

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 or go to nmedge.nmsu.edu **2025**

Classes	Each class is three hours of classroom instruction.	
Clerk Required Classes		All 15 classes required
Take each of the following CL classes		
CL 100 - Roles & Responsibilities of NM County 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 - Clerks Calendar I		March
CL 104B - Clerks Calendar II		March
CL 105 - Voter File Management (Data 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 - Recordings & Redaction		June
CL 111- Property, Maps & Plats		January
CL 112 - Public Records & Inspection of Public Records		June
CL 131- Polling Site Management		January
CPM Required Classes		All 9 classes required
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
Personal Ethics Required Classes		Both classes required
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
Elective Classes		2 electives required
Take 2 elective classes (any combination of prefixes)		
1.		
2.		

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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	