



## Real Property Chapter Class Timeline

Class Coordinator	ASA Headquarters
<b>At least 90 days before the class</b>	
<p>Complete and send the class request form to Meredith McCann at <a href="mailto:mmccann@appraisers.org">mmccann@appraisers.org</a>. Please note: There is a separate class request form for USPAP.</p> <p>Secure a class location and an ASA-approved instructor.</p>	<p>Complete and submit all requested state approvals (up to three).</p> <p>Post the class to the chapter class calendar.</p>
<b>14 days before the class</b>	
<p>Order hard copies of the course materials, if applicable, or email electronic copies to attendees.</p> <p>For USPAP courses, hard copies may be purchased from The Appraisal Foundation and electronic copies may be purchased from ASA.</p>	<p>Send the class coordinator PDF copies of the course materials.</p>
<b>7 days before the class</b>	
<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 the class.</i></p>	<p>Create the course certificates and email as one PDF to the coordinator.</p>
<b>1 day before the class</b>	
<p>Print a copy of the class sign-in sheet. Have attendees sign for both the AM and PM sessions.</p>	
<b>1-10 days after the class</b>	
<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 each attendee a PDF copy of his/her course certificate(s).</p> <p>Submit attendee license information to the state, if applicable.</p>
<b>14 days after the class</b>	
<p>Pay the invoice within 30 days of receipt.</p>	<p>Email the course invoice to the course coordinator.</p>