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 V: Personal Property: April 28th-30th, 2027

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

MAP: Tulsa Hilton Garden Inn Midtown

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, please call the Tulsa Hilton Garden Inn Midtown at (918) 878-7777 and speak with Sales Manager Laura Luster or Front Office Manager Natalie Barney. This will aid the hotel in tracking purchase orders and room block nights. The room rate will be the prevailing government rate per night plus tax for single or 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 the number to the hotel; you will also 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