

# ASA Retake/Challenge Application



Member number \_\_\_\_\_

Name \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

I would like to retake the exam for \_\_\_\_\_  
(Name of course)

I would like to take a challenge exam for \_\_\_\_\_  
(Name of course)

Please check all that apply:

Exam retake fee	Please see fees listed on the right
BV/MTS/ARM Challenge exam fee* (member)	\$1,195
BV/MTS/ARM Challenge fee (non-member)	\$1,795
BV 8-Hour Challenge fee (member)	\$2,000
BV 8-Hour Challenge fee (non-member)	\$3,000
Optional express processing fee - your application will be processed within 5 days of receipt rather than the standard 10 business days	\$50

Total \$ \_\_\_\_\_

\*ASA charges full course tuition for challenges. Price includes electronic course manual.

## Select method of payment

Check

I'd prefer to pay online with a credit card

I'd prefer to have ASA process my credit card and will provide my information below

Visa    MasterCard    American Express

Name on card \_\_\_\_\_

Card number \_\_\_\_\_

Signature \_\_\_\_\_

Expiration date \_\_\_\_\_ CVV code \_\_\_\_\_

## Please return this application and payment to:

Education Department  
American Society of Appraisers  
11107 Sunset Hills Rd, Ste. 310  
Reston, VA 20190  
E-mail: [education@appraisers.org](mailto:education@appraisers.org)

## Retaking Principles of Valuation Examinations

Participants who have not passed Principles of Valuation course examinations have (1) year from the conclusion of the course to retake or complete the relevant examinations.

Retakes may be completed for the following fees:

- \$100 - USPAP
- \$1,000 - BV 8-hour challenge retake (member)
- \$2,000 - BV 8-hour challenge retake (non-member)
- \$220 - all other course exam retakes

After payment is received, ASA will contact the participants with further instructions on arranging an exam proctor.

## "Challenging" or Testing Out of Principles of Valuation Courses

You may "challenge" or test out of a Principles of Valuation course by reviewing the electronic course materials, and passing the written course examination without attending the course. The option of challenging a course is available only for the Business Valuation, Machinery and Technical Specialties & Appraisal Review & Management disciplines.

After payment is received, ASA will contact participants with further information on accessing electronic course materials. Prereading assignments are available on ASA's website at [www.appraisers.org](http://www.appraisers.org). Students have up to (1) year from the date of purchase to complete the challenge exam.

## Exam Proctoring

Proctor arrangements for the Challenge exams must be made by the participant. **Acceptable proctors are: ASA designated members (not from the same firm or office), universities, public libraries, online proctors, testing centers, and ASA's monthly online proctoring sessions. ASA does not provide financial assistance or reimbursement for any proctoring services or postage.**

After ASA receives this application, you will be notified regarding the next steps.

## Questions?

Contact ASA's Education Department at 800-272-8258 or at [education@appraisers.org](mailto:education@appraisers.org)