



NEW MEXICO



JOB CHALLENGE
ACADEMY

PROGRAM **HANDBOOK**

2026-27



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Required Forms

Enrollment Requirements Letter
Candidate Application
Medical History Review
Counseling Intake Questionnaire
Power of Attorney
Parent/Guardian Statement of Understanding
Authorization to Release Confidential Information

ORIENTATION & INTAKE

Orientation

Upon receipt of your application, NMNGJCA staff will reach out to parents and guardians to verify enrollment and schedule a virtual orientation brief.

In-Processing Day

The New Mexico National Guard Job Challenge Academy is located within ExpoNM. On Intake Day, Parents, Guardians, and Associates will report to the Leon Harms Youth Hall.

Directions:

- Enter ExpoNM through Gate 6 just south of the intersection of San Pedro Drive NE and Lomas Blvd NE.
- There are gate personnel, drive up to them and tell them you are reporting to Job ChallengeNGe.
- Once past the gate personnel, turn left and head south.
- At the stop sign, turn left.
- At the next street (Main Street), turn right.
- Drive south on main street until you see the signs for Job ChallengeNGe. Staff will be outside to guide parking and entry.

Arrive during the following time window according to the first letter of your last name:

A-J 12:30 PM - 2:00 PM
K-Z 2:00 PM - 3:30 PM

If you are under the age of 18, a parent or guardian must accompany you on Intake Day.

Arrive wearing appropriate clothing: no leggings, spandex, shorts or sleeveless shirts. Required attire for in-processing is listed in the packing list.

Associate's personal belongings will be searched during the intake process. Unauthorized items will be returned to the parent or guardian.

Bring all required documentation as outlined in this handbook. Associates under the age of 18 require a parent's or guardian's signature on all forms.

Intake Stations:

- Admissions
- Case Management
- Medical
- Education
- Counseling

Cycle 04-27 Schedule	
Start Date	Sunday, January 3, 2027
Auto & CNA Classes Start	Monday, January 11, 2027
Trades MC3 Start	Monday, March 29, 2027
Trades MC3 End	Friday, April 16, 2027
Auto & CNA Classes End	Friday, April 23, 2027
Graduation	Saturday, May 22, 2027



Orientation Phase for Cadets

The first week of the program is Orientation Phase. Cadets will be familiarized with NMNGJCA facilities, routines, and expectations. Orientation Phase will also include initial meetings with our Counselor and Case Manager, Mental Health and Life Skill classes, Physical Fitness Assessment, and Student Government introduction and Trade Representative elections.



PROGRAM STAFF & CONTACT

Program Leadership

Director	Heather Fritts
Deputy Director	Keryl Work
Commandant	CSM Nathaniel De La O
Dep. Commandant	1SG Steven Schmitt

Departments

Program Manager

Kevin Jones
kevin.jones@dma.nm.gov
Cell: (505) 629-6174

Recruiting & Admissions

Counseling

Matthew Frahm
matthew.frahm@dma.nm.gov
Cell: (505) 469-9242

Case Management

Brittany Montoya
brittany.montoya@dma.nm.gov
(505) 637-1804

Education

Medical

Office Hours

Monday - Friday 7:00 AM - 4:00PM

PLEASE DO NOT CALL AFTER 4:00 PM EXCEPT FOR EMERGENCIES

For after hours emergencies, call: (505) 549-3968 or (505) 584-5826

If an Associate is 18 or older, we must have their permission to contact their parent/guardian and discuss their training program.

If your phone system uses caller ID and does not allow unidentified calls to be accepted, our staff will not be able to contact you. Please disable this function so we may reach you in case of an emergency.



SEARCH POLICY & PROCEDURE

All incoming JCA candidates will undergo a bag shakedown and search of their person during Intake Day and when returning from visitation or furlough. This is to ensure that no unauthorized items are brought on site.

