



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

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

**CLASS:** Board of Equalization – September 29th, 2025

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

**MAP:** [CLGT](#)

**CLASS DETAILS:**

There will be one day of instruction. The course will begin at **9:00 a.m. on Monday, September 29th**, and will end at **4:00 p.m.** Your attendance will be reported to the State Auditor and Inspector's Office. Zoom participation in this course will only satisfy a board member requiring the annual 3-hour training, you may attend either the morning session from 9:00 a.m. to noon or the afternoon session from 1:00 p.m. to 4:00 p.m. to satisfy the 3 hour requirement.

**HOTEL DETAILS:**

We have not blocked rooms at any hotel in Stillwater. However, we've provided a link below with suggestions for hotels close to our location. Make sure and ask for the state rate when making a reservation. Also, please notify us here at the Center if you have any issues with making reservations at the locations listed.

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.**

**[Hotel Details](#)**

Effective November 1<sup>st</sup>, 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 Stillwater!

Sincerely,

*Gary Snyder*

Director