

Barton County Community College
Emergency Medical Technician (EMT)
Great Bend/Grandview Plaza Pre-Class Instructions

Spring 2023

Below is a list of requirements and information you will need prior to the first day of class. Please read the information carefully; you will be expected to know the information prior to class. Once you have read the document and asked any questions you might have, please sign the document and return to the staff member who has been assisting you with enrollment.

Thank you for taking the time to prepare yourself for your first night of class.

Karyl White M.S. Paramedic IC
EMS Education Director
Barton County Community College

1. FIRST AND FOREMOST, if after reading this document, you have questions please contact Karyl White by email.
 - a. Karyl White - whitek@bartonccc.edu
2. Class Information
 - a. 12 credit hour class
 - b. Great Bend EMT
 - i. January 5, 2023 – May 8, 2023
 - ii. January 5, 2023 – Mandatory Orientation 6-10pm
 - iii. Mondays & Thursdays – 6-10pm
 - iv. 1-2 Saturday(s)/month
 - c. Grandview Plaza EMT
 - i. January 5, 2023 - May 8, 2023
 - ii. January 5, 2023 – Mandatory Orientation 6-10pm
 - iii. Mondays & Thursdays – 6-10pm
 - iv. 1-2 Saturday(s)/month
 - d. In addition to regular scheduled class times, each student will be required to participate in Field Internship or a Field Operations Day. (Scheduled outside of regular class hours)
 - e. Course Reference & IC Numbers – (CRN needed for enrollment services, IC# needed for EIG money)
 - i. Great Bend: CRN # 20993 IC# 2023-025
 - ii. Grandview Plaza: CRN # 20994 IC# 2023-026
3. Course Costs (**all costs are subject to change**)
 - a. Tuition - \$120.00 X 12 credit hrs = \$1,440.00
 - b. Workshop Fees - \$198.00

- i. This is a **non-refundable fee** which will be added to your account upon enrollment.
 - ii. This will be applied toward your EMT Workshop Fee and NREMT written exam.
 - iii. **Once you have emailed, requesting enrollment (see step-by-step guide #5), you will owe the \$198 non-refundable fee, even if you decide to drop this course at any point. This also includes if you do not begin the course and decide to drop the course between enrolling and May 8th.**
 - iv. Must have this fee, at minimum, paid by the payment arrangement deadline of **December 5th**. (see #12)
 - c. Book – No charge (see #10)
 - i. Total = \$1,516.00 approx. (not including application or testing fees)
 - d. Additional - \$150.00 approx. Application & Testing Fees (see #7)
 - e. See #12 for Payment Information Details
4. Immunizations
 - a. Some field internship sites require immunization documentation. You may be required to provide the following immunization documentation at minimum:
 - i. Negative TB Skin Test (current year – less than 1-year-old)
 - ii. Flu Shot (current flu season – no earlier than August 1, 2022)
5. If a student desires to drop the EMT class, then their advisor needs to be notified by email.
 - a. Contact Karyl White to complete this process whitek@bartonccc.edu
 - b. AND/OR
 - c. A soldier needs to go into GoArmyEd and drop the class prior to the refund date that is set by GAE. (see #11)
 - i. To find out the GAE refund date, please contact your military representative
6. Student PAWS & Portal Access
 - a. Each student is issued a 9 digit Barton ID# during enrollment – Example: 000123456
 - b. Prior to orientation you will need to access both your Portal & PAWS account. You will find your PAWS account access within your Portal.
 - i. Go to bartonccc.edu
 - 1. In the top right hand corner of the homepage, click [MyBarton Portal](#)
 - 2. Enter your 9 digit Barton Student ID and your password.
 - a. If this is your first time accessing this account, follow the instructions listed off to the right of the login.
 - b. If at any point you have ever logged into your account and you cannot remember your password, please enter your Barton ID then click the “Forgot Password?” link directly below the login.

Follow the directions provided and if you still are having problems, please contact enrollment services to help reset your account.

3. Once you have successfully logged in, you should be good to go for class. If you are unable to login, please email your name, 9 digit Barton ID and date of birth to enrollment services at enrollmentservices@bartonccc.edu or call 620-792-9328 or 620-786-1176.
 4. Please be sure to keep track of your Barton ID# and password, as you will use these often throughout the semester.
7. Additional Fees (as mentioned above in 3d):
- a. KSBEMS Application Fee
 - i. As per the Kansas Board of EMS each student is required to pay a \$50.00 application for certification fee.
 - ii. You will be completing your application during orientation.
 - iii. This fee must be paid between January 5th and March 13th. This must be paid with a debit or credit card.
 - iv. If you have had a felony or been charged with a felony, please contact Karyl @ whitek@bartonccc.edu prior to orientation.
 - b. Practical Testing Fee
 - i. \$100.00 – **due later in semester**
 - c. National Registry of EMTs (NREMT) Written Exam Fee
 - i. after successful completion of the class
 1. \$ 98.00 - (included in fees)
8. Medical Insurance
- a. Each student will need to bring proof of current medical insurance on orientation. We will take a copy for our records.
 - i. This needs to be a statement from your insurance company stating your active enrollment status. **Cannot be a copy of your insurance card.**
 - ii. If you are covered by TriCare, proof of coverage is required.
Cannot be a copy of your card.
 - b. If you do not have medical insurance, please contact Karyl
 - c. E. J. Smith is a company that specializes in providing affordable short-term medical insurance policies for students. If you looking for coverage, this may be a good resource. Their website is www.ejsmith.com
9. Dress Code/Uniform Requirements
- a. Uniform Shirts

