

## 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](mailto:nmedge@nmsu.edu) or go to [nmedge.nmsu.edu](http://nmedge.nmsu.edu)

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Classes	Each class is three hours of classroom instruction. ^ <b>In-Person Only</b> * <b>Online Only</b> <b>In-Person/Online</b>	Offered
<b>Clerk Required Classes</b> Take each of the following CL classes		<b>All 14 classes required</b>
CL 100 - Roles & Responsibilities of NM County Clerks		<b>January/September</b>
CL 101- Election Law I (including Federal Election Law & Federal Regulations)		<b>January/September</b>
CL 102 - Election Law II (including NM Election Law & NM Statutes)		<b>January/September</b>
CL 103 - Election Law III (including NM Rules, Regulations, & Administrative Complaints)		<b>January/September</b>
CL 104 - Clerks Calendar & Special Elections		<b>*March (Even Calendar Years)</b>
CL 105 - Political Parties, Voter Registration, and Third Parties		<b>*March (Odd Calendar Years)</b>
CL 106 - Census and Redistricting		<b>*March (Even Calendar Years)</b>
CL 107 - Administrative Procedures Act		<b>*March (Odd Calendar Years)</b>
CL 108 - Overview of Probate Law & Probate Forms		<b>*March (Even Calendar Years)</b>
CL 109 - Verifications in the NM County Clerk’s Office		<b>*March (Odd Calendar Years)</b>
CL 110 - Miscellaneous Recordings & Redaction		<b>*June (Even Calendar Years)</b>
CL 111- Property & Understanding Maps & Plats		<b>*June (Odd Calendar Years)</b>
CL 112 - Public Records & Inspection of Public Records		<b>*June (Even Calendar Years)</b>
CL 131- Poll Workers & Polling Places		<b>*June (Odd Calendar Years)</b>
<b>CPM Required Classes</b> Take each of the following CPM classes		<b>All 8 classes required</b>
CPM 111 - Knowing Your Government		<b>Jan, June/March, Sept</b>
CPM 113 - Knowing the Law I		<b>June/September</b>
CPM 121 - Ethics and Professionalism		<b>January/September</b>
CPM 131 - General HR Law		<b>June/September</b>
CPM 144 - Risk Management		<b>January/September</b>
CPM 153 - Public Meetings & Public Hearings		<b>January/September</b>
CPM 159 - Parliamentary Procedures		<b>September*</b>
CPM 253- Resolutions, Ordinances, and Minutes		<b>September*</b>
<b>Personal Ethics Required Classes</b> Take each of the following Personal Ethics classes		<b>Both classes are required should be taken on the same day.</b>
PE 110 A - Ethics: Know the Law I		<b>June/September</b>
PE 110 B - Ethics: Know the Law II		<b>June/September</b>
<b>Elective Classes</b> Take at least 4 elective classes (any combination of prefixes)		<b>4 electives required</b>
1.		
2.		
3.		
4.		
Recommend -CARE 111 A & B-Building Strong Intergovernmental Relations in NM (take both classes same day)		<b>^January, ^June</b>

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<b>Culminating Experience</b>	
A County Clerk Focused Mini-Portfolio - Graded on 10-point scale Submit audit during open audit window to receive assignment	