

NM Certified Public Manager® Class Requirements Checklist

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

NM Certified Public Manager® Curriculum Checklist

Successful completion of the following 30 classes, assessments, and assignments is required to earn a NM Certified Public Manager® designation (NM CPM). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu 2-page Checklist

CPO & CPS Classes	
Completion of all classes for CPO and CPS designations is required.	
CPM Classes	Honing Event
Each class is three hours of classroom instruction.	In-Person /Online
Track I Knowing Your Government	All 3 classes required
CPM 211 - Knowing the Law II (pre-req CPM 113)	January, September
CPM 212 - Contractual Obligations Among Govts (pre-req CPM 111)	June/March
CPM 213 - Policy Development (pre-req CPM 114)	March/September
Track II Management and Leadership	Both classes required
CPM 223 - Reinventing Government (pre-req CPM 111)	March
CPM 225 - Being a Leader	March
Track III Human Resources	All 6 classes required
CPM 134 - Recruiting the Best of the Bunch	March
CPM 135 - Selection for Success	June
CPM 136 - Retention	March/September
CPM 231 - Workers Compensation & ADA (pre-req CPM 131)	June/March/September
CPM 232 - Job Analysis Classification & Compensation (pre-req CPM 131)	March/September
CPM 233 - Employee relations (pre-req CPM 131)	March/September
Track IV Budgeting and Public Finance	All 3 classes required
CPM 143 - Purchasing & Procurement	January/June
CPM 145 - Investing & Growing Public Funds	September
CPM 146 – Capital Planning and Financing	September
Track V Communications	All 5 classes required
CPM 153 - Public Meetings &Public Hearings	January/June
CPM 155 - Improving Presentation Skills	June
CPM 158 - Managing Your Public Image	June
CPM 251- Inter-& Intra-organizational Interactions (pre-req CPM 151)	January/June
CPM 252- Mediation Techniques	September
Track VI Information Technology	3 of these 4 classes required
CPM 161- Making the Most of the Web	January/June
CPM 261- Current Issues in IT	January/March
CPM 262 - Using Technology to Improve Organization	By Request Only
CPM 265 - IT for Non-IT Users	June /September
Track VII Collecting & Evaluating Information for Decision-Making	All 4 classes required
CPM 271 - Role of Research in Public Service	September
CPM 272 - Research Tools for Decision Making	September
CPM 273 - Commissioning Research for Decision Making	September
CPM 274 - Program Evaluation	September

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Electives (Take any 4 classes not already taken)	4 classes required in this section
1.	
2.	
3.	
4.	
Comprehensive Assessments & Capstone Project Request audit during open audit window https://nmedge.nmsu.edu/students/graduating.html	6 classes required
CPM 010- Track I Assessment (plus Homework Hours if needed)	
CPM 020- Track II Assessment (plus Homework Hours if needed)	
CPM 030- Track III Assessment (plus Homework Hours if needed)	
CPM 040- Track IV Assessment (plus Homework Hours if needed)	
CPM 050- Track V Assessment (plus Homework Hours if needed)	
CPM 060- Track VI & VII Assessment (plus Homework Hours if needed)	
NM CPM Capstone Project (approximately 100 hours total)	Complete each area with grade of 6 or higher
Supervised/Facilitated Capstone Project – Must be Implementable	
Write a Paper describing project need and anticipated outcome	
Verbal Presentations (including ppt, project board, booklet, or similar)	