

**“NM Certified Public Assessment Officer” Curriculum**  
 18 County College Classes Plus 8 NM State Government Classes  
 (as listed below) Required for Certification

**County College Classes (16 Classes)**

	Check Box
<b>CPM Classes</b>	
CPM 114- The Public Policy Making Process	
CPM 213- Policy Development	
<b>Assessor’s Office Specific Classes:</b>	
AO 101- Introduction to Assessments	
AO 103- Basic Title Conveyance	
AO 203- Advance Title Conveyance (pre-req AO 103)	
AO 104- Property Valuation Appeal	
AO 108- Special Method of Valuation Manufactured Homes part I	
AO 109- Assessment Calendar	
AO 118- Property Design & Measurement	
AO 112- Tax Exempt Properties, Qualification & Ongoing Tax Treatment	
AO 113- Basic Economics Focusing on Real Estate Markets	
AO 114- Mass Appraisal Approach vs Fee Appraisal Approach Incl. Subdivision Valuation/Appraisal (Discounted Cash Flows, Phase, Holding Periods)	
AO 115- NM Mapping Procedures and Requirements For the County Assessor’s Office	
AO 116- Administrating Special Tax Districts (including IRB’s, Indentures & Implications for Taxable Status & Assessor Records, TIF, TID, PID, MUD, ect)	
AO 201 Roles & Responsibilities of Assessors, Clerks, & Treasurers Offices (TO 201, CL 201)	
AO 206- Principles of Taxation & How Property Tax Fits Into the NM Picture; NM Tax Policy Combined with Constitutional Issues that Relate to Property Taxation (pre-req PDT 105/AO 106	
<b>Two of the Following Classes</b>	
AO 208- Special Method of Valuation Manufactured Homes Part III (Prerequisite AO 108)	
CPM 157- Creating a Service Oriented Culture	
CPM 158- Managing Your Public Image	
CPM 264- Basic GIS for Non-GIS Users	
<b>NM State Government Classes (8 classes)*</b>	
PTD 101- Tax Roll Corrections	
PTD 102- Defending Property Valuation: Presenting Your Best Case	
PTD 103- Abstract & Certification	
PTD 104- Tax Rate Certification, Yield Control, & Interpreting Tax Rate Certificates	
PTD 105- Budgets & Revaluation Plan	
PTD 106- Special Method of Valuation Agricultural Property	
PTD 107- Personal Property Reporting And Valuation	
PTD 108- Assessor Evaluation Standards	
<b>Offered by State Agency without County College Fee</b>	
<b>Certificate of Completion for Each Course Required to be Recorded for NMCPAO Certification</b>	