



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

Assessor Training Accreditation Program
824 North Country Club Rd, Stillwater, OK 74075
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RE: CLASS AND HOTEL DETAILS

CLASS: Board of Equalization – April 7th, 2026

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

MAP: [Embassy Suites OKC Northwest](#)

CLASS DETAILS:

There will be one day of instruction. The course will begin at **9:00 a.m. on Tuesday, April 7th**, and will end at 4:00 p.m. Your attendance will be reported to the State Auditor and Inspector's Office.

HOTEL DETAILS:

No room block has been made for this training. To make a reservation call the Embassy Suites OKC Northwest at (405) 842-6633 for room reservations. The state rate is \$116.00 per night plus tax for single 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 it to the hotel. 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 cover any incidental charges during your stay; please ask the Sales Office if you have questions or need a double occupancy room.

Effective November 1st, 2021 per [O.S. § 2862](#), Each board member shall complete an initial training requirement consisting of CLGT's 6 hour **in-person** course, the member has 12 months from their appointment date to complete that requirement. In addition to the initial requirement, each member shall annually attend and successfully complete at least 3 hours of training. **Failure by any member to complete such requirement will result in forfeiture of office.**

We are looking forward to seeing you in Oklahoma City!

Sincerely,

Gary Snyder

Director