

# NM EDGE Certified Human Resource Certification

New Mexico EDGE and the NM State Personnel Office (SPO) have partnered to provide a **New Mexico Certified Human Resource Professional** certification.

The purpose of this certification is to provide a comprehensive course of study for New Mexicans interested in a career in human resources.

The State Personnel Office will recognize the completion of the 11-class certification and Culminating Experience as a substitution for **2 years of education or experience** toward the minimum qualifications requirement for human resources positions with the State of New Mexico.

This HR certification is ideal for recent high school and college graduates looking for a fast-track path into potential HR jobs with the State of New Mexico as well as for seasoned employees exploring a career change.

The HR certification also provides a valuable skillset for any current position.

The 11 three-hour classes are delivered during NM EDGE live online Honing you EDGE events held each January, March, June, and September.

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

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**Questions? Please contact NM EDGE**

Tel: 505-224-4057

email: [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu)



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

## Human Resource Certification Classes

HR 101 – Introduction to Human Resources in the NM Public Sector

HR 102 - Talent Acquisition and the HR Professional

CPM 131 – General HR Law

CPM 132 – Eliminating Discrimination in the Workplace

CPM 133 – Creating a Safe and Productive Workplace

CPM 136 – Retention

CPM 137 – Discipline and Termination

CPM 139 – Creating an Ethical Culture

CPM 232 – Job Analysis, Classification, and Compensation

CPM 233 – Employee Relations

RM 131 – Employee Benefits



# NM Certified Human Resource Professional Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)  
A Program of NM Cooperative Extension Service

## NM Certified Human Resource Professional Curriculum Checklist

Successful completion of the following **11** classes & culminating experience are required to earn the NM Certified Human Resource Professional designation (NM CHRP).

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

Classes	Each class is three hours of classroom instruction	Honing Event
<b>2 Human Resource Required Classes</b>	<b>Online Only</b>	<b>2 classes required In this section</b>
HR 101 – Introduction to Human Resources in the NM Public Sector		<b>January, June</b>
HR 102 - Talent Acquisition and the HR Professional (prerequisite HR 101)		<b>January, June</b>
<b>9 CPM Required Classes</b>		<b>9 classes required in this section</b>
CPM 131 – General HR Law		<b>March, September</b>
CPM 132 – Eliminating Discrimination in the Workplace		<b>January, June</b>
CPM 133 – Creating a Safe and Productive Workplace		<b>January, June</b>
CPM 136 – Retention		<b>March, September</b>
CPM 137 – Discipline and Termination		<b>March, September</b>
CPM 139 – Creating an Ethical Culture		<b>January, June</b>
CPM 232 – Job Analysis, Classification, and Compensation (prerequisite CPM 131)		<b>March, September</b>
CPM 233 – Employee Relations (prerequisite CPM 131)		<b>March, September</b>
RM 131 – Employee Benefits		<b>January, June</b>
<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>		

