

## NM Certified Public Assessment Officer Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)  
 A Program of NM Cooperative Extension Service  
**“NM Certified Public Assessment Officer” Curriculum Checklist**  
 Successful completion of the following 24 classes & culminating experience are required to earn a NM Certified Public Assessment Official designation (NM CPAO). 2 page checklist  
 For further information contact [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or go to [nmedge.nmsu.edu](http://nmedge.nmsu.edu) December 1, 2014

Classes	Each class is comprised of three hours of classroom instruction.	Date Completed
<b>Assessment Officer Required Classes</b>		<b>18 classes required</b>
Take each of the following AO classes		
AOTO 100- Roles & Respons. of Assessors & Treas Offices (eq AO 201/TO201)		
AO 101- Introduction to Assessments		
AO 102- Business Personal Property Reporting & Valuation (eq PTD 107)		
AO 103- Title Conveyance		
AO 104- Property Valuation Appeal		
AO 105- Abstracts & Certification (eq PTD 103)		
AO 106- Budgets & Revaluation Plan (eq PTD 105)		
AO 107- Agricultural Property Valuation (eq PTD 106)		
AO 108- Manufactured Home Valuation		
AO 109- Assessment Calendar		
AO 110- Tax Rate Certification & Yield Ctrl (eq PTD 104)		
AO 111- Tax Roll Corrections (eq PTD 101)		
AO 112- Determination & Treatment of Tax Exempt Properties		
AO 114- Mass Appraisal Vs. Fee Appraisal		
AO 115- Mapping Procedures and Requirements		
AO 116- Special Tax Districts		
AO 118- Property Design & Measurement		
AO 206- Principles of Taxation		
<b>CPM Required Classes</b>		<b>3 classes required</b>
Take each of the following CPM classes		
CPM 114- The Public Policy Making Process		
CPM 121- Ethics & Professionalism		
CPM 131- General HR		
<b>Elective Classes</b>		<b>3 electives required</b>
Total of 3 elective classes from this selection		
CPM 135- Selection for Success: When Everybody Wins		
CPM 141- Public Finance		
CPM 144- Risk Management		
CPM 157- Creating a Service Oriented Culture		
CPM 158- Managing Your Public Image		
CPM 213- Policy Development		
CPM 236- Successful Supervision		
CPM 264- GIS for Non-GIS Users		

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<b>Elective Classes continued...</b>	
AO 113- Basic Economics Focusing on Real Estate Markets	
AO 117- Assessor Evaluation Standards (eq DFA 108)	
AO 203- Advanced Title Conveyance (no longer offered but allowable for those that previously took it)	
AO 204-Defending Property Valuation: Presenting Your Best Case (no longer offered but allowable for those that previously took it)	
AO 208- Special Method of Valuation Manufactured Homes Part II (no longer offered but allowable for those that previously took it)	
<b>Culminating Experience</b>	
A Mini-Portfolio with a Public Assessing Officer Focus- Graded on 10 point scale- Details Provided to Candidates Upon Completion of Classes and in Preparation for Graduation	