



USPAP Class Coordinator FAQs

What do I need to do to hold a USPAP class in my area?

Offering USPAP classes is an excellent way to help your chapter members stay current with their USPAP continuing education. To get started, you will first want to determine which USPAP class you want to offer – the National USPAP Class (RP), the PP-Specific USPAP or the BV-Specific USPAP. Next, determine if you want to offer a 7-hour update class or a 15-hour class. Now you are ready to choose a date, location, and instructor for your class and also set your registration fee. The USPAP class fees are listed below to help you estimate your class expenses.

Once you have those details finalized, the next step is to complete an ASA USPAP Class Request Form, which can be downloaded from the [Chapter Resources](#) page on ASA's website, and send the completed form to education@appraisers.org. We'll take it from there.

If your chapter is holding the National (Real Property) USPAP course or the National (Real Property) USPAP Update course, you will need to secure state approval for your class! Please be sure to submit your Class Request Form *at least* 3 months in advance to allow our staff enough time to secure the approval(s) for you.

Who can teach USPAP?

Any AQB-certified USPAP instructor can teach the Personal Property and Business Valuation USPAP courses, but it is *highly recommended* that the instructor has experience in personal property appraising or business valuation.

The National USPAP and National USPAP Update courses must be taught by an AQB-certified USPAP instructor who is also a state-certified real property appraiser.

View the list of current USPAP instructors on the [Appraisal Foundation website](#).

Are there ASA fees for hosting a USPAP class?

Personal Property and Business Valuation USPAP Classes:

For the PP and BV USPAP classes, there is a \$15 per student administrative fee which covers the following:

- Access to discounted USPAP materials;
- Headquarters support with marketing and the option to purchase the Premium Marketing Package;
- ASA member USPAP tracking;
- Electronic ASA course certificates; and
- Post-course roster submission to the Appraisal Foundation on your behalf.

If you would like ASA headquarters to administer the registration process for your class, there will be an additional \$5 per student fee. Your chapter will be invoiced for these fees after the class.

Chapters may opt-out of the fees paid to ASA Headquarters; however, doing so will preclude the chapter from taking advantage of the above-listed services ASA can provide. If your chapter chooses to opt-out, please make sure to provide your USPAP class attendees with a completion certificate and the contact information of who they should reach out to if they lose their certificate.

Real Property USPAP Classes:

For the National (Real Property) USPAP courses, there is a \$35 per student administrative fee which covers the following:

- Access to discounted USPAP materials;
- Obtaining state-approvals in up to three states;
- Headquarters support with marketing and the option to purchase the Premium Marketing Package;
- Electronic state certificates;
- Post-course state license submission, if applicable; and
- Post-course roster submission to the Appraisal Foundation on your behalf.

If you would like ASA to administer the registration process for your class, there will be an additional \$5 per student fee.

Your chapter will be invoiced for these fees after the class.

Chapters may not opt-out of these fees for the RP USPAP courses.

What materials are required for USPAP classes and how much do they cost?

The following materials are required for the 2024-2025 7-Hour USPAP Update courses:

- 2024 USPAP Book
- 2024-2025 7-Hour Student Manual
- 2024 USPAP Guidance and Reference Manual

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

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

Hard copies and electronic copies are both acceptable.

USPAP Class Materials – Pricing (per copy):

Electronic Copies	Hard Copies*
USPAP book - \$30.00 for ASA members, \$35.00 for non-members	USPAP book - \$37.50
All 15-hour manuals - \$35.00	15-hour <i>National</i> USPAP manual - \$35.00
All 7-hour manuals - \$25.00	7-hour <i>National</i> USPAP Update manual - \$25.00
USPAP Reference Manual - \$45.00	USPAP Reference Manual - \$37.50

*prices do not include shipping

The Appraisal Foundation only prints hard copies of the USPAP book, the National USPAP Student Manual, the National USPAP Update Student Manual, and the Reference Manual ; therefore, student manuals for the BV and PP USPAP classes are only available electronically from ASA headquarters.

ASA Chapters may purchase hard copies of the USPAP book, Reference Manual, and the *National* Student Manuals directly from the Appraisal Foundation at the ASA sponsor rate; however, this is only for bulk orders - not for individual orders. With pre-authorization, unused USPAP books, Guidance and Reference Manuals, and/or student manuals may be returned to the Foundation’s distribution center within 60 days.

What are my other responsibilities as the class coordinator?

Before the class, the class coordinator is responsible for:

- Coordinating with ASA Headquarters;
- Submitting the completed Class Request Form;
- Ordering the appropriate USPAP course materials; and
- If offering the National (Real Property) USPAP or the National (Real Property) USPAP Update class, printing a copy of the [class sign-in sheet](#) and making sure all attendees sign-in once in the morning and again in the afternoon.

After the class, the class coordinator is responsible for:

- Sending a PDF copy of the sign-in sheet to education@appraisers.org, if applicable;
- Sending the [post-course roster](#) as an Excel spreadsheet (.xls or .xlsx) to education@appraisers.org; and
- Paying the class invoice within 30 days of receipt.

Which USPAP class is required for ASA candidates and designated members?

USPAP continuing education requirements vary by discipline:

	How often	National USPAP Update	Personal Property USPAP Update	Business Valuation USPAP Update
ARM*	Once a cycle	X	X	X
BV*	Every 5 years			X
GJ	Once a cycle		X	
MTS	Once a cycle		X	
PP	Once a cycle		X	
RP	Once a cycle	X		

Anyone attending a 7-hour USPAP Update class must have taken, and passed if applicable, a USPAP course during the last USPAP cycle. For the 2024-2025 USPAP cycle, this means the 7-hour attendees must have taken a 2022-2023 7-hour USPAP Update course or passed a 2020-2021 15-hour USPAP course.

*ARM members may choose between the National (Real Property) offering, the PP-specific offering or the BV-specific offering. Only one USPAP Update class is required, not all three. If an ARM member is designated in another discipline, they should take the USPAP course required for that discipline.