



ASA Class Request Form 2020-2021 USPAP Courses for Personal Property and Business Valuation

Please submit this form to education@appraisers.org. All fields are required. **Note:** To effectively promote your event, please submit your completed form at least four months prior to the class.

Select one:

7-hour USPAP Update for Personal Property

15-hour USPAP for Personal Property

7-hour USPAP Update for Business Valuation

15-hour USPAP for Business Appraisal

15-hour National USPAP

Chapter Name _____ Class Coordinator _____

Class Date(s) _____ Start/End Time _____

Location Name _____

Location Address _____

Location City, State, and Zip Code _____

Instructor(s) _____

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

Additional items included in fee: _____

Select one: Chapter will handle registration

ASA HQ will handle registration:
\$20 per attendee, includes
course certificates

Contact Name _____

Phone Number _____

Email Address _____

Website (if applicable) _____

USPAP Special Instructions

All instructors must be AQB certified. USPAP instructors will be required to provide an Excel spreadsheet with each student’s name, phone number, and e-mail address. This spreadsheet must be sent to education@appraisers.org for submission to the Appraisal Foundation.

Chapters are required to provide both the USPAP Book and Student Manual for each registered attendee.

2020-2021 USPAP Prices for ASA Chapters

Electronic copies of the USPAP materials are available from ASA HQ. By purchasing the book and manual, you agree to one (1) download per student and not to distribute to anyone else.

Chapters interested in hard copies can order those from the Appraisal Foundation directly. To place an order, call 800-348-2831 and mention the code ASA sponsor chapter to receive the sponsor discount. This discount is only for chapters purchasing in bulk and not individual orders.

Electronic Copies	Hard Copies
USPAP book - \$45.00 per copy	USPAP book - \$37.50, plus shipping
All 15-hour manuals* - \$35.00 per copy	15-hour National USPAP manual - \$35.00, plus shipping
All 7-hour manuals* - \$25.00 per copy	7-hour National USPAP Update manual - \$25.00, plus shipping

*The Appraisal Foundation does not print hard copies of the personal property or business appraisal student manuals, so only electronic copies may be purchased.

Additional Services

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

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

Course materials - electronic hard copies

Coordinator Signature _____ **Date** _____