

# Adult Healthcare Program Enrollment Procedure

*Certified Nurse Aide, Certified Medication Aide, or Home Health Aide*

1. Must be 16 years old to enroll in the Adult Healthcare course. Barton reserves the right to verify age.
2. Pick up an enrollment packet by stopping by Barton's Nursing Department in the Technical Building, T-94 (Monday – Friday; 7:30 am – 4:30 pm); email us at [crokettc@bartonccc.edu](mailto:crokettc@bartonccc.edu) or call (620) 792-9357 or 800-732-6842.

## **Step 1: APPLICATION TO BARTON**

You may either complete the enclosed application form and return with your enrollment information or complete online at: <https://exsforms.bartonccc.edu/admissions/admissionsapplication.htm>

## **Step 2: PASS READING ASSESSMENT**

Contact the Assessment Center if you need to set up a reading assessment time at (620) 792-9344. If you have successfully completed the reading assessment at another site, please secure a copy to send with your enrollment information or note on your student information form if your results are on file with Barton.

## **Certified Nurse Aide/ Certified Medication/Home Health Aide Scores**

Barton will accept any of the following: ACT 14      Accuplacer 54      Asset 35      or      Compass 58

**Exception for certified nurse aide class only:** English Composition I with a "C" or better will also be accepted.

**Step 3: SELECT COURSE -** Once you have passed your reading assessment, you can select the course in which you would like to enroll.

## **Step 4: COMPLETE THE FOLLOWING FORMS and BRING TO THE NURSING OFFICE:**

*(Technical Building, T-94; Monday – Friday; 7:30 am – 4:30 pm)*

- ✓ **Student Information Sheet**
- ✓ **Copy** of your social security card, government issued nine digit tax identification card or issued passport
- ✓ **Copy of your state issued picture identification**
- ✓ **75-Hour Certified Medication Aide Application Form – (CMA students only)**
- ✓ **Payment** in full is required when enrolling in the course. See course information sheet for exact cost. Scholarships are available for courses at:
- ✓ <http://bartonccc.edu/instruction/financialaid/formsandapplications/1112FormsApps.html>

**Certified Medication Aide/Home Health Aide Students must also provide a copy of their CNA card.**

**Immunization Form with a copy of your TB skin test results** should be completed and returned in the enclosed envelope **at least 1 week prior to the start date of your class.** Students will not be able to attend class without the TB skin test. **(TB skin test must be in the last six months.)**

**Step 5:** The Nursing Department will assist you completing an Add Class Enrollment form. Once completed, you will go to the Kirkman Building (Enrollment Services & Business Office) to finalize your enrollment.

**Step 6:** Students need to purchase the following items before the first day of class:

- ✓ **Textbooks** from the Barton Bookstore (620) 792-9229 – Textbook information on class information sheet.
- ✓ **Watch second hand**

**You must complete ALL FIVE STEPS to be considered ENROLLED in the class.**  
**Failure to do so, will not ensure your spot in the course. Classes are filled on a first come, first serve basis.**

**Contact the Nursing Department at (620) 792-9357 or [crokettc@bartonccc.edu](mailto:crokettc@bartonccc.edu) for more information!**



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