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

Assessor Training and Accreditation Program
824 North Country Club Rd, Stillwater, OK 74074
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RE: CLASS AND HOTEL DETAILS

CLASS: Unit VII: Ag Land: November 19th – 20th, 2024

LOCATION: Center for Local Government & Technology, 824 North Country Club, Stillwater, OK 74075

MAP: OSU-CLGT

CLASS DETAILS:
There will be one day of instruction and an exam on the next 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 day and there will be an exam on the last day; you will have three hours to complete the exam. 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:
We have not set aside a block of rooms for this class; however, we highly recommend the Hampton Inn and Suites, 615 South Country Club Road, Stillwater, OK, 74074. Make sure to ask for the prevailing government/state rate when making a reservation, if tax-exempt, you must provide the hotel a copy of your tax-exempt letter. If paying with a Purchase Order you must provide it to the hotel. 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 7!

Sincerely,

Gary Snyder

Director