



Career Enrichment Center

Since its inception in 1975 as a magnet hub for college and career readiness courses, CEC has expanded to offer over 100 courses to students from the greater Albuquerque area. Annual enrollment averages over 1,200 secondary students from 20+ comprehensive, charter, private and homeschool environments.

CEC CAREER PATHWAYS & PROGRAMS

Allied Health Services

Business and World Relations

Cosmetology, Barbering & Esthetics

Creative Media

Education Professions

Engineering & Computer Science

Law, Public Safety, Corrections & Security

Science and Math Courses

(Special Education (2x) Classes

Work-Based Learning

World Languages

CEC CAREER PATHWAYS & WORK BASED LEARNING OPPORTUNITIES



Work Based Learning Opportunities

- **CEC currently offers several certification programs:**
 - Nursing - PN & NA (with exam)
 - EMT certification (with exam)
 - Child Development - 45 Hour Certification & First Aid / CPR
 - Cosmetology, Vet Med, Pre-Med, Film, WBL - OSHA 10
 - Cosmetology, Barbering & Esthetics - Barbicide Certificate & hours toward licensure
 - **MANY programs offer “built in” WBL experiences...**
 - Career exploration & research (all)
 - Job Shadowing - Cosmetology & Barbering
 - Internship - Teacher Academy, Vet Med/Small Animal Science
 - Clinical experience - PN (430 hrs) & NA programs
- Pre-existing partnerships with local businesses for guest speaking opportunities & more**
- Engineering & AFRL / “Enlightened Challenge”, Katharsis





Work Based Learning Opportunities

- **Work Based Learning Class - session III-B (6th period placeholder)**
 - Paid internship experience that complements career exploration & preparation curriculum (MOU with Future Focused Education, APS CCL)
 - Provides support & mentorship
 - Serve as 3rd year career pathway class - option for small 3rd year class size/"combo" class

Career Pathway Award

- Recognizes students who "complete" a CEC Career Pathway
- Offers additional recognition for earning dual credit, certification, or internship/clinical experience & a 3.5 GPA

Award Options:	Requirements:
<p>CAREER PATHWAY AWARD</p> <p>(Receives Certificate & Graduation Cord)</p> 	<ul style="list-style-type: none">● Take at least three qualifying CTE courses in a career pathway from the approved pathway list (Page 1)● Passing final grade of 80% or higher in <u>each</u> of the three courses● Complete the online application by:<ul style="list-style-type: none">○ Students who completed their courses as a junior, can apply during their senior year.○ Submit an unofficial transcript
<p>CAREER PATHWAY HONORS AWARD</p> <p>(Receives Certificate & Pin or Medal)</p> 	<ul style="list-style-type: none">● Fulfill the requirements of a Pathway Completer● Attain a cumulative/overall GPA of 3.5 or above● Pathway teacher recommendation/nomination● Have earned dual credit in a pathway course, or a pathway recognized credential, or completed an internship/clinical.● Complete the online application by● Submit an unofficial transcript



Special Notes on CEC Classes

Because of extended seat time, most CEC courses award 1.0 credit per semester. This is not universal; see course credit info in our [online catalog](#).

Notes on new and updated courses

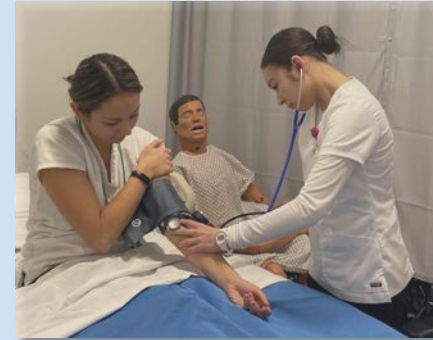
- Financial Services and Career Exploration (Econ credit will **NOT** be awarded with this course anymore)
- Mythology and Folklore- Spring only, full English 12 credit for seniors (Juniors with approval for elective credit)
- Paired HHB and Reel History
- Film 3 & 4
- Restructured Business Law (Econ/Gov): earn Economics and Government Credit (plus 1 full elective credit for dual credit)
- AP Biology/Biology II
- Automotive will **not** be returning for the 25-26SY
- **No longer** offering online Econ/Gov or
- **No longer** hosting Indian Education courses

Many CEC courses lead to professional certifications, post-secondary credit and/or industry-recognized experience



- Licensed Practical Nurse
- Certified Nurse Assistant
- Work Based Learning (Possible paid internships)
- Emergency Medical Tech- Basic
- APD Police Service Aide Recommendation
- Veterinarian Assistant hours
- Cosmetology hours count toward Board Certification
- Bilingual Seal in Spanish, Chinese, French, Japanese, German

Example: Practical Nursing Program



Dual Credit Opportunities at CEC

Nearly half of CEC's 100+ courses offer students the opportunity to earn dual credit with one of our partner institutions, as well as general elective credit, upon successful completion of the course.

