

NM Certified Public Manager® Class Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)

A Program of NM Cooperative Extension Service

“NM Certified Public Manager®” Curriculum Checklist

Successful completion of the following classes, assessments, and assignments, is required to earn a NM Certified Public Manager® designation (NM CPM). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu 2 page Checklist February 18, 2013

Classes	Each class is comprised of three hours of classroom instruction.	Date Completed
CPO & CPS Classes		31 classes required in this section
Completion of all classes listed for CPO and CPS designations are required. Check here if you have completed <u>all</u> of the CPO/CPS required classes.		
Track I Knowing Your Government		All 3 classes required
CPM 211- Knowing the Law II (pre-req CPM 113)		
CPM 212- Federalism (pre-req CPM 111)		
CPM 213- Policy Development (pre-req CPM 114)		
Track II Management and Leadership		Both classes required
CPM 223- Reinventing Government (pre-req CPM 111)		
CPM 225- Being a Leader		
Track III Human Resources		All 6 classes required
CPM 134- Recruiting the Best of the Bunch		
CPM 135- Selection for Success		
CPM 136- Retention		
CPM 231- Workers Compensation & ADA (pre-req CPM 131)		
CPM 232- Job Analysis Classification & Compensation (pre-req CPM 131)		
CPM 233- Employee relations (pre-req CPM 131)		
Track IV Budgeting and Public Finance		All 3 classes required
CPM 143- Purchasing & Procurement		
CPM 145- Investing & Growing Public Funds		
CPM 146- Creating Public Wealth		
Track V Communications		All 6 classes required
CPM 152- Conflict Resolution		
CPM 153- Public Meetings & Public Hearings		
CPM 155- Improving Presentation Skills		
CPM 158- Managing Your Public Image		
CPM 251- Inter-& Intra-organizational Interactions (pre-req CPM 151)		
CPM 252- Mediation Techniques		
Track VI Information Technology		This class is required
CPM 262- Using Technology to Improve Organization		
Track VII Collecting & Evaluating Information for Decision-Making		All 4 classes required
CPM 271- Role of Research in Public Service		
CPM 272- Research Tools for Decision Making		
CPM 273- Commissioning Research for Decision Making		
CPM 274- Program Evaluation		

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Electives (Take any 4 classes with not already taken)	4 classes required in this section
1.	
2.	
3.	
4.	
Comprehensive Assessments & Capstone Project	6 assessments plus assignments Grade of 6 or higher required for each to pass
CPM 010- Track I Assessment (plus Homework Hours if needed)	
CPM 020- Track II Assessment (plus Homework Hours if needed)	
CPM 030- Track III Assessment (plus Homework Hours if needed)	
CPM 040- Track IV Assessment (plus Homework Hours if needed)	
CPM 050- Track V Assessment (plus Homework Hours if needed)	
CPM 060- Track VI & VII Assessment (plus Homework Hours if needed)	
NM CPM Capstone Project	Capstone Project Complete each area with grade of 6 or higher
Supervised/Facilitated Capstone Project (100 hours)	
Local Presentation (12 hours including preparation time)	
Final Presentation (15 hours including preparation time)	