

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 (NMCPPO). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu</p>		
		2025
Each class is 3 hours of classroom instruction.	In-Person/Online	When offered
Purchasing Foundation Classes- Required*		7 Classes Required
NMP 101- NM Procurement Process (Pre-Req NMP 143)		Pub Purch Foundations
NMP 102- Acquisition Methods (Pre-Req NMP 101)		Pub Purch Foundations
NMP 103- Contract Administration		Pub Purch Foundations
NMP 105- Specification Writing Workshop a		Pub Purch Foundations
NMP 106- Procurement Ethics		Pub Purch Foundations
NMP 143- NM Purchasing & Procurement		Pub Purch Foundations
NMP 001- Public Purchasing Foundation Assessment (Pre-Req Classes)		Pub Purch Foundations
200 Level classes require successful completion of all required 100 level		7 Classes Required
NMP 201- Solicitation & Process of Bids (IFB/ITB)		Advanced Purchasing I&II
NMP 202 A- Request for Proposals (take both classes same day)		Advanced Purchasing I&II
NMP 202 B- Request for Proposals (take both classes same day)		Advanced Purchasing I&II
NMP 203- Negotiation Strategies		Advanced Purchasing I
NMP 204- Roles & Responsibilities Const./Engineering/Capital Outlay		Advanced Purchasing I&II
NMP 205-Advanced Contract Administration		Advanced Purchasing II
NMP 207- Protest Process in NM		Advanced Purchasing II
CPM Required Classes Take each of the following 9 CPM classes		9 Classes Required
CPM 111- Knowing Your Government		June/ Jan, March, Sept
CPM 112- Answering the Call to Public Service		January/June
CPM 121- Ethics and Professionalism		January/June
CPM 131- General HR Law		March, Sept
CPM 139- Creating an Ethical Culture		January/June
CPM 142- Ethics and Managing Public Funds		January/March
CPM 144- Risk Management		March, September
CPM 151- Foundations of Communication		January/June
CPM 236- Successful Supervision		March, September
NMF Electives: Choose 2 from among these classes		2 Electives Required
NMF 110- Internal Controls		Public Finance Level I
NMP 104- Materials Management		Advanced Purchasing I
NMP 206- Advanced Construction and the NM Law (Pre-Req NMP 204)		Advanced Purchasing I
NMP 208- Advanced Purchasing Administration		Advanced Purchasing II
NMP 209- Advanced RFP (Pre-req. NMP 202 A&B)		Advanced Purchasing II
Don't forget the Culminating Experience!		
Once you have completed all required classes, please submit an audit request to be assigned an academic advisor for your culminating experience. https://nmedge.nmsu.edu/students/graduating.html		

*NMP 103A and NMP 103B will be accepted as a replacement for the NMP 103 requirement