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

Assessor Training and Accreditation Program
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RE: CLASS AND HOTEL DETAILS

CLASS: Unit IV: Income Approach: October 8th – 11th, 2024

LOCATION: OKC - Hilton Garden Inn Midtown, 2809 Northwest Expressway, OK 73112

MAP: OKC Hilton Garden Inn Midtown

CLASS DETAILS:
There will be three days of instruction and an exam on the last day. The course will begin at 8:30 a.m. on the first day. The class will be from 8:30 a.m. to 4:30 p.m. on the first, 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 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 or mailed to Zoom participants.

HOTEL DETAILS:
For room reservations, call the Oklahoma City Hilton Garden Inn - Midtown at (405) 607-4000 and ask for the room OSU CLGT block. The room rate is $110.00 per night plus tax for 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 must provide that to the hotel, and you will be required to give 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 4!

Sincerely,

Gary Snyder

Director