment plans: 620-786-1112 · bartonccc.edu/enrollment/payment/paymentplan. Grandview Plaza has no on-site Business Office for payments.
- For financial assistance, contact Financial Aid at 1-866-257-2574. Ask about student loans, Kansas Promise Act scholarships, and any available grants.
- Account balances must be paid in full before taking the NREMT written examination.

4 Bring to orientation / upload in Canvas

- Proof of current medical insurance (insurance card or verification letter), including TRICARE coverage. If uninsured, contact the EMS Education Director.
- Documentation of a current negative TB skin test.

The following immunizations are highly recommended, but are not mandatory for class enrollment. Some internship sites require them; missing documentation may limit placements and could prevent completion of the course.

- Influenza vaccine for the current flu season.
- Tetanus/Tdap/Td vaccination within the past 10 years.
- Hepatitis B vaccination series or positive titer.
- MMR: two doses or positive titer.

- Varicella: two doses or positive titer (history of chickenpox alone is not accepted as documentation).

Upload available records to the Canvas course. For help checking documentation, email your records as one file to burnettec@bartonccc.edu. Please verify the approved secure submission method before sending medical information.

5 Uniform and dress code

- Order at least one official EMT uniform shirt before orientation through the “EMS Online Store” link under “Barton EMS Student Uniform/Apparel” at <https://bartonccc.edu/programs/ems>. Check the store for current deadlines. Uniforms begin the week after orientation. Orders are nonrefundable; late orders may incur fees.
- Wear the uniform shirt tucked in with navy or black pants (such as Dickies or tactical pants). No jeans, scrubs, leggings, or shorts.
- Wear black, brown, or navy closed-toe shoes or boots. If wearing a belt, it must be black. Bring a watch with a second hand or equivalent.
- Coats or jackets worn during class or field shifts must be plain or display only the official Barton EMS logo.

6 Completion and testing requirements

- At least 90% attendance and an overall grade of 80% or higher.
- Passing sign-off on all required skills and successful completion of the field internship.
- Meet final-exam and adaptive-testing requirements, including 20 comprehensive adaptive tests by the Kansas Board of EMS end-of-course date.
- Instructor and EMS Education Director approval; all course and payment requirements satisfied.
- Students must be at least 17 years old by the applicable examination date.

7 Withdrawal, benefits, and assistance

- For current refund and withdrawal deadlines, consult Enrollment Services or your current enrollment materials. The nonrefundable workshop fee is excluded from refunds.
- To withdraw, notify your advisor and EMS Education Director. Military students must also follow the withdrawal process and deadlines established by their military education benefits program.
- For TA/VA benefits, request a written benefit breakdown (covered costs and student responsibility) at least one month before class begins. Uncovered workshop fees remain the student’s responsibility.

Contact information

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

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

Enrollment Services · enrollmentservices@bartonccc.edu · 620-792-9328 / 620-786-1176

Military benefits assistance · Nicole Berger · bergern@bartonccc.edu · 620-792-9363

Quick checklist

- ☐ Enrollment Agreement completed
- ☐ MyBarton Portal and PAWS accessible
- ☐ Workshop fee paid and payment arrangements confirmed
- ☐ Official uniform shirt ordered
- ☐ Insurance and TB documentation ready
- ☐ Recommended immunization records gathered
- ☐ Military benefits verified, if applicable
- ☐ Current class dates, CRN/IC numbers, and orientation information checked on Barton EMS website