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GREAT FALLS COLLEGE MSU

CERTIFICATE OF APPLIED SCIENCE PRACTICAL NURSE



Student Information and Application Packet Fall 2026

(Applications are subject to change year to year)

Priority application due date: May 30, 2026

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Educational Program

The Certificate of Applied Science, Practical Nursing (PN) Program is approved by the Montana State Board of Nursing, permitting students to sit for the national licensure examination for practical nursing (NCLEX PN) and to begin a successful career as a licensed practical nurse. After prerequisite coursework, the Practical Nursing Program consists of two consecutive semesters. The coursework for the Practical Nursing Program is competency-based and has the primary goal of preparing graduates with the knowledge, skills, and values to enter the workforce after passing the NCLEX PN exam.

The Practical Nursing Program is offered in either a face-to-face option that requires coming to campus daily for lectures and labs. Your clinical courses are in Great Falls and scheduled for 8 to 12 hours most likely on a Monday or Tuesday. For our distance/hybrid option you are required to log in to your computer multiple times a week to complete online lectures. You will be REQUIRED to travel to Great Falls up to 5 times during your fall semester and stay Monday-Friday in Great Falls.

We also offer either a full-time or part-time track. For the full-time program track, students will need to commit to a full week (Monday-Friday) while enrolled in program courses. Students are in class or at clinical for the fall and spring semesters. This program is extremely fast-paced and challenging with multiple tests, quizzes, and assignments due each week. The majority of students will find it necessary to spend time outside of the classroom studying and practicing lab/clinical skills. A good rule of thumb is that for every class hour, at least 3 hours in preparation or in the completion of assignments will be needed.

If a student is unable to commit to this heavy time commitment, we encourage students to seriously consider the part-time track for this program.

Program Expenses

The Practical Nursing Students will be required to obtain educational computer software, course texts, personal equipment, uniforms, and supplies and provide their own transportation to clinical sites. You are also responsible for your travel and stays in Great Falls if you choose the distance option. If needed, students should begin planning early for financial aid to meet their educational needs. Approximate program costs can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#estimatedcosttext>.

Uniforms will include: teal scrub top, black scrub pants, nursing program shoulder patch, closed toe shoes, watch with second hand, stethoscope, manual blood pressure cuff, pen light, bandage scissors and lab coat as examples.

Admission to Great Falls College MSU

Students must be admitted to the Great Falls College MSU and in good academic standing PRIOR to the submission of the Practical Nursing program application. Applications will not be reviewed unless the applicant has been first admitted to the College and official transcripts reviewed by the Registrar.

Acceptance to Great Falls College MSU requires a completed admissions application file. Application information may be obtained by visiting campus, calling Admissions at (406) 268-3700 or applying online at <https://gfcmsu.edu/home/admissions/>

Eligibility for Admission into the Certificate of Applied Science, Practical Nursing Program

All eligibility forms and documents are enclosed in the Certificate of Applied Science, Practical Nurse Program Information and Application Packet.

To be eligible to apply for admission into the Practical Nurse program, applicants must:

- Show that they have been admitted to Great Falls College MSU
- Have a complete admissions file and are currently in good academic standing.
- Have completed all prerequisite course work with a “C” (not “C-”) grade or higher with a minimum cumulative GPA in prerequisite course work of 2.5.
- Prerequisite coursework can be taken at other institutions, but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution prior to submitting their application.
 - Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at:
https://apexprod.msu.montana.edu/apex/r/esg/s_transfer_eq_gf/home?session=16866600483292
 - All transfer work must be from an [appropriately-accredited](#) institution.
 - If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcript to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation. Send to:

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Registrar’s Office
Great Falls College MSU
2100 16th Ave. South
Great Falls, MT 59405
(406) 771-5128

- Current students may apply during the spring semester before the fall program intake. They can apply before finishing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.
 - Applicants may have prerequisite courses in progress at time of application, which should be noted in the application when and where the courses are being taken. A conditional offer of acceptance may be offered to applicant if there is availability in the program, pending successful completion of all requirements.
 - Applicants that have fully fulfilled requirements will have precedence over those that are in progress. An example of students in progress would be those that are enrolled in summer course(s) but have not yet completed the course(s) at time of application submission.
- It is the applicant’s responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

Transfer Policy from another Nursing Program

- Applicants previously enrolled in **ANY nursing program** must report that enrollment and provide official transcripts from that institution.

