



ASA Class Request Form
2020-2021 USPAP Courses for Real Property

Please submit this form to mmccann@appraisers.org. All fields are required. Note: To effectively promote your event and ensure there is enough time to receive the state approvals, submit your forms at least 90 days before the class.

Select one:

- 7-hour National USPAP Update
15-hour National USPAP
7-hour USPAP Update for Mass Appraisal
7-hour Residential Review and Appraisal Compliance

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 fees: _____

Select one: Chapter will handle registration ASA HQ will handle registration

Contact Name _____

Phone Number _____

Email Address _____

Website (if applicable) _____

USPAP Special Instructions

All instructors must be AQB certified.

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.

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

Additional Services

If your chapter is offering any USPAP course for real property appraisers, there will be a \$35 per student admin fee. The admin fee includes the following services, unless noted. Please indicate which services you're requesting from ASA Headquarters:

State approvals

You may submit up to three (3) states: _____

Electronic state certificates and post-course state license submission (if applicable)

Course materials - electronic hard copies

Post-course roster submission to TAF

Marketing package – two runs in ASA Valuer, 60 days of Web announcement box, and 60 days on ASA events calendar

ASA Headquarters registration – additional \$10 per student

Coordinator Signature _____ Date _____