NM Certified County Commissioner Requirements Checklist

The NM **EDGE** (**E**ducation **D**esigned to **G**enerate **E**xcellence 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 **24** classes & a culminating experience are required to earn a NM Certified County Commissioner designation (NMCCC).
For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

January 4, 2021

Classes Each class is three hours of classroom instruction	Date Completed
Core Competencies Section Take each of these 13 classes	**13 classes required**
CO 101 – Roles and Responsibilities of the County Commissioner	
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 113 – Open Meetings and Public Records for the Commissioner	
CO 131 – Employment Law for Policy Makers	
CO 141 – Sources and Uses of Public Finance	
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	
CPM 265 - IT for Non-IT Managers	
Government Section Take both of these classes	**2 classes required**
CPM 112 – Answering the Call to Public Service	
CPM 211- Knowing the Law II (pre-req CPM 113- Knowing the Law I)	
Ethics Section Take each of these 4 classes	**4 classes required**
CPM 121 – Ethics and Professionalism	
CPM 142 – Ethics and Managing Public Funds	
PE 110 A & B- 2 classes- Ethics- Know the Law I	
Leadership Section Take this class	**1 class required**
CPM 125 – Developing a Professional Workplace	
Information Technology Section Choose one of these two classes	**1 class required**
CPM 161 – Making the Most of the Web CPM 261 – Current Issues in Information Technology	
Elective Classes Choose three of these nine classes	**3 classes required**
CARE 111 A & B- Building Strong Intergovt. Relations in NM (2 classes)	
CO 272 – Community Economic Development; Resources, Skills, & Tools	
CO 273 – Evaluating Proposals as an Economic Development Tool	
EDS 102- Economic Development Resources	
CPM 159- Parliamentary Procedures	
CPM 114- The Public Policy Making Process	
CPM 212- Contractual Obligations & the Relationships Between Governments	
CPM 213- Policy Development (PR CPM 114)	
Culminating Experience	
A Mini-Portfolio with a policy-maker focus Graded on 10 point scale- Submit for an audit during an open audit window for assignment.	