NMJCA and NGB Policy regarding Associate search procedures:

- Strip searches are against NGB Policy and are not permitted
- Staff will request permission from the Associate to touch clothing, outside of pockets, or outerwear
- Searches will be conducted in private and will have at least two staff members present of the same biological sex/gender as the Associate
- Searches will NOT require the Associate to pull clothing aside or disrobe to less than the physical training (PT) uniform
- Use of a metal detecting wand is authorized to facilitate searches of an Associate's person
- Reasonable suspicion searches will follow the above guidelines

Unauthorized Items

The items listed below will be secured in the Cadet's personal bag or discarded on In-Processing Day until visitation, furlough, or graduation:

- Cash Money or debit/credit cards
- Scissors
- Privately Owned Vehicle
- Weapons (knives, guns, clubs, etc.)
- Gambling Items or Devices (Dice, etc.)
 - NMJCA has playing cards for use with permission
- Radios/Televisions/CD Players/Speakers/Cameras
- Electronic Games/Consoles
- Computer/Laptop/Tablet/E-reader
- Extension Cords
- Tools
- Weights
- Pornographic Materials
- Gang Related Materials
- Drugs or Prescription/Over the Counter medications that have not been checked in with the JCA Nurse
- Full Size Blankets/Comforters/Sheets
- Rugs
- Hats or Caps
- Purses/Tote Bags/Backpacks
- Nail Polish
- Cologne/Perfume
- Mouthwash containing Alcohol
- Hand Sanitizer containing Alcohol
- Rubbing Alcohol
- Aerosol Containers
- Food or Candy
- Animals/Pets/Plants
- Female menstrual cups

The New Mexico Job Challenge Academy is a tobacco, drug, and alcohol-free environment. Associates are prohibited from using tobacco products to include cigarettes, cigars, vapes, and smokeless tobacco. Associates will be given classes in coping with the no-tobacco policy.

PACKING LIST

IN-PROCESSING PERSONAL ITEMS CHECKLIST

This is a list of the items that are required along with some optional items. Cadets must have the minimal amounts but may have more which will be kept in their personal bag until needed. If the item is not on the list, it is not authorized during in-processing and will be discarded.

Required Documents

- State Issued Photo ID Card or Driver's License
- Social Security Card
- Birth Certificate
- High School Diploma, GED, HiSET, or Transcript (If Applicable)
- Medical Insurance Card
- Prescription Medications in Original Pharmacy Containers
- Emergency Contact Information

Required Attire for In-Processing Day

- 1 White Under T-Shirt
- 1 Black Polo
- 1 Jeans
- 1 Running Shoes
- 1 Underwear
- 1 Sports Bra (females only)
- 1 Black Belt

If the items below are worn, you must adhere to the following rules:

- Necklace (no longer than 18 inches, no thicker than 1/8in, with pendant no wider than 1 in x 1 in squared, must be able to be tucked under white shirt)
- Post-Type Earrings (will not exceed 1/4" in diameter, 1 for each ear lobe, matching, females only)
- Analog Watch (brown, silver, black, inexpensive)
- Wallet (will be stored in personal bag, no cash or debit card is authorized)

Clothing and Personal Items

- 6 Plain White T-Shirts
- 6 Pairs of White Crew Length Socks
- 6 Pairs of Black Crew Length Socks
- 6 Pairs of Underwear – Cotton Blend Only – Full Coverage (No Lace)
- 2 Sports Bras (Females Only)
- 4 Black or White Bras (Females Only, No Lace)
- 1 Plain White Long-Sleeve Button Down Dress Shirt
- 1 Black Dress Pants
- 1 Black Tie (Males Only)
- 1 Pair of Black Dress Shoes
- 1 Youth ChalleNGe Issued Boots
- 2 Pairs of Sleep Wear (Appropriate Attire)
- 1 Pair of Swim Shorts / One Piece Swimsuit

Note: Associates should bring their Youth ChalleNGe-issued boots. If serviceable, these boots will be used during training and daily activities at NMNGJCA.

