



## Class Schedule and Information

**Day One**     **Registration & Continental Breakfast: 9:30 to 10:00 a.m.**  
Class begins at 10:00 a.m. and ends around 4:30 p.m.

**Day Two**     **Class Begins: 8:30 a.m. (subject to change on Day One)**  
Exam will start before lunch (3 Hours; Open Book)  
There is no lunch on Day Two as the exam is before lunch.

**What to Bring to Class:**   Several #2 Pencils  
   Assorted Highlighters  
   Post-it and/or Sticky Notes

**Grades:**       Grades are posted on line--usually within 10 days of end of class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out a an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: [www.coopercenter.org](http://www.coopercenter.org) and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

## Hotel Information

### Comfort Inn Quantico

20 Salisbury Drive  
Stafford, VA 22554

**540-659-8999**

<https://www.choicehotels.com/virginia/stafford/comfort-inn-hotels/va829?source=gyxt>

Room Block Name:	<b>Stafford County</b>
Group Code:	<b>BQ66YO</b>
Cut-off Date:	<b>17 February 2020</b>
Room Rate:	\$93 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center
Parking	Free
Cancellation Policy	48 Hours

**Only a limited number of rooms have been blocked. If you try and they are full, contact AI at [aws@virginia.edu](mailto:aws@virginia.edu) and he can have them add more rooms to the block.**

The hotel is approximately 3.6 to 5 miles from the Government Center depending on the route you take.

## **Stafford County Government Center**

### **Activities Room #195**

The **George Gordon Government Center** is located at **1300 Courthouse Road**, Stafford VA 22554.

Free parking is available.

#### **Directions from I-95 Northbound:**

Take exit 140 for county Rd 630 toward Stafford 0.3 mi

Turn right onto Courthouse Rd (Destination will be on the left) 0.7 mi

[1300 Courthouse Road, Stafford, Virginia 22554](#)

#### **Directions from I-95 Southbound:**

Take exit 140 for county Rd 630 toward Stafford 0.3 mi

Turn left onto Courthouse Rd (signs for County Road 630E) Destination will be on the left. 0.7 mi

[1300 Courthouse Road, Stafford, Virginia 22554](#)

Website can be found at:

<https://staffordcountyva.gov/1732/Directions>