

NM Certified Public Supervisor Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)

A Program of NM Cooperative Extension Service

NM Certified Public Supervisor Curriculum Checklist

Successful completion of the following classes, including the CPS Assessment, is required to earn an NM Certified Public Supervisor designation (NM CPS).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

Classes Each class is comprised of three hours of classroom instruction.	Honing Event In-Person/Online
Track I Knowing Your Government	All 6 Classes Required
CPM 111 - Knowing the Government (CPO)	June/Jan, March, Sept
CPM 112 - Answering the Call to Public Service	January/June
CPM 113 - Knowing the Law I	January, September
CPM 114 - Public Policy Making Process	January, June
PE 110 A&B - Ethics: Know the Law (2 classes same day- CPO)	January, June
Track II Management and Leadership	All 8 Classes Required
CPM 121- Ethics & Professionalism	January/June
CPM 122 - Congratulations You're a Leader (CPO)	June/September
CPM 123 - Managing Organizational Change	January/June
CPM 125 - Developing a Professional Workplace	January/June
CPM 124/224 Federal Grants & Private Foundations I& II (2 classes same day)	January, March
CPM 221 - Leading Others	January, June
CPM 222 - Project Management	January/September
Track III Human Resources	All 7 Classes Required
CPM 131- General Human Resources Law (CPO)	March, September
CPM 132 - Eliminating Discrimination in the Workplace	January, June
CPM 133 - Creating a Safe & Productive Workplace	January, June
CPM 137 - Discipline & Termination	March, September
CPM 138 - Conflict Resolution Among Employees (CPO)	March, September
CPM 139 - Creating an Ethical Culture	January, June
CPM 236 - Successful Supervision	March, September
Track IV Budgeting & Public Finance	All 5 Classes Required
CPM 141- Public Finance	January/September
CPM 142- Ethics & Managing Public Funds	January/March
CPM 144- Risk Management (CPO)	March, September
CPM 241/242- Budgeting I&II (2 classes same day)- pre- req CPM 141	January/September
Track V Communications	All 5 Classes Required
CPM 151- Foundations of Communications (CPO)	January, June
CPM 152- Conflict Resolution	January, September
CPM 154 - Effective Meeting by Design (CPO)	March, September
CPM 156 - Improving Writing Skills (CPO)	June, September
CPM 157- Creating a Service-oriented Culture	January, June
Track VI Information Technology	2 Classes Required
CPM 161- Making the Most of the Web	January/June
CPM 261- Current Issues in Information Technology	January/March
CPM 265- IT for Non-IT Users	June/September
CPS Culminating Assessment	2 Classes Required
Request audit during open audit window https://nmedge.nmsu.edu/students/graduating.html	
CPM 001- CPS Assessment Part I (Pre-req.= all classes listed above)	
CPM 002- CPS Assessment Part II (Pre-req. CPM 001): Take both the same day.	