

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

**Spring 2021**

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 or Ashlie Thomas, either by email or phone.
  - a. Karyl White - [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu) or 620-792-9347
  - b. Ashlie Thomas - [thomasa@bartonccc.edu](mailto:thomasa@bartonccc.edu)
  
2. Class Information
  - a. 12 credit hour class
  - b. Great Bend EMT
    - i. January 11 – May 6, 2021
    - ii. January 11 – Mandatory Orientation 6-10pm
    - iii. Mondays & Thursdays – 6-10pm
    - iv. 1-2 Saturday(s)/month
  - c. Grandview Plaza EMT
    - i. January 11 – May 6, 2021
    - ii. January 11 – 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 Clinicals/Field Internship or a Field Operations Day. (Scheduled outside of regular class hours)
  - e. Course Reference Number – needed for enrollment services
    - i. Great Bend: CRN # 21206
    - ii. Grandview Plaza: CRN # 21207
  
3. Course Costs (**all costs are subject to change**)
  - a. Tuition - \$118.00 X 12 credit hrs = \$1,416.00

- b. Workshop Fees - \$100.00
    - i. This is a **non-refundable fee** which will be added to your account upon enrollment.
    - ii. This will be applied toward your EMTS Workshop Fee.
    - iii. **Once you have emailed, requesting enrollment (see step-by-step guide #5), you will owe the \$100 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 6<sup>th</sup>.**
    - iv. Must have this fee, at minimum, paid by the payment arrangement deadline of **December 7<sup>th</sup>**. (see #12)
  - c. Book – No charge (see #10)
    - i. Total = \$1,516.00 approx. (not including application or testing fees)
  - d. Additional - \$230.00 approx. Application & Testing Fees (see #7)
  - e. See #12 for Payment Information Details
4. Immunizations
- a. Some clinical and 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, 2020)
5. If a student desires to drop the EMT class, then their advisor needs to be notified by phone or email.
- a. Contact Karyl White to complete this process [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu) or 620-792-9347
  - 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. Hover over the MYBARTON dropdown
      - 2. Select MyBarton Portal
      - 3. 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.

4. 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](mailto:enrollmentservices@bartonccc.edu) or call 620-792-9328 or 620-786-1176.
5. 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. **required the first night of class**
    1. \$50.00
  - ii. As per the Kansas Board of EMS each student is required to pay a \$50.00 application for certification fee
  - iii. You will be completing your application during orientation.
  - iv. This fee must be paid between January 11<sup>th</sup> and March 17. This must be paid with a debit or credit card.
  - v. If you have had a felony or been charged with a felony, please contact Karyl @ [whitek@bartonccc.edu](mailto: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. \$ 80.00 - Due later in the semester prior to signing up for the online exam

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 to check into.
  - i. [www.jsmith.com](http://www.jsmith.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 28<sup>th</sup> for orders and payment.
  - a. Must be ordered by **December 11<sup>th</sup>** to receive for orientation
  - b. All shirts will be distributed on orientation
    - i. Shirts are not shipped to your residence – to help offset cost, all apparel is shipped to the college.
    - ii. Orders placed after December 11<sup>th</sup> will be shipped directly to students with an added delivery charge.
4. Follow this link to order your required uniform shirt.
  - a. <https://dsduds.info/barton-landing-page>
    - i. Select Barton Community College at the top
    - ii. Select “EMT” to order & purchase uniform shirts
  - b. Shirts will be delivered to Barton and we will distribute on orientation night
    - i. When placing your order, it will ask for your mailing address. Even though it will come to Barton, go ahead and enter your personal mailing address in case you are unable to attend the course and need to drop, we will know where to send your shirt.
    - ii. If someone other than the student orders the apparel, please have the students name added to the order, to ensure we get the correct apparel to the correct student.
5. **Once a student has placed their order, even if he/she withdraws from the program, there will not be any returns or refunds on uniform 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 apparel for clinicals, ride time or class.
    3. Follow this link to order any additional Barton EMS apparel.
      - a. <https://dsduds.info/barton-landing-page>
        - i. Select Barton Community College at the top
        - ii. Select “Misc Barton” if you wish to order and purchase additional Barton apparel
      - b. Apparel will be delivered to Barton and we will distribute on orientation night
- b. Tucked in uniforms are required for all class periods
- c. Dark pants (navy or black) are required
  - i. NO Jeans, Scrubs or Leggings

- ii. An example would be Walmart Dickies or tactical pants.
- d. Black shoes
  - i. NO Tennis Shoes
  - ii. A couple examples would be black boots or black dress shoes.
- e. If the student desires to wear a belt, then a black belt is required.
- f. Watch w/second hand or equivalent
- g. Face Mask – Due to COVID (no face shields)
- h. NO SHORTS - NO OPEN TOED SHOES - NO HATS
- i. **Uniforms are to be worn beginning January 18<sup>th</sup>, 2021.**

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.
  - i. Nicole Berger
  - ii. 620-792-9363 or [bergern@bartonccc.edu](mailto: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 7<sup>th</sup> 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 \$100 non-refundable workshop fee payment by the December 7<sup>th</sup> 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:
    - 1. [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu)

12. Payment:

- a. **If you have not contacted the Business Office by Monday, December 7<sup>th</sup>, 2020 to make payment arrangements, you will be removed from the class.**
  - i. **Please contact Daniela Reif @ 620-786-1112 to make payment.**
  - ii. This would include full payment, partial payment or getting setup on a payment plan.

1. Please note, the payment plan does not open for spring 2021 until January 2<sup>nd</sup>. 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 a student pays in 2020 for a class that starts in 2021 they do not get credit for it on the 1098 tax form, so it is best for tax purposes to wait in paying anything outside of your \$100 non-refundable workshop fee, until after January 1, 2021.
    - iii. **At a minimum, the non-refundable \$100.00 workshop fee must be paid prior to the December 7<sup>th</sup> 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 6, 2021 to sit for boards.
  - d. Completion if required clinicals, field internship, ride time, etc.
14. Barton Community College Addresses:
- a. Great Bend Class: 245 NE 30<sup>th</sup> 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 11<sup>th</sup>
- Order Barton EMS apparel if desired – December 11<sup>th</sup>
- Payment Arrangement in Place – December 7<sup>th</sup>

What to bring on Orientation Night:

- Proof of Medical Insurance
- Debit Card or Credit Card - \$50.00 KSBEMS Application Fee (optional to pay on orientation or by March 17<sup>th</sup>)

Any questions, please contact:

EMS Education Director, Karyl White – [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu) or 620-792-9347

EMS Education Secretary, Ashlie Thomas - [thomasa@bartonccc.edu](mailto:thomasa@bartonccc.edu)

**Fax:** 620-786-7476

**Mail:** Barton Community College

Attn: Ashlie Thomas

245 NE 30<sup>th</sup> Rd

Great Bend, KS 67530