NM Certified Extension Professional Requirements Checklist

The NM **EDGE** (**E**ducation **D**esigned to **G**enerate **E**xcellence 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 Take each of the following CES classes	**All 6 classes required**
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 Take each of the following CPM & CO classes	**All 15 classes required**
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 Choose 3 from the classes listed below	**3 electives required**
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	

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	