Hygiene Items

- 2 Shampoo (20oz bottle)
- 2 Body Wash (18oz bottle)
- 2 Toothbrush
- 2 Toothbrush Container
- 3 Toothpaste (5-6oz tubes)
- 20 Shaving Razors
- 3 Shaving Cream (7-11oz)
- 3 Non-Scented Hand Lotion (3oz - 5oz)
- 2 Chapstick – Original (no colors or gloss)
- 5 Deodorant
- 1 Fingernail Clippers
- 1 Toenail Clippers
- 30 Black Hair Ties(females only)
- 1 Comb or Hairbrush
- 1 Pair of Shower Shoes
- 2 Sunscreen – Sport SPF 50
- 1 Toiletry Bag (7-9 liter)

Optional Items

- 2 Conditioner (20oz bottle)
- 5 Soap Bars
- 1 Soap Bar Container (must have if using soap bars)
- 1 Alcohol Free Mouth Wash
- 3 Dental Floss (spool type only)
- 50 Bobby Pins (females only)
- 100 Feminine Hygiene Products
- 3 Gel/Hair Spray/Edge Control (females only)
- 1 Foot Powder
- 1 Athletes Foot Spray
- 1 Pack of Moleskin
- 3 Lint Rollers
- 2 Prescription Glasses (Non-Tinted)
- 2 Prescription Glasses Container
- 1 Prescription Glasses Cleaner Kit
- 50 Forever Stamps
- 50 Envelopes (#10 4 1/4" x 9 1/2")
- 1 Personal Cell Phone
- 1 Personal Bluetooth Ear Buds
- 1 Personal Cell Phone Charger
- 1 Pocket Size Religious Reading Material (e.g., Bible)
- 5 Personal Pictures (No vulgar, obscenities, gang affiliation)

Prohibited items

- Weapons of Any Kind
- Alcohol, Illegal Drugs, Tobacco, Nicotine Products, or Vapes
- Pocket Knives or Multi-Tools
- Gaming Systems
- Laptops, Tablets, or Personal Computers
- Bluetooth Speakers
- Smart Watches
- Food, Snacks, or Energy Drinks

JCA PROVIDED ITEMS

Financial Responsibility

- Parents or Guardians are not required to pay tuition
- Parents and Guardians will be responsible for making sure their Associates have personal items needed during their stay at the JCA
- Parents and Guardians are responsible for the cost of prescription medications or medical care needed beyond what is provided by our Nurse
- Your Associate will bear no cost at graduation

NMJCA Provided Items

The NMJCA provides Associates with all the items listed below:

Associate Uniform

- NMJCA Polo Shirt
- Tactical Pants
- Duty Belt

Class A Uniform

- BDU Top
- BDU Pants
- Duty Belt
- BDU Hat

Physical Training & Leisure

- T-shirts
- Athletic Shorts
- Wind Jacket
- Wind Pants
- Running Shoes

Linens

- Bath Towels
- Washcloths
- Bed Sheets
- Blankets
- Pillow
- Pillowcase

Pathway Uniform

- Trades
 - T-Shirts
 - Long Sleeve Work Shirt
 - Jeans
 - Work Boots
- CNA
 - Scrubs
 - White Shoes
- Auto
 - T-Shirts
 - Long Sleeve Work Shirt
 - Jeans
 - Work Boots

Additional Items

- Backpack
- Winter Gloves & Cap
- Rain Gear
- Windbreaker
- Shower Shoes
- Refillable Water Bottle
- Laundry Detergent

School Supplies

- All standard supplies and required materials/equipment for coursework or hands on learning are provided.

Any Associate who voluntarily leaves the program or is dismissed for disciplinary reasons will be required to turn in ALL issued items.

PERSONAL APPEARANCE

Cadets are expected to arrive on In-Processing Day in the required attire listed in the packing list. All Cadets are expected to arrive with a general appearance that meets the standards listed below.

Associates are expected to maintain an appearance consistent with current Military standards of professionalism and personal grooming. Associates will present a neat, clean, and conservative appearance that reflects positively on the NMNGJCA. Clothing must be free of offensive, extremist, or unprofessional graphics, slogans, or messaging. When in Associate uniform, Associates will wear the prescribed uniform correctly and in accordance with applicable Standard Operating Procedures (SOPs). Uniforms must be clean, serviceable, properly fitted, and worn with pride. Personal hygiene, grooming, and appearance will meet Military standards to ensure a professional image at all times.

