



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

**Assessor Training and Accreditation Program**  
824 North Country Club Dr, Stillwater, OK 74075  
atap@okstate.edu | Ph. 405-744-6049

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**RE: CLASS AND HOTEL DETAILS**

**CLASS:** Board of Equalization – October 1st, 2025

**LOCATION:** Online - Zoom

**CLASS DETAILS:**

There will be one half day of instruction. The course will begin at **9:00 a.m. on Wednesday, October 1st, and end at 4:00 p.m.** 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. Your attendance will be reported to the State Auditor and Inspector's Office.

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 attend and successfully complete at least 3 hours of training annually. **Failure by any member to complete such requirement will result in the forfeiture of office.**

We look forward to seeing you soon!

Sincerely,

*Gary Snyder*

Director