

NM Certified Public Assessment Officer Requirements Checklist

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

A Program of NM Cooperative Extension Service

NM Certified Public Assessment Officer Curriculum Checklist

Successful completion of the following 26 classes & culminating experience are required to earn a NM Certified Public Assessment Official designation (NM CPAO). 2-page checklist

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

2024

Classes	Each class is three hours of classroom instruction. ^In-Person Only *Online Only In-Person/Online	Honing Event
Assessment Officer Required Classes		
Take each of the following AO classes		
Core – Tier I- Take the following 12 classes		12 classes required
AOTO 100- Roles & Responsibilities of Assessors' & Treasurers' Offices		*January/March
AO 101- Introduction to Assessments		January/March
AO 103- Title Conveyance		January/March
AO 104- Property Valuation Appeal		June /January
AO 108- Manufactured Home Valuation		June /January
AO 109- Assessment Calendar		*June/September
AO 112- Determination & Treatment of Tax-Exempt Properties		January/March
AO 113- Basic Economics Focusing on Real Estate Markets		*June/September
AO 114- Mass Appraisal Vs. Fee Appraisal		*June/September
AO 115- Mapping Procedures and Requirements		*March/September
AO 118- Property Design & Measurement		*March/June
AO 206- Principles of Taxation		*March/September
Tier II- Take a minimum 4 of these 5 classes		4 classes required
AO 105- Certifications, Abstracts, & Warrants		*March/September
AO 106- Budgets & Revaluation Plan		*March/September
AO 110- Tax Rate Certification & Yield Ctrl		*March/September
AO 111- Tax Roll Corrections		*January/March
AO 117- Assessor Evaluation Standards		*January/June
CPM Required Classes		6 classes required
Take each of the following CPM & PE classes		
CPM 114- The Public Policy Making Process		*March /September
CPM 121- Ethics & Professionalism		January/June
CPM 131- General HR		June/March, Sept
CPM 157- Creating a Service Oriented Culture		*January
PE 110 A&B (2 classes same day)		*June /September
Elective Classes		4 electives required
Take a minimum of 4 elective classes from this selection (continued on back)		
AO 102- Business Personal Property Reporting & Valuation		*March
AO 107- Agricultural Property Valuation		*January
AO 116- Special Tax Districts, IRB's- Wind Farms & Solar		*September

NM Certified Public Assessment Officer Requirements Checklist

CARE 111 A & B- Building Strong Intergovt. Relations in NM (2 classes same day)	^January, ^June
CPM 123- Managing Organizational Change	*June
CPM 135- Selection for Success: When Everybody Wins	By Request Only
CPM 141- Public Finance	January/September
CPM 144- Risk Management	June/March
CPM 146- Capital Planning & Financing	*June
CPM 158- Managing Your Public Image	By Request Only
CPM 213- Policy Development (pre-req CPM 114)	June/March
CPM 236- Successful Supervision	*September
CPM 264- GIS for Non-GIS Users	By Request Only
Culminating Experience (CE)	
A Mini-Portfolio with a Public Assessing Officer Focus- Graded on 10-point scale Submit for audit during open audit window to receive assignment.	