- i. You are required to order a minimum of 1 uniform shirt.
 1. Do not wait until the last minute to order your shirt(s) as it may take a couple of weeks to get the shirts completed.
 2. You may consider ordering more than 1 uniform shirt since you will have class a minimum of 2 times per week.
 3. The website will open up October 27th for orders and payment.
 - a. Must be ordered by **December 9th** to receive for orientation
 - b. All shirts will be delivered to your home address.
 4. Follow this link to order your required uniform shirt.
 - a. dsduds.com/barton-landing-page
Under "EMT Student Clothing" click on "Find Your required clothing as well as optional items for the EMT Program"
 5. **Once a student has placed an order, even if he/she withdraws from the program, there will be no returns or refunds on shirts or apparel.**

- ii. You may also purchase additional Barton EMS apparel if desired.
 1. Allow 1-2 weeks for delivery
 2. Please note, you cannot wear a coat/jacket unless it is plain or Barton EMS apparel for ride time or class.
 3. Follow this link to order any additional Barton EMS apparel.
 - a. dsduds.com/barton-landing-page
Under "EMT Student Clothing" click on "Find Your required clothing as well as optional items for the EMT Program"

- b. Class Room Dress Code
 - i. Tucked in uniforms are required for all class periods
 - ii. Dark pants (navy or black) are required
 - iii. NO Jeans, Scrubs or Leggings
 1. An example would be Walmart Dickies or tactical pants.
 - iv. Black shoes
 1. No Tennis Shoes
 2. A couple examples would be black boots or black dress shoes.
 - v. If the student desires to wear a belt, then a black belt is required.
 - vi. Watch w/second hand or equivalent
 - vii. Face Mask – Due to COVID (no face shields)
 - viii. NO SHORTS - NO OPEN TOED SHOES - NO HATS
 - ix. **Uniforms are to be worn beginning January 12, 2023.**

10. Books are a low cost/no cost option.

- a. There is no book or book charge.
- b. Online resources are given during orientation.
- c. Low cost option available for those who desire a book – available during orientation.

11. Military Benefits (GI, Post 911, Ch.33, etc.)

- a. If you are using military benefits you must contact your TA or VA representative to receive the benefits AND find out what these benefits will cover. For example, some benefits do not cover books and workshop fees.
- b. TA/VA benefits including GI Bill, Post 911, Ch.33, etc.
- c. If you do not already have a TA/VA rep, please contact Nicole. If she is not the right representative, she will be able to point you in the right direction.

Nicole Berger

620-792-9363 or bergern@bartonccc.edu

- d. If you will be receiving any military benefits, your rep will need to send a confirmation email/ letter with a breakout of what benefits you will be receiving and what your portion will be, if any.
 - i. This confirmation will need to be sent prior to the December 5th payment arrangement deadline. (see #12a)
 - ii. If you are not 100% covered with all tuition, fees, workshop fees, book, additional application & testing fees, etc. you will be responsible in making your \$198 non- refundable workshop fee payment by the Dec 5th payment arrangement deadline to secure your spot in the class.
 - iii. Please have your TA/VA representative send verification of benefits to Karyl White prior to the deadline:
whitek@bartonccc.edu

12. Payment:

- a. **If you have not contacted the Business Office by Monday, January 2, 2023 to make payment arrangements, you will be removed from the class.**
 - i. **Please contact Shevon Copp @ 620-786-1112 to make payment.**
 - 1. This would include full payment, partial payment or getting setup on a payment plan. Please note, the payment plan does not open for Spring 2023 until January 2nd. You will need to make your workshop fee before the deadline, then get setup on the payment plan when available to secure your spot in the class.
 - a. <https://bartonccc.edu/enrollment/payment/paymentplan>

2. **IF YOU ARE A GRANDVIEW PLAZA STUDENT, DO NOT GO TO THE GRANDVIEW PLAZA CAMPUS TO MAKE PAYMENT. THEY DO NOT HAVE A BUSINESS OFFICE TO PROCESS PAYMENTS. PLEASE FOLLOW THE ABOVE DIRECTIONS.**

ii. **At a minimum, the non-refundable \$198.00 workshop fee must be paid prior to the December 12th deadline to secure your spot in the class. (See # 3b)**

- b. Be sure to contact Financial Aid as soon as possible @ 1-866-257-2574, if needed.
 - i. EMT students are only eligible for student loans.
- c. All account balances must be **paid in full** before you will be allowed to test.

13. In addition to the academic goals, in order to be eligible to sit for National boards, the following requirements must be met:

- a. 90% attendance through the course of the program.
- b. Complete payment for class to Barton
- c. Must be 17 years of age by May 12, 2023 to sit for boards.
- d. Completion, if required, field internship, ride time, etc.

14. Barton Community College Addresses:

- a. Great Bend Class: 245 NE 30th Rd Great Bend, KS 67530 – Technical Bldg. room #138
- b. Grandview Plaza Class: 100 Continental Dr. - Grandview Plaza, KS 66441

BARTON COUNTY COMMUNITY COLLEGE EMS EDUCATION

EMT Student Checklist

First, read through the Pre-Class Information provided above. Then use this checklist as a reference to ensure you have everything in place prior to orientation night.

What to complete prior to Orientation Night:

- Access PAWS Account
- If using Military Benefits – contact VA/TA rep listed ASAP
- Order Uniform Shirt(s) – December 9th
- Order Barton EMS apparel if desired – December 9th
- Payment Arrangement in Place – December 12th

What to bring on Orientation Night:

- Proof of Medical Insurance

Any questions, please contact:

EMS Education Director, Karyl White – whitek@bartonccc.edu or 620-792-9347

EMS Education Secretary, Carla Enstrom - enstromc@bartonccc.edu or 620-792-9357

Fax: 620-786-7476

Mail: Barton Community College

Attn: Karyl White

245 NE 30th Rd

Great Bend, KS

67530