

**Barton Community College**  
**Adult Healthcare Class Enrollment Guide**  
Webpage: [bartonccc.edu/programs/adult-health-care](https://bartonccc.edu/programs/adult-health-care)

Thank you for your interest in Adult Healthcare classes at Barton! Students of these courses must obtain the required contact hours, per Kansas Department of Aging and Disabilities (KDADS) regulations. Lab and clinical locations include Ellsworth, Great Bend, LaCrosse, Larned, Lincoln and Stafford. Students are responsible for transportation to and from their pre-approved clinical site.

Classes are limited in size and filled on a first come, first serve basis. Courses are scheduled upon student interest and instructor availability in 2, 8 and 16-week, hybrid and face-to-face options.

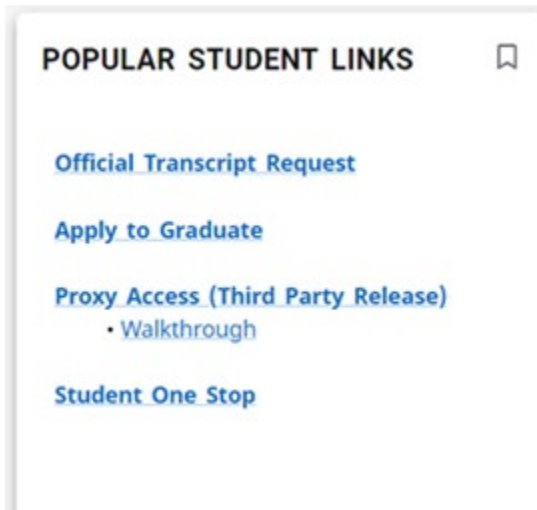
**Certified Nurse Aide (CNA):** This is a 90 contact-hour course that prepares students for the state certification exam. CNAs provide direct care to residents of hospitals, assisted living centers, and long-term care facilities. Students can be 15 years old to attend CNA classes but must be 16 years old at the time of the State Certification test.

**Certified Medication Aide (CMA):** This is a 75 contact-hour course that prepares students for the state certification exam. CMAs administer medications to residents in assisted living centers, prisons, and long-term care facilities. An active Kansas Certified Nurse Aide certification is a requirement for CMA training. Students must be 18 years old to attend the course.

□ **Step #1 - Complete Barton's online Admissions Application at:**  
<https://www.bartonccc.edu/admission/apply>

- If you already know your Barton ID#, please note, if it has been longer than 6 months since your last class, you will need to reapply.
- 24-48 hours after application submission, you will receive an email with acceptance and your Barton ID# from Admissions. 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 at [admissions@bartonccc.edu](mailto:admissions@bartonccc.edu) or 620-792-9286.
- Once you select CNA/CMA as your interest on the admissions application, please reach out to our office at 620-792-9266 for class availability or check availability at: <https://www.bartonccc.edu/programs/adult-health-care>
- For students under the age of 18 years old, a Proxy Delegation form (third party release form) is required for the Barton Community College faculty/staff to be able to communicate with the student's parent, guardian, etc. To complete this form, log into the Barton Portal, go to the

card named POPULAR STUDENT LINKS, it will be under PROXY ACCESS:



- Follow the instructions on this website: [Finance SSB9 2023](#)

#### □ Step #2 – Pre-Requisite

- Successfully complete one of the following reading requirements within the last five years. Our program will accept any one of the following:
  - ACT = 14 or greater
  - Accuplacer Next-Gen = 237 or greater
  - TABE = 518 or greater
  - CASAS = 224 or greater
  - TEAS = 58.7% or greater
- To schedule an Accuplacer placement test for the Barton County site, contact Mollie McReynolds in the College Assessment Center. Mollie is best reached via email at [mcreynoldsm@bartonccc.edu](mailto:mcreynoldsm@bartonccc.edu)

