

## 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 **21 classes** is required to earn a NM Certified Treasury Official designation (**NMCTO**).

For further information contact [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or go to [nmedge.nmsu.edu](http://nmedge.nmsu.edu) August 20, 2015

<b>Classes</b>	Each class is comprised of three hours of classroom instruction.	<b>Date Completed</b>
<b>Treasury Official Required Classes</b>		<b>10 classes required</b>
Take each of the following TO classes		
TO 100- Roles and Responsibilities of Treasurer & Assessor Office (TO 201)		
TO 101-Resources for Treasury Officials		
TO 102- Cashiering & Payment Processing		
TO 103- Legal Issues Relevant to Treasurer’s the 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		
TO 204- Managing Investments for Treasurers		
TO 205- Bonding & Funding Issues		
<b>CPM Required Classes</b>		<b>10 classes required</b>
Take each of the following CPM classes		
CPM 111- Knowing Your Government		
CPM 113- Knowing the Law I		
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- Creating Public Wealth		
CPM 241- Budgeting I	Take 241/242 the same day.	
CPM 242- Budgeting II (pre-req. CPM 241)	Take 241/242 the same day.	
<b>One Elective: May be any class (TO, CPM, HS, RM, etc. including TO 104)</b>		<b>1 class required</b>
1.		
<b>Culminating Experience</b>		
A Treasury Office Focused Mini-Portfolio - Graded on 10 point scale Details Provided Upon Completion of Classes and Verifying Audit		