



December 13, 2007

Dear Pilot/Escort Driver:

Pilot Escort Certification classes currently scheduled for January through June 2008 are detailed on the attached page, including dates and locations. All information about classes is also available on the website at: clgt.okstate.edu. Classes begin at 8:30 a.m. and end by 4:30 p.m.

You must bring to class copies of the following two documents for us to keep to receive full certification:

- 1) A copy of your Motor Vehicle Record which shows your driving record for the past 3 years (this must be an official copy issued by the state), and
- 2) A copy (for our records) of a certificate for \$1,000,000 of **commercial combined single-limit liability insurance coverage.**

Please **pre-register** for the class to ensure space is available. **We cannot guarantee space will be available unless you pre-register.** To pre-register, please go to clgt.okstate.edu, complete the registration form, and mail a check for \$100 to the address above. If you do not have access to a computer, you may register by mail at the above address, or by fax to 405-744-7268. The class fee is \$100 if we receive payment prior to the class date. **If you do not pay in advance, the fee on the day of the class is \$120 (please bring the exact amount as we cannot make change).** Checks should be made payable to "Center for Local Government Technology." If you have any further questions, please call our office at 405-744-6049 or visit our website at clgt.okstate.edu.

If you pre-register, **a confirmation of your enrollment will be mailed to you approximately ten (10) days before the class.** If you do not receive an enrollment confirmation, please call our office to make sure changes have not been made to the class date or location. The most current class information will be on our website: clgt.okstate.edu

One additional note: **Full Pilot/Escort Certification** is available for those who meet the \$1,000,000 insurance requirement and all other requirements. **Restricted Certification** may be available for those who do not meet the \$1,000,000 insurance requirement, but who meet all other requirements, and who intend to travel only within Oklahoma or states that do not have escort certification requirements. The fees for the course are the same for Full and Restricted Certification.

Thank you,

Pilot/Escort Certification Staff
Center For Local Government Technology

DISCLAIMER: Temperatures may vary in classrooms. Please bring a jacket.

Pilot/Escort Certification Class Schedule – January - June, 2008

January 17, 2008

Stillwater, OK

Richmond Hills Research Center
5202 N. Richmond Hills Road
Classroom # 125

February 7, 2008

Stillwater, OK

Richmond Hills Research Center
5202 N. Richmond Hills Road
Classroom # 125

February 28, 2008

Tulsa, OK

OSU-Tulsa Campus
700 N. Greenwood Ave.
North Hall, Room # 106

March 20, 2008

Stillwater, OK

Richmond Hills Research Center
5202 N. Richmond Hills Road
Classroom # 125

April 10, 2008

Ardmore, OK

Southern Oklahoma Tech Center
2610 Sam Noble Parkway
Room: Seminar "A"

May 1, 2008

Oklahoma City, OK

Francis Tuttle Tech Center
12777 N. Rockwell Avenue
Economic Development Building #2, Room #1050

May 20, 2008

Tulsa, OK

OSU-Tulsa Campus
700 N. Greenwood Avenue
North Hall, Room #106

June 12, 2008

Oklahoma City, OK

Francis Tuttle Tech Center
12777 N. Rockwell Avenue
Economic Development Building #2, Room #1050

June 26, 2008

Stillwater, OK

Richmond Hills Research Center
5202 N. Richmond Hills Road
Classroom #125