NM Certified Public Finance Professional Checklist

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

"NM Certified Public Finance Professional" Curriculum

Successful completion of 24 classes & the culminating experience is required to earn a NM Certified Public Finance Professional (NMCPFP).

Accounting IA: Key Concepts (take A & B same day) Finance Level I NMF 101A- Accounting IA: Key Concepts (take A & B same day) Finance Level I NMF 101B- Accounting IB: Technical Applications (take A & B same day) Finance Level I NMF 101A- Accounting IB: Technical Applications (take A & B same day) Finance Level I NMF 101A- Accounting IB: Fund Accounting & Financial Statements Finance Level I NMF 102A- Accounting II: Human Resource Accounting Concepts Finance Level I NMF 103- Fundamentals of Cash Handling Finance Level I NMF 103- Fundamentals of Cash Handling Finance Level I NMF 110- Internal Controls for Finance and Purchasing Finance Level I NMF 104- Public Finance Law Finance Level I Required (recomment taking Level I first) S Classes Required NMF 201- Public Finance Law Finance Level II NMF 202- Debt Management (Pre-req. CPM 146) Finance Level II NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) Finance Level II NMF 204- Finance Policies & Best Practices Finance Level II Finance Level II NMF 204- Finance Interpreting Audited Financing Finance Level II Finance Finance II Finance Level II Finance Level II Finance Finance II Finance Financ	NM Certified Public Finance Professional (NMCPFP).	
NMF 101A- Accounting IA: Key Concepts (take A & B same day) NMF 101B- Accounting IB: Technical Applications (take A & B same day) NMF 102A- Accounting II: Fund Accounting & Finance Level I NMF 102B- Accounting II: Human Resource Accounting Concepts Finance Level I NMF 103- Fundamentals of Cash Handling NMF 103- Fundamentals of Cash Handling NMF 110- Internal Controls for Finance and Purchasing NMF ince Classes Level II Required (recommend taking Level I first) NMF 201- Public Finance Law NMF 201- Public Finance Law NMF 202- Debt Management (Pre-req. CPM 146) NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) NMF 204- Finance Policies & Best Practices NMF 204- Finance Policies & Best Practices NMF 244- Insurance in the Public Sector (Pre-req CPM 144) Finance Level II Required CPM Classes - Part A 2 Classes Required CPM 146- Capital Planning and Financing Finance Level II Required CPM Classes - Part B 7 Classes Required CPM 111- Knowing Your Government PROM 141- Fublic Finance CPM 141- Public Finance CPM 141- Public Finance CPM 141- Public Finance CPM 141- Public Finance CPM 142- Ethics and Public Funds CPM 141- Budgeting I (take I and II same day) (Pre-req CPM 141) NMF 204- Budgeting II (take I and II same day) (Pre-req CPM 141) NMF 205- Economics & Revenue Forecasting NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions PMF 2	Each class is 3 hours of classroom instruction *Online Only In-Person/Online	
NMF 101B- Accounting IB: Technical Applications (take A & B same day) NMF 102A- Accounting II: Fund Accounting & Finance Level I NMF 102B- Accounting II: Human Resource Accounting Concepts NMF 102B- Accounting II: Human Resource Accounting Concepts NMF 103- Fundamentals of Cash Handling NMF 110- Internal Controls for Finance and Purchasing NMF 201- Public Finance Level I NMF 1201- Public Finance Law NMF 201- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) NMF 204- Finance Policies & Best Practices NMF 204- Finance Policies & Best Practices NMF 204- Finance Policies & Best Practices NMF 204- Finance In the Public Sector (Pre-req. CPM 144) Required CPM Classes - Part A CPM 146- Capital Planning and Financing Finance Level II Required CPM Classes - Part B CPM 205- IT for non-IT Managers Required CPM Classes - Part B CPM 131- General HR CPM 141-Public Finance CPM 141-Public Finance CPM 142- Ethics and Public Funds January/March CPM 142- Ethics and Public Funds January/March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March CPM 164- Excel Spreadsheets for Beginners By Request Only CPM 165- Ecconomics & Revenue Forecasting NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions Finance Level II Sy Request Only CPM 164- Excel Intermediate Level II Sy Request Only CPM 164- Excel Intermediate Level II Sy Request Only CPM 169- Excel Intermediate Revel II Sy Request Only CPM 169- Excel Intermediate Revel II Sy Request Only CPM 169- Excel Intermediate Revel II Sy Request Only CPM 169- Excel Intermediate Revel II Sy Request Only CPM 160- Special Tax Districts Sy Request Only CPM 160- Special Tax Districts Sy Request Only CPM 160- Spec	NM Finance Classes Level I Required	6 Classes Required
