



Assessor Training and Accreditation Program
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RE: CLASS AND HOTEL DETAILS

CLASS: Unit I: Introduction to the Assessor's Office: January 16th – 19th, 2023

LOCATION: Tulsa - Hilton Garden Inn Midtown, 4518 E Skelly Drive, Tulsa, OK 74135

MAP: [Hilton Garden Inn Tulsa Midtown](#)

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. 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. 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 will need to 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.

HOTEL DETAILS:

For room reservations, you may call the **Tulsa Hilton Garden Inn Midtown at (918) 878-7777** and speak with Assistant GM/Sales Manager Laura Luster or Front Office Manager Natalie Barney. This will aid the hotel in tracking purchase orders and room block nights. When making reservations request the prevailing government rate, as of October 1st, 2023, the government rate is \$107.00 per night plus tax. If Tax- Exempt, you must provide the hotel a copy of your Tax-Exempt letter. If paying with a Purchase Order, you must contact the hotel directly. Upon check-in you will be required to give a major credit card number to guarantee your reservation. A card will be required to secure the reservation and to cover any incidental charges occurred during your stay, please ask for the Sales Office if you have questions about the charges authorized to your card during your stay.

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