

# NM Certified Public Supervisor Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)  
 A Program of NM Cooperative Extension Service

## “NM Certified Public Supervisor” Curriculum Checklist

Successful completion of the following classes, including the CPS Assessment, is required to earn a NM Certified Public Supervisor designation (NM CPS). Feb. 18, 2013

For further information contact [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or go to [nmedge.nmsu.edu](http://nmedge.nmsu.edu)

Classes Each class is comprised of three hours of classroom instruction.	Date Completed
<b>Track I Knowing Your Government</b>	<b>All 4 Classes Required</b>
CPM 111- Knowing the Government (CPO)	
CPM 112- Answering the Call to Public Service	
CPM 113- Knowing the Law I	
CPM 114- Public Policy Making Process	
<b>Track II Management and Leadership</b>	<b>All 8 Classes Required</b>
CPM 121- Ethics & Professionalism	
CPM 122- Congratulations You're a Leader (CPO)	
CPM 221- Leading Others	
CPM 123- Managing Organizational Change	
CPM 125- Developing a Professional Workplace	
CPM 124- Federal Grants & Private Foundations I Take 124/224 the same day.	
CPM 224- Federal Grants & Private Foundations II Take 124/224 the same day.	
CPM 222- Project Management	
<b>Track III Human Resources</b>	<b>All 6 Classes Required</b>
CPM 131- General Human Resources Law (CPO)	
CPM 132- Eliminating Discrimination in the Workplace	
CPM 133- Creating a Safe & Productive Workplace	
CPM 137- Discipline & Termination	
CPM 139- Creating an Ethical Culture	
CPM 236- Successful Supervision	
<b>Track IV Budgeting &amp; Public Finance</b>	<b>All 5 Classes Required</b>
CPM 141- Public Finance	
CPM 241- Budgeting I Take 241/242 the same day.	
CPM 242- Budgeting II (prerequisite CPM 241) Take 241/242 the same day.	
CPM 142- Ethics & Managing Public Funds	
CPM 144- Risk Management (CPO)	
<b>Track V Communications</b>	<b>All 4 Classes Required</b>
CPM 151- Foundations of Communications (CPO)	
CPM 154- Effective Meeting by Design (CPO)	
CPM 156- Improving Writing Skills (CPO)	
CPM 157- Creating a Service-oriented Culture	
<b>Track VI Information Technology</b>	<b>Both Classes Required</b>
CPM 161- Making the Most of the Web	
CPM 261- Current Issues in Information Technology	
<b>Conflict Resolution</b>	<b>Select One Class</b>
Take one of these two: CPM 138 Conflict Resolution Among Employees (CPO) Or CPM 152- Basic of Conflict Resolution (CPM)	
<b>CPS Culminating Assessment</b>	<b>Both Classes Required</b>
CPM 001- CPS Assessment Part I (Pre-req.= all classes listed above)	
CPM 002- CPS Assessment Part II (Pre-req. CPM 001): Take both the same day.	