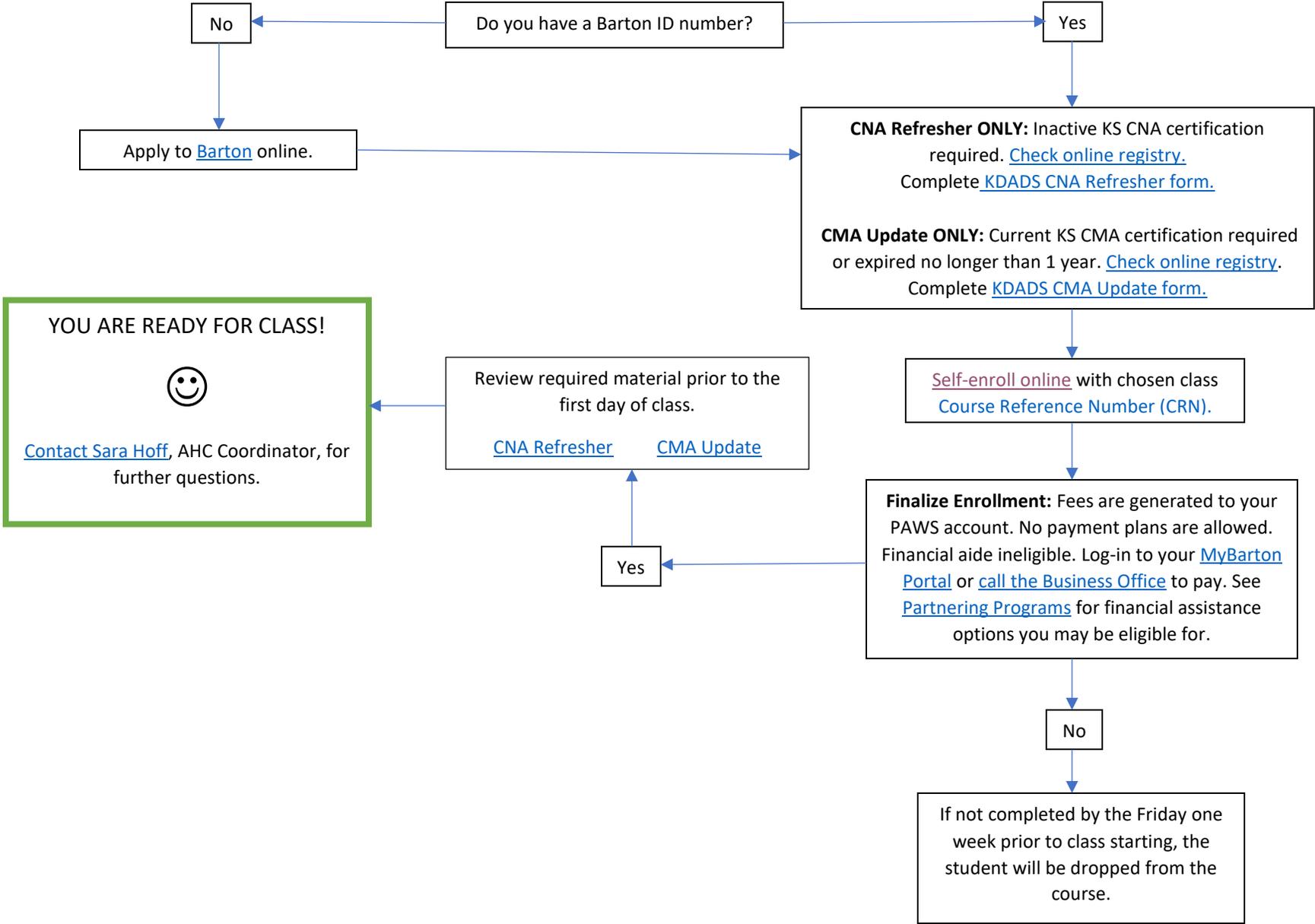# Enrolling in a CNA Refresher or CMA Update Course Flow Sheet

Do you have a Barton ID number?

No → Apply to Barton online.

Yes ↓

CNA Refresher ONLY: Inactive KS CNA certification required. Check online registry. Complete KDADS CNA Refresher form.

CMA Update ONLY: Current KS CMA certification required or expired no longer than 1 year. Check online registry. Complete KDADS CMA Update form.

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Self-enroll online with chosen class Course Reference Number (CRN).

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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 ← (from Finalize Enrollment)

No ↓

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

Review required material prior to the first day of class.

CNA Refresher   CMA Update

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YOU ARE READY FOR CLASS!

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Contact Sara Hoff, AHC Coordinator, for further questions.