

## NM Certified County Commissioner Requirements Checklist

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

### “NM Certified County Commissioner” Curriculum Checklist

**Classes are open to all whether pursuing certification, life-long learning, or both.**

Successful completion of the following **22** classes & a culminating experience are required to earn a NM Certified County Commissioner designation (NMCCC).

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

January 1, 2015

Classes	Each class is comprised of three hours of classroom instruction	Date Completed
<b>Core Competencies Section</b>	<b>Take each of these 9 classes</b>	<b>9 classes required</b>
CO 101 – Roles and Responsibilities of the County Commissioner		
CO 113 – Open Meetings and Public Records for the Commissioner		
CO 131 – Employment Law for Policy Makers		
CPM 111 – Knowing Your Government		
CPM 113 – Knowing the Law I		
CPM 144 – Risk Management		
CPM 151 – Foundations for Communications		
CPM 153 – Public Meetings & Public Hearings		
CPM 156 – Improving Writing Skills		
<b>Government Section</b>	<b>Take both of these classes</b>	<b>2 class required</b>
CPM 112 – Answering the Call to Public Service		
CPM 211- Knowing the Law II		
<b>Ethics Section</b>	<b>Take both of these classes</b>	<b>2 class required</b>
CPM 121 – Ethics and Professionalism		
CPM 142 – Ethics and Managing Public Funds		
<b>Leadership Section</b>	<b>Take this class</b>	<b>1 class required</b>
CPM 125 – Developing a Professional Workplace		
<b>Information Technology Section</b>	<b>Choose one of these two classes</b>	<b>1 class required</b>
CPM 161 – Making the Most of the Web		
CPM 261 – Current Issues in Information Technology		
<b>Additional Classes</b>	<b>Choose four of these nine classes</b>	<b>4 classes required</b>
CO 102 – County Services and Functions Part I: Public Works & Land Use		
CO 103 – County Services and Functions Part II: Health, Welfare, & Public Safety		
CO 141 – Sources and Uses of Public Finance		
CO 272 – Community Economic Development; Resources, Skills, & Tools		
CO 273 – Evaluating Proposals as an Economic Development Tool		
CPM 212- Contractual Obligations & the Relationships Between Governments		
CPM 159- Parliamentary Procedures		
HS 108- Exercising County Emergency Plans		
HS 110- Incident Management for Executives		
<b>Electives Section- Take any three elective classes from among these prefixes: CPM, AO, CES, CL, CO, DA, FP, GIS, HC, HS, JP, NMP, PE, SH, RM, or TO</b>		<b>3 classes required</b>
1.		
2.		
3.		
<b>Culminating Experience</b>		
A Mini-Portfolio with a policy-maker focus Graded on 10 point scale- Details Provided upon Completion of Classes & Verifying Audit		