

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.



HANDBOOK – ACCREDITATION OR REACCREDITATION BY EXAM

This handbook has been published to help you through the examination process, whether you are taking the examination for initial accreditation or for reaccreditation. You can make the process easier by following these easy steps:

1. Read through the entire handbook and through the General Information and MFMA Accreditation Policies to become acquainted with the process.
2. Follow all instructions on the forms carefully. Complete all the requested information on all forms.

If you have any questions or concerns, contact MFMA Headquarters at 888-480-9138 or by email at mfma@maplefloor.org.

Updated information, including fees, is available on the MFMA website at www.maplefloor.org.

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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.

GENERAL INFORMATION

This handbook contains information about initial accreditation and about reaccreditation by examination. You should keep it for reference until you receive your results. You also should read the General Information and MFMA Accreditation Policies for important information. General questions related to the process should be addressed to MFMA at its headquarters: 1325 Tri State Parkway, Suite 110
Gurnee, IL 60031 USA
888-480-9138
email: mfma@maplefloor.org

ELIGIBILITY REQUIREMENTS

Initial accreditation is open to installers currently or recently engaged in hardwood maple sports floor construction that have received a recommendation from MFMA Milling Manufacturer Members from whom they have received Mill Accreditation that includes training based on a MFMA-developed curriculum.

To qualify, individuals must meet the following criteria:

1. Individual Installers must be employees of an Installation Company that has gained Mill Accredited Installation Company (MA) status from an MFMA Mill.

It is not necessary to be a member of the MFMA to participate in the accreditation program. However, in recognition of the MFMA's financial underwriting of the program, members are allowed a discounted accreditation fee.

ACCREDITATION OR REACCREDITATION BY EXAMINATION

The accreditation examination is a multiple-choice test. Candidates may use a calculator. 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.

What Material Is Covered on the Examination?

The exam covers MFMA standards and recommendations that are relevant to the pre-installation, installation and post installation of a hardwood maple sports floor.

What Is the Examination Like?

The examinations each consist of 60 multiple-choice questions. All examination items are written by MFMA staff.

Sample questions representative of those that may appear on the MFMA examinations are provided in Appendix A. The sample questions do not reflect the full range of content or levels of difficulty of questions appearing on the examinations.

Preparing for the Examination

MFMA offers all the study material free of charge to members. Non-members may receive one copy free of charge. Additional copies may be purchased from MFMA Headquarters. They include:

- MFMA Sourcebook
- MFMA – AIA CE articles (Wood Sports Floors: Minimizing Damaging Effects & Northern Hard Maple – The Multipurpose Surface)
- MFMA Position Statements
- MFMA Web Site
- MFMA Study Guide (Powerpoint Presentation)

These are the principal references for questions on the examination.

Requests for Special Accommodation

Arrangements can be made for candidates requesting special accommodations. The candidate is responsible for making the request and for providing documentation of the need for a special accommodation in the form of a letter from a physician or a medical specialist knowledgeable of the candidate's disability. The MFMA recognizes the definition of disability included in the Americans with Disabilities Act (ADA) and acknowledges the provisions of the Act.

Examination Scoring

To receive "Accredited Installer" status, a score of 48 is required to pass.

Fees

Current accreditation fees are:	<u>1-5 individuals</u>	<u>6 or more individuals*</u>
• MFMA MEMBERS	\$100.00	\$75.00
• NON-MFMA MEMBERS	\$300.00	

The examination fee for the MFMA accreditation program includes a \$50.00 application processing fee, which will not under any circumstances be refunded. Should your application be denied, you will receive a refund for the examination fee; however, the nonrefundable processing fee will be retained.

Refund Policy

MFMA Accreditation fees are non-transferable. If you register but fail to sit for a regularly scheduled examination, you may receive a refund, less the \$50.00 application processing fee, or you may reschedule your examination to any regularly scheduled administration within one calendar year. At the end of one calendar year, your fees will be refunded less the \$50.00 application-processing fee, and should you decide to apply for accreditation in the future, you will be required to submit a new application and fees.

