



Assessor Training and Accreditation Program
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RE: CLASS AND HOTEL DETAILS

CLASS: Unit I: Introduction to the Assessor's Office: June 30th – July 3rd, 2025

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, follow the link [OSU CENTER 06.30.25](#) or call the hotel directly at 405.842-1635 between 8 am and 4:30 pm. Please ask for the OSU CLGT room block. The room rate is \$116.00 per night plus tax for a single occupancy room; please get in touch with the hotel for rates if you require double occupancy. 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