



PRACTICAL NURSING

Certificate of Applied Science (CAS)

2025

Application Packet

For Placement Summer 2025



Nursing Program Assistant:

Cathy Fabel
Flathead Valley Community College
777 Grandview Drive
Kalispell, MT 59901
406-756-3385
cfabel@fvcc.edu

General Information:

Admissions Office
Flathead Valley Community College
777 Grandview Drive
Kalispell, MT 59901
406-756-3846

COMPLETED AND SIGNED APPLICATION AND REQUESTED MATERIALS MUST BE RECEIVED BY:

5 PM on February 28, 2025

NO LATE APPLICATIONS WILL BE ACCEPTED

FVCC PN PROGRAM APPLICATION STEPS

1. **Obtain the most current information** and application packet for the PN Program either from the FVCC website or from the FVCC Nursing Office. **Please be sure to use the most current information packet and application as updates are made each year.**
2. **Review** the application requirements for the PN Program.
3. **Compile ALL** of the requested material. We suggest you have someone else review your application when it is complete to ensure that all items are included.
4. **If** you are selected for an interview as the last step of the application process, interviews will take place **the week of March 10, 2025. Interviews are in person only.** Interested applicants need to ensure they are available.

REQUIRED APPLICATION MATERIALS:

1. Applicant must be at least 18 years of age to apply.
2. **Application Form:** A **PRINTED** and completed Practical Nursing application form with your signature and \$20 application fee **RECEIPT**. Payment must be made at the FVCC Business Office. Applications missing signatures or payment receipts are considered incomplete.
3. **Kaplan Nursing School Admission Test.** Applications are not complete until the Kaplan Test Score is received by the FVCC Nursing Department. The Kaplan exam must be taken each application cycle and may be repeated once prior to application deadline. See attached directions for taking the Kaplan Nursing School Admission Test.
4. **Complete Prerequisite courses.** Minimum grade of "C" required for all pre-requisite courses. BIOH 104 must be completed within 5 years of acceptance into the program.
5. **Transcripts and Evaluation of Transfer Courses:**
 - Official transcripts must be on file in the FVCC registrar's office in order for evaluation as equivalents or substitution can be considered.
 - Copies of transcripts must be included in your application from **ALL** schools you have attended, including FVCC. These can be copies of transcripts printed from your student portal. Applications without transcripts will be considered incomplete.
 - Review of transcripts may take several weeks so please start early.
 - It is the responsibility of the student to follow up on their request for transfer of credit with the Registrar and to obtain confirmation courses have been accepted for general transfer and/or evaluated as equivalents for required pre-requisite courses.
 - If courses are found **to not** be equivalents to FVCC courses and the applicant would like a course considered as a substitution, they will need to request a course be approved as a substitution by the Nursing Program Director. **Transcripts must be**

evaluated, and courses approved before the application deadline.

- Applications without approval of course equivalents or substitutions will be considered incomplete.

5. Completed GPA Calculations Form. This is checked for accuracy. If you are completing courses Spring Semester, leave the grade and GPA calculation blank. The Nursing Program Director will check grades at the end of the semester with final posted grades and determine the GPA.

- **GPA is calculated based on the 4 prerequisite courses only (see GPA calculation form).**
- If you are taking classes somewhere other than FVCC, it will be necessary to have an official transcript sent with the final grades for Spring Semester 2025 to the FVCC registrar. We will accept an unofficial transcript as a temporary substitute, but final review of an application does require an official transcript of Spring Semester 2025 grades be on file with the registrar as soon as possible.

6. Signed Acknowledgement of Program Requirements and Personal Commitment form. Please read carefully and determine if you are able to meet the requirements and personal commitment necessary to successfully complete the program.

7. Applications may be mailed, or hand delivered to the **FVCC Admission and Registration Office**. Please mail early to allow maximum opportunity for delivery before the deadline.

8. All applications will be date stamped upon receipt. Contact information will be entered into a tracking system which includes a current (not FVCC) email address. It is the individual's responsibility to contact the Admissions and Records Office and the Nursing Department with changes in mailing address, e-mail or phone number.