- Course attendance and grading scale align with post-secondary institution requirements
- Enrollment and drop deadlines differ from APS
- Attendance in Dual Credit courses should take priority over altered home high school bell schedules
- CEC Placeholders for CNM and UNM align with partner institutions, not APS course names
- Find out more about [CEC Dual Credit courses](#) on our website.
- Dropping a Dual Credit course through the listed institutions does not remove them from CEC. Counselors will need to submit withdrawal request.



Example: Nursing Assistant Program (CNM)




So, how does it all work?

CEC Process, Timeline and Stakeholders

Take a look at the [CEC 2025-26 Process & Timeline](#) doc in your kit...

CEC Course Requests operate on 3 cycles, referred to as “Rounds”:

- Rounds 1 and 2 of student course requests, **for the following school year**, happen in the spring semester.
- Round 3 Late Registration, **for the following school year**, begins in May and extends through summer, ending on the 10th day of the following school year.
- Each Round includes enrollment notification to the student and the home high school.
- After the first 10 days of the Fall semester, registration for **Spring-only** courses will continue through counselor email requests to CEC Registrar, through the first 10 days of January.



Career Enrichment Center
Process for 2025-26 Course Requests,
Notifications and Acceptances

Pre-registration for current CEC students: Monday, January 13 – Monday, January 20
CEC students will be able to register for 2025-26SY CEC courses a week before registration opens for all students. They will complete their course requests during their CEC classes. The course request form will not be available on our website during preregistration.

CEC will release the 2025-26 course request form on Tuesday, Jan. 21 on our website
Open Registration for all students starts Tuesday, January 21 and will continue in different rounds through the first 10 days of the 2025-26 school year.

- We encourage all students to apply early to ensure that they get the classes that they want. Late registration depends on seat availability.
- Students can request their CEC courses by filling out the CEC Course Request Form found on our website from January 21 through April 18, 2025, <https://cec.aps.edu/cec/cec-course-catalog/cec-online-registration>.

Application Process & Dates

- **Round 1** of course request submissions: **January 21 - March 2**
- **Round 2** of course request submissions: **March 3 - April 18**
- **Late Registration** course requests: **Monday, April 21 thru first 10 days of the fall semester**
 - Course Requests accepted from Counselors **ONLY**. The course request form will be removed from the website. See your home school Counselor to register starting April 21, 2025.
 - Counselors or CA's will fill out the google form to request CEC courses for their students.

Student/Parent Notification Process & Dates

All notifications will occur through [email](#). If an email was provided for a parent/guardian, they will receive a notification as well. Students will be notified of acceptance/non-acceptance.

- **Round 1** notifications will start the week of **March 24**.

25-26 COURSE REQUEST CHANGES AND DROPS

From the [CEC 2025-26 Process & Timeline](#) doc in your kit....

ROUND 1 and ROUND 2

- **BEFORE** students have been accepted and CEC placeholders have been added to schedules, STUDENTS may email Registrar Amanda Shirah to change or drop classes.
- **AFTER** students have been accepted and CEC placeholders have been added to schedules, only COUNSELORS can request a course drop or change via our CEC Course Withdrawal Form. Counselors will still need to remove CEC placeholders on the home high school schedule.

LATE REGISTRATION

- After May 3rd, 2025 only COUNSELORS OR CAs can request a course drop or change (via course withdrawal google form to Amanda Shirah). Counselor/CA will need to remove CEC placeholders on the home high school schedule.

Home High School Support:

- Bookmark our [CEC Resources page](#) and use materials from your kit to help your students and families navigate CEC, and share with your campus team!
 - Help potential CEC students during your Pre-registration process so that they understand that, in addition to completing their “in-house” course requests, they must fill out OUR [CEC Course Request form](#).
- Invite us over for your events! [25-26 Pre-Registration/Career Fair/Event invite](#)
- Read all CEC email communications for important updates
 - Please update your [Counselor/CA Contacts](#) as needed
- Share our informational sessions with students and families! Our CEC Open House is on Jan. 30th @ 5:30 pm, with a [Virtual Open House](#) on Feb. 4th @5:30 for those who can't stop by in January.
- Mark your calendars to review acceptance emails from Amanda Shirah (Round 1 & 2)
- Communicate student course changes and withdrawals as needed to CEC
- Counselor [Virtual CEC Information](#) session Feb. 4th @ 11am

What will schedules look like once students are registered in a CEC course? How will I know?

On your [CEC 2025-26 Process & Timeline](#) doc, you'll see *timelines for enrollment email notifications from CEC Registrar Amanda Shirah.*

To understand what this looks like on a student's schedule, grab the "Sample Student Schedule" from your kit.



