NM Certified Extension Professional Requirements Checklist

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 Extension Professional Curriculum Checklist

Successful completion of these 24 classes & the culminating experience is required to earn a NM Certified Extension Professional designation (**NMCEP**).   For further information contact nmedge@nmsu.edu or go to **nmedge.nmsu.edu**

2024

Classes Each class is 3 hours of classroom instruction.	Honing Offered
CES Required Classes Take each of the following CES classes **^In-Person Only *Online Only In-Person/Online**	**All 12 classes required**
CES 101- The History and Philosophy of Extension	*January
CES 102- Navigating NMSU Processes	*January
CES 103 A- Civil Rights in Extension Work (take A & B the same day)	*January
CES 103 B- Inclusion and Accessibility (take A & B the same day)	*January
CES 104 A- Extension Planning, Implementation, and Evaluation Part I	*January
CES 104 B- Extension Planning, Implementation, and Evaluation- Part II	*January
CES 104 C- Extension Planning, Implementation, and Evaluation- Part III	*January
CES 105- Promotion, Marketing, and Mass Media for Extension Programs (PR CES 104 ABC)	*March
CES 106 - Excelling in Promotion and Tenure Documents (PR CES 104 ABC & 105)	*March
CES 107- Stress Management and Wellness for a Sustainable Career	*March
CES 108 - Time Management in Extension	*March
CES 109 - Financial Management for Public Servants	*March
CPM Required Classes Take each of the following CPM & CO classes	**All 10 classes required**
CPM 111 - Knowing Your Government	Jan, June/March, Sept
CPM 114 - Public Policy Making Process	*March/September
CPM 121 - Ethics and Professionalism	January/June
CPM 122 - Congratulations! You're a Leader	June/March
CPM 142 - Ethics and Managing Public Funds	January/March
CPM 151 - Foundations of Communication	January/March, June
CPM 152 - Conflict Resolution	*January
CPM 154 - Effective Meetings by Design	January/June
CPM 155 - Improving Presentation Skills	*June
CO 272 - Community Economic Development: Resources, Skills, and Tools	*June
CPM Electives Choose 2 from the classes listed below	**2 electives required**
CPM 112 - Answering the Call to Public Service	January/June
CPM 124/224 - Federal Grants and Private Foundations I & II 2 classes same day	*March/September
CPM 125 - Developing a Professional Workplace	January/June
CPM 137 - Discipline & Termination	*January/September
CPM 138 - Conflict Resolution Among Employees	June/March
CPM 159 - Parliamentary Procedures	*January/September
CPM 161 - Making the Most of the Web	January/June
CPM 213 - Policy Development	*March/September
CPM 221 - Leading Others (Pre-req CPM 122)	*June
CPM 222 - Project Management: A Dynamic Approach	January/September
CPM 252 - Mediation Techniques	*September

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CPM 261- Current Issues in IT	**January**/**March**
CPM 164- Excel Spreadsheets for Beginners	By Request Only
CPM 165- Excel Spreadsheets Intermediate Level I	***January**
CPM 264- GIS for Non-GIS Users	By Request Only
CARE 111 A & B- Building Strong Intergovernmental Relations in NM (2 classes same day)	**^January, ^June**
Culminating Experience	
An Extension Focused Mini-Portfolio - Graded on 10-point scale Submit for an audit during an open audit window to receive assignment.	