



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 received within 30 days prior to the class date. (This must be an official copy issued by the state; we cannot accept driving records obtained by your insurance company or driving records obtained through an Internet provider), and
- 2) A copy (for our records) of a certificate for \$1,000,000 of **commercial combined single 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](http://clgt.okstate.edu), complete 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 further questions, please call our office at 405-744-6049 or visit our website at [clgt.okstate.edu](http://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](http://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.**