



CENTER FOR LOCAL GOVERNMENT TECHNOLOGY

College of Engineering, Architecture and Technology

Assessor Training and Accreditation Program

1201 Innovation Way Dr, Stillwater, OK, 74074

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RE: Class and Hotel Details

CLASS: Unit I: Introduction to the Assessor's Office: January 18 - 21, 2022

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

MAP: [Hilton Garden Inn Midtown](#)

CLASS TIME:

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 Tuesday, January 18th**. Class will be from 1:00 p.m. to 4:30 p.m. on Tuesday and 8:30 a.m. to 4:30 p.m. on Wednesday and Thursday. There will be an exam on Friday starting at 8:30 a.m. and you 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 notification will be provided to each individual and the Oklahoma Tax Commission.

HOTEL INFORMATION:

For room reservations, you may call the **Tulsa Hilton Garden Inn Midtown** at (918) 878-7777 and ask for the room block, "CLGT2022". Reservations can also be made online using this link: [CLGT Assessor Training](#). The room rate is the prevailing government rate as of October 1, 2021, currently \$96.00 per night plus tax, single or double occupancy. If Tax-Exempt you must provide the hotel a copy of your Tax-Exempt letter. If paying with a Purchase Order, you will need to press 3 when calling and make your reservation with our sales rep Laura Luster. A major credit card number will be required 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 for Sales Rep Laura Luster if you have questions or problems.

Please note: If you choose Zoom as your class option, you will be receiving more communication by email as class approaches.

If you plan to enroll in this class, we will see you in Tulsa!

Sincerely,

Eric Hayes

Program Manager