



## 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 Valuation: May 16 - 18, 2023

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

**MAP:** [Hilton Garden Inn Midtown](#)

#### CLASS TIME:

There will be two days of instruction and an exam on the last day. The course **will begin at 8:30 a.m. on Tuesday, May 16th**. Class will be from 8:30 a.m. to 4:30 p.m. on Tuesday and Wednesday. There will be an exam on Thursday 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 speak with Assistant GM/Sales Manager Laura Luster. This will aid the hotel in tracking purchase orders and room block nights. The room rate is the prevailing government rate as of October 1, 2022, 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. 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.). Contact Laura for further questions regarding accommodations.

**Please note: If you have chosen 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 for Unit 5!

Sincerely,

*Gary Snyder*

Director