

NM Certified Treasury Official Requirements Checklist

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

“NM Certified Treasury Official” Curriculum Checklist

Successful completion of the following **25 classes** is required to earn a NM Certified Treasury Official designation (**NMCTO**).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu January 4, 2021

Classes	Each class is three hours of classroom instruction	Date Completed
Treasury Official Required Classes		10 classes required
Take each of the following TO classes		
TO 100- Roles and Responsibilities of Treasurer & Assessor Office		
TO 101-Resources for Treasury Officials		
TO 102- Cashiering and Payment Processing		
TO 103- Legal Issues Relevant to the Treasurer’s Office		
TO 105- Real Property Collections (including Mobile homes)		
TO 106- Procurement Process for the Treasurer’s Office (Pre-req. CPM 143)		
TO 202- Treasury Office Reporting Requirements		
TO 203- Cash Management for Treasury (pre-req TO 204)		
TO 204- Managing Investments for Treasurers		
TO 205- Bonding & Funding Issues		
Core Required Classes		13 classes required
Take each of the following CPM classes		
CPM 111- Knowing Your Government		
CPM 113- Knowing the Law I		
CPM 131- General HR Law		
CPM 141- Public Finance		
CPM 142- Ethics and Managing Public Funds		
CPM 143- Purchasing and Procurement		
CPM 144- Risk Management		
CPM 145- Investing and Growing Public Funds		
CPM 146- Capital Planning & Financing		
CPM 241/242- Budgeting I & II (pre-req. CPM 141) 2 classes same day		
PE 110 A&B- Ethics: Know the Law – 2 classes same day		
Two Electives: May be any prefix (TO, CARE, CPM, PE, NMF, etc.)		2 classes required
1.		
2.		
Recommend taking CARE 111 A & B Building Strong Intergovernmental Relations in NM (2 classes same day)		
Culminating Experience		
A Treasury Office Focused Mini-Portfolio - Graded on 10-point scale Submit for an audit during an open audit window to receive assignment.		