

NLT C-12

Step 1: Eligibility Verification

Purpose: Confirm early that the cadet meets minimum academic and age requirements before investing time in 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 and redirect
 - If eligible → continue

Step 2: CNM Student Category Determination

Purpose: Identify the correct CNM enrollment category so the cadet follows the right admissions path and avoids delays or duplicate accounts.

Select ONE Category

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

Step 3: Identity Requirement

Purpose: Ensure NMJCA & CNM can legally verify the cadet's identity for enrollment, records, and compliance.

- Government-issued photo ID is required
- If government-issued ID is not available, the following alternative is acceptable:
 - Birth Certificate OR Passport
 - School ID

Step 4: CNM Release of Information (ROI)

Purpose: Authorize NMJCA and CNM to share enrollment, compliance, and academic information related to the CNA pathway.

- NMJCA-specific CNM ROI used
- Cadet signature obtained
- The following documentation must accompany the ROI:
 - Copy of government-issued photo ID or approved alternative:
 - Copy of Birth Certificate or Passport
 - Copy of School ID
- Required information completed on ROI:
 - Full legal name
 - Phone number
 - CNM email (existing or to be created)
 - CNM student ID number (if cadet has one)

Step 5: Prior CNM Attendance Verification

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

- Cadet asked if they previously attended CNM
- If yes:
 - Existing CNM account and email identified and reused
- If no:
 - New CNM account and CNM email will be created
 - Determination completed before application setup

Step 6: Application & Account Setup

Purpose: Formally enroll the cadet in CNM and establish the credentials needed for coursework, communication, and ID issuance.

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

Step 7: Directed Self-Placement (DSP)

Purpose: Determine appropriate academic placement required by CNM before registration is finalized.

- DSP completed by cadet
- DSP completion documented

DSP link (if needed):

<https://www.cnm.edu/depts/assessment-center/placement/dsp>

Step 8: Residency, Address & SSN Documentation

Purpose: Meet CNM enrollment and tuition classification requirements before registration submission.

- CNM residency requirements reviewed
- Reference:
 - <https://www.cnm.edu/depts/enrollment/tuition-rates-and-residency/basic-residency-requirements>
- Two proofs of address will be required prior to registration submission
- SSN verification will be required via:**
 - Copy of Social Security Card OR
 - Copy of New Mexico tax document

Step 9: Immunization Records (May Be Completed in Advance)

Purpose: Ensure cadets meet healthcare safety requirements and avoid delays once CNM compliance is initiated.

- Copies of immunization records collected and retained
- Immunizations required by CNM include (or approved titers):
 - Tdap (within last 10 years)
 - TB screening (two-step skin test OR TB blood test)
 - MMR (2-dose series or positive titer)
 - Varicella (2-dose series or positive titer)
 - Hepatitis B (series started or positive titer)
 - Flu vaccine (seasonal, when applicable)

Notes:

- Immunizations must be completed before arrival at NMJCA
- Proof of immunization or titers is required
- Only the first dose in a series is required to begin
- Remaining doses must be completed if the program continues beyond one term
- Immunization documentation ready for CNM compliance review

Step 10: Books, Uniform & Supplies

Purpose: Ensure cadets are fully prepared for class participation before arriving on campus.

- Provided / covered (picked up before first week while at NMJCA):
 - Textbooks
 - 2 sets of scrubs
 - Stethoscope
- Cadet required to bring:
 - White socks
 - White shoes (leather or leather-like; Crocs with no holes approved)
 - Analog watch with second hand (no digital watches)
 - Black pen
 - Small pocket notebook
 - 3-ring binder with paper

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

Purpose: Orient cadets to CNM, issue student IDs, and ensure they know exactly where their CNA classes will be held.

- Campus Catwalk scheduled by Lead Educator or Program Manager
- Cadet attended
- CNA classroom walkthrough completed
- CNM student ID issued
- Cadet knows building and classroom locations
- Portal access verified
- Outstanding items identified and resolved

Step 12: CNM Compliance Actions (Final Step – While at NMJCA)

Purpose: Complete final clinical clearance steps required by CNM and healthcare partners.

- Important timing rule: Drug screening and fingerprinting must NOT be completed in advance
- Process:
 - CNM Compliance sends an official email with instructions to Cadet
 - Approved vendors and scheduling details are provided by CNM
 - Costs are paid by CNM
 - These steps typically occur while the cadet is at NMJCA
- CNM compliance email received
- Drug screening completed per CNM instructions
- Fingerprinting completed per CNM instructions
- Reason this timing is required: Compliance results must fall within CNM's approved clearance window
- Early completion can result in expired or invalid results

Step 13: New Mexico Certification Tests

Purpose: Allow Associates one opportunity to earn NM CNA Certification

- Upon completion of CNA courses, Associates will be entered into Headmaster
- Associates work with Program Manager to schedule and pay for CNA Knowledge and Skills Exams
- Associates take both exams