



Office Professional Test Information

October 16, 2025 - Thursday

Cadence Bank Arena

375 Main Street, Tupelo, MS 38804

Agenda

8:00 am - Registration & Breakfast

8:30 am - Review for Test

11:00 am Test

To Be Eligible You Must:

1. Applicant must work in office professional position, preferably with a water/sewer system/district/association or a municipality.
2. Applicant's work experience at system/association/district/municipality can be used toward credits.
Example: 10+ years of experience = 12 credits
5 years of experience = 6 credits
3. Applicant must complete twenty-four (24) credits of course work formally acquired through MsRWA's Office Professional Classes, Conferences, or applicable one-day courses.
4. The following are the required credits in each subject to be eligible:
If you need 24 Credits: Office Mgt - (3); Finance - (6); W/WW - (3); Legal - (6); Personnel - (3); Personal - (3)
If you need 18 Credits: Office Mgt - (3); Finance - (4); W/WW - (2); Legal - (4); Personnel - (3); Personal - (2)
If you need 12 Credits: Office Mgt - (2); Finance - (3); W/WW - (1); Legal - (3); Personnel - (2); Personal - (1)
5. Applicant must submit Form OPCP-1 to MsRWA along with a \$50 application fee.
6. Application OPCP -1 must be received no later than 14 days before Examination

Please pre-register a prior to test date. There is a \$50 Application Fee.

____ Yes, I have enough credits and would like to take the MsRWA Office Professional Test in
Tupelo on Oct 16th. (Call Monica Adcock at MsRWA for verification of test eligibility.)

____ Yes, Please email me the OPCP-1 Application to: _____

Name: _____ System/Company: _____

Phone: _____

Send form with payment to MsRWA: 172 Country Place Pkwy, Pearl, MS 39208 / Fax: 601.857.2434
For more information call MsRWA at 601.857.2433