NMF 102A- Accounting II: Fund Accounting & Financial Statements NMF 102B - Accounting II: Human Resource Accounting Concepts NMF 102B - Accounting II: Human Resource Accounting Concepts NMF 101- Prevail Fundamentals of Cash Handling NMF 101- Internal Controls for Finance and Purchasing NMF 110- Internal Controls for Finance and Purchasing NMF 1201- Public Finance Law NMF 201- Public Finance Law NMF 201- Public Finance Law NMF 202- Debt Management (Pre-req. CPM 146) NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) NMF 204- Finance Policies & Best Practices Prequired CPM Classes - Part A 2 Classes Required CPM 146- Capital Planning and Financing Finance Level II Required CPM Classes - Part B 7 Classes Required PM 111- Knowing Your Government PM 121- Europe Propertion PM 121- Europe Propertion PM 124- Europe Pr		Finance Level I
NMF 102B -Accounting II: Human Resource Accounting Concepts NMF 103- Fundamentals of Cash Handling NMF 110- Internal Controls for Finance and Purchasing Finance Level I NMF 110- Internal Controls for Finance and Purchasing NMF 201- Public Finance Law NMF 202- Debt Management (Pre-req. CPM 146) NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) NMF 204- Finance Policies & Best Practices Finance Level II NMF 244- Insurance in the Public Sector (Pre-req CPM 144) Finance Level II NMF 244- Insurance in the Public Sector (Pre-req CPM 144) Finance Level II Required CPM Classes - Part A 2 Classes Required CPM 146-Capital Planning and Financing Finance Level II Required CPM Classes - Part B 7 Classes Required CPM 111- Knowing Your Government Jan, June/March, Sept CPM 113- General HR CPM 142-Ethics and Public Funds January/March CPM 142-Ethics and Public Funds January/March CPM 144- Risk Management January/March CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March Required Excel Class - Choose 1 from those listed below 1 Class Required CPM 164- Excel Spreadsheets for Beginners By Request Only CPM 165- Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below 3 Classes Required NMF 205- Economics & Revenue Forecasting Finance Level II By Request Only NM Finance Electives - Choose 3 from those listed below 3 Classes Required NMF 205- Economics & Revenue Forecasting Finance Level II By Request Only NM Finance Electives - Choose 3 from those listed below 3 Classes Required NMF 205- Economics & Revenue Forecasting Finance Level II By Request Only NM Finance Electives - Choose 3 from those listed below 3 Classes Required NMF 206- Post-Employment Benefits/Pensions Finance Level II By Request Only PM 124/224- Grant Writing I & II (take both the same day) PM 124/224- Grant Writing I & II (take both the sa	NMF 101B- Accounting IB: Technical Applications (take A & B same day)	Finance Level I
NMF 103- Fundamentals of Cash Handling NMF 110- Internal Controls for Finance and Purchasing NMF 110- Internal Controls for Finance and Purchasing NMF 201- Public Finance Law NMF 201- Public Finance Law NMF 202- Debt Management (Pre-req. CPM 146) NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) Finance Level II NMF 204- Finance Policies & Best Practices NMF 204- Finance Policies & Best Practices NMF 244- Insurance in the Public Sector (Pre-req CPM 144) Finance Level II Required CPM Classes - Part A 2 Classes Required CPM 146- Capital Planning and Financing Finance Level II Required CPM Classes - Part B 7 Classes Required CPM 111- Knowing Your Government CPM 265- IT for non-IT Managers Finance Level II Required CPM Classes - Part B 7 Classes Required CPM 111- Knowing Your Government