CastleBranch

BARTON
ADULT HEALTHCARE

ATTENTION Students:

Barton Community College has partnered with CastleBranch to help you supply the requirements for your program including a background check and management of program requirements. This process needs to be **COMPLETED** by the Friday one week before class begins. To get started, have payment method **($92.00 cost)*** and personal identifying information ready. Carefully follow the instructions below:

① **To place your order go to:**
https://portal.castlebranch.com/BM02

② **Select your program and package code from the drop-down list:**

Program:	Code:
Certified Nurse Aide (CNA)	BM20bgim
Certified Medication Aide (CMA)	BM19bgim

Once your secure myCB account is created, you will be able to:

✓ Complete your background check

✓ Manage your program requirements and upload to your account (School forms found in myCB account):
1. Tuberculosis skin test result **with** school form
2. Hepatitis B immunization record **with** school form
3. Proof of current health insurance **with** Acknowledgement of Legal Relationship school form
4. Confidentiality school form
5. Handbook Acknowledgement school form
6. KDADS CMA Application form – *CMA only*

The email address you provide will become your username.
This is a **student-owned** secure account. Your access never expires.
If you change degrees at Barton, contact Castlebranch to move your account.
*Barton Community College does NOT handle or receive payments made to Castlebranch.

Contact Castlebranch: **888.666.7788** or **servicedesk.cu@castlebranch.com**