



ASA Chapter Event Request Form

Submit the completed form and all attachments to education@appraisers.org.

Note: To effectively promote your event, please complete and submit this form in its entirety at least four (4) months prior to event.

Incomplete forms will not be processed.

Fields in **BOLD are required.

Chapter Representative (Name Printed) _____

Signature _____ **Date** _____

STEP 1: GENERAL INFORMATION

(Select One) Seminar USPAP POV Course Meeting

Name of the Event _____

Event Start Date _____ **Event End Date** _____ **Estimated Attendee Count** _____

Select a Discipline: ARM BV GJ MTS PP RP Multi-Discipline

Event Contact

Name _____ **Company** _____

E-mail _____ **Phone** _____

Hotel or Event Location

Location Name _____

Street Address _____

City _____ **State** _____ **Zip** _____

Website _____

Short Event Description (1-3 Sentences)

STEP 2: REGISTRATION DETAILS FOR MARKETING

Registration URL or Contact Information (name, email, and telephone)

Max Number of Attendees (optional) _____

	Start Date	End Date	Member	Non-Member
Early Bird Rate	_____	_____	\$ _____	\$ _____
Regular Rate	_____	_____	\$ _____	\$ _____

STEP 3: COURSE DETAILS

Instructor(s)

Name #1 _____ Name #2 _____

Reaccreditation Credits

¹PA (Number of Hours) _____ ¹CE (Number of Hours) _____

²Is this a chapter meeting Yes No Need Pre-Approval CE Form? Yes No

¹ASA Headquarters (HQ) will notify chapters of the actual number of approved credits per category prior to the event.

²The chapter is required to provide their attendees with documentation verifying attendance, which should be maintained in their personal files, as required by the reaccreditation guidelines.

Send as Attachments

- Event Description**
 Outline/Agenda
 Flyer (Optional)

STEP 4: USPAP COURSE OFFERINGS

- All instructors must be AQB certified. USPAP instructors will be required to complete a National USPAP Course Report Form (available from ASA HQ) containing the name, email address, and telephone number of each student. Completed forms must be returned to ASA HQ for submission to the Appraisal Foundation.
- Chapters are required to provide both the USPAP Book and the Student Manual for each registered attendee.
- 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 inform all registered attendees and offer attendees a full refund should one be requested. Please note that state approval is not required for ASA reaccreditation purposes.
- 15HR Exams - exams will be sent to the chapter representative if they are not taking the course. If the chapter liaison is taking the course, the exam will be sent to the instructor and the chapter shall reimburse the instructor for printing the exams. The chapter must print enough copies for all registered students and send all exams back to ASA HQ with attention to the education department.

2018/2019 USPAP Prices for ASA Chapters - please note, all materials are electronic. By purchasing the book and manual you agree to one download per student and not to distribute to anyone else.

15-Hour USPAP

Book \$45 Manual \$40

7-Hour USPAP

Book \$45 Manual \$30

Order Materials

Complete below if you wish to order books and/or manuals from ASA HQ.

(Select One) 15 7 Hour USPAP

Book (qty) _____ Manual (qty) _____ Set (qty) _____