

# 2023 Catalogue of Public Sector Specialization Classes

## Get The NM EDGE!

Education Designed to Generate Excellence in the public sector

A Program of NM Cooperative Extension Service

- The **NM EDGE Certified Public Manager®** Program
  - The NM EDGE County College
    - The NM EDGE CAPE Program
      - Public Sector Specialization Certifications

Open to all Public Sector Employees and Officials

- ❖ The NM Certified Public Official (**CPO**)
- ❖ The NM Certified Public Supervisor (**CPS**)
- ❖ The NM Certified Public Manager® (**CPM**)
- ❖ The Certified Advocate for Public Ethics (**CAPE**)
- ❖ The NM Certified DWI Coordinator (**NMCDWIC**)
- ❖ The NM Certified Economic Development Specialist (**NMCEDS**)
- ❖ The NM Certified Extension Professional (**NMCEP**)
- ❖ The NM Certified GIS Specialist (**NMCGISS**)
- ❖ The NM Certified Information Technology Professional (**NMITP**)
- ❖ The NM Certified Jail Specialist (**NMCJS**)
- ❖ The NM Certified Jail Professional (**NMCJP**)
- ❖ The NM Certified Public Finance Professional (**NMCPFP**)
- ❖ The NM Certified Public Purchasing Professional (**NMCPPP**)
- ❖ The NM Certified Risk Manager Professional (**NMCRMP**)
- ❖ The NM Certified Tax Policy Professional (**NMTAX**)
- ❖ And NM Cultural Awareness and Respectful Engagement classes (**CARE**)

(Additional certifications on next page)

## The NM **EDGE's** County College

- ❖ The NM Certified Public Assessment Officer (**NMCPAO**)
- ❖ The NM Certified County Clerk (**NMCCCL**)
- ❖ The NM Certified County Commissioner (**NMCCC**)
- ❖ The NM Certified Treasury Official (**NMCTO**)

Class requirement **checklists** detailing the necessary classes to earn each of these designations are available at our website [nmedge.nmsu.edu](http://nmedge.nmsu.edu) as is the NM CPM Core class catalogue. For more information contact **The NM EDGE** at 505-224-4059 or [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu)

**Note:** The **NM EDGE** is a collaborative educational program and seeks to create mutually beneficial relationships which may help our students advance their professional development.

Several of our core classes are included in certification requirements of various public service specialization certifications. Classes with these notations indicate in which curricula the class applies.

- AO=Assessors
- CES= Extension Service
- CL=Clerks
- CO=Commissioners, Councilors, Policy Makers
- DWI=DWI Coordinators
- EDS= Economic Development
- GIS=Geographic Information Systems
- HC=Health Care; HS=Homeland Security
- JP=Jail Specialist & Jail Professional
- NMF= Public Finance
- NMP= Public Purchasing
- PE= Public Ethics
- RM=Risk Management
- TAX=Tax Policy
- TO= Treasury Officials
- CJO= AJA Certified Jail Official, CJM= AJA Certified Jail Manager

A small "e" added to any of the above notations indicates the class is an elective within that curriculum.

**NM CPM Core and elective classes are grouped into seven educational tracks.**  
Customized classes are listed by area of expertise in **The NM EDGE Specialization catalogue.**  
Both catalogues are available through our website at [nmedge.nmsu.edu](http://nmedge.nmsu.edu).  
For more information contact **The NM EDGE** at 505-224-4059 or [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu)

## **PUBLIC ASSESSMENT OFFICER (Assessors, etc.)**

### **AO TO 100 – ROLES & RESPONSIBILITIES OF ASSESSORS & TREASURERS OFFICES (eq AO 201)**

This class is designed to heighten awareness between the two offices to improve their professional interactions. Each office will be reviewed as to the roles and responsibilities of each office, including tax roll timeliness, tax roll corrections, tax rates, warrants, abstracts, mobile home issues, collections, investments and other pertinent topics.

### **AO 101 – INTRODUCTION TO ASSESSMENTS**

This class gives a very basic and broad overview of assessments including mapping, appraisal, real property and personal property, mass appraisals, special methods of valuation, limitation on values, exemption types, assessment math, tax rates, and conveyances.

### **AO 102- BUSINESS PERSONAL PROPERTY REPORTING & VALUATION (eq PTD 107)**

This class covers the definitions of and the best practices for handling the special method valuation of business personal property and reporting requirements, concerns, and difficulty in enlisting compliance.

### **AO 103 –TITLE CONVEYANCE**

This class covers title transfer issues, elements of a deed, types of ownership, types of conveyances of documents and the Assessor's role in keeping ownership records.

### **AO 104 – PROPERTY VALUATION APPEAL**

This class covers the appraisal appeals process, informal hearings, statutory requirements, types of protests and the process for appeal of decision by either party.

### **AO 105- CERTIFICATIONS, ABSTRACTS, & WARRANTS (eq PTD 103)**

This class covers the basics and best practices of certification of countywide property values, abstracts, and warrants.

### **AO 106-BUDGET DEVELOPMENT & REVALUATION PLAN (eq PTD 105) (NMFe)**

This class covers the basics and the best practices for creating the operating budget & revaluation plans.

### **AO 107- AGRICULTURAL PROPERTY VALUATION (eq PTD 106)**

This class covers the special method of valuation for assessing agricultural property including definitions and best practices.

### **AO 108 –MANUFACTURED HOME VALUATION**

This class covers special method of valuation for manufactured homes including the key factors that distinguish the manufactured home from other types of homes.

### **AO 109 – THE ASSESSMENT CALENDAR**

Learn & understand the mandated responsibilities and requirements according to specific dates & deadlines essential to the successful operation of Assessor's Office.

### **AO 110- TAX RATE CERTIFICATION & YIELD CONTROL (eq PTD 104) (NMFe)**

This class clarifies the complicated business of tax rate certification, interpreting tax rate certificates and application of the yield control formula.

### **AO 111- TAX ROLL CORRECTIONS (eq PTD 101)**

This class provides students with the knowledge to understand the purpose of tax roll corrections and how to apply the due process required in making a tax roll correction.

### **AO 112 – DETERMINATION & TREATMENT of TAX-EXEMPT PROPERTIES**

This class will review applicable regulations, the application process, timetable, and documents needed for charitable, educational, and religious tax treatment, as well as a review of applicable case law.

### **AO 113 – BASIC ECONOMICS FOCUSING ON REAL ESTATE MARKETS (elective)**

This class examines the major branches of economics, the interaction between supply and demand in setting price/value, market imperfections that impact equilibrium & welfare, and the role of Government intervention in real estate markets.

### **AO 114 – MASS APPRAISAL VS. FEE APPRAISAL**

This class combines two important aspects of the Assessor's office into one class. The first part will explore the differences between mass appraisal and fee appraisal including the definition of each, the best approach for different types of properties, developing and interpreting frequency distribution and the components of a good data management system. The second part of this class will cover the different methods of land valuation, the concept of present worth, discount rate calculation, discounted cash flows, phases, holding periods and case studies in application of present worth.

### **AO 115 –MAPPING PROCEDURES AND REQUIREMENTS**

This class will teach the proper terminology used with mapping systems, statutory requirements, understanding legal descriptions, mapping math, mapping methods and equipment, drawing metes and bounds descriptions, drawing curves, school districts and annexation as well as using parcel identification systems and how to handle splits and combinations.

### **AO 116 –SPECIAL TAX DISTRICTS (NMFe)**

This class begins with the definition of a special tax district and moves right into industrial revenue bonds, indentures and the implications for taxable status.

### **AO 117- ASSESSOR EVALUATION STANDARDS (eq PTD 108) (elective)**

Assessor Evaluation Standards

### **AO 118 – PROPERTY DESIGN AND MEASUREMENT**

This class covers design and measurement practices, measuring devices and forms, architectural design, determining size and style, condominium measurements, determining net rentable area and HUD, Fannie Mae and Ad Valorem Standards.

### **AO 206 – PRINCIPLES OF TAXATION**

This class examines the New Mexico State Constitution and the creation of Property tax, as well as other major New Mexico State and Local revenue sources, the State's General Fund revenues sources, and traditional tax criteria.

NOTE: As of 2012, classes AO203, AO204, and AO208 are no longer offered. Anyone having taken one of these classes may use it as an elective. The content of each has been incorporated into other classes.

## CULTURAL AWARENESS AND RESPECTFUL ENGAGEMENT

### **CARE 111A- BUILDING STRONG INTERGOVERNMENTAL RELATIONS IN NEW MEXICO Part I (Must take 111 A & B same day) (recommended elective in every curriculum)** (CPO, AOe, CESe, COe, DWIe, PEe)

Learn about the history of colonization and indigenous native peoples. Understand the evolving nature of Indian law and policy. Recognize the significance of developing mutual trust through meaningful and respectful dialogue. Identify ways to engage in collaborative governmental interaction. Promote community well-being through respectful outreach and engagement.

### **CARE 111B- BUILDING STRONG INTERGOVERNMENTAL RELATIONS IN NEW MEXICO Part II (Must take 111 A & B same day) (recommended elective in every curriculum)**

Recognize the significance of developing mutual trust through meaningful and respectful dialogue. Identify ways to engage in collaborative governmental interaction. Promote community well-being through respectful outreach and engagement.

### **CARE 151- IMPROVING COMMUNICATIONS USING NLP**

Understand the meaning and convey the history of Neuro-Linguistic Programming (NLP). Use language sensory patterns to effectively build rapport. Identify how someone is thinking by utilizing eye accessing cues. Utilize the NLP tools for engaging community members in various context. Effectively implement the NLP Meta Model for better communication.

