

## 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](mailto:nmedge@nmsu.edu) or go to [nmedge.nmsu.edu](http://nmedge.nmsu.edu)

January 4, 2021

<b>Classes</b>	Each class is three hours of classroom instruction.	<b>Date Completed</b>
<b>Clerk Required Classes</b>		<b>All 14 classes required</b>
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		
<b>CPM Required Classes</b>		<b>All 10 classes required</b>
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		
PE 110 A & B- Ethics: Know the Law (2 classes, take the same day)		
<b>Elective Classes</b>		<b>4 electives required</b>
Take at least 4 elective classes (any combination of prefixes)		
1.		
2.		
3.		
4.		
Recommend -CARE 111 A & B-Building Strong Intergovernmental Relations in NM (take both classes same day)		
<b>Culminating Experience</b>		
A County Clerk Focused Mini-Portfolio - Graded on 10 point scale		
Submit audit during open audit window to receive assignment		