ASA Chapter Education Request Form

ASA is pleased to assist chapters in marketing their courses/events. All chapters receive a free event listing on ASA's home page as well as listings in ASA's FastRead E-letter. Each chapter may market their programs to their chapter members through their website or through the chapter listserv ASA Headquarters provides to each chapter. For chapter listserv information, please contact Susan Houchins, Director of Membership, Accreditation and Reaccreditation at shouchins@appraisers.org.

Please provide the following information:

Chapter_____Offering Date(s) & Times_____

Program Title (Specify if PP, MTS & GJ specific USPAP class)_____

Program Location:

Street Address_____

City_____State_____Zip_____

Address to Ship Materials:

Street Address_____

City_____State_____Zip_____

Chapter Program Coordinator:

Name_____Phone_____

Email_____

Program Instructor(s):

Name_____Discipline_____

Name_____Discipline_____

Marketing Copy: On a separate sheet, please provide any information to include in ASA's publicity efforts (tuition; is there a member discount; is lunch included; registration information; description of the course/event, etc.). Include a copy of the brochure/flyer and registration form if applicable.

For Chapters Offering USPAP Courses:

1) All instructors must be AQB certified. USPAP instructors will be required to complete a National USPAP Course Report Form containing the name, email address and telephone number of each student. This form will be provided to the chapter by ASA Headquarters. Once completed, it must be returned to ASA for submission to the Appraisal Foundation.

2) Chapters are required to provide both the USPAP Book and the Student Manual to each student taking the course.

3) Chapters are responsible for obtaining proper state approval for all USPAP courses they sponsor. Chapters need to make sure they allow enough time (usually 60 days) to obtain this approval in advance of the course offering. If approval has not been obtained, chapters need to let all registered attendees know and offer them a full refund should they request one. Please note that state approval is not required for ASA reaccreditation purposes.

2013 USPAP Prices for ASA Chapters:

15 Hour USPAP:
15 Hour USPAP Book: $55.00
15 Hour USPAP Manual: $40.00
Set of 15 Hour USPAP Book and Manual: $85.00
$10.00 savings with set purchase!

7 Hour USPAP:
7 Hour USPAP Book: $55.00
7 Hour USPAP Manual: $30.00
Set of 7 Hour USPAP Book and Manual: $75.00
$10.00 savings with set purchase!

Please fax completed form to:
ASA Education Dept. (703) 742-8471 or email to sparatore@appraisers.org