



# ASA Chapter Event Request Form

Submit the completed form and all attachments to [education@appraisers.org](mailto: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.

**Incomplete forms will not be processed.**

\*\*Fields in **BOLD** are required.

**Chapter Representative (Name Printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## STEP 1: GENERAL INFORMATION

(Select One)  Seminar  USPAP  POV Course

**Name of the Event** \_\_\_\_\_

**Event Start Date** \_\_\_\_\_ **Event End Date** \_\_\_\_\_ Estimated Attendee Count \_\_\_\_\_

**Select a Discipline:**  ARM  BV  GJ  MTS  PP  RP  Multi-Discipline

### Event Contact

**Name** \_\_\_\_\_ **Company** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **Phone** \_\_\_\_\_

### Hotel or Event Location

**Location Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Website** \_\_\_\_\_

**Short Event Description (1-3 Sentences)**

## 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
<b>Early Bird Rate</b>	_____	_____	\$ _____	\$ _____
<b>Regular Rate</b>	_____	_____	\$ _____	\$ _____



# ASA Discipline Event Request Form

## SEMINAR | USPAP | COURSE

### STEP 3: COURSE DETAILS

#### Instructor(s)

Name #1 \_\_\_\_\_ Name #2 \_\_\_\_\_

#### Reaccreditation Credits

<sup>1</sup>OP (Number of Hours) \_\_\_\_\_ <sup>1</sup>CE (Number of Hours) \_\_\_\_\_

Need Pre-Approval CE Form?  Yes  No <sup>2</sup>Chapter will provide attendee list to HQ?  Yes  No

<sup>1</sup>ASA Headquarters (HQ) will notify chapters of the actual number of approved credits per category (OP or CE) prior to the event.

<sup>2</sup>If the chapter does not provide ASA Headquarters (HQ) with an attendee list, the chapter is required to provide each attendee with a document verifying his/her attendance. Furthermore, the chapter must instruct their attendees to submit their individual forms to ASA HQ to ensure that they receive reaccreditation credits.

#### Send as Attachments

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

### STEP 4: USPAP COURSE OFFERINGS

- All instructors must be AQB certified. USPAP instructors will be required to complete a National USPAP Course Report Form (available from ASA HQ) containing the name, email address, and telephone number of each student. Completed forms must be returned to ASA HQ for submission to the Appraisal Foundation.
- Chapters are required to provide both the USPAP Book and the Student Manual for each registered attendee.
- Chapters are responsible for obtaining proper state approval for all USPAP courses they sponsor. Chapters need to make sure they allow enough time (usually 60 days) to obtain this approval in advance of the course offering. If approval has not been obtained, chapters need to inform all registered attendees and offer attendees a full refund should one be requested. Please note that state approval is not required for ASA reaccreditation purposes.

#### 2016/2017 USPAP Prices for ASA Chapters

##### 15-Hour USPAP

Book \$70      Manual \$55      Set \$115

##### 7-Hour USPAP

Book \$70      Manual \$45      Set \$105

#### Order Materials

Complete below if you wish to order books and/or manuals from ASA HQ.

(Select One)  15  7 Hour USPAP

Book (qty) \_\_\_\_\_ Manual (qty) \_\_\_\_\_ Set (qty) \_\_\_\_\_