

NM Certified County Clerk Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)

A Program of NM Cooperative Extension Service

“NM Certified County Clerk” Curriculum Checklist

Successful completion of the following **28 classes** and the culminating experience is required to earn a NM Certified County Clerk designation (**NMCCCL**).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

December 1, 2014

Classes	Each class is comprised of three hours of classroom instruction.	Date Completed
Clerk Required Classes		All 14 classes required
Take each of the following CL classes		
CL 100- Roles & Responsibilities of NM County Clerks		
CL 101- Election Law I (including Federal Election Law & Federal Regulations)		
CL 102- Election Law II (including NM Election Law & NM Statutes)		
CL 103- Election Law III (including NM Rules, Regulations, & Administrative Complaints)		
CL 104- Clerks Calendar & Special Elections		
CL 105- Political Parties, Voter Registration, and Third Parties		
CL 106- Census and Redistricting		
CL 107- Administrative Procedures Act		
CL 108- Overview of Probate Law & Probate Forms		
CL 109- Verifications in the NM County Clerk’s Office		
CL 110- Miscellaneous Recordings & Redaction		
CL 111- Property & Understanding Maps & Plats		
CL 112- Public Records & Inspection of Public Records		
CL 131- Poll Workers & Polling Places		
CPM Required Classes		All 8 classes required
Take each of the following CPM classes		
CPM 111- Knowing Your Government		
CPM 113- Knowing the Law I		
CPM 121- Ethics and Professionalism		
CPM 131- General HR Law		
CPM 144- Risk Management		
CPM 153- Public Meetings & Public Hearings		
CPM 159- Parliamentary Procedures		
CPM 253- Resolutions, Ordinances, and Minutes		
Elective Classes	Total of 6 elective classes	6 electives required
1.		
2.		
3.		
4.		
5.		
6.		
Culminating Experience		
A County Clerk Focused Mini-Portfolio - Graded on 10 point scale Details Provided to Upon Completion of Classes and Verifying Audit		