



ASA Real Property Chapter Education FAQs

What are the class coordinator's responsibilities before the class?

1. Complete and send in the class request form *at least* 90 days before the proposed class date. If you know you want to hold a specific course, but don't have the date and/or location decided, please send in the form anyway so we can begin working on the state approvals as early as possible.
2. Secure a class location and an ASA-approved instructor. If you need assistance finding an instructor, please contact Meredith McCann at mmccann@appraisers.org or 703-733-2127.
3. Order the appropriate course materials:
 - ASA chapter courses – Student manuals can be printed locally at the UPS Store, FedEx Office, or any print shop.
 - USPAP courses – Hard copies can be ordered directly from the Appraisal Foundation. Digital copies can be ordered from ASA headquarters.
4. If you'd like pre-course certificates to distribute at the class, please email the roster as an Excel spreadsheet (.xls or .xlsx) to mmccann@appraisers.org at least five days before the class. The certificates will be sent to you as a PDF document.
5. Print copies of the class sign-in sheet and make sure all attendees sign-in in the morning and afternoon.

What are the class coordinator's responsibilities after the class?

1. Email a copy of the class sign-in sheet to mmccann@appraisers.org.
2. Email the post-course roster as an Excel spreadsheet (.xls or .xlsx) to mmccann@appraisers.org.
3. Pay the class invoice within 30 days of receipt.

What will the chapter be invoiced for after the class?

1. The student administration fee:

1-6 hour class	\$20 per student
7-15 hour class	\$35 per student
16 hours or more	\$55 per student

The student administration fee will be waived for one class coordinator per class. Please note on the roster who the coordinator was.

2. If ASA headquarters handled your class registration, you will also be invoiced \$10 per student.
3. If you held a Hondros course, you will be invoiced for the cost of the textbooks.
4. If you held an ASA chapter course with royalty fees, you will be sent a separate invoice for the royalty fees. These should be paid directly to the course author. Please consult the Course Costs table to see if your class has a royalty fee. Most royalty fees for the ASA chapter classes are between \$5 and \$10 per student. Hondros courses do not have royalty fees.



Are there any additional expenses that aren't listed above?

- Instructor fee – you will work out a fee directly with your instructor and pay him or her directly after the class.
- Student manual printing fees

What does the student administration fee cover?

- Up to three state approvals
- Pre- and/or post-course state certificates – pre-course certificates will be emailed to the class coordinator and post-course certificates will be emailed directly to the attendees
- Marketing
- Materials reminder before the class
- Submission of license information to the state appraiser board, if applicable
- Storage of the class sign-in sheets, class rosters, and state certificates for at least five years