



PRACTICAL NURSING
Certificate of Applied Science (CAS)

2026

Application Packet

For Placement Summer 2026



Nursing Program Assistant:

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

General Information:

Kate Scholer; Advisor
Flathead Valley Community College
777 Grandview Drive
Kalispell, MT 59901
406-756-3859
kscholer@fvcc.edu

Completed and signed application and requested materials must be received by:

5 PM on February 27, 2026

NO LATE APPLICATIONS WILL BE ACCEPTED

Please read the information on the next three pages for how to apply to the FVCC PN program.

FVCC PN PROGRAM APPLICATION STEPS

1. **Apply for Admission** to FVCC and submit all official transcripts to FVCC Registrar.
2. **Obtain the most current information and application packet** for the PN Program from the FVCC website, the pre-nursing advisor, or from the FVCC Nursing Office. **Please be sure to use the most current information packet and application as updates are made each year.**
3. **Review** the application requirements for the PN Program.
4. **Compile ALL** of the requested material. Please have someone else review your application when it is complete to ensure that all items are included.
5. **Sign and submit application.**
6. **If you are selected for an interview** as the last step of the application process, interviews will take place **the week of March 9, 2026**. EXPECT TO RECEIVE AN EMAIL INVITATION TO INTERVIEW BY **March 3, 2026**. **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 prior to the application deadline. The Kaplan exam must be taken each application cycle and may be repeated once prior to application deadline. See the most recent information packet at www.fvcc.edu/nursing for more information on taking the Kaplan Nursing School Admission Test. Contact the nursing department assistant, Cathy Fabel, at cfabel@fvcc.edu or 406-756-3385 to schedule your exam.
4. **Complete Prerequisite courses.** Minimum grade of "C" required for all pre-requisite courses. BIOH 104 must be completed within 5 years of application to the program.
5. **Transcripts and Evaluation of Transfer Courses:**
 - a. Official transcripts must be on file in the FVCC registrar's office in order for evaluation as equivalents or substitution can be considered.
 - b. 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.**
 - c. Review of transcripts may take several weeks so please start early.

- d. 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.
- e. 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. Please include the FVCC transfer evaluation with your application.
- f. Applications without approval of course equivalents or substitutions will be considered incomplete.

6. Completed GPA Calculations Worksheet.

- a. This is checked for accuracy. If you are completing courses Spring Semester, fill in what you have completed and leave the grade and GPA calculation for the courses you are taking blank. The Nursing Program Director will check grades at the end of the semester with final posted grades and determine the GPA.
- b. **GPA is calculated based on the 4 prerequisite courses only (see GPA calculation form).**
- c. 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 2026 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 2026 grades be on file with the registrar as soon as possible.

7. Signed Acknowledgement of Program Requirements and Personal Commitment.

- a. Please read carefully and determine if you can meet the requirements and personal commitment necessary to successfully complete the program.

8. Return your Application:

- a. 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.
- b. 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.
- c. 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.
- d. **Mail to:** FVCC Admissions Office
Attn: PN Program
777 Grandview Drive
Kalispell, Montana 59901

Evaluation of Application

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					

This page intentionally left blank. Submit ALL the following pages as your application.

2026 PRACTICAL NURSING PROGRAM APPLICATION



Applications will be accepted from January 1 to February 27, 2026.

Application deadline is 5:00 PM February 27, 2026

Print this application (pages 5-9), complete required information, sign application, and include all requested materials in a sealed envelope. Return to the following address:

**FVCC Admissions Office
ATTN: Practical Nursing Program
777 Grandview Drive
Kalispell, MT 59901**

AN INCOMPLETE AND/OR UNSIGNED APPLICATION WILL NOT BE PROCESSED.

1.Student Information

Please Print

Last Name	First Name	Student ID Number
------------------	-------------------	--------------------------

Mailing Address **Notification of acceptance/non-acceptance will be sent to this address**

City	State	Zip	Telephone Number	Personal Email (not FVCC)
-------------	--------------	------------	-------------------------	----------------------------------

Do you have previous healthcare experience (CNA, MA, LPN, EMT etc.)

Yes____***Please specify:**_____ **No**_____

2.College/University Information:

Please list college/universities you have attended INCLUDING FVCC:

Name of Institution

Dates of Attendance

Degrees earned (if applicable)

3.GPA Calculation:

Please complete the GPA calculation sheet below. **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.**

Refer to the sample below, as a reference for completing the selective GPA calculation worksheet.

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

Fill in the information requested below and calculate your own GPA. If you are currently enrolled in prerequisite courses listed below, indicate "in progress" and do not fill in a grade. All prerequisite courses must be completed by the end of the FVCC Spring semester. 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 you 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					

4. Student Acknowledgement of Requirements for Personal Effort and Commitment to Success:

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 by initialing each paragraph below:**

____ 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.

____ 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.

____ 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.**

____ 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.

____ 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.

____ 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.

____ 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.

____ 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.

5. Student Agreement of Application Completion:

Please read the following information, initial each item, and sign your name below

_____ I understand that I will be notified in writing after **March 20,2026**, whether or not I have received placement in the PN Program to begin Summer 2026. Qualified applicants not offered placement will *automatically* form the beginning of a wait list and will be offered placement if, and only if, an opening occurs in this cycle. 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 Nursing Program are dependent upon sufficient financial, faculty and clinical resources.

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

_____ 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 2.5 (on 4.0 scale).

_____ I have reviewed and initialed the Acknowledgement of Requirements for Personal Effort and Commitment for Success section of the application packet.

_____ 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 a universal background check into a third-party vendor software program which may require drug testing (additional information to be sent upon provisional acceptance into the program)

- proof of required immunizations uploaded into third-party vendor program (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.

6. Student Signature:

I certify that all the statements in this application and all 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 affair to meet the commitment necessary to succeed.

 Printed Name of Applicant

 Signature of Applicant

 Date

Read carefully and follow instructions precisely.

Incomplete application packets will be rejected.

Application Submission Deadline: 5pm on Friday, February 27, 2026