

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. **This program becomes effective on November 1, 2007.**



## **MFMA ACCREDITED INSTALLER EXAM ADMINISTRATION SERVICE**

Since 1897, the Maple Flooring Manufacturers Association (MFMA) has served as the source for technical and general information regarding the manufacture, grading, installation, and maintenance of maple flooring systems. MFMA offers testing services in instances where qualified MFMA Mill Accredited Installation Companies may request that MFMA Staff administer the MFMA Accredited Installer exam for a fee.

### **ABOUT ACCREDITATION**

Accreditation is a voluntary process by which a non-governmental agency, such as Maple Flooring Manufacturers Association (MFMA), validates an individual's qualifications and knowledge in a specific area of professional practice based on a set of pre-determined standards. In the case of hardwood maple sports flooring accreditation, MFMA is validating your qualifications and knowledge as a hardwood maple sports flooring installer. MFMA and its members and agents disclaim any responsibility whatsoever for the performance of materials, design or workmanship of any flooring installation.

### **ACCREDITATION OR REACCREDITATION BY EXAMINATION**

The accreditation examinations are two-hour multiple choice test. The examinations are designed to test a sample of content from the full range of knowledge and skills required in the installation of a hardwood maple sports floor and MFMA standards and recommendations.

Additional information concerning this MFMA service:

1. Exam Administration is strictly limited to qualified MFMA Mill Accredited Installation Companies.
2. The exam administration includes preparatory time, the actual on-site exam administration, and test grading and associated administration.
3. The examinations each consist of 60 multiple-choice questions. All examination items are written by MFMA staff.
4. The on-site portion of the exam administration will usually be completed in 2-3 hours.
5. Each candidate should bring two No. 2 pencils. Candidates also may wish to bring coffee, sodas or snacks. No refreshments are provided.
6. Visitors are not permitted in the examination room.
7. Proctors are instructed to answer questions about testing procedures only. They cannot respond to any inquiries regarding test content.

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8. For reasons of test security, no testing material, including scrap papers, notes or calculations, may be removed from the examination room at any time. If you need to make any calculations, please make them on your test booklet, which will be returned to the proctor at the conclusion of the exam. Any candidate who copies or removes or attempts to remove test materials from the test site will be prosecuted by MFMA to the full extent of the law.
9. Any candidate determined by the proctor to be giving or receiving assistance of any kind during the examination will be required to turn in his or her test materials immediately and will be escorted from the examining room. The candidate's answer sheet will not be scored.
10. Graded test scores and accreditation packages will be issued by MFMA within approximately 3 weeks after the exam.
11. The fee for an MFMA exam administration is \$150 plus expenses. MFMA requires an \$800 deposit in advance. The deposit covers the \$150 exam administration fee, exam grading, and travel expenses. If expenses total less than \$650, a credit is issued for the difference. If expenses exceed \$650, an invoice is issued for the balance. This invoice details all expenses incurred by MFMA in conducting the on-site exam administration, and must be paid in full before exam scores are issued.
12. In order to schedule an MFMA Accredited Installer Exam Administration, please provide the following:
  - **An \$800 deposit check made payable to “Maple Flooring Manufacturers Association” (must be on file before an exam administration will be arranged or performed).**
  - **A letter requesting an MFMA exam administration which identifies the location of the exam, and all MFMA Accredited Installer forms and applications, including prepayment of exam fees, which are not covered in your deposit check.**
  - **A signed copy of this agreement.**

Your signature below indicates that you have read, understand, and agree to be bound by provisions contained in this description of the MFMA Accredited Installer Exam Administration Service:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

For more information or to schedule an exam administration, contact:

MAPLE FLOORING MANUFACTURERS ASSOCIATION  
 1425 Tri State Parkway, Suite 110  
 Gurnee, IL 60031 USA  
 Phone: 888-480-9138  
 mfma@maplefloor.org

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