9. Mail to: FVCC Admissions and Records Office / PN Program
777 Grandview Drive
Kalispell, Montana 59901

Notification of Application Status: Following application reviews and interviews, applicants will be notified in writing of their selection status after March 21, 2025.

PLEASE READ THE FOLLOWING INFORMATION, INITIAL EACH ITEM, AND SIGN YOUR NAME BELOW:

Please list college/universities you have attended **INCLUDING FVCC:**

Name of Institution	Dates of Attendance	Degrees earned (if applicable)

_____ I understand that I will be notified in writing after **March 21, 2025** whether or not I have initial placement in the PN Program beginning Summer Semester 2025. Qualified applicants who are not offered placement will *automatically* form the beginning of the wait list and will be offered placement if, and only if, an opening occurs. The wait list does not continue into the next application cycle. Students **who are not accepted may reapply** for placement during the next open application cycle.

_____ I understand that all placements in the Flathead Valley Community College Practical Nursing Program are dependent upon sufficient financial, faculty and clinical resources.

_____ I have included copies of **all** other **official** college transcripts, and an unofficial FVCC transcript, if applicable, with this application.

_____ As a transfer student, I have submitted an Application for Admission to FVCC and have sent **official** transcripts from all colleges/universities listed above to the FVCC Registrar.

_____ N/A

_____ I have included written verification of courses requested as substitutions which have been approved by the Nursing Program Director. This must happen before my application is submitted.

_____ N/A

_____ I have reviewed my transcript(s) and academic standing, and I am confident that I will complete or have completed program prerequisites with a grade of "C" or higher.

_____ I have included the completed selective GPA worksheet. My selective GPA for these courses is or will be at least 2.50 (on 4.0 scale).

_____ I have included my signed Acknowledgement of Requirements for Personal Effort and Commitment for Success Form.

_____ I have taken the Kaplan Nursing School Admissions test or will be taking it on: _____
Date

_____ I acknowledge that if I need accessibility accommodations for the Kaplan test, I have requested those through the FVCC DSS office on campus **prior to testing**.

_____ I understand that if accepted my final admission to the program is contingent upon:

- proof of current personal health insurance for the duration of the program (FVCC Student Health

Center does not meet this requirement)

- passing & uploading into Castlebranch a universal background check which may require drug testing (additional information to be sent upon provisional acceptance into the program)
- proof of required immunizations uploaded into Castlebranch (additional information to be sent upon provisional acceptance into the program).

_____ I have signed the application and included my receipt from the FVCC Business Office for the \$20.00 non-refundable processing fee. (Do not send a personal check, money or money order as this will cause your application to be disqualified.)

_____ I have retained a copy of this application for my records *(It is my responsibility to make my own copy)*

_____ I understand due to limited enrollment capacity, the PN Program has a competitive student selection process, and not all qualified students will be accepted.

Student Signature _____

Date _____

FVCC PN PROGRAM GPA CALCULATION SHEET

If you have courses from prior degrees, out of state colleges, or non-MUS colleges that you wish to be considered as a substitution for any of the prerequisites, these courses must be evaluated and approved by the Nursing Program Director prior to application submission.

Please refer to the following sample, as a reference for completing the selective GPA calculation worksheet below which must be submitted with your application materials.

Course	Name	Grade	Points	Credits	Points x Credits
BIOH 104NL	Basic Human Biology/Lab	B	3.0	4	3 x 4 = 12
WRIT 101W	College Writing I	B	3.0	3	3 x 3 = 9
M 094	Quantitative Reasoning	B	3.0	4	3 x 4 = 12
PSYX 100	Introduction to Psychology	A	4.0	4	4 x 4 = 16
TOTAL				15	49
GPA				49/15 =	3.26

Selective GPA Calculation Worksheet: Must Be Returned With Other Application Material

Please fill in the information requested below and calculate your own GPA. If you are currently enrolled in prerequisite courses listed below, indicate the semester you are taking the course and do not fill in a grade. Calculations will be checked and verified after final grades are posted.