Jan, June/March, Sept CPM 131- General HR June/September CPM 141-Public Finance CPM 142-Ethics and Public Funds January/March CPM 142-Ethics and Public Funds January/March CPM 242- Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March Required Excel Class - Choose 1 from those listed below 1 Class Required CPM 164- Excel Spreadsheets for Beginners CPM 169- Excel Intermediate Level II By Request Only CPM 169- Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below This condition of the processing Finance Level II CPM 160- Destention Operations & Financial Mgmt. for Policy Makers Finance Level II CPM 124- Public Purchasing & Procurement CPM 124- P	NMF 102A- Accounting II: Fund Accounting & Financial Statements	Finance Level I
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NMF 202- Debt Management (Pre-req. CPM 146) NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102) NMF 204- Finance Policies & Best Practices NMF 244- Insurance in the Public Sector (Pre-req CPM 144) Required CPM Classes – Part A 2 Classes Required CPM 146 – Capital Planning and Financing CPM 146 – Capital Planning and Financing Required CPM Classes – Part B 7 Classes Required CPM 111- Knowing Your Government CPM 131- General HR CPM 141-Public Finance CPM 142-Ethics and Public Funds CPM 142-Ethics and Public Funds CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141) Required Excel Class – Choose 1 from those listed below CPM 164- Excel Spreadsheets for Beginners CPM 165- Excel Intermediate Level II NMF 206- Post-Employment Benefits/Pensions Finance Level II NMF 206- Post-Employment Benefits/Pensions Finance Level II Sp Request Only *January Finance Level II Sp Request Only *January *Jan	NM Finance Classes Level II Required (recommend taking Level I first)	5 Classes Required
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NMF 204- Finance Policies & Best Practices NMF 244- Insurance in the Public Sector (Pre-req CPM 144) Required CPM Classes - Part A 2 Classes Required CPM 146 - Capital Planning and Financing CPM 265 - IT for non-IT Managers Required CPM Classes - Part B 7 Classes Required CPM 111- Knowing Your Government Jan, June/March, Sept CPM 131- General HR CPM 142-Public Finance CPM 142-Ethics and Public Funds CPM 142-Ethics and Public Funds CPM 142-Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March Required Excel Class - Choose 1 from those listed below 1 Class Required CPM 164- Excel Spreadsheets for Beginners By Request Only CPM 165- Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below 3 Classes Required NMF 205- Economics & Revenue Forecasting NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions Finance Level II NMF 206- Post-Employment Benefits/Pensions CPM 164- Detention Operations & Financial Mgmt. for Policy Makers CPM 164- Public Purchasing & Procurement CPM 143- Public Purchasing & Procurement CPM 144- Public Purchasing & Procurement CPM 124/224- Grant Writing I & II (take both the same day) CPM 231- Workers Compensation (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only A0 106- Budget Development & Revaluation Plan (Even Calendar Years) *September A0 110- Tax Rate Certification and Yield Control (Even Calendar Years) By Request Only To 204- Managing Investments for Treasurers (Even Calendar Years) *June Culminating Experience: A Public Finance Focused Mini-Portfolio Mini-Portfolio	NMF 202- Debt Management (Pre-req. CPM 146)	Finance Level II
NMF 244- Insurance in the Public Sector (Pre-req CPM 144) Required CPM Classes – Part A 2 Classes Required CPM 146 – Capital Planning and Financing Finance Level I CPM 265 - IT for non-IT Managers Finance Level II Required CPM Classes – Part B 7 Classes Required CPM 111- Knowing Your Government CPM 131- General HR June/September CPM 141-Public Finance CPM 142-Ethics and Public Funds CPM 144- Risk Management CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March CPM 164- Excel Spreadsheets for Beginners CPM 165- Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below 3 Classes Required NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions CPM 143- Public Purchasing & Procurement CPM 124/224- Grant Writing I & II (take both the same day) CPM 233- Labor Relations (Pre-Req CPM 131) A0 106- Budget Development & Revaluation Plan CPM 204- Managing Investments for Treasurers (Even Calendar Years) *September A0 116- Special Tax Districts By Request Only To 204- Managing Investments for Treasurers (Even Calendar Years) *June Culminating Experience: A Public Finance Focused Mini-Portfolio	NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102)	Finance Level II
