

## NM Certified Public Assessment Officer Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)

A Program of NM Cooperative Extension Service

### NM Certified Public Assessment Officer Curriculum Checklist

Successful completion of the following 26 classes & culminating experience are required to earn a NM Certified Public Assessment Official designation (NM CPAO). 2-page checklist

For further information contact [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or go to [nmedge.nmsu.edu](http://nmedge.nmsu.edu)

**2025**

<b>Classes</b>	Each class is three hours of classroom instruction.	<b>In-Person/Online Honing Event</b>
<b>Assessment Officer Required Classes</b>		
Take each of the following AO classes		
Core – Tier I- Take the following 12 classes		<b>12 classes required</b>
AOTO 100- Roles & Responsibilities of Assessors' & Treasurers' Offices		January
AO 101- Introduction to Assessments		January
AO 103- Title Conveyance		January
AO 104- Property Valuation Appeal		June
AO 108- Manufactured Home Valuation		June
AO 109- Assessment Calendar		September
AO 112- Determination & Treatment of Tax-Exempt Properties		March
AO 113- Basic Economics Focusing on Real Estate Markets		June
AO 114- Mass Appraisal Vs. Fee Appraisal		June
AO 115- Mapping Procedures and Requirements		March
AO 118- Property Design & Measurement		March
AO 206- Principles of Taxation		March
Tier II- Take a minimum 4 of these 5 classes		<b>4 classes required</b>
AO 105- Certifications, Abstracts, & Warrants		September
AO 106- Budgets & Revaluation Plan		September
AO 110- Tax Rate Certification & Yield Ctrl		March
AO 111- Tax Roll Corrections		January
AO 117- Assessor Evaluation Standards		June
<b>CPM Required Classes</b>		<b>6 classes required</b>
Take each of the following CPM & PE classes		
CPM 114- The Public Policy Making Process		January, June
CPM 121- Ethics & Professionalism		January/June
CPM 131- General HR		March, September
CPM 157- Creating a Service Oriented Culture		January, June
PE 110 A&B (2 classes same day)		January, June
<b>Elective Classes</b>		<b>4 electives required</b>
Take a minimum of 4 elective classes from this selection (continued on back)		
AO 102- Business Personal Property Reporting & Valuation		March
AO 107- Agricultural Property Valuation		January
AO 116- Special Tax Districts, IRB's- Wind Farms & Solar		September

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CARE 111 A & B- Building Strong Intergovt. Relations in NM (2 classes same day)	<b>January</b>
CPM 123- Managing Organizational Change	<b>January/June</b>
CPM 135- Selection for Success: When Everybody Wins	By Request Only
CPM 141- Public Finance	<b>January/September</b>
CPM 144- Risk Management	<b>March, September</b>
CPM 146- Capital Planning & Financing	<b>September</b>
CPM 158- Managing Your Public Image	By Request Only
CPM 213- Policy Development (pre-req CPM 114)	<b>March, September</b>
CPM 236- Successful Supervision	<b>March, September</b>
CPM 264- GIS for Non-GIS Users	By Request Only
<b>Don't Forget the Culminating Experience!</b>	
Once you have completed all required classes, please submit an audit request to be assigned an academic advisor for your culminating experience. <a href="https://nmedge.nmsu.edu/students/graduating.html">https://nmedge.nmsu.edu/students/graduating.html</a>	