

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 an NM Certified Public Purchasing Officer designation (NMCPPO). For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu</p>		
Each class is 3 hours of classroom instruction.	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
NMP 202 A- Request for Proposals (take both classes same day)		Advanced Purchasing
NMP 202 B- Request for Proposals (take both classes same day)		Advanced Purchasing
NMP 203- Negotiation Strategies		Advanced Purchasing
NMP 204- Roles & Responsibilities Const./Engineering/Capital Outlay		Advanced Purchasing
NMP 205-Advanced Contract Administration		Advanced Purchasing
NMP 207- Protest Process in NM		Advanced Purchasing
CPM Required Classes Take each of the following 9 CPM classes		9 Classes Required
CPM 111- Knowing Your Government		June/ Jan, March, Sept
CPM 112- Answering the Call to Public Service		January/June
CPM 121- Ethics and Professionalism		January/June
CPM 131- General HR Law		March, Sept
CPM 139- Creating an Ethical Culture		January/June
CPM 142- Ethics and Managing Public Funds		January/March
CPM 144- Risk Management		March, September
CPM 151- Foundations of Communication		January/June
CPM 236- Successful Supervision		March, September
NMP Electives: Choose 2 from among these classes		2 Electives Required
NMF 110- Internal Controls		Public Finance Level
NMP 104- Materials Management		Advanced Purchasing
NMP 206- Advanced Construction and the NM Law (Pre-Req NMP 204)		Advanced Purchasing
NMP 208- Advanced Purchasing Administration		Advanced Purchasing
NMP 209- Advanced RFP (Pre-req. NMP 202 A&B)		Advanced Purchasing
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		

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