TYPICAL CONCURRENT SCHEDULE

Student Classes

Student Name: [REDACTED] School: Career Enrichment Center Status: Active Homeroom: Career Cluster: Arts, A/V Technology & Communications

Current Classes | Class Enrollment History | Graduation Requirements | CTE

Last Name: [REDACTED] First Name: [REDACTED] Middle Name: [REDACTED] Suffix: [REDACTED] Perm ID: [REDACTED] Grade: [REDACTED] Gender: [REDACTED] Ed.FI ID: [REDACTED] Schedhouse: [REDACTED]

> Current Class

Current Class Schedule

Line	Info	Period		Term	Section ID	Course ID	Course Title	Repeat Tag	Meeting Day	Level Code	Teacher	Room
		Begin	End									
1		4	4	S1	9213	14008c1	BUSINESS LAW		TR		Noriega III, Gabino P.	114
2		5	5	S1	9215	14008c2	BUSINESS LAW		TR		Noriega III, Gabino P.	114

> Class Schedule For [REDACTED]


Line	Periods		Term	Section ID	Course ID	Course Title	Meeting Day	Staff Name	Room Name	Grades	
	Begin	End								Low	High
3	2	2	S1	1053	250611	ENGLISH 12	R	[REDACTED]	319 CLASSROOM	09	12
4	2	2	S2	8506	25051de2	ENGLISH 11	R	[REDACTED]	344 CLASSROOM	09	12
5	3	3	S1	7045	041301	OFF CMPS PR 3	R	[REDACTED]	OFFADMN	09	12
6	3	3	S2	1052	205382	FILM CRITICISM	R	[REDACTED]	323 CLASSROOM	09	12
7	4	4	S1	3035	380111	FINANCIAL LIT	R	[REDACTED]	333 CLASSROOM	09	12
8	4	4	S2	3036	380112	FINANCIAL LIT	R	[REDACTED]	333 CLASSROOM	09	12
9	5	5	S1	9201	530061	HS STUDENT AIDE	R	[REDACTED]	OFFADMN	09	12
10	5	5	S2	9202	530062	HS STUDENT AIDE	R	[REDACTED]	OFFADMN	09	12
11	6	6	S1	9926	040561	CEC PERIOD 6	R	Admin, Admin	OFFADMN	09	12
12	6	6	S2	7052	041602	OFF CMPS PR 6	R	[REDACTED]	OFFADMN	09	12
13	7	7	S1	9928	040571	CEC PERIOD 7	R	Admin, Admin	OFFADMN	09	12
14	7	7	S2	7054	041702	OFF CMPS PR 7	R	[REDACTED]	OFFADMN	09	12
15	10	10	YR	A020	04004	ADVISORY	R	[REDACTED]	510 ART	09	260

> Filter Options

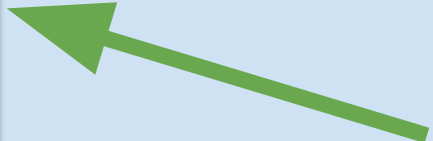
> Class Schedule For Institute of American Indian Arts

Line	Periods		Term	Section ID	Course ID	Course Title	Meeting Day	Staff Name	Room Name	Grade	
	Begin	End								Low	High
1	9	9	S1	1001	busa101	MONEY, WEALTH, FINANCE R		Cnm/unm/iaia/cec	Teacher: CNM	09	260

CEC Course
(Concurrent
Enrollment)



Complete home HS
schedule w/CEC course
(bottom)



UNIQUE DUAL CREDIT CEC PLACEHOLDERS

Student Classes

Student Name: [Redacted] School: Career Enrichment Center Status: Active Homeroom: Career Cluster: Bilingual Pathway: Schedule Pathways House:

Current Classes | Class Enrollment History | Graduation Requirements | CTE

Last Name: [Redacted] First Name: [Redacted] Middle Name: [Redacted] Suffix: [Redacted] Perm ID: [Redacted] Grade: 10 Gender: Male Ed-FI ID: [Redacted] Sched-House: [Redacted]

Current Class Schedule

Line	Info	Period	Term	Section ID	Course ID	Course Title	Repeat Tag	Meeting Day	Level Code	Teacher	Room	Low	High
1	1	1	S1	9123	cnm dual 1	CNM DUAL CR 1		MTR		Carreon, Paty	B102	09	260
2	1	1	S2	9102	cnm dual 2	CNM DUAL CR 2		MTR		Carreon, Paty	B102	09	260

Info Legend
 R - Student has taken course
 E - Student has taken equivalent course
 P - Student received a passing mark
 F - Student received a failing mark

Filter Options

Class Schedule For Central NM Comm College

Line	Periods		Term Code	Section ID	Course ID	Course Title	Meeting Day	Staff Name	Room Name	Grades		Enter Date	Date
	Begin	End								Low	High		
1	9	9	S1	D302	span1110	SPANISH I R		Cnm/unm/iala/cec, Teacher CNM		09	260	08/07/2024	

