

NM Certified Public Purchasing Professional Requirements Checklist

<p>The NM EDGE (Education Designed to Generate Excellence in the public sector) A Program of NM Cooperative Extension Service NM Certified Public Purchasing Professional Curriculum Successful completion of these 25 classes & the culminating experience is required to earn a NM Certified Public Purchasing Officer designation (NMCPPO). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu</p>	
2024	
Each class is 3 hours of classroom instruction.	
*Online Only In-Person/Online	When Offered
Purchasing Foundation Classes- Required*	7 Classes Required
NMP 101- NM Procurement Process (Pre-Req NMP 143)	Pub Purch Foundations
NMP 102- Acquisition Methods (Pre-Req NMP 101)	Pub Purch Foundations
NMP 103- Contract Administration	Pub Purch Foundations
NMP 105- Specification Writing Workshop a	Pub Purch Foundations
NMP 106- Procurement Ethics	Pub Purch Foundations
NMP 143- NM Purchasing & Procurement	Pub Purch Foundations
NMP 001- Public Purchasing Foundation Assessment (Pre-Req Classes)	Pub Purch Foundations
200 Level classes require successful completion of all required 100 level	7 Classes Required
NMP 201- Solicitation & Process of Bids (IFB/ITB)	Advanced Purchasing I&II
NMP 202 A- Request for Proposals (take both classes same day)	Advanced Purchasing I&II
NMP 202 B- Request for Proposals (take both classes same day)	Advanced Purchasing I&II
NMP 203- Negotiation Strategies	Advanced Purchasing I
NMP 204- Roles & Responsibilities Const./Engineering/Capital Outlay	Advanced Purchasing I&II
NMP 205-Advanced Contract Administration	Advanced Purchasing II
NMP 207- Protest Process in NM	Advanced Purchasing II
CPM Required Classes Take each of the following 9 CPM classes	9 Classes Required
CPM 111- Knowing Your Government	Jan, June/March, Sept
CPM 112- Answering the Call to Public Service	January/June
CPM 121- Ethics and Professionalism	January/June
CPM 131- General HR Law	June/March, Sept
CPM 139- Creating an Ethical Culture	*January/June
CPM 142- Ethics and Managing Public Funds	January/March
CPM 144- Risk Management	June/March
CPM 151- Foundations of Communication	January/March, June
CPM 236- Successful Supervision	*September
CPM Electives: Choose 2 from among these classes	2 Electives Required
NMF 110- Internal Controls	Public Finance Level I
NMP 104- Materials Management	Advanced Purchasing I
NMP 206- Advanced Construction and the NM Law (Pre-Req NMP 204)	Advanced Purchasing I
NMP 208- Advanced Purchasing Administration	Advanced Purchasing II
NMP 209- Advanced RFP (Pre-req. NMP 202 A&B)	Advanced Purchasing II
Culminating Experience	Mini-Portfolio Required
Public Purchasing	
A Public Purchasing Focused Mini-Portfolio: Graded on a 10-point scale Submit an audit during an open audit window for assignment	

*NMP 103A and NMP 103B will be accepted as a replacement for the NMP 103 requirement