

NM Certified County Commissioner Requirements Checklist

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

NM Certified County Commissioner Curriculum Checklist

Classes are open to all whether pursuing certification, life-long learning, or both.

Successful completion of the following **24** classes & a culminating experience are required to earn a NM Certified County Commissioner designation (NMCCC).

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

nmedge.nmsu.edu

2025

Classes	Each class is three hours of classroom instruction. In-Person/Online	Honing Offered
Core Competencies Section	Take each of these 13 classes	13 classes required
CO 101 – Roles and Responsibilities of the County Commissioner		January
CO 102 – County Services and Functions Part I: Public Works & Land Use		January
CO 103 – County Services and Functions Part II: Health, Welfare, & Public Safety		January
CO 113 – Open Meetings and Public Records for the Commissioner		March
CO 131 – Employment Law for Policy Makers		March
CO 141 – Sources and Uses of Public Finance		March
CPM 111 – Knowing Your Government		June/Jan, March, Sept
CPM 113 – Knowing the Law I		January, September
CPM 144 – Risk Management		March, September
CPM 151 – Foundations for Communications		January, June
CPM 153 – Public Meetings & Public Hearings		January, June
CPM 156 – Improving Writing Skills		June, September
CPM 265 - IT for Non-IT Managers		June/September
Government Section	Take both of these classes	2 classes required
CPM 112 – Answering the Call to Public Service		January/June
CPM 211- Knowing the Law II (pre-req CPM 113- Knowing the Law I)		January, September
Ethics Section	Take each of these 3 classes	3 classes required
CPM 121 – Ethics and Professionalism		January/June
CPM 142 – Ethics and Managing Public Funds		January/March
PE 110 A & B- 2 classes- Ethics- Know the Law I		January, June
Leadership Section	Take this class	1 class required
CPM 125 – Developing a Professional Workplace		January/June
Information Technology Section	Choose one of these classes	1 class required
CPM 161 – Making the Most of the Web		January/June
CPM 261 – Current Issues in Information Technology		January/March
Elective Classes	Choose three of these classes	3 classes required
CARE 111 A & B- Building Strong Intergovt. Relations in NM (2 classes)		January
CO 272 – Community Economic Development; Resources, Skills, & Tools		June
CO 273 – Evaluating Proposals as an Economic Development Tool		June
EDS 102- Economic Development Resources		By Request Only
CPM 159- Parliamentary Procedures		January/September
CPM 114- The Public Policy Making Process		January, June
CPM 212- Contractual Obligations & the Relationships Between Governments		June/March
CPM 213- Policy Development (PR CPM 114)		March/September
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		