



# ASA Class Request Form 2024-2025 USPAP Courses for Personal Property and Business Valuation

**Important change for the 2024 USPAP cycle:** If you'd like headquarters' support with your chapter's USPAP class, including marketing, discounted materials, course certificates, ASA member USPAP tracking, and TAF roster submissions, there will be a \$15.00 per student admin fee, which your chapter will be invoiced for after the class. *By submitting this class request form, you are agreeing to the \$15.00 per student admin fee.*

Please submit this form to [education@appraisers.org](mailto:education@appraisers.org) at least four (4) months prior to the class. All fields are required.

Select one:

2024-2025 7-Hour USPAP Update for Personal Property

2024 15-Hour USPAP for Personal Property

2024 15-Hour USPAP for Business Appraisal

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

**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 Guidance and Reference Manual

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 **2024-2025 7-Hour USPAP Update course**:

- 2024 USPAP Book
- 2024 USPAP Guidance and Reference Manual
- 2024-2025 7-hour USPAP Update Student Manual

The following materials are *required* for the **2024 15-Hour USPAP course**:

- 2024 USPAP Book
- 2024 USPAP Guidance and Reference Manual
- 2024 15-hour USPAP Student Manual

Chapters *must* confirm that every attendee has all required materials. The easiest way to do this is to include all required materials in the registration fees and provide copies to each 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 - \$30 per copy for ASA members \$35 per copy for non-members	USPAP book - \$30.00, plus shipping
All 15-hour manuals - \$35.00 per copy	15-hour <i>National</i> USPAP manual - \$35.00, plus shipping
All 7-hour manuals - \$25.00 per copy	7-hour <i>National</i> USPAP Update manual - \$25.00, plus shipping
USPAP Reference Manual - \$45.00 per copy	USPAP Reference Manual - \$37.50, plus shipping

\*The Appraisal Foundation only prints hard copies of the USPAP book, reference manual, and National student manuals. Manuals for other version of USPAP can only be purchased as electronic copies.

### Additional Services

Please indicate which additional services you're requesting from ASA Headquarters:

#### Premium Marketing package - \$75

In addition to the standard marketing activities provided to all chapters, the Premium Marketing Package includes:

- Featured chapter event listing to include a graphic element, descriptive text and separate registration button (linking to event) on ASA's website
- One featured editorial listing for two months in associated discipline ASA e-newsletter
- Four postings of chapter event to ASA social media channels – chapter to provide content
- One posting of chapter event-related article to ASA's blog - chapter to provide content

### Course Materials

Electronic – available for all materials

Hard Copies – only available for the USPAP Book and Reference Manual

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