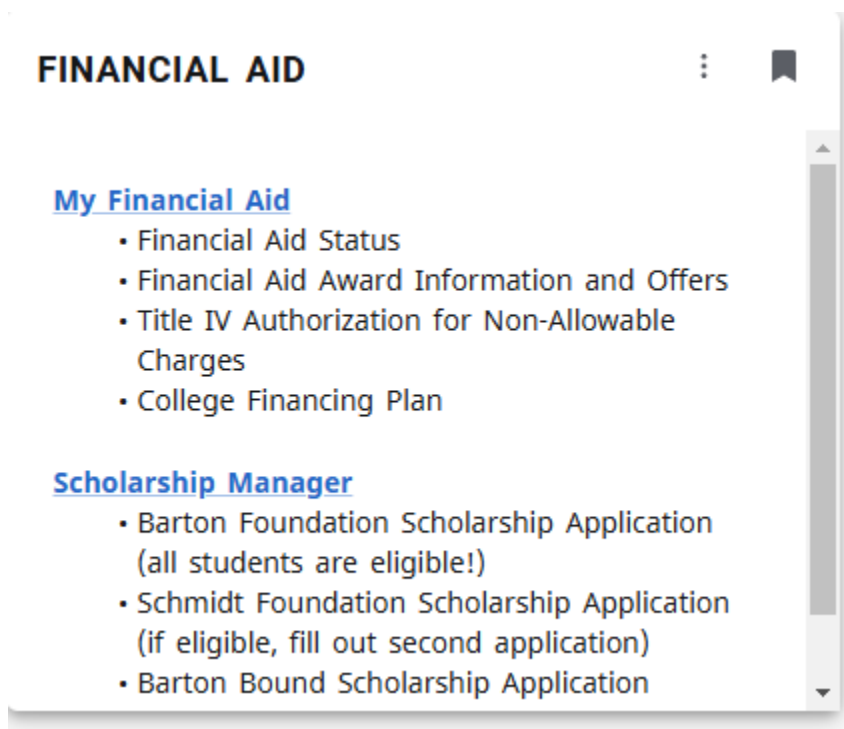
#### □ Step #3 – Enroll

- [Self-enroll online](#) , call Enrollment services at 620-792-9252 OR stop by our Great Bend.
- Enroll using the name on your picture ID and Social Security card. (You will need both items when testing for certification.)

#### □ Step #4 - Pay for Class

- There are many [payment options](#) available. Payment arrangements must be taken care of at the time of enrollment with the Business office at 620-786-7463.
- Prior balances must be paid before the start of the current semester.
- **IMPORTANT NOTE:** Courses are federal financial aid ineligible.

- Financial assistance options you may be eligible for include:
  - o High school students are eligible to receive Excel CTE funding. For more information, please see: <https://www.bartonccc.edu/highschool/senatebill>
  - o <https://bringbackthetrades.org/scholarship>
  - o [BCC Adult Healthcare Scholarship](#)
  - o [Promise Act Scholarship](#)
  - o Barton Bound <https://bartonccc.edu/financialaid/scholarships>
  - o Foundation scholarships-- To complete this application, log into the Barton Portal, go to the card named FINANCIAL AID, it will be under SCHOLARSHIP MANAGER:



#### □ Step #5 – Prep for Class

- **CMA Only:** Verify you have an active CNA Certification via the [online registry](#)
- Purchase required textbooks for use on the first day of class. You may purchase these at the Barton Community College bookstore or by calling 620-792-9276 to purchase the books, pay with a credit card and have them mailed to you.
  - [CNA Books](#)
  - [CMA Books](#)

- Obtain scrubs for clinicals, have a second-hand watch and appropriate closed-toe shoes (Crocs and Hey Dudes are not acceptable).
- If at Barton County Campus, please pick up your CNA/CMA supply bag in the Technical building in Room T-79/T-94, it has a sign above the door that say Nursing Department.

#### Step #6 -- Castlebranch Prep

- Begin collecting the required Castlebranch Documents immediately (see below). You will receive a link and password to your Castlebranch account approximately 14 days prior to the start of the course **and requirements MUST be completed by the third day of the course or you will be dropped due to non-compliance.**
- Castlebranch required documents include:
  1. Hepatitis B Vaccination cards/paperwork
  2. TB status verification after it has been read by a professional (remember the TB skin test needs to be read in 48 to 72 hours so it is best to obtain this on a Monday or Tuesday, so it does not need to be read over the weekend because health departments and medical clinics are not normally open on weekends). It goes over the 72 hours, you will need to start again because it is no longer accurate. (MUST HAVE)
  3. Proof of Current Health Insurance (MUST HAVE)
  4. Covid 19 Vaccination cards/paperwork
  5. Influenza Vaccination cards/paperwork
  6. Declination of suggested immunization page—If you are declining any of the immunizations, please mark the one you are declining on the page and put the reason why. (page attached to this form and in Castlebranch) The reason can be “Due to personal beliefs”, “Due to religious beliefs” or what your personal reason may be.

#### Step #7 -- Testing Prep

- Locate hard copy of picture ID and Social Security card, passport, ITIN or work visa. Pictures on phone are not appropriate for testing purposes per KDADS.



## DECLINATION OF SUGGESTED IMMUNIZATIONS

Check all that apply and complete reason:

\_\_\_\_\_ I refuse to receive Hepatitis B Vaccine (HBV) at this time. I understand the increased risk to health care professionals and have been encouraged to receive this vaccine.

**Reason:**

\_\_\_\_\_ I decline receiving the COVID Vaccination at this time. I understand that while Barton Community College does not currently have a COVID Vaccination requirement, it could be required by an outside clinical facility. I understand that if I'm unable to meet the clinical site's requirements, it may impact my ability to complete the requirements for the course. I understand there is an increased risk to health care professionals.

**Reason:**

\_\_\_\_\_ I refuse to receive Influenza vaccination at this time. I understand the increased risk to health care professionals and have been encouraged to receive this vaccine.

**Reason:**

Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_  
(please print)

Student's Signature: \_\_\_\_\_

I agree, understand and consent that by electronically signing the Suggested Immunizations Form, that my electronic signature is the equivalent of my manual/handwritten signature.