

NM Certified Treasury Official Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)
 A Program of NM Cooperative Extension Service

NM Certified Treasury Official Curriculum Checklist

Successful completion of the following **25 classes** is required to earn a NM Certified Treasury Official designation (**NMCTO**).

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 Offered
Treasury Official Required Classes		10 classes required
Take each of the following TO classes		
AOTO 100 - Roles and Responsibilities of Treasurer & Assessor Office		*January/March
TO 101-Resources for Treasury Officials		June /January
TO 102- Cashiering and Payment Processing		*January/March
TO 103 - Legal Issues Relevant to the Treasurer’s Office		June/March
TO 105 - Real Property Collections (including Mobile homes)		*January/March
TO 106 - Procurement Process for the Treasurer’s Office (Pre-req. CPM 143)		January /June
TO 202- Treasury Office Reporting Requirements		*June/September
TO 203 - Cash Management for Treasury		June /September
TO 204 - Managing Investments for Treasurers (pre-req TO 203)		*June/September
TO 205 - Bonding & Funding Issues		*June/September
Core Required Classes		13 classes required
Take each of the following CPM classes		
CPM 111- Knowing Your Government		Jan, June/March, Sept
CPM 113 - Knowing the Law I		*March /June
CPM 131 - General HR Law		June/March, September
CPM 141- Public Finance		January/September
CPM 142- Ethics and Managing Public Funds		January/March
CPM 143 - Purchasing and Procurement		January/June
CPM 144 - Risk Management		June/March
CPM 145 - Investing and Growing Public Funds		*September
CPM 146 - Capital Planning & Financing		*September
CPM 241/242- Budgeting I & II (pre-req. CPM 141)		January/September
2 classes same day		
PE 110 A&B- Ethics: Know the Law – 2 classes same day		*June /September
Two Electives: May be any prefix		2 classes required
1. _____ 2. _____		
Recommend taking CARE 111 A & B Building Strong Intergovernmental Relations in NM (2 classes same day)		^January, ^June
Culminating Experience		
A Treasury Office Focused Mini-Portfolio - Graded on 10-point scale Submit for an audit during an open audit window to receive assignment.		

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