

NM Certified Public Official Requirements Checklist

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

A Program of NM Cooperative Extension Service

“NM Certified Public Official” Curriculum Checklist

Successful completion of the following classes & culminating experience are required to earn a NM Certified Public Official designation (NM CPO).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

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Classes	Each class is comprised of three hours of classroom instruction.	Date Completed
Core Competencies		All 8 classes required
Take each of the following:		
CPM 111- Knowing Your Government		
CPM 122- Congratulations You're a Leader		
CPM 131- General Human Resources		
CPM 138- Conflict Resolution Among Employees		
CPM 144- Risk Management		
CPM 151- Foundations for Communications		
CPM 154- Effective Meetings by Design		
CPM 156- Improving Writing Skills		
Government		1 class in this section
Choose one of these two:		
CPM 112- Answering the Call to Public Service or CPM 113- Knowing the Law I		
Ethics		1 class in this section
Choose one of these three:		
CPM 121- Ethics and Professionalism or CPM 139- Creating an Ethical Culture or CPM 142- Ethics and Managing Public Funds		
Leadership		1 class in this section
Choose one of these three:		
CPM 125- Developing a Professional Workplace or CPM 133- Creating a Safe and Productive Workplace or CPM 157- Creating a Service-oriented Culture		
Information Technology		1 class in this section
Choose one of these two:		
CPM 161- Making the Most of the Web or CPM 261 – Current issues in information technology		
Electives: Take six electives from among these prefixes: CPM, AO, CES, CL, CO, DA, FP, GIS, HC, HS, IT, JP, NMP, PE, SH, RM, or TO		6 classes in this section
1.		
2.		
3.		
4.		
5.		
6.		
Culminating Experience		
A Mini-essay - Graded on 10 point scale Details Provided to Candidates Upon Completion of Classes and in Preparation for Graduation		