

# NM Certified Public Finance Professional Checklist

<p>The NM <b>EDGE</b> (Education Designed to Generate Excellence in the public sector)  A Program of NM Cooperative Extension Service</p> <p><b>“NM Certified Public Finance Professional” Curriculum</b></p> <p>Successful completion of <b>24</b> classes &amp; the culminating experience is required to earn a NM Certified Public Finance Professional (<b>NMCPFP</b>).</p>	
Each class is 3 hours of classroom instruction <b>*Online Only In-Person/Online</b>	
<b>NM Finance Classes Level I Required</b>	<b>6 Classes Required</b>
NMF 101A- Accounting IA: Key Concepts (take A & B same day)	Finance Level I
NMF 101B- Accounting IB: Technical Applications (take A & B same day)	Finance Level I
NMF 102A- Accounting II: Fund Accounting & Financial Statements	Finance Level I
NMF 102B -Accounting II: Human Resource Accounting Concepts	Finance Level I
NMF 103- Fundamentals of Cash Handling	Finance Level I
NMF 110- Internal Controls for Finance and Purchasing	Finance Level I
<b>NM Finance Classes Level II Required</b> (recommend taking Level I first)	<b>5 Classes Required</b>
NMF 201- Public Finance Law	Finance Level II
NMF 202- Debt Management (Pre-req. CPM 146)	Finance Level II
NMF 203- Interpreting Audited Financial Statements (Pre-req. NMF 101,102)	Finance Level II
NMF 204- Finance Policies & Best Practices	Finance Level II
NMF 244- Insurance in the Public Sector (Pre-req CPM 144)	Finance Level II
<b>Required CPM Classes – Part A</b>	<b>2 Classes Required</b>
CPM 146 –Capital Planning and Financing	Finance Level I
CPM 265 - IT for non-IT Managers	Finance Level II
<b>Required CPM Classes – Part B</b>	<b>7 Classes Required</b>
CPM 111- Knowing Your Government	Jan, June/March, Sept
CPM 131- General HR	June/September
CPM 141-Public Finance	January/March
CPM 142-Ethics and Public Funds	January/March
CPM 144- Risk Management	January/September
CPM 241- Budgeting I (take I and II same day) (Pre-req CPM 141)	*March
CPM 242- Budgeting II (take I and II same day) (Pre-req CPM 141)	*March
<b>Required Excel Class – Choose 1 from those listed below</b>	<b>1 Class Required</b>
CPM 164- Excel Spreadsheets for Beginners	By Request Only
CPM 165 Excel Intermediate Level I	*January
CPM 169- Excel Intermediate Level II	By Request Only
<b>NM Finance Electives - Choose 3 from those listed below</b>	<b>3 Classes Required</b>
NMF 205- Economics & Revenue Forecasting	Finance Level II
NMF 206- Post-Employment Benefits/Pensions	Finance Level II
CPM 116- Detention Operations & Financial Mgmt. for Policy Makers	By Request Only
CPM 143- Public Purchasing & Procurement	*January
CPM 124/224- Grant Writing I & II (take both the same day)	*March/September
CPM 231- Workers Compensation (Pre-Req CPM 131)	By Request Only
CPM 233- Labor Relations (Pre-Req CPM 131)	By Request Only
AO 106- Budget Development & Revaluation Plan (Even Calendar Years)	*September
AO 110- Tax Rate Certification and Yield Control (Even Calendar Years)	*September
AO 116 – Special Tax Districts	By Request Only
TO 204- Managing Investments for Treasurers (Even Calendar Years)	*June
<b>Culminating Experience:</b> A Public Finance Focused Mini-Portfolio Submit an audit during an open audit window for assignment.	<b>Mini-Portfolio</b>

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