Male Cadets/Associates

- Male Associates will maintain a professional military appearance.
- Hair must be a natural color and neatly groomed, with tapered or faded haircuts beginning at skin level or ¼ inch around the ears and sideburns, blending evenly around the head.
- Hair will not fall over the ears, exceed 2 inches in bulk on top, or exceed 1 inch on the sides.
- Male Associates may shave or closely trim their entire scalp; however, locs, braids, twists, and shaved designs or patterns in the hair, scalp, or eyebrows are prohibited.
- Faces will remain clean-shaven unless a medical waiver authorizes limited beard growth, which must remain trimmed to the prescribed length and may not be styled.
- Fingernails must be clean, well-groomed, and maintained at a practical length that does not interfere with duties or safety equipment.
- Authorized jewelry for female Associates is limited to:
 - one conservative ring
 - one concealed necklace meeting size requirements
 - a watch
- Cadre may further restrict jewelry when necessary for safety, health, or training requirements.

Female Cadets/Associates

- Female Associates will maintain a professional appearance with hair in a natural color and style.
- Authorized hairstyles include buns, a single braided or unbraided ponytail, and tapered or faded haircuts that meet Military grooming standards.
- Two ponytails, asymmetrical hairstyles, extreme undercuts, and shaved designs are prohibited.
- Hair accessories must be conservative, secure, and closely match the Associate's hair color.
- Cosmetics are not authorized for any Associate.
- Fingernails must be clean, well-groomed, and maintained at a practical length that does not interfere with duties or safety equipment.
- Authorized jewelry for female Associates is limited to:
 - one conservative ring
 - one concealed necklace meeting size requirements
 - a watch
 - one pair of matching post-style earrings not exceeding ¼ inch in diameter.
- Cadre may further restrict jewelry when necessary for safety, health, or training requirements.

COMMUNICATION & MAIL

Mail

- All Associates are encouraged to write and receive letters throughout their participation with the NMJCA
- Parents and Guardians are permitted to mail your Associate items on the packing list
- Do not send food, money, balloons, flowers, candy, etc.
- Associates are not permitted to send or receive letters from current Youth Challenge Cadets

Mailing Address

Associate (First and Last Name)
New Mexico Job Challenge Academy
P.O. Box 8088
Albuquerque, NM 87198

Phone Usage

- Associates will be provided time to use their personal cell phones based upon phase progression
- As Associates progress through the phases of the program the allotted phone time increases
- Associates can lose allotted phone time due to poor behavior or substandard performance.
- Below is a chart indicating allotted phone usage time for the cycle

Phase	Weeks	Sunday
Orientation	Weeks 1 & 2	1 phone call
Red	Weeks 3-5	Phone time at 1600
White	Weeks 6-10	Phone time at 1600
Blue	Weeks 11-15	Phone time at 1600
Gold	Weeks 16-20	Phone time at 1600

*Listed dates and time are not a guarantee of phone time. All assigned duties and tasks must be completed prior to obtaining their phone for the allotted time. Tasks may include, but are not limited to: barracks and building maintenance, homework, scheduled program activities, additional duties, etc.

Deliveries and Drop-Offs

If there is anything your Associate needs and you would like to bring those items to the NMJCA, you must:

- Contact the NMJCA Case Manager for approval and coordination for you to drop the items off
- Deliveries such as flowers, food items, or Door Dash are not permitted

Visitation

- General visitation from family, friends, mentors, etc. is not permitted
- The NMJCA will schedule all military recruiter visits, ASVAB tests, and MEPS appointments as needed for Associates with military interest
 - Associate must reach Day 60 of the residential phase before ASVAB tests or MEPS appointments can be scheduled

DEPARTURE & RETURN

Visitation and Furlough

- Visitation - Parents and Guardians will be permitted to pick-up their Associate for a specified period of time and visit with them within the Albuquerque Metro Area.
- Furlough - Parents and Guardians will be permitted to pick-up their Associate and return home for a specified period of time.
- Visitation and Furlough events will be scheduled and published at the start of each training cycle and reviewed with parents/guardians during Intake Day.
- Coordination for pick-up and drop-off must be arranged through the NMJCA's Case Manager
- Associates under the age of 18 must be picked up by a Parent, Guardian, or another person listed as an authorized person on the Authorized Person Form. If someone else must pick-up your Associate, verbal and written permission is required
- Failure to return from visitation or furlough on time will result in being ineligible for the next home pass

