



ASA Chapter Event Request Form SEMINARS & COURSES

Submit the completed form and all attachments to education@appraisers.org. **Note:** To effectively promote your event, please complete and submit this form in its entirety at least four (4) months prior to event. If your chapter is hosting a USPAP course, please complete the USPAP class request form.

Incomplete forms will not be processed.

Fields in **BOLD are required.

STEP 1: GENERAL INFORMATION

(Select One) Seminar ASA or ASA POV Course* Meeting

Name of the Event/Course _____

Chapter Hosting Event/Course _____

Event Start Date _____ **Event End Date** _____ **Event Time(s)** _____

Event/Course Contact

Name _____ **Company** _____

E-mail _____ **Phone** _____

Event/Course Location

Location Name _____

Street Address _____

City _____ **State** _____ **Zip** _____

Website _____

Short Event/Course Description (1-3 Sentences)

*A signed license agreement is required for any ASA-owned course offered by an ASA chapter

STEP 2: REGISTRATION DETAILS FOR MARKETING

Registration URL or Contact Information (name, email, and telephone)

Max Number of Attendees (optional) _____

	Start Date	End Date	Member	Non-Member
Early Bird Rate	_____	_____	\$ _____	\$ _____
Regular Rate	_____	_____	\$ _____	\$ _____

ASA Chapter Event Request Form (continued) SEMINARS & COURSE

STEP 3: COURSE DETAILS

Select the discipline(s): ARM BV GJ
 MTS PP RP

Instructor(s):

Name #1 _____ Name #2 _____

Reaccreditation Credits

¹Professional Activity (PA) Number of Hours _____ ¹Cont Ed (CE) (Number of Hours) _____

²Need Pre-Approval PA/CE Form? Yes No

¹ASA Headquarters (HQ) will notify chapters of the actual number of approved credits per category (PA or CE) prior to the event.
²The chapter is required to provide each attendee with a document verifying his/her attendance. Furthermore, the chapter must instruct their attendees to maintain their individual forms in their personal records in accordance to ASA's [CE and PA policy](#).

Send as Attachments

- Full Event Description
- Outline/Agenda
- Flyer (Optional)

STEP 4: ADDITIONAL SERVICES

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

ASA Headquarters registration - \$20 per student, includes electronic student certificates

Marketing package - \$75 flat fee, includes two runs in ASA Valuer, 60 days of Web announcement box, and 60 days on ASA events calendar

Chapter Representative (Name Printed) _____

Signature _____ **Date** _____