

NM EDGE Certified County Clerk

New Mexico EDGE is proud to offer the NM EDGE Certified County Clerk certification. The purpose of this certification is to provide a comprehensive course of study in public service for New Mexico county clerks and other public officials as well as create networking opportunities. Fifteen core competency classes were developed by public service experts throughout the state of New Mexico. Thirteen additional classes (developed using curriculum guidelines established by the National Certified Public Manager® Consortium) round out the 28-class certification.

Classes are delivered throughout the year in both in-person and live online formats.

The cost of each three-hour class is \$85.00

Please contact us for more information regarding this certification and others offered through NM EDGE.

Tel: 505 224 4057
email: nmedge@nmsu.edu
or visit: <https://nmedge.nmsu.edu/>



NM EDGE (Education Designed to Generate Excellence in the public sector), a service of New Mexico State University's [Cooperative Extension Service](#), is a program designed to provide a comprehensive course of study to administrators, managers, elected officials, and staff in local, state, tribal, and national government. Through this program, participants can acquire and apply best practices, theories, and strategies based on the highest professional standards.

Our Mission is Better Government Through Education

New Mexico State University is an equal opportunity/affirmative action employer and educator.
NMSU and the U.S. Department of Agriculture cooperating.

County Clerk Core Classes

CL 100 - Roles & Responsibilities of NM County Clerks
CL 101- Election Law I (including Federal Election Law & Federal Regulations)
CL 102 - Election Law II (including NM Election Law & NM Statutes)
CL 103 – Administrative Rules for Elections
CL 104A - Clerks Calendar I (Operations)
CL 104B - Clerks Calendar II (Project Management)
CL 105 – Voter File Management
CL 106 - Census and Redistricting
CL 107 – Election Logistics
CL 108 - Overview of Probate Law & Probate Forms
CL 109 – Canvas, Recounts, and Audits
CL 110 - Recordings & Redaction
CL 111- Property & Understanding Maps & Plats
CL 112 - Public Records & Inspection of Public Records
CL 131- Polling Place Management

NM Certified County Clerk Requirements Checklist

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

A Program of NM Cooperative Extension Service

NM Certified County Clerk Curriculum Checklist

Successful completion of the following **28 classes** and the culminating experience is required to earn a NM Certified County Clerk designation (**NMCCCL**).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

Classes	Each class is three hours of classroom instruction.
Clerk Required Classes	All 15 classes required
Take each of the following CL classes	
CL 100 - Roles & Responsibilities of NM Clerks	January
CL 101- Election Law I (including Federal Election Law & Federal Regulations)	January
CL 102 - Election Law II (including NM Election Law & NM Statutes)	January
CL 103 - Administrative Rules for Elections	March
CL 104A – Election Project Management: Planning, Timeline, and Risk	March
CL 104B – Election Project Management: Process Improvement in the Clerk’s Office	March
CL 105 - Voter File Management	March
CL 106 - Census and Redistricting	March
CL 107 - Election Logistics	June
CL 108 - Overview of Probate Law & Probate Forms	June
CL 109 - Canvas, Recounts, and Audits	June
CL 110 – Miscellaneous Recordings & Redaction	June
CL 111- Property and Understanding Maps & Plats	January
CL 112 - Public Records & Inspection of Public Records	June
CL 131- Polling Place Management	January
CPM Required Classes	All 9 classes required
Take each of the following CPM classes	
CPM 111 - Knowing Your Government	June/Jan, March, Sept
CPM 113 - Knowing the Law I	January, September
CPM 121 - Ethics and Professionalism	January/June
CPM 131 - General HR Law	March, September
CPM 144 - Risk Management	March, September
CPM 153 - Public Meetings & Public Hearings	January, June
CPM 159 - Parliamentary Procedures	January, September
CPM 222 - Project Management – A Dynamic Approach	September
CPM 253- Resolutions, Ordinances, and Minutes	September
Personal Ethics Required Classes	Both classes required
Take each of the following Personal Ethics classes	
PE 110 A - Ethics: Know the Law I	January, June
PE 110 B - Ethics: Know the Law II	January, June
Elective Classes	2 electives required
Take 2 elective classes (any combination of prefixes)	
1.	
2.	

NM Certified County Clerk Requirements Checklist

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	