### 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).

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

<table>
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<tr>
<th>Classes</th>
<th>Each class is comprised of three hours of classroom instruction.</th>
<th>Date Completed</th>
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#### Track I Knowing Your Government

- 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

#### Track II Management and Leadership

- 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 224: Federal Grants & Private Foundations II
- CPM 222: Project Management

#### Track III Human Resources

- 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

#### Track IV Budgeting & Public Finance

- CPM 141: Public Finance
- CPM 241: Budgeting I
- CPM 242: Budgeting II (prerequisite CPM 241)
- CPM 142: Ethics & Managing Public Funds
- CPM 144: Risk Management (CPO)

#### Track V Communications

- 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

#### Track VI Information Technology

- CPM 161: Making the Most of the Web
- CPM 261: Current Issues in Information Technology

#### Conflict Resolution

Take one of these two:
- CPM 138: Conflict Resolution Among Employees (CPO)
- CPM 152: Basic of Conflict Resolution (CM)

#### CPS Culminating Assessment

- 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.