Emergency Leave

- Leave requests and coordination must be made through the NMJCA Counselor
- The Counselor will verify the emergency and seek approval from the NMJCA Director
- The Counselor will inform the parent/guardian of the allowed pass time, pick-up details, and return time
- Non-compliance with this policy could lead to dismissal from the program
- Strict school attendance policies apply, and absences could result in dismissal

Day Pass

- In exceptional cases, a day pass may be approved
- Requests must be made at least 24 hours in advance and must be approved by the NMJCA Director

Medical Leave

- Medical leave requests and coordination must be made through the NMJCA's Nurse
- If a medical pass is granted, the Associate must return with a doctor's note excusing them from class

Associates will submit to a mandatory drug screening after any visitation, furlough, day pass, or medical leave. Please note that training programs have strict attendance policies and absences from class may lead to dismissal.

Unauthorized Departure

If an Associate runs from the program or leaves without informing NMJCA staff:

- New Mexico State Police will be contacted to assist in locating your Associate
- The Parent/Guardian will be contacted to inform you that your Associate has left the program

Voluntary Withdrawal

- The NMJCA is a voluntary program and an Associate has the option to leave after going through proper channels
- The Cadre, Commandant, and Counselor will counsel Associates on their decision and parents/guardians will be contacted prior to withdrawing an Associate
 - Parents/Guardians are given the opportunity to encourage the Associate to help them understand that the program is for their benefit
 - Associates under the age of 18 cannot voluntarily withdraw without written permission from their parent/guardian

RESIDENTIAL LIFE

Outside of training, the NMJCA's daily schedule includes free time for indoor/outdoor leisure and activities. The NMJCA operates as a co-ed program with the exception of housing. All schooling, activities, and events include both male and female Associates.

Barracks

- The NMJCA operates with independent male and female barracks.
- Each Associate has their own individual personal area that includes:
 - Bed
 - Lockable Wardrobe
 - Desk
 - Chair
- Associates are permitted to decorate their area with the following:
 - Appropriate pictures, art, calendars, etc.
 - Items that display or suggest violence, alcohol/ drugs, nudity, or foul language are not permitted
- Latrines: Individual showers with stalls
- Laundry Room: Washers and Dryers (Detergent is provided)



Recreation

Examples include, but are not limited to:

- Televisions and Lounge Seating
- Fitness Room
- Computer and Console Gaming
- Cornhole, Foosball, Table Tennis

Physical Fitness

Associates participate in student and staff led physical training 5 times weekly, in addition to scheduled physical training. Associates have time allotted for.

Poor behavior, intentional misuse of equipment, or substandard performance can result in an Associate being temporarily or permanently restricted from particular areas, event, or use of equipment.

Dining Facility

- The NMJCA Kitchen provides breakfast, lunch, and dinner
- When Associates are off-site during meal times, they will receive a to-go plate or bagged meal



COMMUNITY & EVENTS

Events and Opportunities

- ExpoNM events
- Game Nights
- Field Trips
- Reward trips for exceptional Associates

Student Government

- NMJCA Student Government provides the opportunity for Associates to shape their own NMJCA experience
- Based on class size, Associates will elect a President, Vice President, Secretary, Treasurer, and Trade Representatives
- Trade Representatives will gather feedback from their fellow Associates and provide that feedback to the Student Government during formal scheduled meetings
- All Associates have the opportunity to participate in Student Government planned events

Community Building and Outreach

- Associates will complete 5 hours of support each month or a minimum of 20 total hours during their residency
- Associates have the ability to propose support to community events in each designated career pathway

Selective Service and Voter Registration

- Associates will be registered through Selective Service, if not previously registered at YCP
- Associates will register to vote
- During an election year, NMJCA will facilitate voting for all that are eligible and interested

