NM Certified County Commissioner Requirements Checklist

	2024
The NM **EDGE** (**E**ducation **D**esigned to **G**enerate **E**xcellence 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	**2024**

Classes Each class is three hours of classroom instruction. **^In-Person Only *Online Only 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	**Jan, June/March, Sept**
CPM 113 – Knowing the Law I	***March /June**
CPM 144 – Risk Management	**June/March**
CPM 151 – Foundations for Communications	**January/March, 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)	**June/March**
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	***June/September**
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 CPM 261 – Current Issues in Information Technology	**January/June** **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, June^**
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	***March/September**
CPM 212- Contractual Obligations & the Relationships Between Governments	**June/March**
CPM 213- Policy Development (PR CPM 114)	***March/September**
Culminating Experience	
A Mini-Portfolio with a policy-maker focus Graded on 10-point scale- Submit for an audit during an open audit window for assignment.	