Enrolling in a CNA or CMA Course Flow Sheet

Do you have a Barton ID number?

No

Apply to Barton online.

Yes

Successfully complete one of the following reading requirements. Our program will accept the **minimum** reading scores of:

- ACT 14
- Accuplacer Next-Gen 237
- Asset 35
- Compass 58
- TABE 518
- CASAS 224
- TEAS 58.7%
- Eligible for Intermediate Reading
- Completed English Composition I with a "C"

No

Contact Lisa Peterson in the College Assessment Center to set up a free reading assessment time.

Yes

CMA ONLY: Current KS CNA certification required. Check online registry.

Self-enroll online with course CRN.
HS STUDENTS: Complete paper enrollment form for Excel in CTE funding.

Finalize Enrollment: Fees are generated to your PAWS account. No payment plans are allowed. Financial aide ineligible. Log-in to your MyBarton Portal or call the Business Office to pay. See Partnering Programs for financial assistance options you may be eligible for.

Yes

Student creates a Castlebranch account to start background check. Complete and upload to Castlebranch compliance tracker:

- TB skin test/Hep B
- **CMA only:** KDADS application
- Confidentiality Agreement
- Handbook verification
- Legal form/Verification (Declaration page) of Private Medical Insurance Coverage
- Labor Law notice acknowledgement for under 18

No

If not completed by the Friday one week prior to class starting, the student will be dropped from the course.

Yes

Purchase required textbooks prior to the first day of class.

CNA books CMA books

YOU ARE READY FOR CLASS!

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Contact Sara Hoff, AHC Coordinator, for further questions.