



# PRACTICAL NURSING

Certificate of Applied Science (CAS)

**2024**

## Application Packet

**For Placement Summer 2024 on the  
Kalispell or Libby Campus**



**Nursing Program Assistant:**

Cathy Fabel  
Flathead Valley Community College  
777 Grandview Drive  
Kalispell, MT 59901  
406-756-3385  
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**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 23, 2024**

**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 3, 2024**. **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. **Have taken or have an appointment made to take the 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 only once in that cycle. See attached directions for taking the Kaplan Nursing School Admission Test.
4. **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. We 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 2024 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 2024 grades be on file with the registrar as soon as possible.

**6.** A 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 15, 2024.**



**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 15, 2024** whether or not I have initial placement in the PN Program beginning Summer Semester 2024. 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 submitted official transcripts from all colleges/universities listed above to the FVCC Registrar. I have included copies of other college transcripts with this application, **including an FVCC transcript**, if applicable.

\_\_\_\_\_ As a transfer student, I have requested official transcripts from the college or university I attended to be sent to the FVCC Registrar and submitted an Application for Admission to FVCC.  
\_\_\_\_\_ 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 the Kaplan Admissions Test may only be completed once each application cycle.

\_\_\_\_\_ 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 |
|-------------------|----------------------------|-------|--------|----------------|------------------|
| <b>BIOH 104NL</b> | Basic Human Biology/Lab    | B     | 3.0    | 4              | 3 x 4 = 12       |
| <b>WRIT 101W</b>  | College Writing I          | B     | 3.0    | 3              | 3 x 3 = 9        |
| <b>M 120</b>      | Math w/Healthcare Appl.    | B     | 3.0    | 3              | 3 x 3 = 9        |
| <b>PSYX 100</b>   | Introduction to Psychology | A     | 4.0    | 4              | 4 x 4 = 16       |
| TOTAL             |                            |       |        | <b>14</b>      | <b>46</b>        |
| GPA               |                            |       |        | <b>46/14 =</b> | <b>3.29</b>      |

### **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 pre-requisite 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. (Individuals may repeat courses **one** time in an attempt to achieve a higher grade. Taking classes more than twice may result in an individual being ineligible to apply.)
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/<br>Year(s)<br>Taken | Grade | Points | Credits             | Points x<br>Credits |
|--------------------|--|-------------------------------|-------|--------|---------------------|---------------------|
| <b>BIOH 104NL*</b> | Basic Human Biology<br>and Lab               |                               |       |        | 4                   |                     |
| <b>M 120*</b>      | Mathematics with Health<br>Care Applications |                               |       |        | 3                   |                     |
| <b>PSYX 100A</b>   | Introduction to<br>Psychology                |                               |       |        | 3 or 4              |                     |
| <b>WRIT 101W</b>   | College Writing I                            |                               |       |        | 3                   |                     |
| TOTAL              |  |                               |       |        | <b>13 or<br/>14</b> |                     |
| GPA                | <b>Must be a minimum<br/>2.50</b>            |                               |       |        |                     |                     |

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

\* M115 Probability and Linear Math will be accepted as substitution for M120 if taken before Spring 2017.

\* M140 will be accepted as a substitution for M120 if requested.

\_\_\_\_\_  
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. NRS 130, Fundamentals of Nursing, NRS 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. In general, and given the same amount of student effort, nursing students 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.**

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Printed Name of Applicant

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Signature of Applicant

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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. Interview score
4. Residency-Flathead and Lincoln County residents receive highest consideration as they live in the FVCC service area.
5. Previous healthcare experience.
6. Taken BIOH 201 **AND** BIOH 211 with grade "B-" or better

### EXAMPLE: EVALUATION RUBRIC FOR PN APPLICATIONS

| CATEGORY  | 4                         | 3                            | 2                           | 1                           | Score<br>(max 33<br>pts) |
|---|---------------------------|------------------------------|-----------------------------|-----------------------------|--------------------------|
| 1. Kaplan Nursing School Admission Test Score   | 80 or above               | 75-79.99                     | 70-74.99                    | 65-69.99                    |                          |
| 2. GPA in core prerequisite courses<br><br>Worksheet is verified against transcripts; CAS PN prereq courses are showing on Student Portal transcript; official transfer transcripts are on file with FVCC Registrar and showing on Student Portal transcript; and requests for substitutions are approved by the Nursing Program Director | 8<br><br>Range<br>3.5-4.0 | 6<br><br>Range<br>3.20-3.499 | 4<br><br>Range<br>2.90-3.19 | 2<br><br>Range<br>2.50-2.89 |                          |
| 3. Interview score  | 15-18                     | 11-14                        | 6-10                        | 0-5                         |                          |
| 4. Residency: Flathead or Lincoln County<br><br>Yes= 1 point      No=0 points   | 1                         |                              |                             |                             |                          |
| 5. Previous Healthcare Experience<br><br>Yes=1 point      No=0 points   | 1                         |                              |                             |                             |                          |
| 6. Taken BIOH 201 and BIOH 211 with grade "B-" or better  | 1                         |                              |                             |                             |                          |
| Total score   |                           |                              |                             |                             |                          |

Comments:

## 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](mailto:cfabel@fvcc.edu) for instructions on how to register as a tester with Kaplan.
2. The minimum test score for an FVCC Certificate of Applied Science PN program applicant to be considered for placement is 65.
3. **The test can only be taken once each application cycle.**
4. 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](mailto:cfabel@fvcc.edu). Tests are scheduled on the Kalispell campus in BC 120 during the semester break in January, or can be individually scheduled on the Libby campus after coordinating with Cathy.
5. The Kaplan Nursing School Admissions Test is free when scheduled during a group testing time at FVCC.
6. There is a 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://www.fvcc.edu/student-support/test-center/on-campus-proctoring/> 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.
7. 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](mailto: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.
8. The recommended study guide, "[Nursing School Entrance Exams Prep 2021-2022](#)" can be purchased from Amazon.com. Two copies are also on reserve in the FVCC Library and in Libby at the LCC campus.

## 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:
    - **Proof of Required Immunizations and Screenings:**
      1. Hepatitis B Series completed including positive or reactive antibody titer results, or proof the applicant has begun the series.
      2. Measles (Rubeola), Mumps and Rubella immunity either by dates of two vaccinations after your first birthday, a physician diagnosis of disease history, or laboratory verification of positive antibody titer (need only one of these methods of verification).
      3. Chicken Pox (Varicella) immunity either by a record of two vaccinations or laboratory verification of positive antibody titer, or documentation of proof of having chickenpox from your health care provider (need only one of these methods of verification).
      4. Tetanus w/ Pertussis (whooping cough): Tdap vaccination as an adult (not pediatric DTap and not Td tetanus diphtheria).
      5. Record of two negative TB skin tests in the last 12 months with the second test initiated between 7-21 days after the first negative test was

read (if the test is positive, a chest x-ray is required); or Negative Quantiferon TB blood test; or fill out Positive Responder Form.

6. Influenza Vaccine Students will be expected to show proof of a flu vaccine for the current year once the vaccine becomes available.

7. Other vaccines may become required by clinical partners throughout the program.

- 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.**