### **CARE 152- USING THE META-MODEL for EFFECTIVE COMMUNICATIONS** (pre-req. CARE 151)

This class engages the theory and practice of using the Meta Model which is a set of language patterns and questions that reconnect the deletions, distortions, and generalizations to the experience that generated them. You will learn how to use these skills for more effective communication and conflict resolution.

## COOPERATIVE EXTENSION SERVICE (new and revised classes 2021)

### **CES 101- THE HISTORY AND PHILOSOPHY OF EXTENSION**

This class explores the history and Congressional action which created extension as well as the scope, mission, and core values encompassing the philosophy of extension; traditional program areas; the structure of NM Extension, and characteristics of good agents/specialists as well as their qualifications and duties. Core values include professionalism, ethics, mentoring, and expectations of the CES culture.

### **CES 102- NAVIGATING THE NMSU PROCESS**

This class covers the basics of working within the NMSU system and cover topics such as: risk management & safety; record retention policy; financial transaction policies including banner & p-card transactions; travel requests; reimbursement vouchers; confidentiality; conflict of interest, and cyber security. Including a handout on who to call when you have a question.

### **CES 103A- CIVIL RIGHTS IN EXTENSION WORK (A&B must be taken same day)**

This class covers the history and significance of civil rights legislation; programmatic and employment EEO compliance (Titles VI, VII, IX); diversity; ADA; documentation how-to's; and the Civil Rights filing system.

**CES 103B- INCLUSION AND ACCESSIBILITY** (A&B must be taken same day)

(Now that you have a greater understanding of civil rights legislation, how do you go about reaching under-served audiences?) This class provides best practices for locating, connecting with, and engaging diverse audiences thereby expanding access and inclusion in your CES programs

**CES 104A- EXTENSION PLANNING, IMPLEMENTATION, AND EVALUATION I**

This class will walk you through the “where to start” in program development using agent/specialist interaction, effective use of advisory committees, conducting needs assessments and result-oriented program planning. (All parts are geared toward helping identify the most efficient and relevant programs and will lay the foundation for 104 B & C.)

**CES 104B- EXTENSION PLANNING, IMPLEMENTATION, AND EVALUATION II**

This class reviews the development of plans of work and reporting. The session will highlight the importance of five-year plans of work and the connection to impact writing and enhanced reporting.

**CES 104C- EXTENSION PLANNING, IMPLEMENTATION, AND EVALUATION III**

This class explores a variety of methods to implement Extension programming including various contact methods as well as delivery formats to reach Extension audiences. The “So What” importance of program evaluation will be discussed and different modes to gather knowledge gained, behavior change, and overall effectiveness of Extension Programming will be addressed.

**CES 105- PROMOTION, MARKETING, AND MASS MEDIA FOR EXTENSION PROGRAMS** (Pre-req. CES 104 ABC)

This class will highlight the importance of telling the Extension story. Participants will discuss strategies to identify and analyze audiences who are key to the Extension mission and how to craft messages targeted to their priorities. Discussion on developing a communication plan and tactics to implement that plan to effectively communicate impacts. Delivery methods and media outlets will be explored, as well as resources available to extension staff.

**CES 106- EXCELLING IN PROMOTION AND TENURE DOCUMENTS** (Pre-req. CES 104 ABC & CES 105)

This class will cover promotion and tenure (P & T) portfolio development; organizing and maintaining the document content; digital measures; plan of work development; impact reporting; mentoring; and the value of professional associations.

**CES 107- STRESS MANAGEMENT AND WELLNESS FOR A SUSTAINABLE CAREER**

This class covers understanding how stress impacts the brain and body, tools to positively leverage stress, and the importance of self-care and strategies for balancing work and family life.

**CES 108- TIME MANAGEMENT IN EXTENSION**

This class will cover how and why it is important to be productive and not just busy; how to effectively manage your energy and time; creating work/life balance; and creating goals that motivate.

**CES 109- FINANCIAL MANAGEMENT FOR PUBLIC SERVANTS**

This class will cover the most effective ways to increase savings and investing, reduce/eliminate debt, build/improve your credit score, and will touch on and answer questions about insurance and estate planning (e.g., the importance of having a will).

## COUNTY CLERK

### **CL 100-ROLE & RESPONSIBILITIES OF NM COUNTY CLERKS (eq CL 201)**

This class covers the specific duties and responsibilities of the NM County Clerk and functions of their office including newspaper subscriptions, service of process against county, etc.

### **CL 101-ELECTION LAW I**

This class covers election law including Federal election law & Federal regulations.

### **CL 102-ELECTION LAW II**

This class covers election law including New Mexico state law & NM statutes.

### **CL 103-ELECTION LAW III**

This class covers election law including NM rules, regulations & administrative complaints.

### **CL 104-CLERKS CALENDAR & SPECIAL ELECTIONS**

This class covers the standard 2 year election calendar plus special elections like bond issues, lodgers tax etc.

### **CL 105- POLITICAL PARTIES, VOTER REGISTRATION & THIRD PARTIES**

This class covers third parties and political parties including challengers and watchers, as well as voter registration, National Voter Registration Act and NM law.

### **CL 106-CENSUS & REDISTRICTING**

This class covers the role of the County Clerk's Office in this important process.

### **CL 107-ADMINISTRATIVE PROCEDURES ACT**

This class covers the NM Administrative Procedures Act including record retention, record destruction, archive policies and requirements.

### **CL 108-OVERVIEW OF PROBATE LAW & PROBATE FORMS**

This class offers a survey overview of the laws and forms involved in NM Probate including "transfer on death" deeds.

### **CL 109-VERIFICATIONS IN THE NM COUNTY CLERKS' OFFICE**

This class covers marriage licenses & records, vital records, certificates including death certificates, notary, and oaths.

### **CL 110-MISCELLANEOUS RECORDINGS & REDACTION**

This class covers liquor & business licensing, oil & gas leases, solar rights, wind rights, water rights UCC and redaction within the County Clerk's Office.

### **CL 111-PROPERTY AND UNDERSTANDING MAPS & PLATS**

This class covers the basics of property including what is property, how to understand the general levels of property, why and how we hold property, indexing, transfer on death, and holdings.

### **CL 112-PUBLIC RECORDS & REDACTION POLICIES**

This class covers the NM Public Records Act and the New Mexico Inspection of Public Records Act, as well as redaction policies that pertain to the office of County Clerk in New Mexico. Also covered is the hot-button issue of privacy issues.

### **CL 113-ELECTRONIC FILING (elective)**

This class covers the details of electronic filing including electronic signature, e-notary, and URPERRA.

### **CL 131-POLL WORKERS & POLLING PLACES**

This class covers the roles and responsibilities of poll workers in early, absentee, Election Day & recounts; as well as best practices in temporary hires. Class will also focus on Election Day polling places including traditional, hybrid, and all Voting Convenience Centers (VCC).

## **COMMISSIONER, COUNCILOR, POLICY MAKER CLASSES**

### **CO 101-THE ROLE AND RESPONSIBILITIES OF THE COUNTY COMMISSIONER**

This class will cover the specific duties and authority of the County Commissioner as policy maker. It will begin with the organization of County Government and an overview of other elected offices. Specific duties will be covered including appointments, filling vacancies, licensing, Canvassing Board, County Board of Finance, as well as other boards and offices.

### **CO 102 -COUNTY SERVICES & FUNCTIONS PART I: Public Works & Land Use**

This class will cover roads/highways, bridges, property (including acquisition within the Procurement Code, disposal, takings, etc.), Planning & Zoning, Subdivisions, Recreation & Libraries, and Facilities such as airports, fair grounds, recreational, & libraries.

### **CO 103 -COUNTY SERVICES AND FUNCTIONS PART II: HEALTH WELFARE, & PUBLIC SAFETY**

This class covers all aspects of health, welfare, & public safety in the county including E-911, Fire Districts, DWI, Hospitals & the Indigent Fund, Animal Control, Environmental Controls (air, water, and solid waste) and the Cooperative Extension Service.

### **CO 113 -OPEN MEETINGS PUBLIC RECORDS ACT FOR THE POLICY MAKER**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

This class covers the Open Meetings and Public Records Act with emphasis on the Open Meetings Act and special situations that could get commission members in trouble such as Executive Session, when it is allowed, what you are allowed to discuss, and proper procedures for getting in and out of executive session.

### **CO 131 -EMPLOYMENT LAW FOR POLICY MAKERS**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

Elected and appointed officials who do not supervise employees directly still need to know about laws that protect county employees. This course will provide policy makers such as commissioners with an overview of employment principles they need to comply with when adopting personnel policies and will help them understand the legal parameters their supervisors are required to follow. Policy makers such as Commissioners will also learn about the pitfalls of becoming personally involved in employment matters and the potential for individual liability.

### **CO 141-SOURCES & USES OF PUBLIC FINANCE**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

A policy maker specific class that covers how to read a budget and a financial statement, property valuation process, special districts, IRB's etc.

### **CO 272 -COMMUNITY ECONOMIC DEVELOPMENT; RESOURCES, SKILLS & TOOLS**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

This class examines definitions, strategies and financing for community economic development. Students explore specific development strategies, including business attraction, retention and expansion of existing businesses, fostering home grown businesses, and developing an

entrepreneurial climate. Public and private mechanisms for financing economic development are also studied.

### **CO 273 -EVALUATING PROPOSALS AS AN ECONOMIC DEVELOPMENT TOOL**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

This class refreshes the student on important terms, tools, and strategies used in determining the impact of a proposed project; Public and private partnerships for securing economic development, State of New Mexico resources, and important consideration when vetting economic development plans for your community.

