



ASA Class Request Form Chapter and National Courses

Please submit this form to education@appraisers.org at least 90 days before your class. ASA cannot guarantee any state approvals for forms received less than 90 days in advance. All fields are required.

Please note: This form is only for real property chapter, national, and Hondros courses and not for USPAP courses.

Class Name _____

Chapter name _____ Class Coordinator _____

Class Date(s) _____ Start/End Time _____

Location Name _____

Location Address _____

Location City, State, and Zip Code _____

Instructor(s) _____

Course Cost

Early Bird Start/End Date _____ Member _____ Non-Member _____

Regular Rate Start/End Date _____ Member _____ Non-Member _____

Cost of the course includes: _____

Select one: **Chapter will handle registration**

ASA HQ will handle registration

Contact name _____

Phone number _____

Email address _____

Website (if applicable) _____

Please indicate which services, if any, 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 – hard copies for chapter and Hondros courses, electronic for national courses

Marketing package

ASA Headquarters registration – additional \$10 per student

*Unless noted, services are included in the student administration fee

Coordinator Signature _____ Date _____