Filter Options

Class Schedule For [Redacted]

Line	Periods		Term Code	Section ID	Course ID	Course Title	Meeting Day	Staff Name	Room Name	Grades		Enter Date	Date
	Begin	End								Low	High		
1	0	0	S1	6233	923011	STUDENT LDRSP 1 R		[Redacted]	B1 CLASSROOM	09	260	08/07/2024	
2	0	0	S2	6234	923012	STUDENT LDRSP 1 R		[Redacted]	B1 CLASSROOM	09	260	01/07/2025	
3	1	1	S1	CE11	040511	CEC PERIOD 1 R		Admin, Admin	OFFADMN	09	260	08/07/2024	
4	1	1	S2	CE12	040512	CEC PERIOD 1 R		Admin, Admin	OFFADMN	09	260	01/07/2025	
5	2	2	S1	CE21	040521	CEC PERIOD 2 R		Admin, Admin	OFFADMN	09	260	08/07/2024	

CNM Dual Credit Placeholder

CNM Class Schedule (includes course name)

Home HS schedule: CEC Placeholders will not distinguish Dual Credit

CEC CLASS PERIODS IN SYNERGY

Section Codes	CEC Session	Meeting Days/Time(s)	Home High School Periods
91**	1A	Mon. 8:40-10:00; Tue/Thurs. 8:40-11:00	1 & 2
95**	1B	Mon. (Asynchronous); Wed./Fri. 8:40 – 11:00	1 & 3
92**	2	Mon. thru Fri. 1:40 – 3:10	6 & 7
93**	3A	Mon./Wed. 3:10 – 5:10	7
94**	3B	Tue./Thurs. 3:10 – 5:10	6
97**	<i>2x Classes: Sessions 2 & 3</i>	Mon. – Fri. 1:40 – 3:10; Mon. – Thurs. 3:10 – 5:10	6 & 7
98**	<i>Nursing classes</i>	Varies (AM & PM Cohorts)	Varies (0-3 rd OR 6 th thru 9 th)
99**	<i>Dual Credit Placeholder</i>	Varies	Varies

CEC PLACEHOLDERS AT COMPREHENSIVE HS

(Updated 25/26 SY coming soon to CEC RESOURCES)

PLACEHOLDERS for COMPREHENSIVE HIGH SCHOOLS

CEC PLACEHOLDER SECTION NUMBERS BY SCHOOL											SEMESTER	PERIODS AT HOME SCHOOL
CHS; DNHS; HHS	AHS	AHAHS	EHS	LCHS	MHS	RGHS	SHS	VHS	VVHS	WMHS		
9920	0589	7514	8375	6901	5161	2303	5231	9920	9921	5500	Fall	Period 1
9921	0590	7515	8376	6902	5162	2304	5232	9921	9922	5501	Spring	Period 1
9922	0591	7516	8377	6903	5163	2305	5233	9922	9923	5502	Fall	Period 2
9923	0592	7517	8378	6904	5164	2306	5234	9923	9924	5503	Spring	Period 2
9924	0593	7518	8379	6905	5165	2307	5235	9926	9925	5504	Fall	Period 3
9925	0594	7519	8380	6906	5166	2308	5236	9927	9926	5505	Spring	Period 3
9926	0595	7520	8381	6911	5171	2309	5237	9928	9927	5508	Fall	Period 6
9927	0596	7521	8382	6912	5172	2310	5238	9929	9928	5509	Spring	Period 6
9928	0597	7522	8383	6913	5173	2311	5239	9930	9929	5510	Fall	Period 7
9929	0598	7523	8384	6914	5174	2312	5240	9931	9930	5511	Spring	Period 7

CEC SCHEDULE	Comp HS Period Placeholders
Session IA 7:30-8:50 Monday and 7:30-9:50 Tuesday and Thursday	Periods 1 and 2
Session IB 7:30-9:50 Tuesday and Thursday	Periods 1 and 2
Session IC 7:30-9:50 Wednesday and Friday	Periods 1 and 3
Session II 12:20-1:50 Monday-Friday	Periods 6 and 7
Session III 2:00-4:15 Monday and Wednesday	Period 7
Session III 2:00-4:15 Tuesday and Thursday	Period 6

CEC Contacts & Information

**Alicia Faulds - Counselor - alicia.faulds@aps.edu
Cell # 505-967-9525**

**Amanda Shirah - Registrar - amanda.cortez@aps.edu
Ext 45592**

**Diane Thomas - Assistant Principal - thomas_d@aps.edu
Ext. 45455 Cell # 505-362-3780**

**Pat Arguelles - Principal - arguelles@aps.edu
Cell # 505-252-0225**

cec.aps.edu



Questions? Opportunities?