## **DWI Coordinator**

### **DWI 101- LDWI FOR COORDINATORS**

This class lays the groundwork for new county DWI Coordinators by exploring the statutes rule and guidelines which oversee the program and the available funding from the Liquor Excise Tax. The role of the Department of Finance and Administration Local Government Division's program managers will be discussed.

### **DWI 102- PROGRAM PLANNING AND DEVELOPMENT**

This class continues the DWI Program introduction process and helps the coordinator (and program personnel) look at what your county or municipality already has in place. The student will examine important terms, tools and processes that will help develop a productive program.

### **DWI 103- DWI POLICIES AND PROCEDURES**

This class focuses on policies and procedures including when and why they are needed, development, and technical writing hints and how they relate to the department or program.

### **DWI 104- CONTRACT OVERVIEW AND DEVELOPMENT (pre-req. CPM 143)**

This class will cover the different methods of soliciting for goods and services, and how to develop a contract and best practices when a contract is in place. Participants will discuss and practice developing a request for proposal guideline, how to develop a scope of service, and monitoring/evaluating contractors.

### **DWI 105- COLLABORATION FOR PROGRAM SUSTAINABILITY (Co-req. Take same day as DWI 108)**

Participants will learn best practices for developing/expanding collaborations with key community partners. It will also discuss outreach efforts, marketing strategies, and program sustainability.

### **DWI 106- DWI TREATMENT PROGRAMS**

This course was designed to provide useful information in working with treatment providers. Students will leave with increased confidence regarding selecting treatment programs, understanding the assessment and recommendation process, and how to identify evidence-based programs and procedures for tracking progress.

### **DWI 107- OVERVIEW OF COMPLIANCE PROGRAMS**

This class will focus on the legal authority for a county to operate a misdemeanor compliance program. The powers, duties and limitations of the county court compliance officer will be discussed as defined by the Administrative Office of the Courts (AOC) guidelines. LDWI guidelines related to DWI screening program requirements are also addressed.

**DWI 108- EVALUATION MADE SIMPLE (Co-req. Take same day as DWI 105)**

This class reviews the basic principles and concepts for designing an evaluation plan specific to the needs of the agency, community, and/or target population. It reviews evaluation processes and evaluation tools that may be helpful in assessing whether there is an improvement in the program's objectives and outcomes at the end of the fiscal year.

**ECONOMIC DEVELOPMENT (inactive at this time)**

**EDS 101 A- Fundamental Overview of Economic Development Part I** (A&B must be taken same day)

This class will introduce terminology specific to Economic Development, as well as engage the student in key concepts and activities such as Community Development; Strategic Planning and Comprehensive Plans; Business Development; Workforce; Financing and Funding; Real Estate Development and Re-use; and Impact Analysis.

**EDS 101 B- Fundamental Overview of Economic Development Part II** (A&B must be taken same day)

This class builds upon the foundation concepts presented in the previous class to include Legal concerns such as the Anti-Donation Clause and exceptions to it; State Local Economic Development Act (LEDA) and enabling local LEDA ordinance; plus, a deeper exploration of Roles & Responsibilities of every level including local, regional, state, and federal.

**EDS 102- Economic Development Resources**

This class will explore various forms of incentives for businesses such as lease or conveyance of Government-owned property; Property and personal property tax abatements; Access to loan funds and State tax credits; Technical Assistance Resources ie: SBDC, MEP, Score; Business Tax Credits; Workforce Development Fund; EDD Core Programs; and Leveraging Strategic Partnerships. Learn about Public Sector Resources, Financing tools; Qualifying Projects; using financial strategies to overcome capital gaps; and Technical Assistance resources.

**EDS 103- Economic Development Contracts and Agreements** (pre-req. ED 101 A & B)

This class will help students understand the complexities and importance of clearly defined projects and how to formalize the relationships involved to best meet the project goals including an overview of Grants & Contracts both in the private sector and through intergovernmental agreements (IGA) such as PPA's, MOU's, JPA's and others. Additionally, the class will explore general steps in the project process such as Preparation; Negotiation; Procurement Process; Security; as well as, Monitoring/Enforcing/Compliance.

**EDS 201- Assessment Tools in Economic Development** (pre-req. ED 101 A & B)

This class drills down into the vital assessment tools used in economic development project planning including Community Asset & Resource Inventory; Community Needs Assessment and Evaluation; Metrics and Measures; and Analysis of Data & Information to Educate, Engage, and Inspire your community team to success.

**EDS 202- Implementing Strategies for Economic Development** (pre-req. ED 101 A & B, ED 201)

This class will explore a wide range of strategies to keep in your ED toolbox to assist you in meeting whatever goals and needs each project might require including how to encourage Sustainability and Growth (Grow local business using retention and expansion; Attract new business; Create new business; Real Estate Development and Re-use; Infrastructure; Workforce Development; and Community Development. Students will also further drill down into project development and management; as well as review sample projects, both successful and not so successful (but with good intentions).

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

### **GIS 101-CORE-GEOGRAPHY; THE ORIGINS OF THE GIS PROFESSION**

This class will include an introduction into geography, what it is and how to use it, as well as an overview of maps and what it is we are mapping. It will cover a general survey of the origins of mapping such as US Census (TIGER), US Geological Survey, DRG's, DOQQ's, and more.

### **GIS 102-VECTOR DATA INPUT (ABQ Ctr Lab, ESRI License)**

Digital line work, polygon closure, coincident data sets, data creation; a vendor specific computer class; what is vector data; and what is raster data.

### **GIS 104-UNDERSTANDING COORDINATE SYSTEMS & PROJECTIONS**

This class will teach the basic use of datums; map projections; land survey; GPS coordinates (geoid or ellipsoid); and ground to grid conversions.

### **GIS 121-THE ETHICAL USE OF GIS (CPM, PE)**

This class will explore of the concept of "critical GIS"; the GISCI Code of Ethics; and the professional code of conduct that one should employ when considering appropriate and ethical use of GIS information. Discuss the legal ramification of GIS in court cases.

**We strongly recommend taking all other GIS classes prior to taking this class.**

### **GIS 155 -GIS PRESENTATION SKILLS (ABQ Ctr. LAB, ESRI License)**

This class will explore the intricacies of presenting data to convey meaning that is appropriate to the audience.

### **GIS 161-MAKING THE MOST OF THE WEB FOR GIS PROFESSIONALS (LAB) (elective)**

This class will feature a GIS emphasis with information on how to find and use available on-line spatial resources; data extraction; how to present those data; and discussions on what data are appropriate to publish to the web. This is a hot-topic lab.

### **GIS 162-INTEGRATING AND MANIPULATING DATA SETS (ABQ Ctr. LAB, ESRI License)**

Review of raster and vector data types, as well as storage methods. Methods and practical examples of how to retrieve and use both raster and vector data will be covered. Methods to integrate raster and vector data for analysis and modeling will be explored.

### **GIS 166-GPS IN THE FIELD (Excursion Lab)**

This class provides an overview of GPS data collection in the field; review the different types of data (e.g. point line or poly) and the varying methodologies to efficiently capture each type; how to develop a project; how to define and use a data dictionary; photos with embedded GPS coordinates; offsets & heights with GPS and more.

### **GIS 167-MSAG MAINTENANCE (elective)**

This class will cover the basics of understanding the Master Street Address Guide or MSAG; the logic and techniques for scrubbing; synchronization; maintenance; and evolution to "Next Generation" 911 (NG911).

### **GIS 201-METADATA**

This class will cover an overview of FGDC Standards & ISO Standards; understanding spatial accuracy; distinctions among spatial resolution, accuracy, & precision; and how to document metadata: how to create them, how to read them, and why it's important.

### **GIS 202-VECTOR INPUT PRACTICUM (ABQ Ctr. LAB, ESRI License)**

Vendor specific solutions.

### **GIS 203-BASIC TOPOLOGY (Pre-req GIS 102) (ABQ Ctr. LAB, ESRI License)**

This class will explain, through example, the topological rules and behaviors that model how points, lines, and polygons share coincident geometry; how topology rules contribute to maintaining GIS data integrity; and introduce how topology is edited to correct errors.

### **GIS 204-REMOTE SENSING (elective) (LAB)**

This overview class will give an understanding of various types, characteristics, and potential uses of both analog and digital imagery.

### **GIS 262 -ORGANIZING GIS DATA (Pre-req GIS 102) (ABQ Ctr. LAB, ESRI License)**

**\*\*Recommend taking GIS 161 & GIS 162 prior to taking this class\*\***

A survey of raster and vector data models, graphic data compression, image pyramids, database structures, and georelational data models (e.g. geodatabase). Discussion of the advantages and disadvantages within an enterprise: especially regarding storage space, modeling utility, and interoperability.

### **GIS 263 A & B - URISA ADDRESSING (elective) (A&B must be taken same day)**

This class covers the basics of addressing, its uses, and the interplay with important systems such as E-911. Both classes must be taken in the same day; this is a 6 hour class.

- **GIS 263 A** - This part of the workshop (part a) is designed to provide a guide to how address assignment and maintenance works at the local level. It focuses on Address Reference Systems and “on the street” issues.
- **GIS 263 B** - The Address Data portion (part b) workshop focuses on how address data are modeled within a relational database, and used as spatial data in a GIS environment. It focuses on standards, data models, and data management, and is more technically oriented.

