



ASA Class Request Form Chapter and National Courses

Please submit this form to education@appraisers.org. **Courses requiring state approvals *must* be submitted 90 days before the class date.** If less than 90 days' notice is given, ASA will not process the state approval(s) and the class will need to be rescheduled. 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 _____

Please complete the required information
section on page 2

Email address _____

Website (if applicable) _____

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)

Marketing assistance – includes feature on ASA's Upcoming Chapter Education webpage; inclusion in discipline-specific newsletters; "Save the Date" social post to LinkedIn, Facebook, and X; event added to ASA's Facebook and LinkedIn event listings; and reposts of tagged #ASA content.

Coordinator Signature _____ Date _____

Required Information for ASA HQ Registration

If your chapter is handling registration for your class, you do not need to complete this section

Chapter contact

Please enter the contact information for the chapter volunteer who students may contact with questions about the class. This person should also be available the morning of the class to troubleshoot any issues students have joining the class.

Name _____ Phone number _____

Email address _____

Preferred method of communication

Email

Phone

Class refund policy

For reference, [ASA's refund policy](#) states that class registrations are fully refundable until course materials are distributed

While ASA headquarters will manage registration and issue course certificates for your chapter class, the chapter is responsible for all other aspects of the class, including but not limited to:

- Finding an instructor
- Obtaining a location for the class
- Determining its refund policy
- Answering any questions about the class not related to registration
- Sending any class-related information to the students
- Sending the Zoom, or other online platform, link to the students before the class and troubleshooting any issues they may have joining
- If offering a course with an exam, proctoring the exam