- Prospective students that are currently enrolled in, who have withdrawn from, or failed out of another nursing program will be required to provide a written, detailed explanation of the circumstances of their withdrawal or failure **AND** a letter of recommendation by at least one current faculty member or the program director from the previous nursing program.
- All applicants must meet admission requirements for Great Falls College MSU and submit an application for the Practical Nurse program
- All applicants are required to take part in the competitive entry process and will be considered for placement in the appropriate semester based on available space in the class and/or clinical in which they would enter. Application does not guarantee acceptance.
- No transfer nursing coursework will be accepted unless a grade of “C” or better (not “C-”) was earned.

Equal Opportunity Policy, Non-Discrimination and Harassment Policy

The Montana State University campuses are committed to a learning and working environment that emphasizes the dignity and worth of every member of its community that is free from discrimination, harassment, and retaliation based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, generally, “protected-class harm”). An inclusive environment is necessary to a healthy and productive college community. The college will take appropriate action to prevent, resolve, and remediate protected-class harm.

Great Falls College Montana State University prohibits and will not tolerate discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, or retaliation on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College. Great Falls College Montana State University is committed to providing and ensuring a safe, positive learning environment that is free from harassment.

In order to maintain consistency across the Montana State University affiliation, Great Falls College MSU follows a four-campus policy in regards to discrimination, harassment and retaliation. The policy and references can be found here: https://www.gfcmsu.edu/wp-content/uploads/2025/10/301_1.pdf

The College’s Equal Opportunity Officers are as follows:

- For students, the Executive Director of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-5123
- For employees, the Human Resources Manager, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-268-3701

Statement about Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Instructors must receive an official letter from the Academic Success & Accessibility Office in order to provide accommodations. If you believe you have a disability requiring an accommodation, please contact the Director of Academic Success and

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Accessibility by calling 406-771-4311 to schedule an appointment. <https://gfcmsu.edu/home/current-students/asa/>

Program Admission Process

The Practical Nurse Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite courses, previous education, and healthcare work experience.

Application Submission Instructions: PRIORITY DUE DATE: May 30, 2026

Completed program application packets are accepted on an ongoing basis but must be submitted by the deadline.

- Application packets are due on or before the **priority application date of May 30, 2026**
- Application will **ONLY** be received via a completed **DocuSign application packet using the link found on the Great Falls College Practical Nursing website program page.**
 - Once submitted electronically via DocuSign, a copy will be sent to the following:
 - Practical Nurse Admissions Committee, Great Falls College MSU
- Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Late applications may be considered if there are not enough qualified applicants to fill the spots available and lab/clinical sites are already established.
- Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.
- Applications with requirements not met at the time of the application deadline may be provisionally admitted pending fulfillment of ALL requirements.
- If a full class of 24 PN students cannot be initially attained, then incomplete or late applications may be looked at for possible admission.
- Applications with requirements not met at the time of the application deadline may be provisionally admitted pending fulfillment of ALL requirements.
- Great Falls College MSU's PN Program does not maintain a waiting list. Applicants must reapply each year.

Application Scoring

- For applicants who have taken courses multiple times, the most recent verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A) = 4	(B+)= 3.3	(C+) = 2.3
(A-) = 3.7	(B) = 3	(C) = 2
	(B-) = 2.7	

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- In the following situations, there is no grade assigned for calculation, scoring purposes, or GPA, but credits will be accepted. In these situations, the total points will convert to percentages for ranking.
 - Students who have been awarded credit for successful performance in subject examinations of the CLEP or DSST programs
 - Students who have been awarded credit for successful performance in subject examinations of the AP program for scores of 3, 4 or 5.
 - Students who have been awarded Passing (P) grades for Prior Learning Assessment
- For students who have additional education attainment, the Registrar's Office will verify degrees awarded from official transcripts. All transfer work has to be from an [appropriately accredited](#) institution and official transcripts are required to be on file with the Great Falls College Registrar's Office.

Students accepted into the PN program are required to provide proof of the following prior to the start of the nursing program:

DO NOT SUBMIT THIS or related documentation WITH YOUR APPLICATION.

Other requirements and the upload of original documentation will be needed in the fall once starting in the program.

CPR Certification:

- To be eligible to start the nursing program, a student must maintain **PROVIDER** CPR certification through the **American Heart Association**. No other forms of certification will be accepted and may make a student ineligible to start the program.