### **See CPM 264- GIS for non-GIS Users (formerly GIS 264)**

### **GIS 265\* A & B- USING GIS TECHNOLOGY TO IMPROVE YOUR ORGANIZATION**

This class is designed to educate decision makers, as well as GIS professionals, in the GIS process and how it can make any organization more effective. Both classes must be taken in the same day; this is a 6 hour class. This is a project management-type class about implementing within your organization (across systems or as individual projects).

- **GIS 265 A** - This class provides a basic understanding of the role of institutional design in the long-term successful functioning of the GIS inside an organizational setting. The focus of this first class is the concept of technology seminar and institutional buy-in.
- **GIS 265 B** - This is a continuation of the institutional design class. It provides an overview of the GIS design process. Topics include information product descriptions, system requirements, benefit-cost analysis, security issues and implementation planning.

### **GIS 266- IMAGERY INTERPRETATION (Pre-req is GIS 204( (LAB) (elective)**

This class will provide a survey of visual image interpretation; discussion of scale, coverage, and utility for specific interpretation tasks; review of interpretation factors (e.g. tone, texture, scale, association, color, time, etc.); major approaches to image interpretation (e.g. A priori and A posteriori); and discussion of interpretation accuracy and certainty.

## COUNTY HEALTH CARE (inactive at this time)

### **HC 102– THIRD PARTY PAY ISSUES PART I**

This class addresses the first part of medical entitlement programs, medical terminology and medical issues.

### **HC 103– GENERAL EPIDEMIOLOGY & CHRONIC ILLNESSES**

This class addresses the issues surrounding the statutory mandate of 27-5.

### **HC 104– HIPAA: IMPLICATION FOR THE HEALTH CARE OFFICIAL**

This class explores the technical and ethical concerns regarding the implementation, practice, and ramifications of this legislation.

### **HC 110– INTRODUCTION TO ETHICS FOR THE NM HEALTH CARE PROFESSIONAL**

This class addresses the ethical analyses needs of New Mexico county health alliance staff. Ethics will be defined and ethical dilemmas identified. Principles for calmly analyzing ethical dilemmas are reviewed. New Mexico Statute 27.5 – the Indigent Health Care Act -- is reviewed for its impact on the conduct of county health care staff.

### **HC 202– THIRD PARTY PAY ISSUES PART II (pre-req HC 102)**

This class picks up where Part I left off and further explores medical issues including medical billing (DRG, EPT, UB Bundling, etc.), prescription drug guidelines and dental referrals.

## HOMELAND SECURITY (inactive at this time)

### **HS 100- INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM (CJO, CJM)**

This course provides an introduction to the National Incident Management System (NIMS). At the end of this course, participants will be able to describe the intent of NIMS; describe the key concepts and principles underlying NIMS; describe the purpose of the NIMS components, including preparedness, communications and information management, resource management, and command management; and describe the purpose of the National Integration Center. This course provides a basic introduction to NIMS. It is not designed to replace Incident Command System or position-specific training.

### **HS 101- INTRODUCTION TO THE INCIDENT COMMAND SYSTEM**

This class introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). Topics include: ICS overview; basic features of ICS; incident commander and command staff functions; general staff functions; ICS facilities; and command responsibilities.

### **HS 102 A & B- PUBLIC INFORMATION AWARENESS TRAINING FOR EMERGENCIES**

(6 hours/ 2 classes) Both classes must be taken in the same day; this is a 6-hour class.

- HS 102 A- Part I of a two-part class. This is awareness-level training for individuals who have public information responsibilities as their main job or as an auxiliary function at State, local, or Tribal levels of government or for elected or other officials who want an overview of emergency public information.
- HS 102 B- Part II of a two-part class. This class is a continuation of Part I.

### **HS 103- BASIC ORIENTATION TO EMERGENCY OPERATIONS CENTERS (CJO, CJM)**

This three-hour Emergency Operations Center (EOC) Basic Orientation course is designed to deliver basic knowledge of the New Mexico Emergency Operations Center and operational procedures including: Review local, state and federal emergency management architecture; review of Incident Command Systems and the operational command system of the state EOC; effective management of internal and external information and communications ; Emergency Operations Center activation levels and processes; and review of situational awareness processes.

### **HS 108-EXERCISING COUNTY EMERGENCY PLANS (CJO, CJM)**

This three-hour class is an instructor facilitated, scenario-based, modified table-top exercise designed to test local emergency operations plans and their associated annexes. This exercise allows participants to openly discuss response roles and requirements to a variety of all hazards incidents. General topics discussed include: Review of local emergency operations plans and their annexes; review of local resources required for an incident; review of public information requirements during an incident; and establishment of working relationships between traditional and nontraditional responders.

### **HS 109– DISASTER PREPAREDNESS (CJO, CJM)**

This course provides participants with the tools to effectively manage a disaster in their jurisdiction. The primary objective of the class is to gain a thorough understanding of disaster declaration processes by exploring basic emergency management principles combined with relevant State and Federal guidelines for such events. Throughout the course students will also be exposed to available local and statewide resources.

### **HS 110– INCIDENT MANAGEMENT FOR EXECUTIVES**

This class describes the Incident Command System, terminology of the system, how the system can be applied and the role of senior officials in an incident. Administrative, logistical, financial, and reporting implications of large incident operations are explored. Learn important sources of information and how to access them. Agencies, policies and guidelines related to an incident are explained, including emergency operation centers, multi-agency coordination and on-incident ICS organizations.

### **HS 111 A & B– PREPARING COMMUNITIES FOR AGRICULTURAL INCIDENTS (6 hours/2 classes)**

- **HS 111 A** – Part I of a two-part class. This class provides participants with competency in the following areas: 1) Awareness of possible targets of opportunity in their region; 2) awareness of an infrastructure of community sources; and 3) awareness of the need for a plan to identify, collect, and share information with State and Federal agencies
- **HS 111 B**- Part II of a two-part class. This class is a continuation of Part I.

Both classes must be taken in the same day; this is a 6-hour class.

### **HS 112 – THE ROLE OF GIS IN AGRICULTURAL SECURITY**

Students are introduced to GPS programs used by agricultural inspectors. Examples of GIS use in agriculture are given. Accessibility of data via networks including HSIN and NMDA sources are explained. Defining quarantine areas for various outbreaks incidents is explored.

### **HS 113 – AGRICULTURAL EMERGENCY PREPAREDNESS SIMULATION**

This interactive session is a training scenario that will inform county officials of your response in case of an agriculture emergency. This is designed to let you participate as a county official in an agriculture emergency regardless of whether it is natural, accidental or criminal in nature and will be realistic enough to inform you of your role and responsibility.

## **INFORMATION TECHNOLOGY**

### **IT 101- SECURITY ISSUES IN IT**

Practically every job requires you to use a computer, and some jobs are done almost entirely on one. But emails, the Internet, and even files brought in on a USB stick can be very dangerous. How can you keep yourself safe, and the people you work with and serve as well? A big part of it is learning to recognize potentially bad things. In this class you'll learn to deal with spam, phishing, malware, and those urgent "Forward This Message!!!" emails. Find out how to safely use employer resources, and pitfalls to avoid like using agency email when posting to public sites.

### **IT 201- SECURITY ISSUES FOR MANAGEMENT (PRE-REQ IT 101)**

The legal requirements are mounting, your resources are shrinking, and the threats are increasing every day. How do you make your IT infrastructure secure?

The job calls for clear Acceptable Use and Retention policies, employee accountability and periodic security audits. In this class you'll see examples of policies and ways to truly enforce secure behavior on system users. Explore issues like social media and cloud services, and the challenges presented by virtualization. And learn about free security auditing tools.

### **IT 244- IT RISK MANAGEMENT (PRE-REQ CPM 144- Take both classes same day)**

This class builds upon the general introduction to risk management class (CPM 144) and introduces the student the realm of IT Risk Management including IT risk fundamentals, IT security fundamentals, the IT risk management process; planning; standards & best practices; and resources.

### **IT 157- IT CUSTOMER SERVICE & EDUCATION**

In this class the student will learn about the service life cycle in IT (ITIL); creating and measuring value through service; service design; service transition methods; service operation; and continual service improvement.

### **IT 261 A- IT'S STRATEGIC ROLE IN ORGANIZATIONS (Take A & B the same day)**

This class covers strategies for getting a seat at the table; stakeholder identification; relationship building; cross boundary endeavors; sharing & embracing best practices; planning; implementation strategies; and keeping Up with emerging issues in technology such as social media, ITIL, green IT, and technologies on the horizon.

### **IT 261 B- FOSTERING A SHARED UNDERSTANDING OF THE IT ENTERPRISE**

This class covers the ever-evolving role of the IT enterprise and strategies for sharing an understanding of its complexities including how to differentiate roles, set expectations and align goals; how to offer various service levels; how to communicate how IT adds value (ROI); how to seek engagement opportunities; how to recognize and respect organizational constructs and IT governance; how to manage change; and how to appropriately discuss time limitations (operational, equipment, licenses, etc.)

### **IT 263- DEVELOPING EFFECTIVE IT POLICY**

This class covers creating, implementing, and maintaining effective IT policies and procedures including identifying and addressing liabilities (security, networks, BCP, DRP, legalities, licensing, permissions, ergonomics, public safety, etc.), creating meaningful policies to address issues such as mobile devices, computers, phone use, social/public media, email, files, record retention and record destruction, etc., and strategies for effectively integrating risk plans across entity departments (internal and external communications, outreach plans, collaborative work/planning sessions).

