

NM Certified County Clerk Requirements Checklist

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

A Program of NM Cooperative Extension Service

NM Certified County Clerk Curriculum Checklist

Successful completion of the following **28 classes** and the culminating experience is required to earn a NM Certified County Clerk designation (**NMCCCL**).

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

| | | |
|--|---|--------------------------------|
| Classes | Each class is three hours of classroom instruction. | |
| Clerk Required Classes | | All 15 classes required |
| Take each of the following CL classes | | |
| CL 100 - Roles & Responsibilities of NM Clerks | | January |
| CL 101- Election Law I (including Federal Election Law & Federal Regulations) | | January |
| CL 102 - Election Law II (including NM Election Law & NM Statutes) | | January |
| CL 103 - Administrative Rules for Elections | | March |
| CL 104A – Election Project Management: Planning, Timeline, and Risk | | March |
| CL 104B – Election Project Management: Process Improvement in the Clerk's Office | | March |
| CL 105 - Voter File Management | | March |
| CL 106 - Census and Redistricting | | March |
| CL 107 - Election Logistics | | June |
| CL 108 - Overview of Probate Law & Probate Forms | | June |
| CL 109 - Canvas, Recounts, and Audits | | June |
| CL 110 – Miscellaneous Recordings & Redaction | | June |
| CL 111- Property and Understanding Maps & Plats | | January |
| CL 112 - Public Records & Inspection of Public Records | | June |
| CL 131- Polling Place Management | | January |
| CPM Required Classes | | All 9 classes required |
| Take each of the following CPM classes | | |
| CPM 111 - Knowing Your Government | | June/Jan, March, Sept |
| CPM 113 - Knowing the Law I | | January, September |
| CPM 121 - Ethics and Professionalism | | January/June |
| CPM 131 - General HR Law | | March, September |
| CPM 144 - Risk Management | | March, September |
| CPM 153 - Public Meetings & Public Hearings | | January, June |
| CPM 159 - Parliamentary Procedures | | January, September |
| CPM 222 - Project Management – A Dynamic Approach | | September |
| CPM 253- Resolutions, Ordinances, and Minutes | | September |
| Personal Ethics Required Classes | | Both classes required |
| Take each of the following Personal Ethics classes | | |
| PE 110 A - Ethics: Know the Law I | | January, June |
| PE 110 B - Ethics: Know the Law II | | January, June |
| Elective Classes | | 2 electives required |
| Take 2 elective classes (any combination of prefixes) | | |
| 1. | | |
| 2. | | |

NM Certified County Clerk Requirements Checklist

| 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 | |