



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

Assessor Training and Accreditation Program
824 North Country Club Rd, Stillwater, OK 74075
atap@okstate.edu | Ph. 405-744-6049

RE: CLASS AND HOTEL DETAILS

CLASS: Unit V: Personal Property: November 17th-19th, 2027

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

MAP: [Embassy Suites OKC Northwest](#)

CLASS DETAILS:

There will be two days of instruction and an exam on the last day. The course will begin at 8:30 a.m. on the first day. Class will be from 8:30 a.m. to 4:30 p.m. on the first and second 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. You will need a **battery-operated calculator**, a highlighter and a #2 pencil, and a handbook will be provided to each participant.

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 5!

Sincerely,

Gary Snyder

Director