



Assessor Training and Accreditation Program
1201 S Innovation Way Dr, Stillwater, OK 74074
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RE: CLASS AND HOTEL DETAILS

CLASS: Unit V: Personal Property: May 14th – 16th, 2024

LOCATION: Center for Local Government & Technology, 1201 S Innovation Way Dr, Stillwater, OK 74074

MAP: [OSU-CLGT](#)

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 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:

We have not blocked rooms at any hotel in Stillwater. Hotels close to the training center are: Hampton Inn West, Holiday Inn West, Residence Inn, The La Quinta, and Springhill Suites. 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.

[Hotel Website Link](#)

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