

# New Mexico EDGE - Certified Public Manager® Program

The National Certified Public Manager® Consortium (NCPMC) establishes and preserves standards for the Certified Public Manager® (CPM) designation, a **nationally accredited**, comprehensive management development program **specifically designed to prepare managers for careers** in federal, state, local government and in other organizations **with a public purpose**.

## What are the benefits?

Employees enhance their **personal leadership strengths** and find ways to become more effective in the workplace.

Employers have the opportunity to **develop their talented supervisors and managers** and help them take the next step in their careers.

## New Mexico EDGE's Three-tiered Approach

As the only NCPMC accredited program in the state, NM EDGE (**E**ducation **D**esigned to **G**enerate **E**xcellence) offers public employees the opportunity to earn the nationally accredited Certified Public Manager® certification in three phases.

**Certified Public Official (CPO):** This designation is designed to give the student a fundamental skill set with an emphasis on the basics of government. Individuals earning the CPO designation will have a **basic understanding of government, ethics, general HR law, public finance, effective communication, basics of productive meetings, and how to use technology to improve one's efficiency.**

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**Certified Public Supervisor (CPS):** This designation **builds on the basic skills taught in the CPO program with a greater emphasis on skills needed at the supervisory level.** In addition to more classes in the Human Resource arena, this level introduces the student to leadership concepts and application. Students completing all classes required to earn the CPS designation will participate in a **six-hour assessment** involving small group work on a project that demonstrates the knowledge gained through this program.

Prerequisite: CPO Certification



**Certified Public Manager: (CPM)** This designation builds on the skills learned from information gained through CPO and CPS with an emphasis on a **more advanced skill set and a broader understanding of the role of a public servant.** At the completion of the classes required for the CPM designation, each student will again undergo a more comprehensive assessment of knowledge for each of the seven educational tracks and complete a **100-hour Capstone Project.**

Prerequisites: CPO and CPS Certifications

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

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## For more information, contact:

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<https://nmedge.nmsu.edu/>  
<https://cpmconsortium.org/>



*Better Government  
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College of Agricultural, Consumer  
and Environmental Sciences

New Mexico State University is an equal opportunity/affirmative action employer and educator.

## 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](mailto:nmedge@nmsu.edu) or go to [nmedge.nmsu.edu](http://nmedge.nmsu.edu) 2-page Checklist

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

## NM Certified Public Manager® Class Requirements Checklist

<b>Electives (Take any 4 classes not already taken)</b>	<b>4 classes required in this section</b>
1.	
2.	
3.	
4.	
<b>Comprehensive Assessments &amp; Capstone Project</b> <b>Request audit during open audit window</b> <a href="https://nmedge.nmsu.edu/students/graduating.html">https://nmedge.nmsu.edu/students/graduating.html</a>	<b>6 classes required</b>
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)	
<b>NM CPM Capstone Project (approximately 100 hours total)</b>	<b>Complete each area with grade of 6 or higher</b>
<b>Supervised/Facilitated Capstone Project</b> – Must be Implementable	
<b>Write a Paper</b> describing project need and anticipated outcome	
<b>Verbal Presentations</b> (including ppt, project board, booklet, or similar)	