

NM Certified Public Purchasing Professional Requirements Checklist

<p>The NM EDGE (Education Designed to Generate Excellence in the public sector) A Program of NM Cooperative Extension Service “NM Certified Public Purchasing Professional” Curriculum Successful completion of these 25 classes & the culminating experience is required to earn a NM Certified Public Purchasing Officer designation (NMCPPP). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu</p>	
January 1, 2015	
Each class is comprised of 3 hours of classroom instruction.	
Purchasing Foundation Classes- Required*	6 Classes Required
CPM 143- NM Purchasing & Procurement	
NMP 101- NM Procurement Process (Pre-Req CPM 143)	
NMP 102- Acquisition Methods (Pre-Req NMP 101)	
NMP 103- A Contract Administration (take both classes same day)	
NMP 103- B Contract Administration (take both classes same day)	
NMP 105- Specification Writing Workshop	
200 Level classes require successful completion of all required 100 level	7 Classes Required
NMP 201- Solicitation & Process of Bids (IFB/ITB)	
NMP 202 A- Request for Proposals (take both classes same day)	
NMP 202 B- Request for Proposals (take both classes same day)	
NMP 203- Negotiation Strategies	
NMP 204- Roles & Responsibilities Const./Engineering/Capital Outlay	
NMP 205-Advanced Contract Administration	
NMP 207- Protest Process in NM	
CPM Required Classes Take each of the following 9 CPM classes	9 Classes Required
CPM 111- Knowing Your Government	
CPM 112- Answering the Call to Public Service	
CPM 121- Ethics and Professionalism	
CPM 131- General HR Law	
CPM 139- Creating an Ethical Culture	
CPM 236- Successful Supervision	
CPM 142- Ethics and Managing Public Funds	
CPM 144- Risk Management	
CPM 151- Foundations of Communication	
CPM Electives: Choose 3 from these or any CPM, HS, or PE prefix classes	3 Electives Required
FP 110- Internal Controls	
NMP 104- Materials Management	
NMP 206- Advanced Construction and the NM Law (Pre-Req NMP 204)	
NMP 208- Advanced Purchasing Administration	
NMP 209- Advanced RFP (Pre-req. NMP 202 A&B)	
*NMP 001- Public Purchasing Foundation Assessment (Pre Req Classes)	
Culminating Experience Public Purchasing	Mini-Portfolio Required
A Public Purchasing Focused Mini-Portfolio: Graded on a 10 point scale Details Provided Upon Completion of Classes and Verifying Audit	