Refunds are not available to those who do not receive a passing score. However, persons who do not receive a passing score may retake the examination once within six months at no additional cost. Any candidate who does not successfully complete the process within six months must submit a new application and fees if they decide to re-apply for accreditation in the future. The accreditation process, including examination, may be repeated as often as necessary; however, a new application must be submitted each time as forms, policies and procedures are updated and changed. The appropriate fee must accompany an application each time it is submitted, except as noted above.

Fees and refund policies are subject to change without notice. Please call MFMA for the most current schedule of fees.

Use of Logo

MFMA Accredited Installer is a personal designation, earned by an individual through years of work and hours of study. It does not apply to a company as a whole. Accredited individuals should insure that company brochures, stationery, etc., reflect the personal and individual nature of the designation. Printed materials should indicate clearly that the company employs or is owned by an accredited builder, not that the company itself is MFMA Accredited. Any time the designations “AI” or “MFMA-AI”, the words “MFMA Accredited” or “MFMA Accredited Installer”, or the accredited logo is used, they should be associated with the name of the accredited individual, except that companies may state that they have a "MFMA Accredited Installers" on staff.

Name and/or Address Change

Please notify MFMA in writing of any changes in your name and/or address during the accreditation period. Failure to do so may mean you will not receive important information about changes in reaccreditation policies, deadlines, etc.

Inquiries

If you have any questions concerning the procedures outlined in this handbook for MFMA Accreditation, contact the MFMA.

REACCREDITATION

Accreditation is granted for a period of two years. The accreditation period begins with the date accreditation or reaccreditation is granted and two years later; i.e. accreditation or reaccreditation granted as of 2/28/2025 is valid through 2/28/2027.

Candidates must reaccredit by taking the then current accreditation examination within 30 days of expiration of accredited status.

Hardship Policy

Any candidate who is unable to fulfill the necessary requirements for reaccreditation within 30 days of expiration due to circumstances of a serious nature and beyond the candidate's control may be granted a “90-day grace period” provided that the following provisions are met:

- Provide written documentation of the hardship;
- Explain in writing how the hardship has prevented the candidate from completing the reaccreditation process within the published timeframe;
- Pay a fee of \$10.00 with their application for a hardship extension.

A written request for hardship extension, with all required supporting documentation and payment, must be submitted within 30 days of expiration of accreditation in order for accredited status to continue pending action by the MFMA Sport Floor Contractor's Advisory Council. An application for hardship may be submitted within 30 days if it can be demonstrated that the hardship also prevented the applicant from filing the request for hardship extension prior to 30 days after expiration. In that case, accreditation will lapse as of the 31st day after expiration and the candidate should cease using the designation until the MFMA Sport Floor Contractor's Advisory Council acts on the request for extension. The MFMA Sport Floor Contractor's Advisory Council will review the request for hardship extension and provide a written response. If a hardship “grace period” is granted, the candidate will be required to meet all the published requirements, deadlines and fees for reaccreditation by examination within 90 days of expiration.

APPENDIX A – Sample Test Questions

1. In a High School Basketball Court, the outside dimension of the Free Throw lane is located how far from the inside dimension of the end line?
 - A. 18 feet
 - B. 19 feet
 - C. 19 feet 9 inches
 - D. 28 feet

2. What type of floor finish typically does NOT amber with age?
 - A. Water Based
 - B. Oil Based
 - C. Epoxy Ester Type

3. In a Channel and Clip floor system the anchor channels are installed using what?
 - A. Impact Wrench
 - B. Low velocity powder-actuated or pneumatic tools
 - C. Screwdriver
 - D. Slide Hammer

Answers to Sample Test Questions

Question 1 – B (19 Feet)

Question 2 – A (Water Based Finish)

Question 3 – B (Low velocity powder-actuated or pneumatic tools)