Immunizations:

Some series require a 6 month wait between shots, so if you haven't started the series, you should as soon as possible.

- Varicella immunity. This can be in the form of 2 chickenpox/varicella vaccines or positive antibody titer
- Tdap vaccination within the last 10 years
- Hepatitis B immunity. This can be in the form of the 3-dose vaccine Hepatitis B series or positive antibody titer
- MMR immunity. This can be in the form of positive antibody titers or the 2-dose vaccine MMR series
- Negative tuberculin skin test (TB PPD) within the past 12 months or documentation of a positive reactor with negative x-ray. This can also be documented with a negative QuantiFERON gold level.
- Students will be required to receive the influenza vaccine as part of the program for each year in which they are enrolled.
- Clinical/practical/lab/internship sites may require other documentation/proof of vaccination besides those required by Great Falls College or the nursing program.

Student Health Insurance

Nursing program students entering the clinic setting must carry medical health insurance. Health insurance is available through the college for students who do not have other health insurance. Students will be financially responsible for their health care if they become ill or are injured in the clinical setting.

All Great Falls College students enrolled for six (6) or more credits are required to have health insurance. For students without coverage, Great Falls College offers a program developed especially for students by Blue Cross/Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Please visit <https://gfcmsu.edu/home/current-students/studentengagement/wellness/student->

[insurance/](#) for more information.

Health Sciences Division Policy: Student Background Checks

- To promote patient safety and decrease institutional liability, clinical agencies require students to have cleared a background check and drug screening before they will permit the students in the clinical setting. To meet these requirements, Great Falls College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding, or positive drug tests will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Information about how to obtain the appropriate background check and drug testing will be provided in the acceptance letter to the nursing program.

Notification of Acceptance

Accepted students will be notified via e-mail of their acceptance into the program by **July 10, 2026**. This notification will be electronic through DocuSign to the email on your application.

Accepted students will receive, and must complete and return, the intent to enroll form sent to your email through DocuSign. If this electronic letter of intent to enroll is not returned by the assigned date, the place will be offered to another applicant.

Students not accepted will be notified by **July 25, 2026 via email**.

Certificate of Applied Science Practical Nursing Curriculum

Prerequisite Coursework

All prerequisite coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.5. Grades in prerequisite courses are a major factor in ranking applications for program acceptance. A list of all prerequisite coursework can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#programrequirements>.

Students are highly recommended to take AHMS 144, any NASX prefix course, NUTR 221, or any PSYX course prior to program acceptance.

Science courses must include a lab and be completed within 5 years of application to the program. All other courses must be completed within 15 years of applying to the program. For additional information on age of credits, contact the Nursing Program Director. (Acceptance of science courses that are older than five (5) years is at the discretion of the Program Director).

Practical Nursing Program Coursework after Formal Acceptance

In order for a student to graduate from the Nursing Program all course requirements must be completed as stated in the current catalog. This includes completing all nursing courses with an overall grade no less than a C (75%) and a cumulative course test average of no less than 75% (calculated at the end of the semester). The courses are offered in both full-time and part-time options at GFC MSU.

A list of the sequence of courses for the full-time track can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#programrequirementstext>.

A list of the sequence of courses for the part-time track can be found in the current catalog online at <http://catalog.gfcmsu.edu/academic-programs/practical-nurse/#parttimerequirementstext>.

The Nursing Program standards and requirements in relation to the grading scale and attendance are more rigorous and stricter than the general requirements for Great Falls College MSU. This increased level of expectation is necessary to prepare students for the NCLEX and to ensure graduates are prepared for professional employment in the field of nursing. Clinical and Lab courses are "Pass / Fail." To "Pass" a Clinical or Lab the student must have 75% or more of the available points for the course as well as "Pass" **all** Lab skills assessments.

Practical Nurse Hybrid Program Option

In the hybrid/distance option, there is a combination of traditional face-to-face (on campus) time throughout the semester and online learning. For online learning, faculty use a variety of technologies to deliver instruction to students who are off campus. The lecture portion of the program is delivered asynchronously online.

The face-to-face component of the course, is when students **MUST** be on campus in Great Falls and are utilized for a portion of fall semester testing, lab skill training and evaluation. The face-to-face component is 4-5 times in the fall semester and two times in the spring (typically in the first and last week of the semester).