Instructions for calculating selective GPA:

1. Insert Semester/Year course taken.
2. Insert grade earned for each course (If students have repeated a course, the most recent grade must be submitted).
3. Enter points based on grade as follows: A = 4; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2
4. Multiply points by credits for each class and enter in last column.
5. Total number of credits completed.
6. Total last column.
7. Divide last column by total credits to find GPA.

Course	Name	Semester/ Year(s) Taken	Grade	Points	Credits	Points x Credits
BIOH 104NL*	Basic Human Biology and Lab					
M 094*	Quantitative Reasoning					
PSYX 100A	Introduction to Psychology					
WRIT 101W	College Writing I					
TOTAL						
GPA	Must be a minimum 2.50					

* BIOH 201 and 211 if taken within 5 years of application date, together accepted as substitution for BIOH 104.

* M115 Probability and Linear Math and M140 College Math for Healthcare will be accepted as substitution for M 094.

Student Signature

Date

ACKNOWLEDGEMENT OF PROGRAM REQUIREMENTS FOR PERSONAL EFFORT AND COMMITMENT

FVCC's Nursing Programs, as with most nursing programs, expect a substantial time commitment to fulfill the intensive requirements of the program in the classroom, nursing laboratory, and clinical settings. Student success is dependent upon a collaborative working partnership by students and faculty. The nursing program philosophy and faculty view learning as an interactive process with faculty facilitating your learning. We are truly committed to assisting you to succeed in the program. However, learners must assume responsibility for their own learning and participate in shaping their own learning experiences. Students must acknowledge and understand the expectations of the program:

1. There is a **minimal** study expectation of two hours of study per week for each credit enrolled. NRSG 130, Fundamentals of Nursing, NRSG 131, Fundamentals lab which are offered in the first semester of the program, have 3 credits of theory and 3 credits of laboratory. Therefore, a minimal study expectation for this course would be 6 hours of study per week for the theory and another 6 hours for the lab. Most students spend more time than the **minimal** study expectation.
2. Although we hold an appreciation for your possible need to work to support yourself and/or a family, most students find it extremely difficult to work fulltime while attending classes for the Nursing Program. Clinical practicums are scheduled when facilities have available space and **are subject to change with short notice. Clinical/class hours will include evenings, weekends and night shifts.** Clinical times are not listed in the course schedule on the FVCC website. A clinical schedule will be made available to students each semester.
3. Students are expected to attend all classes and clinicals. Missed clinical time may result in failure of courses and dismissal from the nursing program. **Please do not make vacation plans that would affect attendance in class or clinical. Absences cannot be made up due to the fast pace of material presented in class and the limited availability of clinical experiences.**
4. Students in the nursing program may not achieve the grades they have received in non-nursing courses. You will be learning a "new language" and be exposed to in-depth, comprehensive nursing concepts and principles which may require more effort on your part to learn and understand. Though grades may have been the primary focus of previous courses, the focus in the nursing program is learning, comprehension, and application of information needed to deliver safe and competent care to patients/residents.
5. You are expected to be prepared for class, lab, and clinical. This will include extensive reading, pre-clinical preparation, and other assignments prior to your attendance in class, lab or clinicals.
6. Most exams given in nursing courses are structured similarly to the nurse licensing exam. This means that most of the items on the exams are application, analysis, and synthesis type questions rather than simple knowledge and recall. These questions require a higher-order of thinking to answer correctly.
7. We provide you with learning and test-taking strategies to assist you in developing critical thinking skills necessary for success on the nursing course exams and the NCLEX licensure exam.
8. The nursing program is very different and much more difficult than your past educational experiences. The curriculum is designed to deliver a quality program that prepares individuals to deliver safe and competent nursing care, to successfully pass the licensing exam, and to promote lifelong learning.

I certify that all of the statements in this application and all of the documents submitted with this application are true and accurate to the best of my knowledge. I acknowledge that I have read and understand the above statements and if I am accepted into Flathead Valley Community College's Practical Nursing program, I agree to organize my time and personal affairs in order to meet the commitment necessary to succeed.

