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 and national 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**
Additional $10 per student

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)

☐ Premium marketing package - $75 (time and availability dependent)

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

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

Coordinator Signature_____ **Date**_____