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CPM 146 - Capital Planning and Financing CPM 265 - IT for non-IT Managers Required CPM Classes - Part B CPM 111 - Knowing Your Government CPM 131 - General HR CPM 131 - General HR CPM 141-Public Finance CPM 142-Ethics and Public Funds CPM 144- Risk Management CPM 144- Risk Management CPM 241 - Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242 - Budgeting II (take I and II same day) (Pre-req CPM 141) *March Required Excel Class - Choose 1 from those listed below CPM 164 - Excel Spreadsheets for Beginners CPM 165 - Excel Intermediate Level I Sy Request Only CPM 169 - Excel Intermediate Level II NMF 205 - Economics & Revenue Forecasting NMF 205 - Economics & Revenue Forecasting NMF 206 - Post-Employment Benefits/Pensions Finance Level II CPM 169 - Dest-Employment Benefits/Pensions Finance Level II CPM 143 - Public Purchasing & Procurement CPM 124/224 - Grant Writing I & II (take both the same day) CPM 124/224 - Grant Writing I & II (take both the same day) CPM 231 - Workers Compensation (Pre-Req CPM 131) By Request Only CPM 233 - Labor Relations (Pre-Req CPM 131) By Request Only CPM 233 - Labor Relations (Pre-Req CPM 131) By Request Only CPM 233 - Labor Relations (Pre-Req CPM 131) By Request Only CPM 234 - Rate Certification and Yield Control Even Calendar Years AO 110 - Tax Rate Certification and Yield Control Even Calendar Years By Request Only TO 204 - Managing Investments for Treasurers Even Calendar Years *September Buner Cevel II Whini-Portfolio	NMF 244- Insurance in the Public Sector (Pre-req CPM 144)	Finance Level II
Required CPM Classes - Part B CPM 111- Knowing Your Government CPM 131- General HR CPM 141-Public Finance CPM 142-Ethics and Public Funds CPM 242- Budgeting I (take I and II same day) (Pre-req CPM 141) CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March CPM 164- Excel Spreadsheets for Beginners CPM 165- Excel Intermediate Level I NMF 205- Economics & Revenue Forecasting NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions CPM 143- Public Purchasing & Procurement CPM 144- Public Purchasing & Procurement CPM 165- Excel Intermediate Level II NMF 206- Post-Employment Benefits/Pensions Finance Level II CPM 165- Excel Intermediate Level II NMF 206- Post-Employment Benefits/Pensions Finance Level II CPM 116- Detention Operations & Financial Mgmt. for Policy Makers CPM 124/224- Grant Writing I & II (take both the same day) CPM 231- Workers Compensation (Pre-Req CPM 131) CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only CPM 234- Workers Compensation (Pre-Req CPM 131) By Request Only CPM 237- Workers Compensation (Pre-Req CPM 131) By Request Only September A0 110- Tax Rate Certification and Yield Control (Even Calendar Years) By Request Only To 204- Managing Investments for Treasurers (Even Calendar Years) *September Culminating Experience: A Public Finance Focused Mini-Portfolio Mini-Portfolio	Required CPM Classes - Part A	2 Classes Required
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CPM 131- General HR CPM 141-Public Finance CPM 142-Ethics and Public Funds CPM 144- Risk Management CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *March Required Excel Class - Choose 1 from those listed below CPM 164- Excel Spreadsheets for Beginners CPM 165- Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions Finance Level II CPM 160- Detention Operations & Financial Mgmt. for Policy Makers CPM 167- Detention Operations & Financial Mgmt. for Policy Makers CPM 168- Excel Intermediate Level II NMF 206- Post-Employment Benefits/Pensions Finance Level