Civic Awareness

- Associates will be scheduled to attend at least one local civic event



Academic Program Policy

- Associates must complete their program length, obtain a trade certification, and have their HiSET to graduate from the NMJCA
- The NMJCA does not offer HiSET study and testing exclusively; Associates must be enrolled in a pathway as well.
- Associates cannot switch pathways after Intake Day
- Associates cannot attend the NMJCA for more than one pathway
- Associates cannot return to the NMJCA for another pathway after their first enrollment

Pathways

Trades (11 Weeks)

- Associates in the Trades Pathway will start their Multi-Craft Core Certification (MC3) on Week 7
- This will begin their training through the UA Local 412 Apprenticeship Readiness Program that includes instruction in the fields of:
 - Plumbing and Pipe Fitting
 - Electrical
 - Welding
 - HVAC
- After the 3 week MC3 certification, Associates will be placed in a pre-apprenticeship position in a company aligned with the UA Local 412
- Associates may remain at the NMJCA until their placement is verified with a start date
- Associates are not guaranteed to be placed in a position dedicated to one of the 4 subject areas listed above

Certified Nursing Assistant (20 Weeks)

- Associates in the Certified Nursing Assistant (CNA) Pathway will attend classes at CNM during one 14 week term
- Associates will also be certified in BLS/CPR
- Upon completing the CNA pathway, Associates will be placed in an entry-level CNA position

Automotive Service Fundamentals (20 Weeks)

- Associates in the Automotive Service Fundamentals (Auto) Pathway will attend classes at CNM during one 14 week term
- Associates will learn basic under car repair that aligns with ASE certification
- Upon completing the Auto Pathway, Associates will be placed in an entry-level position within the automotive repair industry

HiSET

- Associates attending the NMJCA without a HiSET will be enrolled into Adult Basic Education at the Gordon Bernell Charter School
- Associates will attend in-person sessions at Gordon Bernell on Mondays and Wednesdays from 4:00pm to 7:00pm
- The staff at Gordon Bernell will assess the Associates and schedule testing when the individual Associate is prepared to test



JOB SKILLS & PLACEMENT

The NMJCA Case Manager monitors each Associate's progress through the Residential and Post-Residential phases. The Case Manager's role is to provide Associates with career readiness courses and assistance in obtaining employment, entering into military service, or pursuing higher education after graduating from the NMJCA.

Residential Phase

Vocational Skills Training

Vocational Skills Training is provided by the NMJCA Case Manager throughout the Residential Phase. Associates will attend classes to gain knowledge and achieve proficiency in areas such as:

- Career Goals
- Applications
- Resume Writing
- Job Interviewing
- Professionalism
- Budgeting
- Financial Skills
- Networking and Social Capital

Networking Opportunities and Support

The Case Manager organizes and provides many opportunities, such as:

- Vocational and Motivational Speakers
- College Tours
- Completion of YCA Monthly Reports (YCA Post-Residential phase Associates only)
- Military Recruiter Visits
- Career Fair Attendance

Elective Career Training

- OSHA 10
 - Mandatory for Trades Pathway Associates
- First Aid/CPR Training and Certification
 - Mandatory for CNA and Trades Pathway Associates

Life Skills Training

Each Associate will participate in activities and training that teach fundamental life skills, such as:

- Budgeting
- Set, keep, and manage goals
- Conflict Resolution
- Effective Communication
- Stress Management

Post-Residential

After graduation, Associates will be tracked for 24 months through monthly check-ins with their Case Manager that will include:

- Updates on placement status (employment, military service, volunteer, internship, etc.)
- Assistance with placement opportunities if an Associate is not currently placed
- Assistance with financial aid or work applications
- Resources for grants, scholarships, or other placement related opportunities

CONDUCT & COUNSELING

Conduct and Discipline

NMJCA General Rules:

- I will think before I act.
- I will follow orders, standards, and rules at all times.
- I will speak respectfully and not use profanity.
- I will show respect to others at all times.
- I will not fight.
- I will not lie, cheat, or steal, nor will I tolerate those who do.
- I will recognize that my personal success rests in the success of the group.
- Every day, I will remember that this Academy is what “I” chose to do. I will stay true to that choice.

