

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 or go to nmedge.nmsu.edu December 1, 2014

Classes	Each class is comprised of three hours of classroom instruction.	Date Completed
Assessment Officer Required Classes		18 classes required
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		
CPM Required Classes		3 classes required
Take each of the following CPM classes		
CPM 114- The Public Policy Making Process		
CPM 121- Ethics & Professionalism		
CPM 131- General HR		
Elective Classes		3 electives required
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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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)	
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	