

NM Certified Human Resource Professional Requirements Checklist

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

NM Certified Human Resource Professional Curriculum Checklist

Successful completion of the following **11** classes & culminating experience are required to earn the NM Certified Human Resource Professional designation (NM CHRP).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu **2024**

Classes	Each class is three hours of classroom instruction. ^ In-Person Only *Online Only In-Person/Online	Honing Event
2 Human Resource Required Classes		2 classes required In this section
HR 101 – Introduction to Human Resources in the NM Public Sector		*March/September
HR 102 - Talent Acquisition and the HR Professional (prerequisite HR 101)		*March/September
9 CPM Required Classes		9 classes required in this section
CPM 131 – General HR Law		June/March, Sept
CPM 132 – Eliminating Discrimination in the Workplace		*January/September
CPM 133 – Creating a Safe and Productive Workplace		*March/September
CPM 136 – Retention		*January/September
CPM 137 – Discipline and Termination		*January/September
CPM 139 – Creating an Ethical Culture		*January/June
CPM 232 – Job Analysis, Classification, and Compensation (prerequisite CPM 131)		*March/September
CPM 233 – Employee Relations (prerequisite CPM 131)		*March/September
RM 131 – Employee Benefits		*January/June
Culminating Experience		
An HR Focused Essay– Graded on 10-point scale. Submit an audit request during the open audit window to get assignment.		

