

Barton County Community College  
Advanced Emergency Medical Technician (AEMT)  
Great Bend/Grandview Plaza - Pre Class  
Information Fall 2022

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. Once you have read the document and asked any questions you might have, sign the document and return to the staff member who has been assisting you with enrollment. They will make you a copy and get the original to your instructor.

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

Karyl White M.S. Paramedic IC  
EMS Education Director  
Barton County Community College

1. FIRST AND FOREMOST, if after reading this document, you have questions please contact Karyl White, by email.
  - a. [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu)
2. Class Information
  - a. 10 credit hour class
  - b. Great Bend AEMT
    - i. August 10<sup>th</sup> – Mandatory Orientation
    - ii. August 10<sup>th</sup>, 2022 – December 8<sup>th</sup>, 2022
      1. Wednesdays 6:00pm – 10:00pm
      2. 1-2 Saturdays/month
  - c. Grandview Plaza AEMT
    - i. August 10<sup>th</sup> – Mandatory Orientation
    - ii. August 10<sup>th</sup>, 2022 – December 8<sup>th</sup>, 2022
      1. Wednesdays 6:00pm – 10:00pm
      2. 1-2 Saturdays/month
  - d. In addition to regular scheduled class times, each student will be required to complete:
    - i. A minimum of 36 hours of clinicals (scheduled outside of regular class hours)
    - ii. A minimum of 48 hours of field internship (scheduled outside of regular class hours)
  - e. Course Reference Number
    - i. Great Bend: CRN# 10869
    - ii. Grandview Plaza: CRN# 10868

3. Course Costs (**all costs are subject to change**)
  - a. Tuition - \$120.00 X 10 credit hrs = \$1,200.00
  - b. Workshop Fees - \$100.00
    - i. This is a **non-refundable fee** which will be added to your account upon enrollment.
    - ii. This will be applied toward your EMTS Workshop Fee.
    - iii. Must have this fee, at minimum, paid by the payment arrangement deadline of July 15<sup>th</sup>. (see #12)
  - c. Book – \$240.00 + tax (subject to change)
    - i. Total = \$1480.00 approx. including tuition, workshop fees & book (not including additional application, testing & background check fees)
  - d. Additional - \$322.00 approx. in Application, Testing & CastleBranch Background Check fees (See # 7)
  - e. See #12 for Payment Information Details
4. Drop dates
  - a. Withdrawal for full refund
    - i. Friday, August 26<sup>th</sup>, 2022
  - b. Withdrawal with no refund but “W” on transcript as opposed to “F”
    - i. Monday, November 17<sup>th</sup>, 2022
    - 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 Karyl White to complete this process [whitek@bartonccc.edu](mailto:whitek@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](mailto: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 3e):

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 must be paid between August 11<sup>th</sup> and October 15<sup>th</sup>. This fee must be paid with a debit or credit card.

**1. \$50 application fee due by October 15<sup>th</sup>**

- iv. If you have had a felony or been charged with a felony, please contact Karyl @ [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu) prior to orientation.

b. Practical Testing Fee

1. \$100.00 – **Due November 22<sup>nd</sup>**

c. National Registry of EMTs (NREMT) Written Exam Fee

- i. after successful completion of the class
  1. \$136.00 – Due prior to signing up for the online exam at the end of the semester

d. CastleBranch Background Check Fees (see 8d)

- i. Website, information & requirements listed below on # 8
- ii. This is a **potential fee** that may be required for clinicals and will be the student's responsibility
  1. \$57.00
- iii. You will be notified if you need to purchase and complete this background check.

8. CastleBranch Background Check & Immunization Information

- a. Each student is required to create an account with CastleBranch in order to complete their Immunization Tracking and potential background check.
- b. We will provide you with the login code, website, etc. during orientation. You will then be required to complete your background check and upload all immunization documentation into CastleBranch.
- c. All documentation is required to be uploaded into CastleBranch by **September 1<sup>st</sup>**.
- d. There is a possibility, if a hospital site required a student to have a background check, that the student will be responsible in purchasing and complete the check through CastleBranch.
  - i. \$57.00 fee – student's responsibility if needed.

- e. **Each student will need to bring the following immunizations 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 whether you have all the required documentation or not, please ask a healthcare provider or scan all immunization documents into 1 file and email Ashlie to verify.
- i. Proof of Current Medical Insurance
    1. This needs to be a statement from your insurance company stating your active enrollment status. **Cannot be a copy of your insurance card.**
    2. If you are covered by TriCare, proof of coverage is required. **Cannot be a copy of your card.**
    3. If you do not have medical insurance, you will need to sign a release of liability form on orientation.
  - ii. Current CPR Certification
  - iii. Current EMT Certification
    1. If you are not Kansas certified; contact Karyl immediately
  - iv. Current Immunizations
    1. Negative TB Skin Test (2022)
    2. Flu Shot (current flu season – no earlier than August 1<sup>st</sup>, 2022)
      - a. Deadline for uploading Flu Shot into CastleBranch
        - i. **October 1<sup>st</sup>**
    3. Tetanus/Tdap/TD (No earlier than June 2013)
    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
- f. At the end of this packet there is an Immunization Checklist that may be helpful.

