



# ASA Class Request Form 2022-2023 USPAP Courses for Real Property

Please submit this form to [mmccann@appraisers.org](mailto: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:**

2022-2023 7-hour National USPAP Update

2020-2021 15-hour National USPAP

2022-2023 7-hour USPAP Update for Mass Appraisal

2020-2021 7-hour Residential Review and Appraisal Compliance  
This has not been updated for the current USPAP cycle

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 who is also a state-certified real property appraiser

**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

## 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

Premium marketing package - \$75 per package

In addition to the standard marketing activities provided to all chapters, the Premium Marketing Package includes: One (1) editorial listing for two months in associated discipline ASA newsletter, four (4) postings of chapter-provided content to ASA social media channels, one (1) posting of a chapter-provided article to ASA's blog, one (1) time posting of chapter-provided photo's 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

Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_