

## NM Certified Jail Professional Requirements Checklist

<p>The NM <b>EDGE</b> (Education Designed to Generate Excellence in the public sector)          A Program of NM Cooperative Extension Service  <b>“NM Certified Jail Professional” Curriculum Checklist</b>          Successful completion of the NM Certified Jail Specialist curriculum (first level certification) and the following classes <b>20 classes</b> is required to earn a NM Certified Jail Professional designation (<b>NMCJP</b>). 2 page Checklist</p> <p>For further information contact <a href="mailto:nmedge@nmsu.edu">nmedge@nmsu.edu</a> or go to <a href="http://nmedge.nmsu.edu">nmedge.nmsu.edu</a> February 19, 2013</p>		
<b>Classes</b>	Each class is comprised of three hours of classroom instruction	<b>Date Completed</b>
Date you completed the Jail Specialist Certification requirements		
<b>Jail Professional Required Classes</b>		<b>10 classes required</b>
Take each of the following JP classes		
JP 241- Budgeting for Detention Management		
JP 221- Developing Operational Policy for Detention		
JP 222- Staff Development		
JP 209- Health Services		
JP 223- Service Contract Provisions		
JP 224- Performance and Quality Assurance		
JP 225- Inmate Supervision		
JP 204- Crisis Intervention for Managers (pre-req. JP 104)		
JP 211- Adult Professional Standards		
JP 212- Intergovernmental Relations for Detention		
<b>CPM Required Classes</b>		<b>6 classes required</b>
Take each of the following CPM classes		
CPM 137- Discipline and Termination		
CPM 236- Successful Supervision		
CPM 231- Workers’ Comp and the ADA (pre-req. CPM 131)		
CPM 139- Creating an Ethical Culture		
CPM 142- Ethics and Managing Public Funds		
CPM 143- Purchasing and Procurement		
<b>CPM Electives</b>		<b>4 classes required</b>
Choose 4 from the CPM & HS classes listed below		
CPM 122- Congratulations! You’re a Leader		
CPM 123- Managing Organizational Change		
CPM 221- Leading Others (pre-req. CPM 122)		
CPM 225- Being a Leader (pre-req. CPM 122)		
CPM 132- Eliminating Discrimination in the Workplace		
CPM 134- Recruiting the Best of the Bunch		
CPM 135- Selection for Success: When Everybody Wins		
CPM 136- Retention		
CPM 138- Conflict Resolution Among Employees		
CPM 233- Employee Relations (pre-req. CPM 131)		
CPM 155- Improving Presentation Skills		
Elective list continued on page 2		

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HS 101- Introduction to the Incident Command System	
HS 109- Disaster Preparedness	
HS 103- Basic Orientation to Emergency Operations Centers	
HS 108- Exercising County Emergency Plans	
<b>Culminating Experience</b>	
A Jail Focused Mini-Portfolio - Graded on 10 point scale Details Provided Upon Completion of Classes and Verifying Audit	