

NM Certified Public Official Requirements Checklist

The NM EDGE (Education Designed to Generate Excellence in the public sector) A Program of NM Cooperative Extension Service	
<h3 style="color: #8B0000;">NM Certified Public Official Curriculum Checklist</h3> Successful completion of the following 21 classes & culminating experience are required to earn a NM Certified Public Official designation (NM CPO). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu	
2024	
Classes	Each class is three hours of classroom instruction.
Core Competencies	Honing Event 10 classes required
Take each of the following: ^In-Person Only * Online Only In-Person/Online	
CPM 111- Knowing Your Government	Jan, June/March, Sept
CPM 122- Congratulations You're a Leader	June/March
CPM 131- General Human Resources	June/March, Sept
CPM 138- Conflict Resolution Among Employees	June/March
CPM 144- Risk Management	June/March
CPM 151- Foundations for Communications	January/March, June
CPM 154- Effective Meetings by Design	January/June
CPM 156- Improving Writing Skills	*June/September
PE 110 A & B- Ethics: Know the Law (2 classes same day)	*June/September
Government	1 class in this section
CPM 112- Answering the Call to Public Service or CPM 113- Knowing the Law I	January/June *March/June
Ethics	2 classes in this section
CPM 121- Ethics and Professionalism or CPM 139- Creating an Ethical Culture or CPM 142- Ethics and Managing Public Funds or CARE 111A & 111B (2 classes taken the same day)	January/June *January /June January /March ^January, ^June
Leadership	1 class in this section
CPM 125- Developing a Professional Workplace or CPM 133- Creating a Safe and Productive Workplace or CPM 157- Creating a Service-oriented Culture	January/June * March/September *January
Information Technology	1 class in this section
CPM 161- Making the Most of the Web or CPM 261 – Current issues in information technology or CPM 265- IT for Non-IT Users	January/June January/March June/September
Electives: Take six electives from any prefix: AO, AOTO, CPM, CARE, CES, DWI, EDS, AO, CL, CO, FP, GIS, IT, JP, NMP, NMF, PE, SH, RM, or TO	6 classes in this section
1.	
2.	
3.	
4.	
5.	
6.	
Culminating Experience	
A Mini-essay - Graded on 10-point scale Submit for an audit during an open audit window for assignment.	

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