To be eligible to apply to the distance/hybrid program, students **MUST**:

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- Be able to find an approved clinical site in the state of Montana;
- Be aware there are limitations on the number of clinical hours performed per week;
- Be aware and understand that finding an appropriate clinical site in the state of Montana is the responsibility of the applicant;
- Complete all clinical hours in the state of Montana following program policy on how many hours may be complete per week;
- Be able to make all on campus dates as there are no options to makeup missed days;
- Have a reliable computer with easily accessible and reliable high-speed internet;
- Understand and accept that technological issues do arise, and the student is responsible for all course material;
- Be quickly adaptable to learning new technology; Make initial contact with an appropriate medical facility in Montana that is willing to precept a distance Practical Nurse student for their clinical experiences. (Contact the Nursing Program Director for details on what an "appropriate" medical facility is);
- All out of state applicants **MUST** contact and talk to the Nursing Director prior to submission of their application. In state applicants are strongly encouraged to do the same;
- Follow all program and distance specific rules/policies.

Hybrid Education in nursing can be a daunting undertaking, adding an additional level of complexity to an already challenging program, and we want you to be successful in your endeavors here at Great Falls College MSU. Interested students need to make sure they are able to dedicate ample time to be

successful. ***Between the classroom, laboratory, homework/studying, clinical time, and clinical paperwork, you should anticipate dedicating between 50-60 hours per week to your full-time education.*** We highly recommend that full-time students do not work full-time during the program.

Practical Nurse Hybrid/Distance Program Option

If this time commitment is not possible, students are encouraged to consider applying to the part-time track.

Students interested in the hybrid program should be aware they will need to be resilient in an environment that requires self-advocacy and self-motivation to arrange what is needed to succeed. It is recommended that you have the full support of your family and employer during the program. As previously mentioned, participating in this distance program means that the student also has to take the initiative to establish connections with the community for your clinical locations and nurse preceptors. The program faculty/staff and the college are not responsible for finding your distance clinical location and preceptor. Full-time work while attempting the full-time distance program is highly discouraged due to the pace and intensity of the program. Be sure you are able to completely dedicate yourself to the program to be successful.

Questions? Contact the Health Science Program Assistant Phone: 406-771-4350

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GREAT FALLS MSU

CERTIFICATE OF APPLIED SCIENCE NURSING PROGRAM

Application

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NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Cell) _____

E-MAIL _____ STUDENT IDENTIFICATION NUMBER: _____

Do you allow the school to use this information to update their records? ☐ Yes ☐ No

The PN program accepts **three cohorts of eight students each for a total of 24 students**. The program guarantees at least **one face-to-face cohort** and **one hybrid cohort** each year. The third cohort will be determined based on the application pool, ranking, and number of students interested in each option. Part-time availability will depend on the number of current part-time students in the program, ranking, and number of interested students. All students will be ranked first using the criteria described in the application, and then cohorts will be filled based on available space in each option listed below.

Program Options:

Face-to face option- requires coming to campus daily for scheduled lectures and labs. Your clinical courses are in Great Falls and scheduled for 8 to 12 hour shifts most likely on a Monday or Tuesday.

Hybrid option- requires logging into your computer multiple times a week to complete online lectures and assignments. You will be **REQUIRED** to travel to Great Falls up to 5 times during your fall semester(s), twice spring semester(s) and stay Monday-Friday in Great Falls at your expense. These weeks are not negotiable and dates are assigned. You must find an approved facility for clinical rotations.

I am applying for:

If my first choice is not available, I would like to be considered for the other option.

Please note: By selecting the hybrid option, you are stating that you understand all of the responsibilities and requirements including securing your own facilities for clinical courses as outlined in the PN application resource on pages 8-9.

Full-time option- requires taking all PN courses listed in the catalog in fall semester and spring semester. You will complete the program in two semesters.

Part-time option- you follow the part-time option listed in the catalog. This option will take you four

semesters to complete. Please note you may not be eligible for financial aid when selecting this option. You will need to check with the financial aid department for more information.

I am applying for:

If my first choice is not available, I would like to be considered for the other option.

