



**CENTER FOR LOCAL
GOVERNMENT TECHNOLOGY**
College of Engineering, Architecture and Technology

Assessor Training and Accreditation Program
1201 S Innovation Way Dr, Stillwater, OK 74074
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RE: CLASS AND HOTEL DETAILS

CLASS: Unit I: Introduction to the Assessor's Office: July 20th-23rd, 2027

LOCATION: Embassy Suites OKC Northwest 3233 Northwest Expy, Oklahoma City, OK 73112

MAP: [Embassy Suites OKC Northwest](#)

CLASS DETAILS:

There will be two- and one-half days of instruction and an exam on the last day. The course will begin at 1:00 p.m. on the first day. The class will be from 1:00 p.m. to 4:30 p.m. on the first day and 8:30 a.m. to 4:30 p.m. on the second and third day, pending learning comprehension. There will be an exam on the last day, and you will have three hours to complete the exam. The exam will consist of 50 questions, and there is a 70% requirement for passing. Pass or fail notifications will be provided to each individual and the Oklahoma Tax Commission. You must bring a **battery-operated calculator**, a highlighter, and a #2 pencil. A handbook will be given to each participant on the first day of class or mailed to Zoom participants.

HOTEL DETAILS:

For room reservations, call (405) 842-1635 between 8 am and 4:30 pm. Please ask for the OSU CLGT room block. The room rate will be the prevailing government rate per night plus tax for a single occupancy room; please get in touch with the hotel for rates if you require double occupancy. Prevailing government rate will only be guaranteed for reservations made two weeks prior to arrival. All reservations made after that date will be subject to hotel availability. If Tax-Exempt, you must provide the hotel with a copy of your Tax-Exempt letter. If paying with a purchase order, you must provide that to the hotel, and you will be required to provide a major credit card number to guarantee your reservation. No charges will be applied to your credit card unless you charge personal items to your room (movies, phone calls, etc.). Please ask the Sales Office if you have questions or problems.

Please note: If you choose Zoom as your class option, you will receive additional communication by email as the class approaches. **A camera and microphone will be required for all Zoom class sessions and testing.**

We are looking forward to seeing you for Unit 1!

Sincerely,

Gary Snyder

Director