



Barton Community College
Paramedic Pre-Application 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 contact admissions. admissions@bartonccc.edu or 620-792-9286
 - Please note, **you are unable to enroll yourself in this course, as this is an application and interview process.** We will enroll you if selected for our program.

- **Step #2** – Review the Paramedic Application Requirements (link on EMS webpage)

- **Step #3** – Review the Paramedic Cost form (link on EMS webpage)

- **Step #4** – Transcripts:
 - You will need to order any and all college transcripts sent in directly to Barton. Please note these need to be **official transcripts** and they cannot come into contact with you or they will not be accepted. Once received and transferred in, we will review to let you know your status regarding pre-requisites.
 - If you are currently or will be finishing any pre requisites at an institution outside of Barton, please do not order your official transcript to be sent until **after your final grade(s) have been posted to your transcript**, to avoid having to pay for multiple transcripts. Please ensure that your final grade(s) are indeed on the transcript, as sometimes it takes a bit for everything to process and be added.
 - If the above applies to you, you will need to email us a copy of your **unofficial transcript** so we can review your credits and/or ensure you are enrolled into the courses needed in completing your general education requirements for your application. Please include this in step # 7.
 - If taking or have taken credits at Barton, you do not need to order an official transcript, as we already have access to that information.
 - You will also need to have your **official high school transcript** sent in as well to the same below address.

Barton Community College
Attn: Ashlie Thomas
245 NE 30 Rd
Great Bend, KS 67530

[Continued to back page](#)

2/4/2020 AT

- **Step #5** – Complete the Paramedic Applicant Info. & Intent Form (link on EMS webpage)
- **Step #6** – Complete the Paramedic Pre-Application Agreement (link on EMS webpage)
- **Step #7** - Once all above is completed, email Ashlie Thomas thomasa@bartonccc.edu:
 - Confirmation of all requirements completed
 - Barton ID # (emailed to you after admissions app. or that you already have).
 - Which paramedic program location you plan to apply for
 - Status of all transcripts
 - Acknowledgment that you are ready to receive your PIN # to start your online Paramedic Application.
- **Step #8** – Once email is received, you will receive a confirmation email from Ashlie that your pre-application requirements are complete. Included in the email, you will receive a PIN # that is specifically designated to you, along with the Phase I document for instructions on how to create and start your online CastleBranch paramedic application.

For clarification, completing the Step-by-Step guide above is **NOT the Barton Paramedic Application. This is the pre-application requirements only.

If you have any questions, please contact Ashlie thomasa@bartonccc.edu or 620-792-9341.