Please answer the following questions:

Each Prerequisite Course was completed with a minimum grade of "C" (not C-) or higher	
Cumulative Pre-requisite GPA is a 2.5	
Have you ever been enrolled in a Nursing Program? <i>If yes, list when and where.</i> _____	Mark one:
• Official transcripts are required to be on file with the Great Falls College Registrar's Office	NO ☐
	YES ☐
Have you enrolled in a Nursing program AND did not graduate?	Mark one:
• You must also include a written explanation for leaving	YES ☐
• AND one (1) Nursing Faculty or Program Director reference from that program.	N/A ☐

Admissions Criteria Score:

Please summarize your course work by completing the tables below, with official transcripts on file with the Great Falls College Registrar if courses were taken at another institution. Science courses must be completed within 5 years (2021) of applying for Practical Nurse Program and must include a lab component and other courses must be completed within 15 years (2011) of applying to program.

**Please include if class occurred face-to-face (you went on campus), or hybrid (a mix of on campus & online), or completely online. Information on the delivery method of the course is for data gathering purposes only and will not impact the scoring of your application.*

A. Performance in Prerequisite Courses (34 points possible):

Grade A = 4, A- = 3.7, B+ = 3.3, etc. Multiply that number by the Emphasis = points

Great Falls College MSU Course	Course #	Institution and year course was completed	*Delivery – online, hybrid or face-to- face	Grade/ Points <i>See page 5 of applicatio n resource</i>		Emphasis		Points
(For ex) Microbiology	BIOM 250	GFC MSU- 2015		A (4)	x	3	=	12
Either: Basic Human Biology w/Lab	BIOH104	INFORMATIONAL ONLY Must submit electronic DocuSign form to apply.			x	2	=	
or BOTH Human A&P I+II w/Labs	BIOH201 AND BIOH211					4		
College Writing I	WRIT101				x	1	=	
Intro to Psychology	PSYX100				x	1	=	

One of the following: • Math w/HealthCare Apps • College Math for Healthcare • College Algebra • Precalculus • Calculus I • Probability and Linear Math	M 120 or M 140 or	INFORMATIONAL ONLY Must submit electronic DocuSign form to apply.			x	2.5	=	
	M 121 or M 151 or M 171 or M 115					2		

If lab and lecture were taken as separate courses, the emphasis will be calculated based on the ratio of the appropriate credits for each course component. **For example:**

Human A+P lecture (3cr)	B in lecture (3x.75= 2.25)	3.25	x	5	=	16.25
Human A+P Lab (1cr)	A in lab (4x.25=1)	2.25+1 = 3.25				

Total Prerequisite Score = _____

B. Performance in Recommended Courses (8 points possible):

Grade A = 4, A- = 3.7, B+ = 3.3, etc. (Multiply that number by the Emphasis = points)

Great Falls College MSU Course	Course #	Institution and year course was completed	Grade/Points		Emphasis		Points
Clinical Human Nutrition OR Basic Human Nutrition	NUTR 121 OR NUTR 221			x	1	=	
Medical Terminology	AHMS 144			x	1	=	

Total Recommended Courses Score = _____

C. Hours of Healthcare Work Experience (1 point max):

Defined as paid healthcare work experience with direct, human, hands-on patient care (not of a family member). This may include, but is not limited to, bedside care or scheduled interactions of multiple humans, assisting or performing skilled duties for the individuals (feeding, ambulating, dressing, bathing, taking vital signs, range of motion, etc.)

An Employment Verification form is required and must be completed for work experience (**NO printed job descriptions will be accepted**). Work experience submitted without a completed verification form will not be considered. A separate form is required for each employer. The link for this form is located on the PN program page.

Health Care Employment Experience	Points
500 or more hours of paid work experience with direct human patient care	1

Total for Healthcare Employment Experience: Score = _____

D. Current Medical Certification (1 point max)

	Points
Current Medical Certification (CNA, CMA, Phlebotomist, Pharmacy Tech ONLY) Please upload proof of current certification.	1

Total Medical Certification Score = _____

E. Previous Educational Attainment (3 points max –points awarded for one degree only)

Degree Attained	Points
Certificate of Applied Science (NOT Certificate of Technical Science)	1
Associate Degree	2
Bachelor's Degree	3

List Where Degree Attained & When: _____

Verification required (Official transcript with degree or certificate posted MUST be on file with GFC MSU Registrar and MUST be from an [appropriately accredited](#) Institution of higher education.)

