

Step-by-Step Guide to Completing the Paramedic Application Packet:

- Step #1: If you are not already a Barton Student, complete the application form for Barton.
- Step #2: Complete the Application Form for Barton's Paramedic Program
Must be handwritten; no typed applications allowed
- Step #3: **Remember to sign and date both application forms**
- Step #4: Complete the Student portion of the "Barton Allied Health Programs and Physical Form"
- Step #5: Schedule a physical with your physician. Have the physician complete the appropriate section of the "Barton Allied Health Programs History and Physical Form"
This can be done by a physician, PA, or Nurse Practitioner
- Step #6: Request a copy of **official** transcripts from any and all education institutions and high schools you have attended. Have the college or high school send them directly to Barton's enrollment services. **DO NOT** allow them to send the transcript to you. It will not be accepted if it comes from you.

Once you have requested the transcripts please email Karyl so she can alert the appropriate staff member to their arrival. If you receive an email asking about the transcripts please respond. The college will only hold them for six months. If they do not know you want them applied to a paramedic degree they will dispose of them. If that occurs, you will have to request and pay for new transcripts.

Step #6 (cont): You must have a minimum of:

English Comp I	3 credit hours
Interpersonal Communications	3 credit hours
Intermediate Algebra or higher	3 credit hours
Introduction to Sociology	3 credit hours
Anatomy and Physiology	4-5 credit hours

**If you currently have a college degree, contact Karyl. It is possible you will not need to complete any further prerequisites.

- Step #7: Enclose a copy of your EMT, EMT-I, or AEMT certification card.
**If you are an RN seeking a bridge to the paramedic program, you must have your EMT along with current TNCC, ENPC & ACLS certifications. Enclose a copy of these certifications as well, if applicable.
- Step #8: Enclose a copy of your immunization records (see immunization list)
- Step #9: Enclose a copy of proof of health insurance.

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Step #10: Enclose two (2) professional letters of recommendations. These two recommendations must come from two (2) other people other than those you listed as references on your "Paramedic Application Form"

Step #11: Mail completed application by deadlines listed below to:

Barton County Community College
 Attn: Ashlie Thomas
 245 NE 30th
 Great Bend, KS 67530

Deadlines for applications:

<p><u>Grandview Plaza/Junction City – Accelerated Class</u> September 2015 –March 2016 Application Deadline March 1, 2015 Monday-Friday – 8-5pm</p>	<p><u>Hays</u> September 2015 - November 2016 Application Deadline June 19, 2015 Interviews - July 2015 Mondays/Thursdays – 6-10pm</p>
<p><u>Salina</u> January 2016 - May 2017 Application Deadline Aug 1, 2015 Interviews - October 2015 Thursdays – 8-5pm</p>	<p><u>Great Bend/Junction City Hybrid</u> August 2016 - December 2017 Application Deadline May 1, 2016 Interviews - July 2016 Tuesdays – 8-5pm</p>
<p><u>Topeka AMR</u> August 2016 - December 2017 Application Deadline May 1, 2016 Interviews - July 2016 Thursdays – 8-5pm</p>	

Step #11 (cont): The dates, times, and locations for the oral interview will be scheduled approximately 30-45 days after the application deadline. You will be notified by a phone call confirming these dates.

The selections will be made approximately 60 days prior to the start of class which gives students time to get their affairs organized prior to the start of class.

DO NOT WAIT TO APPLY FOR FINANCIAL AID. If you are planning to attend the paramedic program and use financial aid; apply now.

Any questions contact:
 Ashlie Thomas – 620-792-9341 or thomasa@bartonccc.edu
 Karyl White – whitek@bartonccc.edu