

Chapter Real Property Courses Timeline

Class Coordinator	ASA Headquarters
At least 90 days before the class	
<p>Complete and send the class request form to Meredith McCann at mmccann@appraisers.org. Please note: USPAP has a separate class request form.</p> <p>Secure a class location and an ASA-approved instructor.</p>	<p>Complete and submit all requested state approvals (up to three).</p>
60 days before the class	
	<p>Post the class to the chapter course calendar and the web announcement box. Class marketing also includes two runs in ASA Valuer.</p>
14 days before the class	
<p>Order hard copies of the course materials.</p>	<p>Send the class coordinator a materials reminder. ASA Chapter course textbooks will be ordered via the AlphaGraphics DocStore. Hondros textbook orders will be placed by ASA HQ.</p>
7 days before the class	
<p>Email a copy of the pre-course RP attendee information sheet, as an Excel spreadsheet, to Meredith McCann <i>if you'd like a PDF copy of the course certificates to print and distribute at class.</i></p>	<p>Create the course certificates and email as one PDF to the coordinator.</p>
1 day before the class	
<p>Print a copy of the class sign-in sheet. Have attendees sign for both the AM and PM sessions.</p>	
1-5 days after the class	
<p>Email a copy of the sign-in sheet, as a PDF, and the post-course RP attendee information sheet, as an Excel spreadsheet, to Meredith McCann.</p>	<p>Email the link to the course evaluation survey to all attendees. Email each attendee a PDF copy of his/her course certificate(s).</p>
14 days after the class	
<p>Pay the invoice(s) within 30 days of receipt.</p>	<p>Email the course invoice and course author royalties invoice, if applicable, to the course coordinator. Submit attendee license information to the state, if applicable.</p>