



# Chapter Education Marketing Request Form

ASA is pleased to assist chapters in marketing their courses/events. All chapters receive a free event listing on ASA's Chapter Offerings page as well as listings in the ASA Valuer E-letter. Each chapter may market their programs to their chapter members through their website or through the chapter list serv ASA Headquarters provides to each chapter. For chapter list serv information, please contact Susan Houchins, Director of Membership, Accreditation and Reaccreditation at shouchins@appraisers.org.

**Please provide the following information:**

Chapter \_\_\_\_\_ Offering Date(s) & Times \_\_\_\_\_  
Program Title (Specify if PP, MTS & GJ specific USPAP class) \_\_\_\_\_  
Program Location Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Ship Materials to Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Chapter Program Coordinator \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Program Instructor \_\_\_\_\_ Discipline \_\_\_\_\_

*Reaccreditation Credits*

Category of Requested Credits (Continuing Education (CE) or Organizational Participation (OP)):

CE          Total Number Requested \_\_\_\_\_          OP          Total Number Requested \_\_\_\_\_

Pre-approval CE Form Needed? Yes          No          Will the chapter provide HQ with attendee list? Yes          No

Note: If the chapter does not provide Headquarters (HQ) with an attendee list, the chapter will need to provide each of the attendees with a document verifying his/her attendance and inform the attendees that they will need to submit this documentation to ASA HQ to receive credits. *Please note that ASA HQ will notify chapters of the actual number (& category) of approved credits before their event.*

*Marketing Copy:* Please provide any information to include in ASA's publicity efforts (tuition; is there a member discount; is lunch included; registration information; description of the course/event, etc.). Include a copy of the brochure/flyer and registration form/website if applicable.

**For Chapters Offering USPAP Courses:**

- 1) **All instructors must be AQB certified.** USPAP instructors will be required to complete a National USPAP Course Report Form containing the name, email address and telephone number of each student. This form will be provided to the chapter by ASA Headquarters. Once completed, it must be returned to ASA for submission to the Appraisal Foundation.
- 2) Chapters are required to provide both the USPAP Book and the Student Manual to each student taking the course.
- 3) Chapters are responsible for obtaining proper state approval for all USPAP courses they sponsor. Chapters need to make sure they allow enough time (usually 60 days) to obtain this approval in advance of the course offering. If approval has not been obtained, chapters need to let all registered attendees know and offer them a full refund should they request one. Please note that state approval is not required for ASA reaccreditation purposes.

**2014 USPAP Prices for ASA Chapters:**

**15 Hour USPAP:**

15 Hour USPAP Book: \$60.00

15 Hour USPAP Manual: \$50.00

**Set of 15 Hour USPAP Book and Manual: \$100.00**

**7 Hour USPAP:**

7 Hour USPAP Book: \$60.00

7 Hour USPAP Manual: \$40.00

**Set of 7 Hour USPAP Book and Manual: \$90.00**