Printed Name of Applicant

Signature of Applicant

Date

Evaluation of Application

Applications for the Practical Nursing program are evaluated in the following areas:

1. Minimum score of 65 or above on Kaplan Nursing School Entrance Exam.
2. GPA of prerequisite courses -minimum to qualify for consideration is 2.50.
3. Residency-Flathead and Lincoln County residents receive highest consideration as they live in the FVCC service area.
4. Previous healthcare experience.
5. Taken BIOH 201 **AND** BIOH 211 with grade “B-“or better, in place of BIOH 104.
6. Interview score

EXAMPLE: EVALUATION RUBRIC FOR PN APPLICATIONS

CATEGORY					Score (max 33 pts)
1. Kaplan Nursing School Admission Test Score	4 Points Score: 80 or above	3 Points 75-79.99	2 Points 70-74.99	1 Point 65-69.99	
2. GPA in core prerequisite courses (Worksheet is verified against transcripts.)	8 Points GPA 3.5-4.0	6 Points 3.20-3.49	4 Points 2.90-3.19	2 Points 2.50-2.89	
4. Residency: Flathead or Lincoln County	Yes = 1 point No = 0 points				
5. Previous Healthcare Experience	Yes = 1 point No = 0 points				
6. Taken BIOH 201 and BIOH 211 with grade “B-“ or better	Yes = 1 point No = 0 points				
6. Interview Score	15-18 Points	11-14 Points	6-10 Points	0-5 Points	
Total score					

KAPLAN NURSING SCHOOL ADMISSIONS TEST INFORMATION AND TESTING INSTRUCTIONS

1. To register for the Kaplan Nursing School Admissions Test, contact Cathy Fabel, Nursing Program Assistant, at 406-756-3385 or cfabel@fvcc.edu for instructions on how to register as a tester with Kaplan. Kaplan charges \$100/student/application cycle.
2. The minimum test score for an FVCC Certificate of Applied Science PN program applicant to be considered for placement is 65.
3. Cathy Fabel, Nursing Program Assistant, will also be proctoring group testing. To set up an appointment for a group testing time, please call 406-756-3385 or email cfabel@fvcc.edu. Tests are scheduled on the Kalispell campus in BC 120 or can be individually scheduled on the Libby campus after coordinating with Cathy.
4. There is an additional cost \$25.00 if an individual requests testing time through the FVCC Testing Center. **To schedule a test through the Testing Center individuals must first be registered for the test with Cathy Fabel.** Students then schedule a testing appointment using the following link <https://booknow.appointment-plus.com/7e7vdy10/> and click on BOOK NOW. Testing Center hours are 9am – 4pm every business day except Wednesdays where they are 12-7pm. The Testing Center creates an invoice for payment to be made at the FVCC Business Office. Proof of payment is required before testing can begin.
5. Individuals wishing to take the Kaplan Nursing School Entrance Exam outside of FVCC or LCC in Libby must contact Cathy Fabel (406-756-3385) or cfabel@fvcc.edu to make arrangements for testing at other sites. Kaplan does not share test scores with multiple schools at this time. If you are applying to multiple schools who require the Kaplan Nursing School Admissions Test, please contact Cathy Fabel for more information.
6. The recommended study guide, “[Nursing School Entrance Exams Prep 2022-2023](#)” can be purchased from Amazon.com. Two copies are also on reserve in the FVCC Library and in Libby at the LCC campus.
7. FVCC, in coordination with Kaplan, is committed to providing reasonable accommodations to allow qualified individuals with disabilities to access the Kaplan nursing entrance exam. Individuals requesting the use of reasonable accommodations for Kaplan testing should contact FVCC Disability Services at disabilitysupport@fvcc.edu at least 30 days prior to their anticipated testing date to discuss the process for arranging their accommodations.