## 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 as you may be in class multiple times per week.
  3. The website will open up April 14<sup>th</sup> for orders and payment.
    - a. Must be ordered by **July 15<sup>th</sup>** to receive for orientation
    - b. All shirts will be distributed on orientation
      - i. To help offset the cost, shirts are not shipped to your residence – if you request they be shipped to your home, you will be charged an additional fee.
      - ii. Orders placed after July 15<sup>th</sup> will be shipped directly to students with an added delivery charge.
1. Follow this link to order your required uniform shirt.

- a. [dsduds.com/barton-landing-page](https://dsduds.com/barton-landing-page)
  - i. This will take you to Barton's specific ordering page
  - ii. Select "AEMT" to order & purchase uniform shirts
- b. Shirts will be delivered to Barton and we will distribute on orientation night
  - i. When placing your order, it will ask for your mailing address. Even though it will come to Barton, go ahead and enter your personal mailing address in case you are unable to attend the course and need to drop, we will know where to send your shirt.

**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.**

- ii. You may also purchase additional Barton EMS apparel if desired at any time.
  - 1. Allow 1-2 weeks for delivery
  - 2. Please note, you cannot a coat/jacket unless plain or Barton apparel for clinicals, field internship or class.
  - 3. Follow this link to order any additional Barton EMS apparel.
    - a. [dsduds.com/barton-landing-page](https://dsduds.com/barton-landing-page)
      - i. Select Barton Community College at the top
      - ii. Select "Misc Barton" if you wish to order and purchase additional Barton apparel
    - b. Apparel will be delivered to Barton and we will distribute on orientation night

- b. Tucked in uniforms are required for all class periods
- c. Dark pants (navy or black) are required
  - i. NO Jeans, Scrubs or Leggings
  - ii. An example would be Walmart Dickies or tactical pants.
- d. Black shoes
  - i. NO Tennis Shoes
  - ii. A couple examples would be black boots or black dress shoes.
- e. If the student desires to wear a belt, then a black belt is required.
- f. Watch w/second hand or equivalent
- g. NO SHORTS - NO OPEN TOED SHOES - NO HATS
- h. **Uniforms are to be worn beginning August 17<sup>th</sup>.**

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](mailto: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 July 15<sup>th</sup> 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 in making your \$100 non-refundable workshop fee payment by the July 15<sup>th</sup> payment arrangement deadline to secure your spot in the class.
    - iii. Please have your TA/VA representative send verification of benefits to Karyl White prior to the deadline:
      - 1. [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu)

12. Payment:

- a. **If you have not contacted the Business Office by Wednesday, July 27<sup>th</sup>, 2022 to make payment arrangements, you will be removed from the class.**
  - i. Please contact Shevon Copp @ 620-786-1112 to make payment.
  - ii. This would include full payment, partial payment or getting setup on a payment plan.
    - 1. Please note, the payment plan does not open for fall 2022 until August 1<sup>st</sup>. You will need to make your workshop fee before the set deadline, then get setup on the payment plan when available.
      - a. <https://bartonccc.edu/enrollment/payment/paymentplan>

- iii. **At a minimum, the non-refundable \$100.00 workshop fee must be paid prior to the July 27<sup>th</sup> 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 test.
- 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 or grants.

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. Complete payment for class to Barton
- c. Completion of required clinical and field internship time

14. Barton Community College Addresses:

- a. Great Bend Class: 245 NE 30<sup>th</sup> Rd Great Bend, KS 67530 – Technical Bldg. room # 138
- b. Grandview Plaza Class: 100 Continental Dr. Grandview Plaza, KS 66441

# BARTON COUNTY COMMUNITY COLLEGE EMS EDUCATION

## Immunization Checklist

**Physical documentation** of all required immunizations must be submitted and uploaded to CastleBranch per the instructions provided (See #8).

- Negative TB Skin Test (2022)
- Flu Shot (Current Flu Season – No earlier than August 1<sup>st</sup>, 2022)
- Hepatitis B Series: 3 step series or positive titer
- MMR Series: 2 step series or positive titer
- Varicella Series: 2 step series or positive titer
  - Cannot be proof of chicken pox
- Tdap or Td (within past ten years – No earlier than June 2013)



# 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 prior to Orientation Night:

- Access PAWS Account
- If using Military Benefits – contact VA/TA rep listed ASAP
- Order Uniform Shirt(s) – July 15<sup>th</sup>
- Order Barton EMS apparel if desired – July 15<sup>th</sup>
- Payment Arrangement in Place – July 15<sup>th</sup>
- Complete the EMT step-by-step guide, including the EMT Enrollment Agreement, for enrollment (located on the [ems.bartonccc.edu](http://ems.bartonccc.edu) webpage)

### What to bring on Orientation Night:

- Debit Card or Credit Card - \$50.00 KSBEMS Application Fee
- CastleBranch Immunization Documentation
  - Background Check (if needed)
  - Proof of Medical Insurance (insurance card is not acceptable)
  - EMT Certification
  - CPR Certification
  - Negative TB Skin Test
  - Flu Shot
  - Tdap
  - MMR Series
  - Hep B Series
  - Varicella

### Any questions, please contact:

EMS Education Director, Karyl White – [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu)

**Fax:** 620-786-1180

**Mail:** Barton Community College

Attn: Karyl White  
245 NE 30<sup>th</sup> Rd  
Great Bend, KS  
67530