Total for Previous Educational Attainment Score = _____

Overall APPLICATION SCORE (A+B+C+D+E)=47 total points possible) _____

In case of a tie at the raw point level, these are the tie-breaking criteria:

- ✓ Veteran's Priority of Service for Veteran (copy of DD 214 is required.)
- ✓ Grade in BIOH 104 OR BIOH 211 then
- ✓ Grade in NUTR 121 or NUTR 221 then
- ✓ Grade in PSYX 100 then grade in AHMS 144
- ✓ Highest Prerequisite GPA

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Technical Standards

Great Falls College MSU Nursing Programs

The technical standards for the Certificate of Applied Science Practical Nursing Program - Great Falls College MSU are considered criteria for admission to the program and are listed below.

If you have questions or concerns about your ability to meet the technical standards with or without accommodations, or if you would like to arrange reasonable accommodations, you should contact the Director of Academic Success and Accessibility. Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program or significantly affect the safety of patient care or others.

To successfully complete the Nursing Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

Observation/Sensory-Motor

- Accurately identify and assess heart, breath, abdominal, and other sounds of the human body
- Accurately assess normal and abnormal color changes in the skin and observe pupil changes
- Accurately differentiate colors and recognize patient odors

- Detect and respond appropriately to activation/warning signals on equipment) including auditory and visual signals)
- Detect significant environmental odors
- Distinguish fine print on various medication labels
- Observe and assess conditions of a patient accurately, at a distance and close at hand, and observe non- verbal communication when performing nursing assessments and interventions or administering medications
- Observe and participate in all demonstrations and experiments in the basic sciences including computer assisted instruction
- Observe digital or waveform readings
- Perceive signs of disease and/or infection as manifested through physical examination including visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart sounds, bowel and lung sounds)
- Read gradients/calibrations on a syringe

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Communication

- Accurately document treatment information
- Communicate accurately and effectively in English with other students, faculty, staff, patients, families and other professionals in a culturally sensitive manner
- Communicate effectively in classroom presentations, seminars, simulation, practicum sites, practicum conferences, and online-formats
- Convey or exchange accurate information in a clear and efficient manner to obtain a health history, identify problems presented, and explain alternative solutions
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions in classroom, lab and clinical settings
- Process and communicate information on the patient's status including changes in mood, activity and posture and non-verbal communications with accuracy in a timely manner to members of the health care team

____ initial

Psychomotor

- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Answer patient call lights or intercom system to determine patient needs
- Assemble medical equipment and supplies
- Conduct laboratory and diagnostic tests and carry out physical assessments
- Coordinate fine and gross muscular movements to treat patients in emergency situations
- Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable adults
- Execute physical movements required to provide general care and treatment to all patients in all health care settings
- Move and position heavy and/or large equipment and patients
- Operate equipment typically found in the health care environment including IV pumps, cardiac monitors, and electric and manual blood pressure equipment, safe handling equipment
- Perform basic life support, ventilation/compression (including CPR and AED), and other basic life

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support functions

- Perform inspection, palpation, auscultation, percussion, and other diagnostic maneuvers
- Provide holistic nursing care and perform or assist with procedures, treatments, and medication administration
- Respond to emergencies precisely, consistently, accurately, and quickly
- Safely assist a patient in moving from one place or another
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed
- Transport patients in wheelchairs as necessary
- Turn/reposition bedfast patient

____ initial

Intellectual-Conceptual, Integrative, and Quantitative

- Accurately perform mathematical calculations and calculate medication dosages & IV rates from instructions given
- Analyze, collect, and synthesize data to reach diagnostic and therapeutic judgments and to develop an appropriate plan of care
- Demonstrate factual, conceptual, procedural, and metacognitive knowledge
- Effectively perform chart reviews and continuous assessment of the patient's status
- Effectively prioritize multiple tasks
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings
- Exercise good judgment in patient assessment
- Maintain accurate clinical records on patient care
- Manage the demands of time constraints and frequent interruptions
- Measure, calculate, reason, analyze, integrate, synthesize and problem solve in the context of the level and the focus of their curricular program
- Perform data entry tasks using available technology
- Perform universal precautions against contamination
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines
- Provide clear expression of personal ideas and feelings, demonstrations of bidirectional feedback, and sensitivity to persons with ideas and experiences that different from their own
- Provide in-depth rationale for plan of care
- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a patient

____ initial

Behavioral and Social Attributes

- Abide by the professional standards of practice defined by the discipline
- Demonstrate compassion, sensitivity, and concern for others
- Demonstrate understanding and adherence to professional standards of nursing
- Function effectively under physically taxing workloads including in times of physical and mental

stress

- Function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
- Maintain confidentiality with regard to all phases of work

____ initial

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete the program.

