

## USPAP Class Coordinator FAQs

### What do I need to do to hold a USPAP class in my area?

Offering USPAP classes is an excellent way to help your chapter members stay current with their USPAP continuing education. To get started, you will first want to determine which USPAP class you want to offer – the National USPAP Class (RP), the PP-Specific USPAP or the BV-Specific USPAP. Next, determine if you want to offer a 7-hour update class or a 15-hour class. Now you are ready to choose a date, location, and instructor for your class and also set your registration fee. The USPAP class fees are listed below to help you estimate your class expenses.

Once you have those details finalized, the next step is to complete an ASA USPAP Class Request Form, which can be downloaded from the [Chapter Resources](#) page on ASA's website, and send the completed form to [education@appraisers.org](mailto:education@appraisers.org). We'll take it from there.

If your chapter is holding the National (Real Property) USPAP course or the National (Real Property) USPAP Update course, you will need to secure state approval for your class! Please be sure to submit your Class Request Form *at least* 3 months in advance to allow our staff enough time to secure the approval(s) for you.

### Who can teach USPAP?

Any AQB-certified USPAP instructor can teach the Personal Property and Business Valuation USPAP courses, but it is *highly recommended* that the instructor has experience in personal property appraising or business valuation.

The National USPAP and National USPAP Update courses must be taught by an AQB-certified USPAP instructor who is also a state-certified real property appraiser.

View the list of current USPAP instructors on the [Appraisal Foundation website](#).

### Are there ASA fees for hosting a USPAP class?

#### Personal Property and Business Valuation USPAP Classes:

For the PP and BV USPAP classes, there is a \$15 per student administrative fee which covers the following:

- Access to discounted USPAP materials;
- Headquarters support with marketing – posted to the chapter calendar and USPAP-specific marketing emails, as well as the option to purchase the Premium Marketing Package;
- ASA member USPAP tracking;
- Electronic ASA course certificates; and
- Post-course roster submission to the Appraisal Foundation on your behalf.

If you would like ASA headquarters to administer the registration process for your class, there will be an additional \$5 per student fee. Your chapter will be invoiced for these fees after the class.

Chapters may opt-out of the fees paid to ASA Headquarters; however, doing so will preclude the chapter from taking advantage of the above-listed services ASA can provide. If your chapter chooses to opt-out, please make sure to provide your USPAP class attendees with a completion certificate and the contact information of who they should reach out to if they lose their certificate.

Real Property USPAP Classes:

For the National (Real Property) USPAP courses, there is a \$35 per student administrative fee which covers the following:

- Access to discounted USPAP materials;
- Obtaining state-approvals in up to three states;
- Headquarters support with marketing – posted to the chapter calendar and USPAP-specific marketing emails, as well as the option to purchase the Premium Marketing Package;
- Electronic state certificates;
- Electronic ASA course certificates;
- Post-course state license submission, if applicable; and
- Post-course roster submission to the Appraisal Foundation on your behalf.

If you would like ASA to administer the registration process for your class, there will be an additional \$5 per student fee.

Your chapter will be invoiced for these fees after the class.

*Chapters may not opt-out of these fees for the RP USPAP courses.*

**What materials are required for USPAP classes and how much do they cost?**

As you have likely heard, this USPAP cycle is different than previous USPAP cycles. The 2020-2021 15-Hour USPAP has been extended to December 31, 2022, but there is a new 2022-2023 USPAP Update, which will be available in October 2021.

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

- 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 2021-2022 15-Hour USPAP:

- 2020-2021 USPAP Book
- 2020-2021 15-Hour Student Manual

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

Hard copies and electronic copies are both acceptable.

*USPAP Class Materials – Pricing:*

| <b>Electronic Copies</b>                  | <b>Hard Copies</b>   |
|---|--|
| USPAP book - \$45.00 per copy             | USPAP book - \$37.50 per copy, plus shipping                                 |
| All 15-hour manuals - \$35.00 per copy    | 15-hour <i>National</i> USPAP manual - \$35.00 per copy, plus shipping       |
| All 7-hour manuals - \$25.00 per copy     | 7-hour <i>National</i> USPAP Update manual - \$25.00 per copy, plus shipping |
| USPAP Reference Manual - \$20.00 per copy | USPAP Reference Manual - \$20.00 per copy, plus shipping                     |

The Appraisal Foundation only prints hard copies of the USPAP book, the National USPAP Student Manual, the National USPAP Update Student Manual, and the Reference Manual ; therefore, student manuals for the BV and PP USPAP classes are only available electronically from ASA headquarters.

ASA Chapters may purchase hard copies of the USPAP book, Reference Manual, and the *National* Student Manuals directly from the Appraisal Foundation at the ASA sponsor rate; however, this is only for bulk orders - not for individual orders. With pre-authorization, unused USPAP Books or Student Manuals may be returned to the Foundation’s distribution center within 60 days.

**What are my other responsibilities as the class coordinator?**

Before the class, the class coordinator is responsible for:

- Coordinating with ASA Headquarters;
- Submitting the completed Class Request Form;
- Ordering the appropriate USPAP course materials; and
- If offering the National (Real Property) USPAP or the National (Real Property) USPAP Update class, printing a copy of the [class sign-in sheet](#) and making sure all attendees sign-in once in the morning and again in the afternoon.

After the class, the class coordinator is responsible for:

- Sending a PDF copy of the sign-in sheet to [education@appraisers.org](mailto:education@appraisers.org), if applicable;
- Sending the [post-course roster](#) as an Excel spreadsheet (.xls or .xlsx) to [education@appraisers.org](mailto:education@appraisers.org); and
- Paying the class invoice within 30 days of receipt.

**Which USPAP class is required for ASA candidates and designated members?**

USPAP continuing education requirements vary by discipline:

|      | How often     | National USPAP Update | Personal Property USPAP Update | Business Valuation USPAP Update |
|------|---------------|-----------------------|--------------------------------|---------------------------------|
| ARM* | Every 2 years | X                     | X                              | X                               |
| BV*  | Every 5 years | X                     | X                              | X                               |
| GJ   | Every 2 years |                       | X                              |                                 |
| MTS  | Every 2 years |                       | X                              |                                 |
| PP   | Every 2 years |                       | X                              |                                 |
| RP   | Every 2 years | X                     |                                |                                 |

Anyone attending a 7-hour USPAP Update class must have previously passed the 15-hour USPAP course.

\*ARM and BV members may choose between the National (Real Property) offering, the PP-specific offering or the BV-specific offering. Only one USPAP Update class is required, not all three. If an ARM member is designated in another discipline, they should take the USPAP course required for that discipline.