

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 **21 classes** is required to earn a NM Certified Tax Policy designation (**NMCTPC**). For further information contact nmedge@nmsu.edu or go to <http://NMEDGE.NMSU.EDU>

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Classes	Each class is three hours of classroom instruction.	
Tax Policy Required Classes		6 classes required
Take each of the following 9 TAX Pre-fix classes		
TAX 101- NM Tax Policy – A Basic Overview		
TAX 102 - NM Gross Receipts Tax		
TAX 103 - NM Property Tax		
TAX 104 - NM Specialized Taxes		
TAX 105 - NM Income Tax – Corporate & Personal (pre-req TAX 101)		
TAX 106 - Understanding Tax Reports		
TAX 107 - Sources of Data (Workshop)		
TAX 108 - Management Controls		
TAX 109 - Administrative Topics		
Required Classes		10 classes required
Take each of the following classes		
AOTO 100 – Roles and Responsibilities of Treasurers and Assessors		
CPM 111- Knowing Your Government		
CPM 114 – Public Policy Making		
CPM 141 - Public Finance		
CPM 161 – Making the Most of the Web		
NMF 201 - Public Finance Law		
NMF 204 - Finance Policies & Best Practices		
NMF 205 – Economics and Revenue Forecasting		
PE 110 A - Ethics Know the Law I (taken on same day as PE 110A)		
PE 110 B - Ethics Know the Law II (taken on same day as PE 110B)		
Elective Classes		5 electives required
Choose a minimum of 5 of the following 11 classes		
CPM 112 – Answering the Call to Public Service		
CPM 123 – Managing Organizational Change		
CPM 142 - Ethics and Managing Public Funds		
CPM 222 – Project Management		
CPM 226 – Leadership and the Public Trust		
CPM 241 - Budgeting I (CPM 141 Prerequisite)		
CPM 242 – Budgeting II (CPM 241 Prerequisite)		
CPM 271 – The Role of Research in Public Service (CPM 112, 114, 123, 161, 222 Prerequisites)		
CPM 272 – Research Tools for Decision Making (CPM 271 Prerequisite)		
NMF 110 - Internal Controls		
PE 147 – Risky Business: Preventing and Mitigating Damage		
Culminating Experience- NM Tax Policy Focused Mini-Portfolio. Graded on 10-point scale. Submit an audit during an open audit window to receive assignment		