

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

Classes	Each class is three hours of classroom instruction.	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
AO 101- Introduction to Assessments		January
AO 103- Title Conveyance		January
AO 104- Property Valuation Appeal		June
AO 108- Manufactured Home Valuation		June
AO 109- Assessment Calendar		September
AO 112- Determination & Treatment of Tax-Exempt Properties		March
AO 113- Basic Economics Focusing on Real Estate Markets		June
AO 114- Mass Appraisal Vs. Fee Appraisal		June
AO 115- Mapping Procedures and Requirements		March
AO 118- Property Design & Measurement		March
AO 206- Principles of Taxation		March
Tier II- Take a minimum 4 of these 5 classes		4 classes required
AO 105- Certifications, Abstracts, & Warrants		September
AO 106- Budgets & Revaluation Plan		September
AO 110- Tax Rate Certification & Yield Ctrl		March
AO 111- Tax Roll Corrections		January
AO 117- Assessor Evaluation Standards		June
CPM Required Classes		6 classes required
Take each of the following CPM & PE classes		
CPM 114- The Public Policy Making Process		January, June
CPM 121- Ethics & Professionalism		January/June
CPM 131- General HR		March, September
CPM 157- Creating a Service Oriented Culture		January, June
PE 110 A&B (2 classes same day)		January, June
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
CPM 123- Managing Organizational Change	January/June
CPM 135- Selection for Success: When Everybody Wins	By Request Only
CPM 141- Public Finance	January/September
CPM 144- Risk Management	March, September
CPM 146- Capital Planning & Financing	September
CPM 158- Managing Your Public Image	By Request Only
CPM 213- Policy Development (pre-req CPM 114)	March, September
CPM 236- Successful Supervision	March, September
CPM 264- GIS for Non-GIS Users	By Request Only
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	