ASA Real Property Chapter Education FAQs

What are the class coordinator’s responsibilities before the class?

1. Complete and send in the class request form at least 90 days before the proposed class date. If you know you want to hold a specific course, but don’t have the date and/or location decided, please send in the form anyway so we can begin working on the state approvals as early as possible.
2. Secure a class location and an ASA-approved instructor. If you need assistance finding an instructor, please contact Meredith McCann at mmccann@appraisers.org or 703-733-2127.
3. Order the appropriate course materials:
   - ASA chapter courses – These student manuals will be ordered online from AlphaGraphics and shipped to you directly. These will ship from northern Virginia, so please take that into consideration when deciding how soon you should place your order. All orders must be approved before printed, so any order placed after 5:00pm Eastern will be approved the next business day. Anything printed at AlphaGraphics cannot be returned.
   - Hondros courses – Hondros textbooks need to be ordered about 10 days before the class and any extra books can be returned to Hondros within 30 days for a full refund. We will email you before the class to find out how many books you will need and we will place the order with Hondros. Hondros will ship the books directly to you.
4. If you’d like pre-course certificates to distribute at the class, please email the roster as an Excel spreadsheet (.xls or .xlsx) to mmccann@appraisers.org at least five days before the class. The certificates will be sent to you as a PDF document.
5. Print copies of the class sign-in sheet and make sure all attendees sign-in in the morning and afternoon.

What are the class coordinator’s responsibilities after the class?

1. Email a copy of the class sign-in sheet to mmccann@appraisers.org.
2. Email the post-course roster as an Excel spreadsheet (.xls or .xlsx) to mmccann@appraisers.org.
3. Pay the class invoice within 30 days of receipt.
4. Pay the course royalties invoice directly to the course author within 30 days of receipt.

What will the chapter be invoiced for after the class?

1. The student administration fee:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6 hour</td>
<td>$20</td>
</tr>
<tr>
<td>7-15 hour</td>
<td>$35</td>
</tr>
<tr>
<td>16 hours or more</td>
<td>$55</td>
</tr>
</tbody>
</table>

   The student administration fee will be waived for one class coordinator per class. Please note on the roster who the coordinator was.
2. If ASA headquarters handled your class registration, you will also be invoiced $10 per student.
3. If you held a Hondros course, you will be invoiced for the cost of the textbooks.
4. If you held an ASA chapter course with royalty fees, you will be sent a separate invoice for the royalty fees. These should be paid directly to the course author. Please consult the Course Costs table to see if your class has a royalty fee. Most royalty fees for the ASA chapter classes are between $5 and $10 per student. Hondros courses do not have royalty fees.

Are there any additional expenses that aren’t listed above?

- Instructor fee – you will work out a fee directly with your instructor and pay him or her directly after the class.
- AlphaGraphics – you will pay AlphaGraphics at the time you place your order for the course materials. Most student manuals are around $8 plus shipping, which will cost about $1-$2 per manual, depending on your location.

What does the student administration fee cover?

- Up to three state approvals
- Pre- and/or post-course state certificates – pre-course certificates will be emailed to the class coordinator and post-course certificates will be emailed directly to the attendees
- Marketing – two runs in ASA Valuer, 60 days of Web announcement box, 60 days on ASA events calendar, and listing in the monthly RP education e-blast
- Materials reminder before the class
- Submission of license information to the state appraiser board, if applicable
- Post-course class evaluation survey
- Storage of the class sign-in sheets, class rosters, and state certificates for at least five years