Associates who do not follow the General Rules or do not comply with authority figures when asked may receive disciplinary action and/or loss of privileges. Violations to policy will be reviewed as such: Level I, Level II, and Level III infractions. The Director/Deputy Director and Commandant have discretion in the assignment of any and all consequences. Time lengths for restrictions or additional duty assignments are determined by the severity or frequency of the infraction.

The following will result in immediate referral to a Disciplinary Review Board (DRB) for possible dismissal from the program:

- Destruction of NMJCA property
- Fraternization
- Any use of language considered racist or hate speech
- Hitting another Associate
- Unauthorized items or contraband (i.e., weapons, drugs, alcohol, vape, etc.)
- Fighting
- Threatening Staff or Associates
- Stealing
- Drug use or failed drug screening
- Unauthorized departure (Run away)

Counseling

The Counselor's primary role is to assist your Associate in successfully completing the program. The Counselor is available during the Residential Phase to meet with the Associates.

Counselor Sessions

- Associates meet with the Counselor once a week in group settings
- Associates are able to submit counseling referrals to meet with the Counselor individually
- Sessions include topics such as: mental well-being, stress management, and coping strategies
- The Counselor does not provide therapy
- Any community mental health appointments can be coordinated through the counseling department

Mental Health Training

The Counselor provides the following training to all Associates:

- Stress Management
- Mental Health Awareness
- Resiliency Training
- Peer pressure, refusal skills and strategies

General Information

- The NMJCA has a full-time nurse on site during regular duty hours to treat minor illnesses and injuries
 - The Nurse is on-call should a serious medical problem require attention after normal duty hours
 - Serious emergencies are referred to a local medical facility

Financial Responsibility

- While treatment provided by our Nurse is at no cost to you, the NMJCA will not pay for other health care services to include charges for Urgent Care visits, hospital visits, dental care, clinical testing, or prescribed medications.
- Parents/Guardians are responsible for co-payment costs or expenses not covered by their health insurance

Medication

- The Parent/Guardian must provide all prescription medication that they want administered to their Associate while enrolled in the NMJCA. Associates must turn in all prescription medications to the Nurse during Intake Day
- No medication, vitamins, or herbal supplements will be allowed without a prescription or written order from a physician
- Only the Nurse or a trained staff member is allowed to dispense medication to Associates
- If a prescription is ordered as a result of treatment while at the NMJCA, our nurse will have it filled using the Associate's health insurance

Medical Leave

- All requests and coordination for medical leave must be made through the NMJCA Nurse
- Approval of medical leave must be authorized by the NMJCA Director
- Do not schedule routine medical appointments for your Associate while at the NMJCA
- All non-emergency medical or dental appointments need to be scheduled before the Associate enrolls, during visitation or furlough, or after the Associate graduates

Healthy Living

All Associates will receive training in the following topics:

- Personal Hygiene
- Nutrition, including weight management concepts
- Requirements for routine health screenings, including dental and eye care
- Healthy sexual practices, family planning, avoidance of STDs and other communicable diseases
- Navigating health insurance processes

Medical Fact Sheet

All applicants must turn in the following documents during Intake Day:

- State Identification Card or Driver's License
- Birth Certificate
- Social Security Card
- Current Health Insurance Card

To apply for New Mexico Medicaid visit yes.nm.gov or call 1-855-637-6574.

All applicants must have up to date immunization/vaccination records and provide a copy during Intake Day.

- CNA Pathway Associates must provide proof of the following immunizations/vaccinations:
 - MMR (Measles, Mumps, Rubella) or MMR titer results
 - Hepatitis B series
 - Varicella (Chickenpox) vaccine or titer results
 - Tdap within the last 10 years
 - Flu vaccine

Immunization/Vaccination Tips:

- Titers can take up to two weeks to get results.
- Schedule a nurse visit, instead of a doctor visit.
- After the TB is placed, it must be read within 48-72 hours. For this reason try not to schedule
- your appointment on a Thursday.

All medical, vision, and/or routine dental appointments shall be addressed prior to starting the program.