II CPM 169- Excel Intermediate Level II NMF 206- Post-Employment Benefits/Pensions Finance Level II NMF 207- Post-Employment Benefits/Pensions Finance Level II CPM 143- Public Purchasing & Procurement *January CPM 124/224- Grant Writing I & II (take both the same day) *March/September CPM 231- Workers Compensation (Pre-Req CPM 131) By Request Only A0 106- Budget Development & Revaluation Plan (Even Calendar Years) *September A0 110- Tax Rate Certification and Yield Control (Even Calendar Years) *September A0 116 - Special Tax Districts By Request Only TO 204- Managing Investments for Treasurers (Even Calendar Years) *June Culminating Experience: A Public Finance Focused Mini-Portfolio	Required CPM Classes - Part B	•
CPM 141-Public Finance CPM 142-Ethics and Public Funds CPM 144- Risk Management CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *Required Excel Class - Choose 1 from those listed below CPM 164- Excel Spreadsheets for Beginners By Request Only CPM 165- Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions Finance Level II CPM 116- Detention Operations & Financial Mgmt. for Policy Makers By Request Only CPM 143- Public Purchasing & Procurement *January CPM 231- Workers Compensation (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only A0 106- Budget Development & Revaluation Plan (Even Calendar Years) A0 110- Tax Rate Certification and Yield Control (Even Calendar Years) Culminating Experience: A Public Finance Focused Mini-Portfolio Mini-Portfolio		
CPM 142-Ethics and Public Funds CPM 144- Risk Management CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *Required Excel Class - Choose 1 from those listed below CPM 164- Excel Spreadsheets for Beginners By Request Only CPM 165 Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions CPM 163- Detention Operations & Financial Mgmt. for Policy Makers CPM 164- Detention Operations & Financial Mgmt. for Policy Makers CPM 165- Request Only NMF 205- Economics & Revenue Forecasting Finance Level II NMF 206- Post-Employment Benefits/Pensions Finance Level II CPM 116- Detention Operations & Financial Mgmt. for Policy Makers By Request Only CPM 124/224- Grant Writing I & II (take both the same day) CPM 124/224- Grant Writing I & II (take both the same day) *March/September CPM 231- Workers Compensation (Pre-Req CPM 131) By Request Only A0 106- Budget Development & Revaluation Plan (Even Calendar Years) *September A0 110- Tax Rate Certification and Yield Control (Even Calendar Years) *September A0 116 - Special Tax Districts By Request Only TO 204- Managing Investments for Treasurers (Even Calendar Years) *June Culminating Experience: A Public Finance Focused Mini-Portfolio	CPM 131- General HR	-
CPM 144- Risk Management CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141) *March CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141) *Required Excel Class - Choose 1 from those listed below CPM 164- Excel Spreadsheets for Beginners By Request Only CPM 165 Excel Intermediate Level II By Request Only NM Finance Electives - Choose 3 from those listed below NMF 205- Economics & Revenue Forecasting NMF 206- Post-Employment Benefits/Pensions CPM 116- Detention Operations & Financial Mgmt. for Policy Makers CPM 143- Public Purchasing & Procurement CPM 124/224- Grant Writing I & II (take both the same day) CPM 231- Workers Compensation (Pre-Req CPM 131) By Request Only CPM 233- Labor Relations (Pre-Req CPM 131) By Request Only A0 106- Budget Development & Revaluation Plan (Even Calendar Years) A0 110- Tax Rate Certification and Yield Control (Even Calendar Years) TO 204- Managing Investments for Treasurers (Even Calendar Years) *September *June Culminating Experience: A Public Finance Focused Mini-Portfolio Mini-Portfolio	CPM 141-Public Finance	-
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Culminating Experience: A Public Finance Focused Mini-Portfolio Mini-Portfolio		
- ·		*June
Submit an audit during an open audit window for assignment.		Mini-Portfolio
	Submit an audit during an open audit window for assignment.	

NM Certified Public Finance Professional Checklist