



The MFMA Accreditation Program is intended to improve installer's competencies in the installation of MFMA maple sports flooring systems, and to provide architects, construction specifiers and end-users with information to make informed choices about the selection of qualified installers and installation companies. MFMA Mill Manufacturing members are in the process of qualifying installation companies and individual installers to meet the requirements of the MFMA Accreditation Program.

## MFMA-AI Application Form

### MFMA-AI

Applying for:  Initial Accreditation by Examination  Recreditation by Examination

#### Directions:

1. Please complete information on all required forms. If the information requested does not apply, please mark that page or line N/A for "Not Applicable". A completed application for accreditation or for recreditation by examination includes:
  - A signed Application Form;
  - A Payment Form with an attached check made payable to "MFMA" or a signed charge authorization for appropriate fees.

*Remember, an incomplete application will delay processing and may incur a reprocessing fee.*
2. Print or type all information legibly.
3. Sign and date the application.
4. Submit the original of this application package, retaining a photocopy for your records.
5. Send the application and all supporting documentation via certified mail, return receipt requested.

#### Please type or print:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### MFMA Mill Manufacturing Member where your company's Mill Accredited Installation Company was attained:

- |  |  |
|--|--|
| <input type="checkbox"/> Acer Flooring Company   | <input type="checkbox"/> Action Floor Systems    |
| <input type="checkbox"/> Connor Hardwood Courts  | <input type="checkbox"/> Horner Flooring Company |
| <input type="checkbox"/> Robbins Sports Surfaces | <input type="checkbox"/> WD Flooring             |

Date of Initial Mill Accreditation, if applicable: \_\_\_\_\_ MFMA Accreditation \_\_\_\_\_

Date of Last Mill Recreditation, if applicable: \_\_\_\_\_ MFMA Recreditation \_\_\_\_\_

## Eligibility Information

#### What individuals from your company attended the mill sponsored training?

_____	_____
_____	_____

#### What Mill System Accreditation (SA) did your company receive from the Mill Sponsored training?

_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheet if necessary)

(over)

**Company Eligibility Information**

**Has your company installed at least 50,000 sq. ft. of MFMA maple flooring within the last 12 months or averaged over 50,000 sq. ft. of MFMA maple flooring over the previous three years?**

YES  NO

**Does Installation Company have a bonding capacity for a minimum of \$500,000?**

YES  NO

**Does Installation Company carry general liability insurance with a coverage minimum of \$1,000,000 and does not have an insurance modifier above "1"?**

YES  NO

**Does Installation Company carry workers compensation insurance for all employees?**

YES  NO

**Does Installation Company ensure that all Subcontractors will carry workers compensation insurance for all employees?**

YES  NO

**Does Installation Company ensure that all Subcontractors will follow State and Federal regulations?**

YES  NO

**Does Installation Company have a written policy on hazardous waste handling and disposal?**

YES  NO

**Does Installation Company have a written workplace safety policy?**

YES  NO

**Does Installation Company have a written customer complaint procedure on file?**

YES  NO

**Does Installation Company keep job documentation records for all installations for at least two years?**

YES  NO

**Those records will record moisture content of maple flooring before and during installation, environmental records during installation and a detailed timeline that outlines significant installation milestones.**

YES  NO

**Signed Verification**

I understand that my company is required to maintain these requirements in order to maintain my status as a MFMA Mill Accredited Installation Company. I understand that my company is subject to unannounced audits by MFMA personnel to verify that my company is maintaining these requirements. I also understand that failure to maintain or allow verification of these requirements by MFMA personnel will result in the revocation of my MFMA Mill Accreditation and the individual installer accreditation of any of my employees. I understand that revocation will result in the indication that my company's and/or employee's accredited status will be posted on the MFMA web site along with an explanation of why my company's accreditation has been revoked for a period of one year.

Applicant's Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Mail your completed application to:**

**MFMA  
1425 Tri State Parkway, Suite 110  
Gurnee, IL 60031 USA**

If you have questions or concerns, contact MFMA Headquarters at 888-480-9138 or by e-mail at [mfma@maplefloor.org](mailto:mfma@maplefloor.org). Updated information, including fees, is available on the MFMA web site at: [www.maplefloor.org](http://www.maplefloor.org).