



ASA Class Request Form Chapter and National Courses

Please submit this form to education@appraisers.org at least 90 days before your class. ASA cannot guarantee any state approvals for forms received less than 90 days in advance. All fields are required.

Please note: This form is only for real property chapter and national courses and not for USPAP courses.

Class Name _____

Chapter name _____ Class Coordinator _____

Class Date(s) _____ Start/End Time _____

Location Name _____

Location Address _____

Location City, State, and Zip Code _____

Instructor(s) _____

Course Cost

Early Bird Start/End Date _____ Member _____ Non-Member _____

Regular Rate Start/End Date _____ Member _____ Non-Member _____

Select one: **Chapter will handle registration**

ASA HQ will handle registration

Contact name _____

Additional \$10 per student

Phone number _____

Contact information for the chapter volunteer students can contact with questions

Email address _____

Name _____

Website (if applicable) _____

Email address _____

Phone Number _____

Please indicate which services, if any, 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)

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

*Unless noted, services are included in the student administration fee

Coordinator Signature _____ Date _____