**IT 265 A- EXPANDING YOUR RESOURCES: EXTERNAL (Take A & B the same day)**

This class is an in-depth exploration of the realities involved in working with vendors. The internal landscape of IT infrastructure, maintenance, support, documentation and budgets can be well served by appropriate pre-sale leveraging of external factors such as vendor relationships regarding service and support contracts. The key is in proper and proactive IT project management utilizing technical expertise. Areas of discussion will include software licensing, resellers, phone services, copier and printer services, e-lines, HVAC, fire suppression, bid/no bid, piggy backing and customer rights.

**IT 265 B- EXPANDING YOUR RESOURCES: INTERNAL (Take A & B the same day)**

This class covers in-house resources and strategies for identifying and leveraging these in-house helpers, including Terminology, search engine use, software specifics, commonalities; Documentation- how to create a good desk reference user's guide; Work Group User; Generational; Change Management; and Keeping things in Context.

**IT 271 A- PLAN TO STAY IN BUSINESS: BUSINESS CONTINUITY PLAN (Take A & B the same day)**

Every enterprise has to plan for disaster: storms, fires, natural disasters and disease. But what about those inevitable smaller problems, like the power going out? A Business Continuity Plan details how to continue operating with reduced resources, how to provide failover for critical needs like communication, and how to move operations when necessary.

**IT 271 B- PLAN TO STAY IN BUSINESS: DISASTER RECOVERY PLAN (Take A & B the same day)**

If complete disaster strikes, a Disaster Recovery Plan coordinates where to meet, how to get back in touch, and how to rebuild the infrastructure needed to get back to work. Learn the basics of developing both types of plans, and how to implement them in your workplace.

**IT 272- EFFECTIVE IT SOLUTIONS USING BUSINESS ANALYSIS**

Business analysis is a discipline employed to align an organization's IT projects with its mission and business needs. It is a practice intended to ensure that business needs are effectively identified, analyzed, and documented and therefore support a project management cycle to develop relevant and effective solutions.

**JAIL SPECIALIST (Level I)**

**Note:** The NM EDGE is a collaborative educational program and seeks to create mutually beneficial relationships which may help our students advance their professional development.

The NMAC Loss Prevention program encouraged NM EDGE County College and the curriculum committee to create this track with an eye towards preparing New Mexico jail personnel to pursue national certification, if desired.

Several classes in the jail curriculum may be used to qualify for national certifications through the American Jail Association (AJA). A notation of CJO indicates this class may be counted in the AJA Jail Official certification, a notation of CJM indicates this class may be counted in the AJA Jail Manager certification, and a class with both noted, could count in either program.

**JP 101-BEST PRACTICES IN DAILY FACILITY OPERATIONS (NMCJS, CJO)**

This class will discuss best practices from a systemic approach in a jail setting, the need to have defined standards, reliable policies, procedures and post order and strategies on how to evaluate your systems.

### **JP 102-BASIC INVESTIGATIONS (NMCJS, CJO, CJM)**

This class will discuss the basic elements that are needed in developing a basic facility investigations policy, discuss interview techniques, discuss evidence gathering and preservation protocols, discuss testifying strategies, discuss the different types of investigations and how to develop a tracking system for investigations.

### **JP 103-USE OF FORCE (NMCJS, CJO)**

This class will address legal issues surrounding the use of force in a jail setting, the elements of model use of force policies and procedures, permissible and impermissible use of force options, reporting requirements and strategies on how to reduce liability.

### **JP 104-CRISIS INTERVENTION TEAM TRAINING I (NMCJS, CJO)**

This course will provide line and support staff with suggested skills and knowledge regarding detainees that exhibit chronic symptoms of mental illness that result in confrontations that require intervention and safe de-escalation. Right way; wrong way scenarios are presented and discussed by expert instructors.

### **JP 105-INSTITUTIONAL SAFETY MANAGEMENT (NMCJS, CJO, CJM)**

Detention facilities must comply with environmental and occupational safety requirements while attending to special security needs. This class reviews EPA/OSHA Compliance, Safety Issues, Sharps, Cleaning Supplies, Hazard Reduction, Fire Safety, Sanitation, and Institutional Safety Management.

### **JP 106-SPECIAL POPULATIONS I (NMCJS, CJO)**

This two-part class reviews the rights and needs of inmates in special populations and discusses how these rights and needs affect detention operations. Topics include pre-disciplinary/disciplinary, administrative segregation, protective custody, security threat groups, juveniles, medical issues and other special needs inmates. Must take JP 106 & JP 107 the same day.

### **JP 107-SPECIAL POPULATIONS II (NMCJS, CJO)**

This two-part class reviews the rights and needs of inmates in special populations and discusses how these rights and needs affect detention operations. Topics include pre-disciplinary/disciplinary, administrative segregation, protective custody, security threat groups, juveniles, medical issues and other special needs inmates. Must take JP 106 & JP 107 the same day.

### **JP 108-INMATE CLASSIFICATION SYSTEM (NMCJS, CJO, CJM)**

This class addresses the need for a formal classification process for managing and separating inmates. The participants will discuss the necessary elements of a classification system and the challenges faced by facilities in implementing a classification system.

### **JP 109-CRITICAL INCIDENT FACILITY TRAINING (NMCJS, CJO, CJM)**

This class will address strategies and guidelines that are necessary in the development of jail emergency plans to include topics such as, disturbances, hunger strikes, escapes, fire evacuations, natural disasters and inmate deaths in a facility. The class will also discuss mutual aid agreements that are typical to any facility emergency plan.

### **JP 111-INMATE RIGHTS PART I (NMCJS, CJO)**

This two-part class reviews inmates' constitutional rights and discusses how these rights effect detention operations. Issues covered include privacy, religion, association, medical/mental health care, due process, conditions of confinement. Must take JP 111 & JP 112 the same day.

### **JP 112-INMATE RIGHTS PART II (NMCJS, CJO)**

This two-part class reviews inmates' constitutional rights and discusses how these rights affect detention operations. Issues covered include privacy, religion, association, medical/mental health care, and due process, conditions of confinement. Must take JP 111 & JP 112 the same day.

**JP 114-MANAGING JUVENILE & YOUTHFUL OFFENDERS (NMCJSe)**

This class explores the unique and common issues in dealing with the special population of juvenile and youthful offenders.

**JP 115- INTRO TO EFFECTIVE SUPERVISION SKILLS (NMCJSe)**

This class covers the roles and responsibilities of the First-Line Supervisor; understanding and working with generational differences; and inspiring consistent policy compliance.

**JP 121-SEXUAL MISCONDUCT (NMCJS, CJO, CJM)**

This class covers the Prison Rape Elimination Act (PREA) and legal theories under which facilities and staff can be civilly and criminally liable for sexual misconduct. Students will review the essential components of a sexual misconduct policy and discuss challenges to implementation.

**JP 151-TECHNICAL WRITING FOR DETENTION (NMCJS, CJO)**

This class will focus on the importance of writing accurate reports in a jail setting, the critical need to document facility occurrences, the need to properly maintain logs and the elements that need to be included in a facility policy and procedure manual and the importance of maintaining statistical data for facility operations and quality assurance.

**JAIL PROFESSIONAL (Level II) (inactive at this time)**

**JP 204-CRISIS INTERVENTION TEAM TRAINING II (NMCJP, CJM)**

Detention managers and supervisors will be coached in the proper handling of critical incidents and mentally ill detainees. Staff training, risk management, documentation and safety management topics will be presented by experienced, recognized experts.

**JP 209-HEALTH SERVICES (NMCJP, CJO, CJM)**

Detention facilities are legally required to provide reasonable and necessary medical care for inmates' serious medical and mental health conditions. In this class students will learn the components of an acceptable medical/mental health program including screenings, assessments, physicals, "sick call", emergency care, chronic care, dental care, medical staffing and contracts. A team of experts instruct this class focusing on medical and legal.

**JP 211-ADULT PROFESSIONAL STANDARDS: ATTAINING ACCREDITATION (NMCJP, CJO)**

This class will discuss the history and purpose of accreditation. It will outline the New Mexico Local Government Accreditation Program, the National Commission on Healthcare, and the American Correctional Association, the eligibility criteria of each, and the steps necessary to obtain accreditation.

**JP 212-INTERGOVERNMENTAL RELATIONS FOR DETENTION (NMCJP, CJO, CJM)**

This class discusses the relationships between detention and other agencies such as law enforcement, the courts, probation and parole, the Department of Corrections, and Immigration and Naturalization. It also explores the benefits of information sharing, fostering relationships, coalition building and collaborations.

**JP 221-DEVELOPING OPERATIONAL POLICY FOR DETENTION ADMINISTRATORS (NMCJP, CJM)**

This class will explore the critical need for developing and maintaining operational policy, procedures and post order in a detention setting. This class will also discuss various formats and best practice sample policies, procedures and post orders and tracking strategies for keeping them up to date.

### **JP 222-STAFF DEVELOPMENT (1<sup>ST</sup> YEAR) (NMCJP, CJO, CJM)**

This class covers the components of an effective staff development program including Orientation, Basic Training, In-Service, On the Job Training, Specialized/Certifications, Developing curricula/lesson plans/objectives, Creating a Learning Environment, Tying Continual Learning to Performance Evaluation, Coaching Leadership Opportunities, and Self Development.

### **JP 223-SERVICE CONTRACT PROVISIONS (NMCJP, CJO, CJM)**

This class is an overview in the use of contractors for services such as medical care, food service, and vermin control. It will cover the roles and responsibilities of the contractor and administration, and elements to be considered for inclusion and exclusion in the contract.

### **JP 224-PERFORMANCE AND QUALITY ASSURANCE (NMCJP, CJO, CJM)**

A continuous or ongoing quality assurance program is an essential component of a well-run detention operation. In this class participants will review the characteristics of a QA program and how to implement it including examples of aspects of the operations that should be regularly evaluated such as medical, security, programming, grievances, food service etc.

