

# NM Certified Public Purchasing Professional Requirements Checklist

<p>The NM <b>EDGE</b> (Education Designed to Generate Excellence in the public sector)  A Program of NM Cooperative Extension Service  <b>“NM Certified Public Purchasing Professional” Curriculum</b>  Successful completion of these <b>25 classes</b> &amp; the culminating experience is required to earn a  NM Certified Public Purchasing Officer designation (<b>NMCPPO</b>).  For further information contact <a href="mailto:nmedge@nmsu.edu">nmedge@nmsu.edu</a> or go to <a href="http://nmedge.nmsu.edu">nmedge.nmsu.edu</a></p>	
January 1, 2015	
Each class is comprised of 3 hours of classroom instruction.	
<b>Purchasing Foundation Classes- Required*</b>	<b>6 Classes Required</b>
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	<b>7 Classes Required</b>
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	
<b>CPM Required Classes</b> Take each of the following 9 CPM classes	<b>9 Classes Required</b>
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	
<b>CPM Electives:</b> Choose 3 from these or any CPM, HS, or PE prefix classes	<b>3 Electives Required</b>
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)	
<b>Culminating Experience</b> <b>Public Purchasing</b>	<b>Mini-Portfolio Required</b>
A Public Purchasing Focused Mini-Portfolio: Graded on a 10 point scale Details Provided Upon Completion of Classes and Verifying Audit	