Outline of the Admission Test Areas

The Admission Test consists of 91 online multiple-choice questions and covers four areas: Reading, Math, Writing and Science. Total testing time allowed is 165 minutes. *It is highly recommended that you prepare for this exam.*

READING – 45 minutes. Read four passages and answer questions measuring essential skills for reading:

- Determining the logic of a passage
- Comprehending details
- Drawing basic inferences
- Identifying the purpose of a passage

MATH – 45 minutes. Measures the candidate’s ability to apply mathematical principles in the following areas:

- Conversions, operations, ratios, word problems

WRITING – 45 minutes. Read nine passages and answer questions that measure the essential skills required for writing:

- Assessing passage development
- Assessing paragraph logic
- Assessing mechanics of writing

SCIENCE - 30 minutes. Measures the candidate’s knowledge physiology in the following areas:

- Cardiovascular system, electrolytes, gastrointestinal system, immune system, neurology, renal system, hematological system, homeostasis, respiratory system, and sensory system

Provisional Acceptance/ Background Check and Immunizations

Qualified applicants who are offered provisional placement into the program are required to agree to the following:

- Background Check:
 - Upon provisional acceptance into the FVCC Nursing Program, a background check is required and the following is checked: County Criminal, MT Statewide Criminal, Fraud and Abuse Control Information Systems (FACIS Level 1), ID Trace, and National Sex Offender Public Registry. FVCC clinical partners require this step.
 - Background checks are completed at the student's expense through a company called CastleBranch.
 - Information on how to access and set up an account with CastleBranch to complete the background check will be provided once an applicant is provisionally accepted into the program.
 - Any discrepancies found on the background check or self-reported will need documentation regarding circumstances and outcomes in order for the clinical partners to make an informed decision regarding access to patients/residents. **Discrepancies may result in applicants being denied access to patient/residents by clinical partners.** If an applicant is denied access to patients/residents by clinical partners, they will be unable to meet course objectives, which would result in failure of the course and program.
 - Urine testing is part of the required background check and is requested by clinical partners.
 - Applicant background check situations will be reviewed by the nursing program director and clinical partners for determination of access to clinical sites on a case-by-case basis. If an applicant is denied access to clinical sites/patients as a result of findings on a background check, the applicant will not be offered final placement in the program.
- Immunizations and Screenings:
 - This is required by clinical partner facilities and based on Center for Disease Control (CDC) guidelines.
 - Each student must demonstrate compliance with the requirements upon provisional admission to the nursing program and provide documentation while enrolled in the program of continued compliance of the following:
- Immunizations and Screenings:
 - Some immunizations and screenings are required for degree seeking students and those students attending clinical rotations at various facilities. These requirements are based on Center for Disease Control (CDC) guidelines and state and federal law.
 - The vaccinations and screenings listed below are **required**. Each student must demonstrate compliance upon admission to the nursing program and provide documentation while enrolled in the program of continued compliance. Students whose **required** immunization documentation is incomplete will not be allowed to participate in any clinical experience (per clinical facility policy) until the documentation is up to date. Any missed clinicals are subject to the provisions of the clinical absence policy.

1. **MMR:** Official record of two doses of measles, mumps, rubella (MMR) immunization, or positive titer demonstrating immunity to all three components.

2. **Tuberculosis:** Record of a negative TB screening. This may require a two-step skin test, Quantiferon titer or T-Spot, or attestation statement, done in the last 12 months. Students with a positive test must provide written clearance from their health care provider to participate in patient care.

○ Other vaccines may become **required** by clinical partners throughout the program. It is an individual's right to refuse a vaccine. Individuals who decline a vaccine may be denied access to clinical facilities which could lead to failure in meeting the course objectives and a failure of the program. Students that decline a vaccine may be required to wear a mask while in the clinical site.

- The vaccinations listed below are **recommended**, both for student and patient protection, but not required. Students may be asked about vaccine status by clinical sites.

1. **Tdap:** Proof of immunization as an adult per CDC guidelines.

2. **Hepatitis B Vaccination:** Series of three injections with antibody titer demonstrating immunity. (anti-HBs).

3. **Varicella:** Proof of chicken pox immunity by official record of vaccination dates, or lab titer demonstrating immunity.

4. **Influenza and Covid-19 Vaccine:** Booster recommended annually.

- Provide proof of current personal health insurance (FVCC Student Health Center does not meet this requirement).

After offered initial placement and all above requirements are met, applicants will receive a letter of final acceptance into the PN program and a registration form allowing registration in the nursing courses. Nursing courses are closed to online registration.