### **JP 225-INMATE SUPERVISION (NMCJP, CJO)**

This class covers the pros and cons of direct and indirect supervision, the necessity for standard operating procedures regarding supervision, the need for proper documentation, and the use of technology for supervision.

### **JP 241-BUDGETING FOR DETENTION MANAGEMENT (NMCJP, CJM)**

This class addresses guidelines that will help administrators secure the necessary funding they need to meet the jail's primary objectives. The class will address the key elements of a jail budget, types of budgets, how to perform a needs assessment, how to present a budget and strategies on managing a jail budget.

### **DA 110 -CRISIS INTERVENTION FOR DETENTION ADMINISTRATORS**

This course will train detention administrators on the following: The five major mental illnesses and their symptoms; How to discern brain disorders treatable with medication from socio-pathologies common among criminals: Learning medications used to treat mental illness and their side effects: Familiarizing administrators with mental illness treatment requirements under the law; Managing pharmaceuticals in the detention setting and potentials for misuse in the inmate population; and De-escalation methodology with the mentally ill in a detention setting.

## **PUBLIC ETHICS**

### **PE 110 A & B- ETHICS: KNOW THE LAW I** (CPO, AO, CL, CO, DWI, TO)

In this two-part class students will learn to identify violations in ethical conduct and identify the laws or guidelines that make the conduct inappropriate or illegal including the NM Governmental Conduct Act and other statutory requirements. Students will learn how to carry out the spirit of these laws, to engage the public, and to democratize government.

### **PE 120-DO THE RIGHT THING**

In this class students will explore the 7 Universal Values of integrity, fairness, compassion, loyalty, respect, responsibility, trustworthiness; compare theories of ethics; recognize ethical dilemmas; and learn to apply ethical theories to decision making in daily life.

### **PE 123- PROMOTING CIVILITY**

In this class students will explore the relationship between behavior and outcomes when nurturing an ethical culture.

### **PE 128-WALK THE TALK**

In this class students will learn how to analyze the context and elements of ethical decision making as viewed through various perceptual filters including personal and cultural values; and learn how to develop and implement a personal ethics statement.

### **PE 140-DANGEROUS LIAISONS**

This class explores the complex and potentially illegal nature of power, sex, and money.

### **PE 147-RISKY BUSINESS: PREVENTING & MITIGATING DAMAGE**

This class explores the value of anticipating potential risk and developing policies and procedures to prevent and mitigate damage to your organization's reputation, integrity, and bottom line.

### **PE 220-PRINCIPLE BASED DECISION MAKING**

This class will explore the value based decision making process in depth; how values help to analyze, select, and explain a course of action taking into consideration personal and organizational values including the following tests: virtuous character, disclosure rule, professional ethic, and intuition ethic.

### **PE 239-ETHICAL LEADERSHIP (pre req CPM 139)**

In this class leaders will explore their responsibility in creating an ethical organization including: developing standards, inspiring, modeling, assessing and enforcing ethical behavior.

### **PE 271- RIGHT versus RIGHT (Ethical Dilemmas)**

This class explores ethical values, leadership, and the challenge in making the right decision when there is no wrong answer.

**2014** – PE 226 was changed to CPM 226. PE 111- Governmental Conduct Act is no longer offered as a standalone class but has been incorporated into PE 110 A & B.

## **PUBLIC FINANCE**

### **NMF 101 A –ACCOUNTING I A: KEY CONCEPTS**

This class covers the basic key concepts of public sector accounting such as financial policies, GAAP, GASB, federal grant compliance, DFA reporting and more. Must take Accounting I AB the same day.

### **NMF 101 B –ACCOUNTING I B: TECHNICAL APPLICATION**

In the second half of this two-part basic accounting class technical concepts will be reviewed including AP & AR, reconciliation, auditing, and reading a financial statement. Must take Accounting I A and B the same day.

### **NMF 102 A –ACCOUNTING II A: FUND ACCOUNTING AND FINANCIAL STATEMENTS (co-req A&B)**

Part one of this two-part class is drill down on the basic accounting classes. Part one will include greater detail about GASB, fund accounting, and fixed assets. Must take Accounting II A&B the same day.

### **NMF 102 B –ACCOUNTING II B: HUMAN RESOURCE ACCOUNTING CONCEPTS (co-req A&B)**

Part two of this two-part class is drill down on the basic accounting classes. Part two will include specifics around human resource accounting such as payroll, independent contractors, and fringe benefits. Must take Accounting II A&B the same day.

### **NMF 103 – CASH HANDLING**

This basic public finance class covers customer service for public cashiers, cash receiving for taxes, licenses, and fees.

### **NMF 110 -INTERNAL CONTROLS FOR FINANCE AND PURCHASING**

This course will address classic controls including proper documentation of transactions and proper authorization of transactions. The concept of compensating controls will be explored, including unique controls that replace classic controls and proper design of compensating controls. Segregation of duty assignments relating to authorizing and recording transactions, maintaining custody of assets and monitoring activities will be addressed. How to compensate when such separation is impractical is reviewed.

**Note:** As of May 1, 2018 “FP 110” became “NMF 110”, a change of prefix only. The change was made for consistency of class numbers within this designation.

### **NMF 201 – PUBLIC FINANCE LAW**

This class covers a general overview of NM Finance Laws, Bateman Act, Per Diem Act, Anti-donation Clause, Governmental Conduct Act, Single Audit Act, Home Rule Exemptions and the politics of public finance. Case studies will be discussed.

### **NMF 202 – DEBT MANAGEMENT (Pre-requisite CPM 146)**

This class covers the importance of policy management and development, compliance, the regulatory environment, constitutional and statutory limitations, credit markets, bond rating, bond insurance fiduciary standards, and the role of DFA and NMFA. Case studies about avoiding conflict will be discussed.

### **NMF 203 – INTERPRETING AUDITED FINANCIAL STATEMENTS (Pre-req. NMF 101 & 102)**

This class provides the most in-depth presentation of GASB, explores using ratios to understand financial statements, management and analysis, foot notes, disclosures, findings, management response, and single audit. It will include an in-class practicum.

### **NMF 204 – FINANCE POLICIES AND BEST PRACTICES**

This class reviews fraud prevention, debt policies, investment policies, Home Rule exemptions for purchasing, DFA requirement, and GFOA best practices.

### **NMF 205 – ECONOMICS AND REVENUE FORECASTING (elective)**

This class explores the complexities and importance of forecasting including current issues, developing a revenue forecasting system, impact of state budget on your local forecast, knowing your local economy, evaluating and monitoring economic development incentives, yield control, and county equalization.

### **NMF 206 – POST-EMPLOYMENT BENEFITS/PENSIONS (elective)**

This class explores the financial impact of post-employment benefits and pensions including PERA, ERB, RHCA, Net Pension Liability, life insurance, deferred compensation, GASB 67, 68, 45, 74, 75, and other post-employment benefits.

### **NMF 244 – INSURANCE IN THE PUBLIC SECTOR (Pre-req. CPM 144)**

This class is a more in-depth look at public sector insurance including types of insurance such as workers’ compensation, general liability, civil rights, health benefits, emergency medical

malpractice, foreign jurisdiction coverage, Tort Claims Act. It will also cover ways to purchase insurance and how to minimize expenses through effective loss prevention.

## **PUBLIC PURCHASING**

### **State of New Mexico CHIEF PROCUREMENT OFFICER CERTIFICATION CLASSES & TEST\***

**\*NMP 143, NMP 101, 102, 103, 105, and NMP 106**

#### **\*NMP 001- CPO Certification Culminating Test**

Must successfully complete the six **NM Public Purchasing Foundation Classes** to qualify to take the culminating test. Two hours, 50 questions, minimum score of 60% to pass, two tries allowed.

#### **NMP 143\*- PUBLIC PURCHASING**

This overview class is the foundation class for this certification and a pre-requisite for following classes. It covers the New Mexico Procurement Code.

#### **NMP 101\*- NM PROCUREMENT PROCESS** (Pre-Req. NMP 143)

This class explores the genesis of a procurement. It includes the NM Procurement Code; the Role of the requisition; Statement of Work, Formation of a Contract; Contract Types & Contract Administration; Role and Responsibilities of the Chief Procurement Officer; and a brief look at Contract Closeout (to be covered further in NMP 103 B).

#### **NMP 102\*- OVERVIEW OF ACQUISITION METHODS IN NM** (Pre Req NMP 101)

This class compares methods of acquisition in compliance with NM law and the appropriate use of each. Specifications Overview (Specifications & Scope of Work Development); Brand Name or Equal; Unique Aspects of Specifications; Specification Types; Contract Formation (Offer & Acceptance); Invitation to Bid (ITB); Request for Proposal (RFP); Request for Qualifications (RFQ); Request for Information (RFI); Sole Source; Emergency Procurement; Pricing Agreements; Small Purchases; P-Card; Reverse Auction, Cooperative Purchasing Agreements; and Overview of Protests.

#### **NMP 103\* CONTRACT ADMINISTRATION** (Pre Req. NMP 101)

This class lays a comprehensive foundation for understanding Governmental Contract Administration in New Mexico. It emphasizes the importance and benefits of Contract Administration and includes information about related best practices and potential consequences from lack of effective administration. Students will learn about applicable New Mexico statutes affecting contract administration, will discuss challenges, learn about assignment of duties, contract privity and conducting post-award orientations. This class also helps students learn to identify risks, clarify roles and responsibilities, and gives practical contract closeout recommended procedures and related resources.

