

NM Certified Public Supervisor Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)

A Program of NM Cooperative Extension Service

NM Certified Public Supervisor Curriculum Checklist

Successful completion of the following classes, including the CPS Assessment, is required to earn a NM Certified Public Supervisor designation (NM CPS).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

2025

Classes Each class is comprised of three hours of classroom instruction.	Honing Event In-Person/Online
Track I Knowing Your Government	All 6 Classes Required
CPM 111 - Knowing the Government (CPO)	June/Jan, March, Sept
CPM 112 - Answering the Call to Public Service	January/June
CPM 113 - Knowing the Law I	January, September
CPM 114 - Public Policy Making Process	January, June
PE 110 A&B - Ethics: Know the Law (2 classes same day- CPO)	January, June
Track II Management and Leadership	All 8 Classes Required
CPM 121- Ethics & Professionalism	January/June
CPM 122 - Congratulations You're a Leader (CPO)	June/September
CPM 123 - Managing Organizational Change	January/June
CPM 125 - Developing a Professional Workplace	January/June
CPM 124/224 Federal Grants & Private Foundations I& II (2 classes same day)	January, March
CPM 221 - Leading Others	January, June
CPM 222 - Project Management	January/September
Track III Human Resources	All 7 Classes Required
CPM 131- General Human Resources Law (CPO)	March, September
CPM 132 - Eliminating Discrimination in the Workplace	January, June
CPM 133 - Creating a Safe & Productive Workplace	January, June
CPM 137 - Discipline & Termination	March, September
CPM 138 - Conflict Resolution Among Employees (CPO)	March, September
CPM 139 - Creating an Ethical Culture	January, June
CPM 236 - Successful Supervision	March, September
Track IV Budgeting & Public Finance	All 5 Classes Required
CPM 141- Public Finance	January/September
CPM 142- Ethics & Managing Public Funds	January/March
CPM 144- Risk Management (CPO)	March, September
CPM 241/242- Budgeting I&II (2 classes same day)- pre- req CPM 141	January/September
Track V Communications	All 5 Classes Required
CPM 151- Foundations of Communications (CPO)	January, June
CPM 152- Conflict Resolution	January, September
CPM 154 - Effective Meeting by Design (CPO)	March, September
CPM 156 - Improving Writing Skills (CPO)	June, September
CPM 157- Creating a Service-oriented Culture	January, June
Track VI Information Technology	2 Classes Required
CPM 161- Making the Most of the Web	January/June
CPM 261- Current Issues in Information Technology	January/March
CPM 265- IT for Non-IT Users	June/September
CPS Culminating Assessment	2 Classes Required
Request audit during open audit window https://nmedge.nmsu.edu/students/graduating.html	
CPM 001- CPS Assessment Part I (Pre-req.= all classes listed above)	
CPM 002- CPS Assessment Part II (Pre-req. CPM 001): Take both the same day.	