

NM Certified Extension Professional Requirements Checklist

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

“NM Certified Extension Professional” Curriculum Checklist

Successful completion of these **24 classes** & the culminating experience is required to earn a NM Certified Extension Professional designation (**NMCEP**). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

January 1, 2015

Classes	Each class is comprised of 3 hours of classroom instruction.	Date Completed
CES Required Classes		All 6 classes required
Take each of the following CES classes		
CES 101- The History and Philosophy of Extension		
CES 102- Demystifying the NMSU System		
CES 103- Civil Rights in Extension Work		
CES 104- Extension Program Development and Evaluation		
CES 105- Effective Delivery of Extension Programs (Pre-req CES 104)		
CES 106- Excelling in Extension Performance Documentation (Pre-req CES 104 & CES 105)		
CPM Required Classes		All 15 classes required
Take each of the following CPM & CO classes		
CPM 111- Knowing Your Government		
CPM 114- Public Policy Making Process		
CPM 121- Ethics and Professionalism		
CPM 122- Congratulations! You’re a Leader		
CPM 126- Self-management for a Sustainable Career		
CPM 132- Eliminating Discrimination in the Workplace		
CPM 142- Ethics and Managing Public Funds		
CPM 151- Foundations of Communication		
CPM 152- Conflict Resolution		
CPM 154- Effective Meetings by Design		
CPM 155- Improving Presentation Skills		
CPM 156- Improving Writing Skills		
CPM 157- Creating a Service-oriented Culture		
CPM 158- Managing Your Public Image		
CO 272- Community Economic Development: Resources, Skills, and Tools		
CPM Electives		3 electives required
Choose 3 from the classes listed below		
CPM 112- Answering the Call to Public Service		
CPM 213- Policy Development		
CPM 124- Federal Grants and Private Foundations I		
CPM 224- Federal Grants and Private Foundations II (pre-req. CPM 124)		
CPM 125- Developing a Professional Workplace		
CPM 221- Leading Others		
CPM 222- Project Management: A Dynamic Approach		
CPM 137- Discipline & Termination		
CPM 138- Conflict Resolution Among Employees		
CPM 159-Parliamentary Procedures		
CPM 252- Mediation Techniques		
CPM 161- Making the Most of the Web		
CPM 162- Technology for Effective Time Management		
CPM 163- Improving Word Processing Skills		

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CPM 164- Excel Spreadsheets for Beginners	
CPM 165- Excel Spreadsheets Intermediate Level	
CPM 166- Access	
CPM 167- Getting the Most from Outlook	
CPM 168- Power Point Presentations	
CPM 261- Current Issues in IT	
CPM 263- Basic Computer Technology Skills	
CPM 264- GIS for Non-GIS Users	
Culminating Experience	
An Extension Focused Mini-Portfolio - Graded on 10 point scale Details Provided Upon Completion of Classes and Verifying Audit	