# NM Certified Public Manager® Class Requirements Checklist

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

## NM Certified Public Manager® Curriculum Checklist

Successful completion of the following 30 classes, assessments, and assignments is required to earn a NM Certified Public Manager® designation (NM CPM).   For further information contact nmedge@nmsu.edu or go to  nmedge.nmsu.edu                    2-page Checklist                    **2024**

| Class | Honing Event |
|---|---|
| **CPO & CPS Classes** | |
| **Completion of all classes for CPO and CPS designations is required.** | |
| **CPM Classes** | **Honing Event** |
| Each class is three hours of classroom instruction. | *Online Only, In-Person /Online |
| **Track I Knowing Your Government** | **All 3 classes required** |
| CPM 211 - Knowing the Law II (pre-req CPM 113) | June/March |
| CPM 212 - Contractual Obligations Among Govts (pre-req CPM 111) | June/March |
| CPM 213 - Policy Development (pre-req CPM 114) | *March/September |
| **Track II Management and Leadership** | **Both classes required** |
| CPM 223 - Reinventing Government (pre-req CPM 111) | *March |
| CPM 225 - Being a Leader | *March |
| **Track III Human Resources** | **All 6 classes required** |
| CPM 134 - Recruiting the Best of the Bunch | *March |
| CPM 135 - Selection for Success | *June |
| CPM 136 - Retention | *June/September |
| CPM 231 - Workers Compensation & ADA (pre-req CPM 131) | *June/September |
| CPM 232 - Job Analysis Classification & Compensation (pre-req CPM 131) | *March/September |
| CPM 233 - Employee relations (pre-req CPM 131) | *March/September |
| **Track IV Budgeting and Public Finance** | **All 3 classes required** |
| CPM 143 - Purchasing & Procurement | January/June |
| CPM 145 - Investing & Growing Public Funds | *September |
| CPM 146 – Capital Planning and Financing | *September |
| **Track V Communications** | **All 5 classes required** |
| CPM 153 - Public Meetings &Public Hearings | January/June |
| CPM 155 - Improving Presentation Skills | *June |
| CPM 158 - Managing Your Public Image | *June |
| CPM 251- Inter-& Intra-organizational Interactions (pre-req  CPM 151) | January/June |
| CPM 252- Mediation Techniques | *September |
| **Track VI Information Technology** | **3 of these 4 classes required** |
| CPM 161- Making the Most of the Web | January/June |
| CPM 261- Current Issues in IT | January/March |
| CPM 262 - Using Technology to Improve Organization | By Request Only |
| CPM 265 - IT for Non-IT Users | June /September |
| **Track VII Collecting & Evaluating Information for Decision-Making** | **All 4 classes required** |
| CPM 271 - Role of Research in Public Service | *September |
| CPM 272 - Research Tools for Decision Making | *September |
| CPM 273 - Commissioning Research for Decision Making | *September |
| CPM 274 - Program Evaluation | *September |

# NM Certified Public Manager® Class Requirements Checklist

| Electives (Take any 4 classes not already taken) | 4 classes required in this section |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

| Comprehensive Assessments & Capstone Project | 6 classes required |
|---|---|
| **CPM 010- Track I Assessment (plus Homework Hours if needed)** | |
| **CPM 020- Track II Assessment (plus Homework Hours if needed)** | |
| **CPM 030- Track III Assessment (plus Homework Hours if needed)** | |
| **CPM 040- Track IV Assessment (plus Homework Hours if needed)** | |
| **CPM 050- Track V Assessment (plus Homework Hours if needed)** | |
| **CPM 060- Track VI & VII Assessment (plus Homework Hours if needed)** | |
| **NM CPM Capstone Project (approximately 100 hours total)** | Complete each area with grade of 6 or higher |
| **Supervised/Facilitated Capstone Project** – Must be Implementable | |
| **Write a Paper** describing project need and anticipated outcome | |
| **Verbal Presentations** (including ppt, project board, booklet, or similar) | |