#### **NMP 104- MATERIALS MANAGEMENT**

This class covers the essentials of materials management. It includes Records; Surplus Property; Disposal; Shipping; Receiving & Acceptance; Inventory; Warehousing and Delivery.

#### **NMP 105\*- SPECIFICATION WRITING WORKSHOP**

This class covers the essentials of specification writing and gives the student a chance to practice specification writing in small groups.

### **NMP 106\* - PROCUREMENT ETHICS**

This class reviews the *fundamentals* of ethical public procurement for newer procurement officers. Understanding the ethical requirements required by the State Governmental Conduct Act and Procurement Code will help avoid mistakes over such ethical issues as conflicts of interest, required disclosures, and limitations on former employees entering the private sector.

### **NMP 201- SOLICITATION & PROCESSING OF BIDS (IFB/ITB)** (Pre Req All level one classes)

This class will address Development; Advertising; Receipt and Handling Processing, and Award. Also, students will discuss the appropriate use and aspects of IFBs and ITBs including: Pre-Bid Conference; Receipt Handling/Public Openings; Documentation Table/Posting/Etc.; Contest Award methods (Preferences & In-State/Veterans (%)); and the Award Process.

### **NMP 202 A- REQUEST FOR PROPOSALS: DOCUMENT DEVELOPMENT**

#### **A and B taken on the same day**

- A. Part one of this class is an introduction into Document Development and its Guiding Principles. Students will then begin to drill down into the elements of the process. Each student receives a step-by-step handbook and useable examples.
- B. Building on the key concepts covered in part one, this class moves into concepts specific to the NM Procurement process. Each student receives a step-by-step handbook and useable examples.

### **NMP 203- NEGOTIATION STRATEGIES**

This class explores the essential elements of each approach and how they achieve different desired outcomes. Topics include: Engaging for Suitable Outcomes; Why Negotiate; When is negotiation appropriate; Why Bargain; When is Bargaining appropriate; Practice Plan Development (Purpose; Strategy; Contents including Cost Analysis, Targets and Measures); Team Involvement; Preparation for conduct; Addressing deficiencies in the proposal; Review contract exceptions; Actual conduct and Documentation. Students will practice using a variety of techniques to achieve an identified result.

### **NMP 204- ROLES & RESPONSIBILITIES FOR NM CONSTRUCTION:**

**SELECTION OF ARCHITECT/ENGINEER; PROJECT DELIVERY METHODS/CONTRACT DOCUMENTS AND ADMINISTRATION OF THE A/E; AND CONSTRUCTION CONTRACT**

This advanced class offers specifics in understanding the roles and responsibilities related to Public Works construction in NM, including Project Development, A&E selection (reference code § 13-1-120 NMSA); Types of Project delivery methods and when to use them, including Invitation to Bid, Request for Proposal, Design/Build, Construction Manager Not at Risk and Construction Manager at Risk; NM Contractor Licenses and Registration requirements; Types of Contract Documents; and general overview of Construction Administration.

### **NMP 205- ADVANCED CONTRACT ADMINISTRATION**

In this class, students will explore the details of professional, responsible, contract administration of procurements including: Roles & Responsibilities (Receiving; Monitoring; Deliverables; Reporting; Corrections/Change Orders; Payments; Post Contract Evaluation / Lessons Learned); Conflicts (Resolution; Mediation; Arbitration); CPMS Monitoring and other funding approvals for Capital Outlay; and Close-out/Transition to a New Vendor.

### **NMP 206- ADVANCED CONSTRUCTION IN NM** (Pre-req NMP 204) (ELECTIVE)

This class drills down into the specifics of Construction Procurement and Construction Contract Administration in New Mexico.

### **NMP 207- PROTEST PROCESS IN NM**

In this class students will learn to approach the Protest Process with clarity, purpose and a fair-minded approach. The class includes Why protests arise; How they can be headed off; How they are initially handled; How the resolution is handled; Vendor/Protestant Rights; Legal Aspects; Hearing Officer or Binding Arbitration; and Going to Court/Making your best case.

### **NMP 208- ADVANCED PURCHASING ADMINISTRATION (ELECTIVE)**

In this class the student learns to close the loop using feedback and measures including: Writing and Managing Policies & Procedures; Forms; Electronic Procurement Systems (ERP Systems); Training & Evaluating Staff; Performance Review; Plan/Do/Study/Act quality assurance (PDSA); and using metrics effectively.

### **NMP 209- ADVANCED RFP (Pre-req NMP 202 A & B) (ELECTIVE)**

This class offers guidance and proven techniques for the development and conduct of complex RFP based solicitations including equipment, software and services. It features instruction on scheduling, weighting the evaluation factors, evaluation of proposals and contractual protections. Each student receives useable examples.

### **CHIEF PROCUREMENT OFFICER RECERTIFICATION CLASSES \*\***

#### **\*\*NMP 142- NM ETHICS AND PUBLIC PROCUREMENT**

This class reviews the *advanced* consideration of hypothetical and actual problems arising under state ethics laws, for public officials with a few years' experience. These may include cases under the Governmental Conduct Act, the Procurement Code, open government laws, and other state statutes. Topics include real and perceived conflicts of interest, transparency and confidentiality, and required disclosures.

#### **\*\*NMP 211- PUBLIC PROCUREMENT METHODS IN NM: A HOT TOPICS OVERVIEW & REFRESHER**

This class recaps the NM Procurement Code. Further review includes: Acceptable Procurement Methods & Practices; Legal Aspects of Public Procurement in NM; Legislative Updates to include any changes in statute or regulation; and Best Practices.

#### **\*\*NMP 212- PUBLIC PROCUREMENT UPDATE & WORKSHOP (pre-req NMP 142 & NMP 211)**

For the second round of recertification (continuing recertification) this class will cover any legislative or administrative updates and any pertinent hot topics gleaned from the headlines. The majority of the class will focus on creating and evaluating effective Scope of Work, identifying problem language in advance, exploring real-life scenarios resulting from a poorly written SOW, and more!

#### **\*\*NMP 213- PUBLIC PROCUREMENT WORKSHOP (Pre-req NMP 142 & NMP 211)**

For the second round of recertification (continuing recertification) this class will offer a hands-on workshop on NM Procurement Code intricacies with a focus on problem solving. Interactive topics include, The Solicitation – what to include in your procuring documents and how to handle a protest; The Contract – contract protections to ensure your legal footing in a dispute with contractors, how to determine non-performance, what to do if you need to cancel a contract, the importance of adhering to board policy, and more!

**\*\*NMP 214 – ADDRESSING COMMON AUDIT FINDINGS (Pre-req NMP 212 & NMP 213)**

This class explores the importance of external audit. Participants will discuss external audit risk factors, internal controls, audit findings and best practices. After completing this class, students will achieve a higher level of understanding to address and prevent audit findings.

**\*\*NMP 215 – DOCUMENTING DELIVERABLES IN YOUR CONTACTS (Pre-req NMP 212 & NMP 213)**

Documenting deliverables in your contracts starts with a well-prepared solicitation. CPOs will review the importance of building a solid foundation of information and requirements in the solicitation that will ultimately provide the tools necessary to measure, monitor, and document the deliverables that you have set up in your contract.

**\*\*NMP 216 – RFP Best Practices (Pre-req NMP 214 & NMP 215)**

This RFP practices class focuses on selected, proven RFP processes and procedures that were implemented to increase communication, clarity, and participation while reducing protests.

**\*\*NMP 217: Risk Management in Procurement (Pre-req NMP 214 & NMP 215)**

Procurement has evolved from being a compliance and cost-cutting process to an integral partner that adds to an entity's success. Risk management in procurement has strong implications in protecting taxpayers' funds by mitigating risk in purchases and contracts. This class will discuss identifying risks, analyzing its impact and controlling consequences.

As of January 1, 2018, State Purchasing indicated that NMP 002 is no longer required.

As of January 1, 2019, NMP 143 will replace CPM 143 in the requirements for the Foundation Classes towards Chief Procurement Officer certification. NMP 143 covers the New Mexico Procurement Code in more depth.

As of February 2023, NMP 103 A&B were combined and NMP 106 was added as a Foundation class to better review the fundamentals of ethical public procurement.

<b>RISK MANAGERS</b>
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**RM 101- SAFETY BASICS**

This class provides an overview of safety and health programs and basic General Industry OSHA topics. The specific OSHA topics covered are personal protective equipment, hazard communication, walking and working surface audits and OSHA's accident recordkeeping and reporting requirements. Participants will work independently and in small groups to demonstrate their ability to conduct workplace inspections and assessments.

**RM 102- ERGONOMICS FOR EVERYONE**

This class covers workstation evaluation and design; bio-mechanics; and considerations when selecting proper tools.

**RM 103- ACCIDENT INVESTIGATION AND ROOT CAUSE ANALYSIS**

This class provides participants with the basic skills necessary to conduct a workplace accident investigation and determine the root causes of accidents. This course reviews basic accident investigation procedure and describes accident analysis to include event charting and casual analysis. Upon completion of this class participants will have demonstrated their ability to complete event charting for a small example accident.

### **RM 105 – RISK INSURANCE (Pre-req. NMF 244)**

This class is a primer to Risk Management and the various insurance coverages that State and Local entities maintain. The students will gain a broad understanding of insurance coverages and perils they insure against.

### **RM 113 – SELECTED LAWS RELATED TO COSTLY CLAIMS**

This class provides a basic understanding of the laws which generate the majority of claims in the public sector: Common law of torts, New Mexico Tort Claims Act, Civil Rights, and Due Process.

