

NM EDGE Certified Public Assessment Officer

New Mexico EDGE is proud to offer the NM EDGE Certified Public Assessment Officer certification. The purpose of this certification is to provide a comprehensive course of study in public service for New Mexico county assessors and other public officials as well as create networking opportunities. Sixteen core competency classes were developed by public service experts throughout the state of New Mexico. Ten additional classes (developed using curriculum guidelines established by the National Certified Public Manager® Consortium) round out the 26-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.

Assessment Officer Core Classes

AOTO 100- Roles & Responsibilities of Assessors' & Treasurers' Offices

AO 101- Introduction to Assessments

AO 103- Title Conveyance

AO 104- Property Valuation Appeal

AO 105- Certifications, Abstracts, & Warrants

AO 106- Budgets & Revaluation Plan

AO 108- Manufactured Home Valuation

AO 109- Assessment Calendar

AO 110- Tax Rate Certification & Yield Ctrl

AO 111- Tax Roll Corrections

AO 112- Determination & Treatment of Tax-Exempt Properties

AO 113- Basic Economics Focusing on Real Estate Markets

AO 114- Mass Appraisal Vs. Fee Appraisal

AO 115- Mapping Procedures and Requirements

AO 118- Property Design & Measurement

AO 206- Principles of Taxation

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 or go to nmedge.nmsu.edu

Classes	Each class is three hours of classroom instruction.	In-Person/Online Honing Event
Assessment Officer Required Classes		
Take each of the following AO classes		
Core – Tier I- Take the following 12 classes		12 classes required
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		4 classes required
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
CPM Required Classes		6 classes required
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
Elective Classes		4 electives required
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

NM Certified Public Assessment Officer Requirements Checklist

CARE 111 A & B- Building Strong Intergovt. Relations in NM (2 classes same day)	January
CPM 123- Managing Organizational Change	January/June
CPM 135- Selection for Success: When Everybody Wins	By Request Only
CPM 141- Public Finance	January/September
CPM 144- Risk Management	March, September
CPM 146- Capital Planning & Financing	September
CPM 158- Managing Your Public Image	By Request Only
CPM 213- Policy Development (pre-req CPM 114)	March, September
CPM 236- Successful Supervision	March, September
CPM 264- GIS for Non-GIS Users	By Request Only
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	