

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

A Program of NM Cooperative Extension Service

NM Certified DWI Coordinator Curriculum Checklist

Successful completion of the following **26 classes** is required to earn a NM Certified DWI Coordinator designation (**NMCDWIC**). For further information contact nmedge@nmsu.edu or go to <http://NMEDGE.NMSU.EDU>

2024

| Classes | Each class is three hours of classroom instruction. ^In-Person Only *Online Only In-Person/Online | Honing Event |
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| Customized NAME Required Classes | | 6 classes required |
| Take each of the following 6 DWI Pre-fix classes | | |
| DWI 101 - LDWI for Coordinators | | January/June |
| DWI 102 - Program Planning and Development | | January/September |
| DWI 103 - DWI Policies and Procedures | | January/March |
| DWI 104 - Contract Overview and Development (pre-requisite CPM 143) | | *June |
| DWI 105 - Collaboration for Program Sustainability (Co-req with DWI 108) | | *September |
| DWI 108 - Evaluation Made Simple (Co-req with DWI 105) | | *September |
| CPM and PE Required Classes | | 17 classes required |
| Take each of the following CPM and PE classes | | |
| CPM 111- Knowing your Government | | Jan, June/March, Sept |
| CPM 114 - The Public Policy Making Process | | *March/September |
| CPM 122 - Congratulations! You're a Leader | | June/March |
| CPM 123 - Managing Organizational Change | | *June |
| CPM 124/224- Grant Writing (2 classes) | | *March/September |
| CPM 131- General HR Law | | June/March, Sept |
| CPM 141 - Public Finance | | January/September |
| CPM 142 - Ethics and Managing Public Funds | | January/March |
| CPM 143 - Public Purchasing & Procurement | | January/June |
| CPM 241/242- Budgeting I & II (2 classes) (pre-requisite CPM 141) | | January/September |
| CPM 151- Foundation for Communication | | January/March, June |
| CPM 156 - Improving Writing Skills | | *June/September |
| CPM 265 - IT for the Non-IT User | | June/September |
| PE 110 A & B Ethics: Know the Law I and II (2 classes) | | *June/September |
| Elective Classes | | 3 electives required |
| Choose a minimum of 3 of the following 12 classes | | |
| DWI 106 - DWI Treatment Programs | | ^June |
| DWI 107- Overview of Compliance Programs | | *June |
| CARE 111 A & B- Building Strong Intergovernmental Relations (2 classes) | | ^January, ^June |
| CPM 126 - Self-management for a Sustainable Career | | By Request Only |
| CPM 144 - Risk Management | | June/March |
| CPM 154 - Effective Meetings by Design | | January/June |
| CPM 158 - Managing your Public Image | | By Request Only |
| CPM 164 - Excel Spreadsheets for Beginners | | By Request Only |
| CPM 165 - Excel Intermediate Level I | | *January |
| CPM 262 - Using Technology to Improve Organizations | | By Request Only |

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| NMF 110 - Internal Controls | Finance Level I |
| Culminating Experience | |
| Culminating Experience- DWI Coordinator Focused Mini-Portfolio. Graded on 10-point scale. Submit an audit during an open audit window to receive assignment | |