

Certified Public Official Program

Created by Extended Studies at the University of Nevada, Reno, in partnership with the Nevada League of Cities and Municipalities, Nevada Association of Counties, and Nevada Association of School Boards, the Certified Public Official (CPO) Program is an in-depth series that provides diverse resources for educational and professional development responsive to the changing needs of elected and appointed officials in public office throughout Nevada.

The CPO program is designed for:

- Elected and appointed city, state and county officials***
- Transportation, fire, police and planning commissioners***
- Improvement district and public utility district trustees***
- School board members and school district superintendents***

To earn the CPO designation, program participants must complete the following modules offered through Extended Studies at the University of Nevada, Reno, and meet additional program requirements. While CPO units may be earned in any order, participants are encouraged to complete the Orientation training first.

Required Modules

- Module 1:** Realities of Public Life: Roles and Relationships of Public Office (1 hour)
- Module 2:** Budgets: Revenue Sources, Projections and Forecasts (2.5 hours)
- Module 3:** Ethics in Nevada (1.5 hours)
- Module 4:** Nevada's Open Meeting Law (2 hours)
- Module 5:** Citizen Participation and Public Information (1.5 hours)
- Module 6:** Interviewing and Media Relations (1.5 hours)
- Module 7:** Employment Law: Keeping your Agency out of Court (4 hours)

For board members, superintendents, and others working toward completion of the CPO Program, the above seven modules are mandatory as well as fifty-two additional hours of training with minimum units required in these areas:

Public Finance	6 CPO units
Leadership & Governance	6 CPO units
Public Information and Media Relations	2 CPO units
Community Development and Infrastructure	4 CPO units
Employee Relations	4 CPO units
Electives	4 CPO units