ASA Class Request Form
2024-2025 USPAP Courses for Real Property

Please submit this form to mmccann@appraisers.org. All fields are required. **Note:** To effectively promote your event and ensure there is enough time to receive the state approvals, submit your forms at least 90 days before the class.

Select one:

2024-2025 7-hour National USPAP Update   2024 15-hour National USPAP

2024-2025 7-hour USPAP Update for Mass Appraisal

2024 7-hour Residential Review and Appraisal Compliance

Chapter Name_____ **Class Coordinator**_____

Class Date(s)_____ **Start/End Time**_____

Location Name_____

Location Address_____

Location City, State, and Zip Code_____

Instructor(s)_____
Must be an AQB-certified USPAP instructor who is also a state-certified real property appraiser
Pricing/Registration

Early Bird Start/End Date_____Member_____Non-Member_____

Regular Rate Start/End Date_____Member_____Non-Member_____

Registration fees include: USPAP Book   USPAP Student Manual   USPAP Guidance and Reference Manual

Select one: **Chapter will handle registration**   **ASA HQ will handle registration**

Contact name_____   Additional $5 per student

                                                         Contact information for the chapter volunteer
Phone number_____   students can contact with questions

                                                         Name_____
Email address_____

                                                         Email address_____
Website (if applicable)_____

                                                         Phone Number_____

Important Updates for the New USPAP Cycle

The following materials are *required* for the **2024-2025 7-Hour USPAP Update course**:
- 2024 USPAP Book
- 2024 USPAP Guidance and Reference Manual
- 2024-2025 7-hour USPAP Update Student Manual

The following materials are *required* for the **2024 15-Hour USPAP course**:
- 2024 USPAP Book
- 2024 USPAP Guidance and Reference Manual
- 2024 15-hour USPAP Student Manual

Chapters *must* confirm that every attendee has all required materials. The easiest way to do this is to include all required materials in the registration fees and provide copies to each attendee.

USPAP Prices for ASA Chapters

Electronic copies of the USPAP materials are available from ASA HQ. By purchasing the book, student manual, and/or reference manual, you agree to one (1) download per student and not to distribute to anyone else.

Chapters interested in hard copies can order those from the Appraisal Foundation directly. To place an order, call 800-348-2831 and mention the code ASA sponsor chapter to receive the sponsor discount. This discount is *only* for chapters purchasing in bulk and not for individual orders.

Electronic Copies	Hard Copies*
USPAP book - $30 per copy for ASA members $35 per copy for non-members	USPAP book - $30.00, plus shipping
All 15-hour manuals - $35.00 per copy	15-hour *National* USPAP manual - $35.00, plus shipping
All 7-hour manuals - $25.00 per copy	7-hour *National* USPAP Update manual - $25.00, plus shipping
USPAP Reference Manual - $45.00 per copy	USPAP Reference Manual - $37.50, plus shipping

*The Appraisal Foundation only prints hard copies of the USPAP book, reference manual, and National student manual. Manuals for other version of USPAP can only be purchased as electronic copies.

Additional Services

If your chapter is offering any USPAP course for real property appraisers, there will be a $35 per student admin fee. The admin fee includes the following services, unless noted. Please indicate which services you're requesting from ASA Headquarters:

State approvals – You may submit up to three (3) states: _____   _____   _____

Electronic state certificates and post-course state license submission (if applicable)

Course materials   electronic   hard copies

Post-course roster submission to TAF

Premium marketing package - $75 (time and availability dependent)
   In addition to the standard marketing activities provided to all chapters, the Premium Marketing Package includes:
- Featured chapter event listing to include a graphic element, descriptive text and separate registration button (linking to event) on ASA's website
- One featured editorial listing for two months in associated discipline ASA e-newsletter
- Four postings of chapter event to ASA social media channels – chapter to provide content
- One posting of chapter event-related article to ASA's blog - chapter to provide content

Coordinator Signature_____**Date**_____