### **RM 131 – EMPLOYEE BENEFITS**

In this class, you'll learn about the key components of health benefits. You'll learn mandates brought forth through the Affordable Care Act, the four common types of medical plans, and the benefits commonly offered and how they work.

### **RM 132- OSHA COMPLIANCE SURVEY**

This class covers an overview of 1910 general industry regulatory standards and 1926 construction industry regulatory standards.

### **RM 139- CREATING A SAFETY-ORIENTED CULTURE**

This class provides an understanding of the elements needed to create a positive safety culture. This class reviews the purpose, roles and responsibilities of a safety committees and how they directly impact an organization. Students will gain the knowledge necessary to evaluate their organizations safety training and its impact on safety culture.

### **RM 142 – RISK FINANCE**

This class provides an overview of the various types of risk financing options for public entities. Participants will learn how to calculate total cost of risk and how to determine their organizations optimum risk retention. Participants will calculate a pure loss ratio and learn how loss ratios measure the performance of a risk financing programs.

### **RM 211 CONTRACTUAL RISK TRANSFER (Pre-req. RM 113)**

This class provides students with an overview of the various types of risk transfer and indemnification agreements within contracts. Students will learn that an adequate a contractual risk transfer includes requirements for insurance coverage and policy endorsements to ensure proper funding for indemnification. Students will learn how to review certificates of liability to determine compliance with contract provisions.

### **RM 231 WORKERS' COMPENSATION**

This class provides the basics for understanding the New Mexico workers' compensation system. You will learn why we have workers' compensation coverage, what coverage is, ideas to create a safe workplace, and the importance of prompt reporting. This class will also outline how workers' compensation benefits work, the value of returning injured workers back to work, and outline the litigation process.

### **RM 232- JOB HAZARD ANALYSIS**

This class provides students with the knowledge and skills needed to conduct a job hazard analysis (JHA). Students will learn what a job hazard analysis is, how to identify hazards, and how to conduct a step-by-step job hazard analysis.

### **RM 235 – RISK CONTROL**

This class provides students with an overview of the five risk control techniques and how to use these techniques to manage the impact of risk to their organization. Students will learn how to

apply loss prevention methods to prevent or reduce the probability of a loss and will leave with an understanding that all successful risk control programs require a little salesmanship.

**RM 244- LOSS PREVENTION & RISK ANALYSIS (Pre-Req. CPM 144)**

This class provides students with an overview of qualitative and quantitative risk analysis and how statisticians use confidence intervals to measure uncertainty. Students will work independently to build a risk register identifying key risks faced by their organization and will score those risks to determine their likelihood and impact.

**COUNTY SHERIFF**

**SH 101- ROLES AND RESPONSIBILITIES OF THE NM SHERIFFS**

This class covers the roles and responsibilities of the NM County Sheriff's Office and what to avoid: This Ain't Mayberry, Sheriff! Nothin' but the facts.

**TAX POLICY New in 2023**

**TAX 101- NM TAX POLICY A BASIC OVERVIEW**

This class provides a basic overview of tax policy principles. Participants will learn State and Local Government Finance, and understand tax expenditures, pyramiding and other tax policy issues and concepts

**TAX 102- NM GROSS RECEIPTS TAX**

This class provides an understanding of general gross receipts tax structure and administration. Participants will learn to identify primary New Mexico exemptions and deductions in the GRT. Specific Tax Expenditures relevant to GRT will be defined.

**TAX 103- NM PROPERTY TAX**

This Class provides an overview of the basics of property tax valuation, collections and administration. Participants will learn how to calculate total cost of risk and how to determine optimum risk retention. Participants will also learn about the property tax certification and calendar and understand more about related items such as: yield control, tax lightning (3% cap), rate setting, and the beneficiaries of property tax revenue.

**TAX 104- NM SPECIALIZED TAXES**

This class provides an overview of some of NM's most common miscellaneous specialized taxes including oil and gas severance tax, transportation and fuel taxes, insurance premium tax, lodgers tax, compensating tax, and tobacco, liquor and cannabis taxes. This class also explores the collection, reporting and payment of common miscellaneous specialized taxes.

**TAX 105- NM INCOME TAXES CORPORATE & INDIVIDUAL (Pre-req. TAX 101)**

This course examines the structure and operation of New Mexico's corporate and individual income taxes, their connection to federal income taxes and their interaction with taxes of other states.

**TAX 106- UNDERSTANDING TAX REPORTS**

This class provides an overview of tax reports and resources available from the NM Taxation & Revenue Department and the NM Department of Finance & Administration. Participants will learn how to look up the tax rate for a location and calculate the tax on several common items. This class also explores the taxpayer perspective and explains the mechanics of how to file a NM Gross Receipts Tax return electronically and using paper forms.

### **TAX 107 – SOURCES OF DATA (WORKSHOP)**

This class explores the many sources of data and information necessary to analyze tax policy. As a workshop, it will include interactive hands-on activities designed to familiarize the student with commonly used sources.

### **TAX 108- MANAGEMENT CONTROLS**

This class provides an overview of internal controls for public entities and explains why management controls are important to build public trust. Participants will learn about different types of confidential information used in tax administration, and how oversight and regulation of tax administration agencies helps to ensure that taxpayer information is secure. Data security risks are explained, and participants will learn common red flags to look for to identify email attacks.

### **TAX 109- ADMINISTRATIVE TOPICS**

This course provides an overview of the Tax Administration Act, which outlines a uniform, effective, and fair process for administration of most of the state’s tax programs. During the course, participants will learn of the specific powers of the Taxation and Revenue Department, limitations on the Taxation and Revenue Department’s powers, and rights and protections for taxpayers.

## **COUNTY TREASURY OFFICIAL (County Treasurer, etc.)**

### **TO 100–ROLES & RESPONSIBILITIES OF THE ASSESSORS & TREASURERS OFFICES**

This class is designed to heighten awareness among the two offices to improve their professional interactions. The legal definition of each office will be reviewed, as well as roles and responsibilities of each office, including tax roll timeliness, tax roll corrections, tax rates, warrants, abstracts, mobile home and other important issues.

### **TO 101–RESOURCES FOR TREASURY OFFICIALS**

This class will explore a variety of resources available to NM County Treasurers including online resources (state government, federal government, financial organizations; educational & commercial sources, statutes, regulations, NM Administrative Code, etc.), magazines and associations to aide in successful operations of offices.

### **TO 102– CASHIERING AND PAYMENT PROCESSING**

This class will define the Treasurer’s legal responsibility to provide information, plus the responsibility of the taxpayer and the mortgage company. It will also cover electronic processing, working with the IT department, how to put taxes in suspension, what the billing and receipting procedures and deadlines are, and tips on discerning public vs. private information. Fundamentals of cashiering including responsibilities, internal controls, and fraud prevention. Taxpayer services will also be covered.

### **TO 103–LEGAL ISSUES RELEVANT TO THE TREASURER’S OFFICE**

This class will explore the different legal issues particular to the County Treasurer's Office including different types of bankruptcy and what each type means to the Treasurer. It will examine the litigation process and review proper court vocabulary for bankruptcies. You will learn how to conduct a search for bankruptcy filings, how to file a proof of claim, and the role of the trustee in relation to the County Treasurer’s office. Special assessments and public liability will also be covered.

### **TO 105--REAL PROPERTY COLLECTIONS**

This class reviews the critical dates important to the collection calendar including first half due, second half due, notice of valuation, last day to claim exemptions, protest deadline, lien placement and delinquency, as well as notices, interest and penalty, tax bills, procedures for auction, mobile home collections, credit card payments and convenience fees. How to manually calculate taxes including interest and penalties, will also be covered and practiced.

### **TO 106--PROCUREMENT PROCESS for the TREASURER'S OFFICE (Pre req CPM 143)**

This class discusses RFP's and contracts and the need for each; negotiating and constructing contracts; bidding and when to merge the RFP with other contracts; depository contract objectives and policies; financial advisor contracts, selection and monitoring; balance reporting; ACH payments; lockbox agreements; and collateral agreements.

### **TO 202--TREASURY OFFICE REPORTING REQUIREMENTS**

This class covers the basics regarding following investment reporting in accordance with your investment policy, including investment accounting and reporting, state mandated reporting requirements, records retention, interest allocation reports, confiscated assets, 10-year audit, monthly treasurers' reports, delinquent property tax reports, and mobile home lien reports.

### **TO 203--CASH MANAGEMENT FOR TREASURY (Pre-req TO 204)**

#### **(Take TO 204 & TO 203 both the same day)**

This class presents payment types, cash flow, forecasting, sweep accounts; overnight repurchase contracts, money market funds, and other accounting functions. Also included will be investment policy management.

### **TO 204- MANAGING INVESTMENTS FOR TREASURERS (Take TO 204 & TO 203 both the same day) (NMFe)**

This class will review the guidelines for investing county funds including investment management objectives, investment portfolio structure and management, elements involved in trading, understanding how much collateral is needed, collateral and FDIC insurance, when to buy and sell bonds and what type, importance of laddering investments, when should money be pulled out of investments, how much should be invested versus cash flow for operating expenses, and how to build an investment policy for your entity.

### **TO 205- BONDING & FUNDING ISSUES**

This class covers the outline of bond election plans and procedures, the role of finance team members, and the importance of documentation. This class also explores funding and reporting issues relating to bonds and other debt.

For curriculum specifics please see the checklists available on our website at [nmedge.nmsu.edu](http://nmedge.nmsu.edu) where you can also find this catalogue, and our NM CPM Core class catalogue. For more information contact **The NM EDGE** at 505-224-4059 or [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu)