



## ASA Class Request Form 2026-2027 USPAP Courses for Personal Property and Business Valuation

If you'd like ASA headquarters' support with your chapter's USPAP class, including marketing, discounted materials, and course certificates, there will be a \$15.00 per student admin fee, which your chapter will be invoiced for after the class.

Please submit this form to [education@appraisers.org](mailto:education@appraisers.org) at least three (3) months prior to the class. All fields are required.

**Select one:**

2026-2027 7-Hour USPAP Update for Personal Property

2024 15-Hour USPAP for Personal Property

2026-2027 7-Hour USPAP for Business Valuation

2024 15-Hour USPAP for Business Appraisal

**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

### 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**

Contact name \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Website (if applicable) \_\_\_\_\_

**ASA HQ will handle registration**

Additional \$5 per student

Please complete the required information  
section on page 3

## Important Updates for the New USPAP Cycle

The following materials are *required* for the **2026-2027 7-Hour USPAP Update course**:

- 2024 USPAP Book
- 2026 USPAP Guidance and Reference Manual
- 2026-2027 7-hour USPAP Update Student Manual

The following materials are *required* for the **2024 15-Hour USPAP course**:

- 2024 USPAP Book
- 2026 USPAP Guidance and Reference Manual
- 2024 15-hour USPAP Student Manual

Chapters *must* confirm that every attendee has all required materials.

## USPAP Prices for ASA Chapters

Education providers are no longer allowed to distribute PDF copies of the USPAP materials and must now provide each student with unique promo codes to order the USPAP materials themselves, free of charge, from the Appraisal Foundation website. Your chapter can order promo codes from ASA HQ, but please note the following:

- Promo code orders need to be received *and* paid for at least five business days before the class
- The chapter is responsible for distributing the promo codes to students and troubleshooting any issues
- Unused promo codes cannot be returned or refunded

Chapters interested in hard copies can order those from TAF directly. Hard copies can be purchase from TAF's [online store](#) or by calling 800-348-2831.

| Electronic Copies                     | Hard Copies*                                                        |
|---------------------------------------|---------------------------------------------------------------------|
| USPAP book - \$35.00 each             | USPAP book - \$30.00, plus shipping                                 |
| All 15-hour manuals - \$45.00 each    | 15-hour <i>National</i> USPAP manual - \$45.00, plus shipping       |
| All 7-hour manuals - \$35.00 each     | 7-hour <i>National</i> USPAP Update manual - \$35.00, plus shipping |
| USPAP Reference Manual - \$75.00 each | USPAP Reference Manual - \$75.00, plus shipping                     |

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

## Additional Services

Please indicate which additional services you're requesting from ASA Headquarters:

**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.

## Course Materials

Electronic – available for all materials

Hard Copies – only available for the USPAP Book and Reference Manual

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

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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 USPAP class, the chapter is responsible for all other aspects of the class, including but not limited to:

- Finding a USPAP instructor
- Obtaining a location for the class
- Determining its refund policy
- Answering any questions about the class not related to registration
- Ordering printed USPAP materials from the Appraisal Foundation or completing the 2026-2027 USPAP Electronic Course Materials Order Form for Chapters and paying for your order at least five business days before the class date
- Distributing promo codes for electronic course materials and troubleshooting any issues
- Sending the Zoom, or other online platform, link to all students before the class and troubleshooting any issues they may have joining the class
- If offering the 15-hour course, proctoring the exam