

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 26 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 Jan 4, 2021

Classes	Each class is three hours of classroom instruction.	Date Completed
Assessment Officer Required Classes		
Take each of the following AO classes		
Core – Tier I- Take the following 12 classes		12 classes required
AOTO 100- Roles & Responsibilities of Assessors’ & Treasurers’ Offices		
AO 101- Introduction to Assessments		
AO 103- Title Conveyance		
AO 104- Property Valuation Appeal		
AO 108- Manufactured Home Valuation		
AO 109- Assessment Calendar		
AO 112- Determination & Treatment of Tax Exempt Properties		
AO 113- Basic Economics Focusing on Real Estate Markets		
AO 114- Mass Appraisal Vs. Fee Appraisal		
AO 115- Mapping Procedures and Requirements		
AO 118- Property Design & Measurement		
AO 206- Principles of Taxation		
Tier II- Take a minimum 4 of these 5 classes		4 classes required
AO 105- Certifications, Abstracts, & Warrants		
AO 106- Budgets & Revaluation Plan		
AO 110- Tax Rate Certification & Yield Ctrl		
AO 111- Tax Roll Corrections		
AO 117- Assessor Evaluation Standards		
CPM Required Classes		6 classes required
Take each of the following CPM & PE classes		
CPM 114- The Public Policy Making Process		
CPM 121- Ethics & Professionalism		
CPM 131- General HR		
CPM 157- Creating a Service Oriented Culture		
PE 110 A&B (2 classes same day)		
Elective Classes		4 electives required
Take a minimum of 4 elective classes from this selection (continued on back)		
AO 102- Business Personal Property Reporting & Valuation		
AO 107- Agricultural Property Valuation		
AO 116- Special Tax Districts, IRB’s- Wind Farms & Solar		
CARE 111 A & B- Building Strong Intergovt. Relations in NM (2 classes same day)		
CPM 123- Managing Organizational Change		
CPM 135- Selection for Success: When Everybody Wins		

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CPM 141- Public Finance	
CPM 144- Risk Management	
CPM 146- Capital Planning & Financing	
CPM 158- Managing Your Public Image	
CPM 213- Policy Development (pre-req CPM 114)	
CPM 236- Successful Supervision	
CPM 264- GIS for Non-GIS Users	
Culminating Experience (CE)	
A Mini-Portfolio with a Public Assessing Officer Focus- Graded on 10 point scale Submit for audit during open audit window to receive assignment.	