

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

A Program of NM Cooperative Extension Service

NM Certified Tax Policy Professional Curriculum Checklist

Successful completion of the following **24 classes** is required to earn a NM Certified Tax Policy designation (**NMCTPP**). For further information contact nmedge@nmsu.edu or go to <http://NMEDGE.NMSU.EDU>

Each class is three hours of classroom instruction.	In-Person/Online
Tax Policy Required Classes	9 classes required
Take each of the following 9 TAX Pre-fix classes	
TAX 101- NM Tax Policy – A Basic Overview	January
TAX 102 - NM Gross Receipts Tax	March
TAX 103 - NM Property Tax	March
TAX 104 - NM Specialized Taxes	June
TAX 105 - NM Income Tax – Corporate & Personal (pre-req TAX 101)	January
TAX 106 - Understanding Tax Reports	June
TAX 107 - Sources of Data (Workshop)	June
TAX 108 - Management Controls	September
TAX 109 - Administrative Topics	September
Required Classes	10 classes required
Take each of the following classes	
AOTO 100 – Roles and Responsibilities of Treasurers and Assessors	January
CPM 111- Knowing Your Government	Jan, March, June, Sept
CPM 114 – Public Policy Making	January/June
CPM 141 - Public Finance	January/September
CPM 161 – Making the Most of the Web	January/June
NMF 201 - Public Finance Law	Finance Level II
NMF 204 - Finance Policies & Best Practices	Finance Level II
NMF 205 – Economics and Revenue Forecasting	Finance Level II
PE 110 A - Ethics Know the Law I (taken on same day as PE 110A)	January, June
PE 110 B - Ethics Know the Law II (taken on same day as PE 110B)	January, June
Elective Classes	5 electives required
Choose a minimum of 5 of the following 11 classes	
CPM 112 – Answering the Call to Public Service	January/June
CPM 123 – Managing Organizational Change	January/June
CPM 142 - Ethics and Managing Public Funds	January, March
CPM 222 – Project Management	January/September
CPM 226 – Leadership and the Public Trust	March
CPM 241 - Budgeting I (CPM 141 Prerequisite)	January/September
CPM 242 – Budgeting II (CPM 241 Prerequisite)	January/September
CPM 271 – The Role of Research in Public Service (CPM 112, 114, 123, 161, 222 Prerequisites)	September
CPM 272 – Research Tools for Decision Making (CPM 271 Prerequisite)	September
NMF 110 - Internal Controls	Finance Level I
PE 147 – Risky Business: Preventing and Mitigating Damage	March /September
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	