

# NM EDGE Certified County Clerk

New Mexico EDGE is proud to offer the NM EDGE Certified County Clerk certification. The purpose of this certification is to provide a comprehensive course of study in public service for New Mexico county clerks and other public officials as well as create networking opportunities. Fifteen core competency classes were developed by public service experts throughout the state of New Mexico. Thirteen additional classes (developed using curriculum guidelines established by the National Certified Public Manager® Consortium) round out the 28-class certification.

Classes are delivered throughout the year in both in-person and live online formats.

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*The cost of each three-hour class is \$85.00*

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Please contact us for more information regarding this certification and others offered through NM EDGE.

Tel: 505 224 4057

email: [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu)

or visit: <https://nmedge.nmsu.edu/>

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**NM EDGE** (Education Designed to Generate Excellence in the public sector), a service of New Mexico State University's [Cooperative Extension Service](#), is a program designed to provide a comprehensive course of study to administrators, managers, elected officials, and staff in local, state, tribal, and national government. Through this program, participants can acquire and apply best practices, theories, and strategies based on the highest professional standards.

**Our Mission is Better Government Through Education**

## County Clerk Core Classes

CL 100 - Roles & Responsibilities of NM County Clerks

CL 101- Election Law I (including Federal Election Law & Federal Regulations)

CL 102 - Election Law II (including NM Election Law & NM Statutes)

CL 103 – Administrative Rules for Elections

CL 104A - Clerks Calendar I (Operations)

CL 104B - Clerks Calendar II (Project Management)

CL 105 – Voter File Management

CL 106 - Census and Redistricting

CL 107 – Election Logistics

CL 108 - Overview of Probate Law & Probate Forms

CL 109 – Canvas, Recounts, and Audits

CL 110 - Recordings & Redaction

CL 111- Property & Understanding Maps & Plats

CL 112 - Public Records & Inspection of Public Records

CL 131- Polling Place Management

New Mexico State University is an equal opportunity employer and educator. NMSU and the U.S. Department of Agriculture cooperating.

## 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)

<b>Classes</b>	Each class is three hours of classroom instruction.	
<b>Clerk Required Classes</b>		<b>All 15 classes required</b>
Take each of the following CL classes		
CL 100 - Roles & Responsibilities of NM Clerks		January
CL 101- Election Law I (including Federal Election Law & Federal Regulations)		January
CL 102 - Election Law II (including NM Election Law & NM Statutes)		January
CL 103 - Administrative Rules for Elections		March
CL 104A – Election Project Management: Planning, Timeline, and Risk		March
CL 104B – Election Project Management: Process Improvement in the Clerk’s Office		March
CL 105 - Voter File Management		March
CL 106 - Census and Redistricting		March
CL 107 - Election Logistics		June
CL 108 - Overview of Probate Law & Probate Forms		June
CL 109 - Canvas, Recounts, and Audits		June
CL 110 – Miscellaneous Recordings & Redaction		June
CL 111- Property and Understanding Maps & Plats		January
CL 112 - Public Records & Inspection of Public Records		June
CL 131- Polling Place Management		January
<b>CPM Required Classes</b>		<b>All 9 classes required</b>
Take each of the following CPM classes		
CPM 111 - Knowing Your Government		June/Jan, March, Sept
CPM 113 - Knowing the Law I		January, September
CPM 121 - Ethics and Professionalism		January/June
CPM 131 - General HR Law		March, September
CPM 144 - Risk Management		March, September
CPM 153 - Public Meetings & Public Hearings		January, June
CPM 159 - Parliamentary Procedures		January, September
CPM 222 - Project Management – A Dynamic Approach		September
CPM 253- Resolutions, Ordinances, and Minutes		September
<b>Personal Ethics Required Classes</b>		<b>Both classes required</b>
Take each of the following Personal Ethics classes		
PE 110 A - Ethics: Know the Law I		January, June
PE 110 B - Ethics: Know the Law II		January, June
<b>Elective Classes</b>		<b>2 electives required</b>
Take 2 elective classes (any combination of prefixes)		
1.		
2.		

## NM Certified County Clerk Requirements Checklist

<b>Don't forget the Culminating Experience!</b>	
Once you have completed all required classes, please submit an audit request to be assigned an academic advisor for your culminating experience. <a href="https://nmedge.nmsu.edu/students/graduating.html">https://nmedge.nmsu.edu/students/graduating.html</a>	