



ASA Class Request Form 2022-2023 USPAP Courses for Personal Property and Business Valuation

Important change for the 2022 USPAP cycle: If you'd like headquarters' support with your chapter's USPAP class, including marketing, discounted materials, course certificates, ASA member USPAP tracking, and TAF roster submissions, there will be a \$15.00 per student admin fee, which your chapter will be invoiced for after the class. *By submitting this class request form, you are agreeing to the \$15.00 per student admin fee.*

Please submit this form to education@appraisers.org at least four (4) months prior to the class. All fields are required.

Select one:

2022-2023 7-Hour USPAP Update for Personal Property

2020-2021 15-Hour USPAP for Personal Property

2020-2021 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 Reference Manual
Only required for the 7-hour Update

Additional items included in fees: _____

Select one: **Chapter will handle registration**

ASA HQ will handle registration
Additional \$5.00 per attendee

Contact Name _____

Phone Number _____

Email Address _____

Website _____

Important Updates for the New USPAP Cycle

The following materials are *required* for the **2022-2023 7-Hour USPAP Update course**:

- 2020-2021 USPAP Book
- 2022-2023 7-Hour Student Manual
- 2022 Reference Manual

While there is not a new USPAP book for this Update cycle, students still need to have a copy of the 2020-2021 USPAP book in class. Since the USPAP Update attendees would have taken the 2020-2021 course and should therefore already have the book, you are not required to provide a copy of the USPAP book to attendees. However, you are still required to ensure each attendee has a copy of the 2020-2021 USPAP book during class.

The following materials are *required* for the **2020-2021 15-Hour USPAP course**:

- 2020-2021 USPAP Book – extended to December 31, 2022
- 2020-2021 15-Hour Student Manual – extended to December 31, 2022

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

USPAP Prices for ASA Chapters

Electronic copies of the USPAP materials are available from ASA HQ. By purchasing the book, student manual, and/or reference 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 for individual orders.

Electronic Copies	Hard Copies
USPAP book - \$45.00 per attendee	USPAP book - \$37.50, plus shipping
All 15-hour manuals* - \$35.00 per attendee	15-hour <i>National</i> USPAP manual - \$35.00, plus shipping
All 7-hour manuals* - \$25.00 per attendee	7-hour <i>National</i> USPAP Update manual - \$25.00, plus shipping
USPAP Reference Manual - \$20.00 per attendee	USPAP Reference Manual - \$20.00, 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. Your chapter will be invoiced for these costs after the class.

Additional Services

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

Premium Marketing package - \$75 per package

In addition to the standard marketing activities provided to all chapters, the Premium Marketing Package includes:

- One editorial listing for two months in associated discipline ASA newsletter
- Four postings of chapter-provided content to ASA social media channels
- One posting of a chapter-provided article to ASA's blog
- One time posting of chapter-provided photos to ASA's Flickr page

Please Note: This package may only be purchased two times per class/event and is dependent upon time and availability. Please select how many packages you'd like: One package Two packages

Course Materials

Electronic – available for all materials

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

Coordinator Signature _____ Date _____