INFORMATIONAL ONLY

**Must submit electronic
DocuSign form to apply.**

Student Signature

Date

I also understand that I am responsible for reading and understanding the program information, scoring criteria, and requirements in the PN application resource found on the Great Falls College PN website program page.

INFORMATIONAL ONLY

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Student Signature

Date

Please initial that you have completed and understand each of the following:	
	I've been admitted into Great Falls College and my admissions file is complete, including: • My college application • High school/GED/HiSET transcripts or diploma • Proof of immunizations • Placement test results <i>or</i> official college transcripts showing my placement The Registrar's Office will review all admissions files. Students who do not have a complete file will not be admitted to the program. To avoid delays, students should check with the Admissions Office to make sure their file is complete.
	I am in good academic standing. I understand this is required to be eligible for the program. This means I cannot be on academic probation/warning OR warning/probation continued, OR academic suspension. I understand that the Registrar's Office will verify my academic standing, and that I will not be admitted to the program if I am not in good academic standing. I also understand that it is my responsibility to check with the Registrar's Office or Admissions Office to make sure my academic standing is current and accurate.
	I understand that I must maintain an active Provider CPR certification through the American Heart Association (AHA) and provide the program with proof of certification prior to the start of classes if I am accepted into the program.
	I have read the immunization requirements for the program in the application resource (page 6) and will submit documentation of compliance prior to the start of classes if I am accepted into the program.
	If accepted, I understand that I will be required to complete a urine/drug test and background screening prior to the start of classes. This is at my expense and must be completed through Verified Credential partner.
	Official Transcripts for all courses completed post-secondary education or previous degree attainment have been sent to the Great Falls College Registrar.
	I understand successful completion of the Nursing Program does not guarantee that the Montana Board of Nursing will allow a graduate to take the NCLEX or attain a nursing license if I have a felony conviction. This is approved or denied by the Montana Board of Nursing on an individual basis. If I have a felony conviction, I can contact the Montana Board of Nursing for further information before making an application to the program. https://boards.bsd.dli.mt.gov/nursing/
	I am aware that I have the opportunity to attend a Great Falls College pre-program orientation meeting. See dates on GFC website PN program page. https://www.gfcmsu.edu/academic-program/practical-nurse/
	If I am an Out-of-State applicant, I have spoken to the Nursing Program Director prior to submitting my application.

By signing this application, I certify that the statements made in this application are correct and complete to the best of my knowledge and understand that providing false or misleading information may result in denial of admission or dismissal from the program.

Applicant's Signature _____

INFORMATIONAL ONLY
Must submit electronic
DocuSign form to apply.

_____ Date

VERIFICATION OF PAID HEALTHCARE OCCUPATIONAL EMPLOYMENT

The Applicant can duplicate this form for additional employers/agencies.

Applicants to the Nursing Programs at Great Falls College MSU are granted additional points toward their application point total from prior or current employment in a Healthcare setting. The application process requires verification of paid work experience. Employers (either Supervisor or Human Resources representative) are asked to verify the applicant's description of job duties and number of hours of patient care using this form.

INSTRUCTIONS:

Section I: Nursing Program Applicant completes **before** having the form completed by the employer.

Section II: The employer/agency official verifies information on form then signs and returns form to applicant. **No printed job descriptions will be accepted.**

INFORMATIONAL ONLY

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Section I

Applicant Name: _____ Prior Name if applicable: _____

Facility Name and type: _____

Facility Address: _____

Length of employment (mm/dd/yy): from _____ to _____

Total Hours Paid Healthcare work: _____ Position: _____

Supervisor: _____

Complete a detailed description of Job Duties: (May continue on back or a separate piece of paper)

I understand the submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion. Permission has been granted for Great Falls College MSU to verify the above information.

Applicant Signature: _____ Date: _____

Section II

Facility Name: _____ Phone: _____

Supervisor of Applicant, please print: _____

Mailing Address _____

City _____ State _____ Zip Code _____

I verify the information provided by the applicant to be accurate and true to the best of my knowledge. If applicant added additional details to description of job duties, I have signed that addendum also.

Signature of Supervisor and Date _____

It is the student's responsibility to be sure that all parts of this form are complete.

INFORMATIONAL ONLY

Must submit electronic
DocuSign form to apply.

OFFICE USE ONLY: Type: _____ Hours: _____