

NLT C-12

Step 1: Eligibility Verification

Purpose: Confirm the cadet meets minimum age and academic requirements before initiating CNM enrollment steps.

- Cadet age verified (16+)
- Cadet has completed HiSET OR is no more than 2 HiSET tests away from completion
- HiSET score sheet will be required prior to CNM registration packet submission
- Eligibility verified and documented
 - If cadet is not eligible → stop
 - If eligible → continue

Step 2: CNM Student Category Determination

Purpose: Determine the correct CNM admissions category to ensure the cadet follows the proper enrollment process and avoids duplicate accounts.

Select ONE Category

- Beginning Freshman
 - Cadet enrolling as a standard CNM learner
 - Not dual credit
 - May be under or over 18
- Dual Credit
 - Cadet currently enrolled in high school
 - CNM coursework taken as dual credit
- Non-Dual Credit, Underage (College & Career Bound – CCB)
 - Cadet under 18
 - Not dual credit
 - CNM CCB Special Form will be required

Step 3: Identity Requirement

Purpose: Meet CNM identity verification requirements for enrollment and campus access.

- Government-issued photo ID required
- If unavailable, acceptable alternatives:
 - Birth Certificate OR Passport
 - School ID

Step 4: CNM Release of Information (ROI)

Purpose: Authorize information sharing between NMJCA and CNM for enrollment, academics, and program coordination.

- NMJCA-specific CNM ROI used
- Cadet signature obtained
- ROI must include copies of:
 - Government-issued photo ID
- OR approved alternative:**
 - Birth Certificate or Passport
 - School ID
- Required information completed:
 - Full legal name
 - Phone number
 - CNM email
 - CNM student ID number (if existing)

Step 5: Prior CNM Attendance Verification

Purpose: Prevent duplicate CNM accounts and ensure correct access to academic records.

- Cadet asked about prior CNM attendance
- If yes:
 - Existing CNM account and email reused
- If no:
 - New CNM account and CNM email created

Step 6: Application & Account Setup

Purpose: Formally enroll the cadet into CNM systems.

- CNM account created or reactivated
- CNM application started
- CNM application submitted
- CNM username recorded
- CNM email recorded
- CNM student ID recorded

Step 7: Directed Self-Placement (DSP)

Purpose: Meet CNM academic placement requirements prior to registration.

- DSP completed
 - DSP documented
- DSP link:
<https://www.cnm.edu/depts/assessment-center/placement/dsp>

Step 8: Residency, Address & SSN Documentation

Purpose: Meet CNM residency and tuition classification requirements.

- Residency requirements reviewed
- Reference:
<https://www.cnm.edu/depts/enrollment/tuition-rates-and-residency/basic-residency-requirements>
- Two proofs of address required
- SSN verification via:
 - Social Security Card OR
 - NM tax document

Step 9: Registration Packet Submission

Purpose: Secure the cadet's seat in the Automotive program.

- Automotive registration packet prepared
- Packet submitted to CNM
- Submitted at least 50 days prior to semester start

Step 10: Books, Uniforms, Safety Gear & Tools (while at NMJCA)

Purpose: Ensure cadets are fully prepared for automotive classroom and shop environments.

Provided / covered:

- Cengage with online access (tuition-covered)

Footwear & safety:

- Work boots (NMYCA issued boots) or shoes (leather uppers, no open toes)
- Non-skid soles preferred
- Safety glasses (required by second day)

Uniform standards:

- Uniform shirts purchased in AUTC1120
- Pants reach top of shoes
- No baggy pants, sweatpants, or fitness pants
- Shirts have sleeves and are not baggy
- Shirts tucked in if below belt line

Tools:

- Required automotive tool access confirmed

Step 11: Campus Catwalk (While Cadet Is at NMJCA)

Purpose: Orient cadets to CNM, issue student IDs, and ensure they know exactly where their classes and shops are located.

- Campus Catwalk scheduled by lead educator or Program Manager
- Cadet attended
- Automotive classroom and shop walkthrough completed
- CNM student ID issued
- Cadet knows building and shop locations
- Portal access verified
- Outstanding items resolved

Step 12: Credentials & Certificates Earned

Purpose: Document the formal outcomes and workforce value gained from completing one semester in the CNM Automotive pathway.

Upon successful completion, cadets may earn:

- CNM Automotive Technology – Certificate of Completion
- Automotive Service Fundamentals (Course-Based Certificate)
- ASE-Aligned Training Preparation
- College Credit Earned