

# NM EDGE Certified Treasury Official

New Mexico EDGE is proud to offer the NM EDGE Certified Treasury Official certification. The purpose of this certification is to provide a comprehensive course of study in public service for New Mexico county treasurers and other public officials as well as create networking opportunities. Ten core competency classes were developed by public service experts throughout the state of New Mexico. Fifteen additional classes (developed using curriculum guidelines established by the National Certified Public Manager® Consortium) round out the 25-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**

## Treasury Official Core Classes

AOTO 100- Roles & Responsibilities of Assessors' & Treasurers' Offices

TO 101-Resources for Treasury Officials

TO 102- Cashiering and Payment Processing

TO 103 - Legal Issues Relevant to the Treasurer's Office

TO 105- Real Property Collections (including Mobile homes)

TO 106- Procurement Process for the Treasurer's Office (Pre-req. CPM 143)

TO 202- Treasury Office Reporting Requirements

TO 203- Cash Management for Treasury

TO 204- Managing Investments for Treasurers (pre-req TO 203)

TO 205- Bonding & Funding Issues

## NM Certified Treasury Official Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)  
 A Program of NM Cooperative Extension Service

### NM Certified Treasury Official Curriculum Checklist

Successful completion of the following **25 classes** is required to earn a NM Certified Treasury Official designation (**NMCTO**).

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 <span style="color: #00008B;">In-Person/Online</span>	<b>Honing Offered</b>
<b>Treasury Official Required Classes</b> Take each of the following TO classes	<b>10 classes required</b>
AOTO 100 - Roles and Responsibilities of Treasurer & Assessor Office	<span style="color: #00008B;">January</span>
TO 101-Resources for Treasury Officials	<span style="color: #00008B;">January</span>
TO 102- Cashiering and Payment Processing	<span style="color: #00008B;">January</span>
TO 103 - Legal Issues Relevant to the Treasurer’s Office	<span style="color: #00008B;">March</span>
TO 105 - Real Property Collections (including Mobile homes)	<span style="color: #00008B;">March</span>
TO 106 - Procurement Process for the Treasurer’s Office (Pre-req. CPM 143)	<span style="color: #00008B;">June</span>
TO 202- Treasury Office Reporting Requirements	<span style="color: #00008B;">June</span>
TO 203 - Cash Management for Treasury	<span style="color: #00008B;">June</span>
TO 204 - Managing Investments for Treasurers (pre-req TO 203)	<span style="color: #00008B;">June</span>
TO 205 - Bonding & Funding Issues	<span style="color: #00008B;">June</span>
<b>Core Required Classes</b> Take each of the following CPM classes	<b>13 classes required</b>
CPM 111- Knowing Your Government	<span style="color: #8B0000;">June/Jan, March, Sept</span>
CPM 113 - Knowing the Law I	<span style="color: #00008B;">January, September</span>
CPM 131 - General HR Law	<span style="color: #00008B;">March, September</span>
CPM 141- Public Finance	<span style="color: #8B0000;">January/September</span>
CPM 142- Ethics and Managing Public Funds	<span style="color: #8B0000;">January/March</span>
CPM 143 - Purchasing and Procurement	<span style="color: #8B0000;">January/June</span>
CPM 144 - Risk Management	<span style="color: #00008B;">March, September</span>
CPM 145 - Investing and Growing Public Funds	<span style="color: #00008B;">September</span>
CPM 146 - Capital Planning & Financing	<span style="color: #00008B;">September</span>
CPM 241/242- Budgeting I & II (pre-req. CPM 141) 2 classes same day	<span style="color: #8B0000;">January/September</span>
PE 110 A&B- Ethics: Know the Law – 2 classes same day	<span style="color: #00008B;">January, June</span>
<b>Two Electives: May be any prefix</b>	<b>2 classes required</b>
1. 2. Recommend taking CARE 111 A & B Building Strong Intergovernmental Relations in NM (2 classes same day)	<span style="color: #8B0000;">January</span>
<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>	