

# NM EDGE Certified Human Resource Professional Scholarship

New Mexico EDGE and the NM State Personnel Office (SPO) have partnered to provide a **NM Certified Human Resource Professional** certification scholarship opportunity for candidates interested in the field of human resources. Through the generous support of SPO, funding is now available for seven (7) current State of New Mexico employees to obtain this certification with an out-of-pocket cost of only \$50 for the one-time NM EDGE new student registration fee.

The purpose of this certification is to provide a comprehensive course of study for New Mexicans interested in a career in human resources. The State Personnel Office will recognize the completion of the 11-class certification and Culminating Experience as a **substitution for 2 years of education or experience** toward the minimum qualifications requirement for human resources positions with the State of New Mexico.

This HR certification is ideal for recent high school and college graduates looking for a fast-track path into potential HR jobs with the State of New Mexico as well as for seasoned employees exploring a career change.

The 11 three-hour classes are delivered during NM EDGE live online Honing you EDGE events held each January, March, June, and September.

**Interested?** Please review the scholarship requirements and complete the application on the following page.

## Questions? Please contact:

Christy Green  
NM EDGE Program Director  
Tel: 505-224-4058, email: [cgreen18@nmsu.edu](mailto:cgreen18@nmsu.edu)

**\*Non-scholarship recipients are also eligible to complete the certification. The cost of each NM EDGE class is \$75.**

## Human Resource Certification Classes

HR 101 – Introduction to Human Resources in the NM Public Sector  
HR 102 - Talent Acquisition and the HR Professional  
CPM 131 – General HR Law  
CPM 132 – Eliminating Discrimination in the Workplace  
CPM 133 – Creating a Safe and Productive Workplace  
CPM 136 – Retention  
CPM 137 – Discipline and Termination  
CPM 139 – Creating an Ethical Culture  
CPM 232 – Job Analysis, Classification, and Compensation  
CPM 233 – Employee Relations  
RM 131 – Employee Benefits



**NM EDGE** (Education Designed to Generate Excellence in the public sector) is a service of New Mexico State University's [Cooperative Extension Service](#). The program is designed to provide a comprehensive course of study to administrators, managers, elected officials, and staff in local, state, tribal, and national government through which participants can acquire and apply best practices, theories, and strategies based on the highest professional standards.

New Mexico State University is an equal opportunity/affirmative action employer and educator.  
NMSU and the U.S. Department of Agriculture cooperating.

## 2023 Scholarship Application

This scholarship **may** be awarded to applicants who meet the following criteria:

- High school graduate (or high school equivalency)
- At least 18 years of age
- Current State of New Mexico Employee
- The ability to complete the 11-class online certification within 18 months.
- Submission of a **short personal essay** (no more than 200 words) on how the applicant would benefit professionally from this certification.
- Submission of the application and essay **no later than August 25<sup>th</sup>, 2023**.
- The ability to register as a NM EDGE student, including the payment of the \$50 registration fee before classes begin in September.

*Scholarship recipient notifications will be made on September 1st, 2023.*

### Applicant Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Applicant Email \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Level of education \_\_\_\_\_

Institution where degree was earned \_\_\_\_\_

Supervisor name \_\_\_\_\_

Supervisor phone number \_\_\_\_\_

Complete this form and send it, along with your personal essay, to:  
Christy Green, NM EDGE Program Director , [cgreen18@nmsu.edu](mailto:cgreen18@nmsu.edu)