

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

NM Certified Public Official Curriculum Checklist

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

Classes	Each class is three hours of classroom instruction.	Honing Event
Core Competencies		10 classes required
Take each of the following:		In-Person/Online
CPM 111- Knowing Your Government		June/Jan, March, Sept
CPM 122- Congratulations You're a Leader		March, September
CPM 131- General Human Resources		March, September
CPM 138- Conflict Resolution Among Employees		March, September
CPM 144- Risk Management		March, September
CPM 151- Foundations for Communications		January, June
CPM 154- Effective Meetings by Design		March, September
CPM 156- Improving Writing Skills		June, September
PE 110 A & B- Ethics: Know the Law (2 classes same day)		January, June
Government		1 class in this section
CPM 112- Answering the Call to Public Service or CPM 113- Knowing the Law I		January/June January, September
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
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 January, June January, June
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.		
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		