Medical/dental appointments for non-emergent issues will be approved or denied at the Director/Deputy Director's discretion.

All applicants must have at least a 30-day supply of medication at the start of the program. If post-dated prescriptions are turned in, our preferred pharmacy will fill the medication. With our preferred pharmacy, prescriptions will expire 60 days from the date written.

All applicants with any medical restrictions shall have documented paperwork from a medical provider prior to starting the program.

If the applicant has any known allergies with severe reactions, the applicant shall have an epi-pen at the start of the program.

***Our main goal is to provide effective, safe care to our Associates for the duration of the program.
We can only do this with accurate medical information.***

Original Documents Required for Enrollment

- Valid State Identification Card or Driver's License
- Birth Certificate
- Social Security Card
- Health Insurance Card

Copies of the following:

- Immunization/Vaccination Record
 - CNA Pathway Associates must have:
 - MMR (Measles, Mumps, Rubella) or MMR titer results
 - Hepatitis B series
 - Varicella (Chickenpox) vaccine or titer results
 - Tdap within the last 10 years
 - Flu vaccine
- HiSET or High School Diploma (If obtained)
- Physical Exam (completed/signed by a healthcare provider)
- Unofficial High School and/or College Transcripts
- Copy of parent/guardian ID (only required if Applicant is under 18 years of age)
- Individualized Education Plan (IEP) or 504 Plan (if applicable)
- Any supporting documents (legal documents, pending court dates, parenting plan, etc.)

Caregiver Frequently Asked Questions

- **Are there any costs for families for my child to attend?**

No, the NMJCA is entirely tuition-free. The program also covers costs for uniforms, required footwear and other expenses related to each career pathway

- **What happens if my child is signed out too frequently?**

Excessive sign-outs can negatively impact your child's progress and may result in dismissal from the program. Associates are expected to remain on campus to fully participate in training, physical fitness, and structured activities. Frequent absences may result in your child falling behind in their pathway and college coursework, jeopardizing their certification. We encourage families to support their associate's commitment by reserving sign-outs for genuine emergencies or pre-approved circumstances.

- **What is the difference between graduating from the program and completing the program?**

An Associate that enters the program without a high school credential must work to continue toward that goal. Associates that have not completed their high school credential but have earned their qualified trade certification will be considered a completer not a graduate. If a high school diploma is completed post-residential phase they will be upgraded to graduate status.

- **My child is a completer but not a graduate, can they return next cycle to begin a different pathway?**

Due to funding, associates that have either graduated or completed the program are not eligible to attend future cycles.

Caregiver Frequently Asked Questions cont.

•Can my child use their cell phone?

Cell phone use is earned. After your child successfully completes the Orientation Phase and meets the requirements, they will be permitted to use their personal cell phone. Until then, phones are not allowed during the acclimation period.

•My child wants to leave the program, but I want them to try to finish. How can I support them?

Struggling, especially in the early weeks, is normal. Here's what you can do:

- 1.Listen without reacting. Find out what's specifically hard before responding.
- 2.Remind them why they started. The certification and opportunities don't disappear because one week is tough.
- 3.Encourage them to talk to staff. Cadre and case managers are there to help associates push through hard moments.
- 4.Call NMJCA directly. Staff have seen this before and can help guide both of you.

•How can I prepare my child for entering the program?

The best preparation is mental, physical, and practical:

- Talk about the commitment.** Make sure your child understands this is a structured, residential program with rules, uniforms, and early mornings. Going in with realistic expectations makes a big difference.
- Start getting physical.** The program begins with daily PT. Even light jogging, push-ups, and stretching in the weeks before arrival will help your child adjust faster.
- Practice the schedule.** Waking up at 5:00 AM will be a shock if your child isn't used to it. Shifting their sleep schedule before arrival helps.
- Have an honest conversation about phones.** Cell phone use is earned — they won't have it right away. Preparing them for that ahead of time prevents frustration.
- Pack what's needed, leave the rest.** NMJCA provides uniforms and pathway gear. Bring only what the program allows.
- End on encouragement.** Your attitude at drop-off sets the tone. A confident, supportive goodbye matters more than you might think.