

The MFMA Accreditation Program is intended to improve installers' 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 qualify installation companies to meet the requirements of the MFMA Accreditation Program. An installation company must have MFMA Mill accreditation before any of its employees are eligible for MFMA accreditation.



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.

MFMA validates 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 examination is a one-hour multiple choice test. The examination is 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 examination consists of 60 multiple-choice questions.
4. The on-site portion of the exam administration will usually be completed in 1-2 hours.
5. Proctors are instructed to answer questions about testing procedures only. They cannot respond to any inquiries regarding test content.
6. For reasons of test security, no testing material may be removed from the examination room at any time.
7. 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.
8. Graded test scores and accreditation packages will be issued by MFMA within 2 weeks of the exam.
9. The fee for an MFMA exam administration is \$500 plus expenses. MFMA requires a \$1,350 deposit in advance, which covers the \$500 exam administration fee, exam grading, and an \$850 travel deposit. If travel expenses total less than \$850, credit will be issued for the difference. If travel expenses exceed \$850, an invoice will be issued for the balance. The invoice will detail all travel expenses incurred by MFMA in conducting the on-site exam administration and must be paid in full before exam scores are issued.
10. In order to schedule an MFMA Accredited Installer Exam Administration, please provide the following:
 - **A \$1,350 deposit check made payable to "Maple Flooring Manufacturers Association". This must be on file before an exam administration is arranged or performed.**
 - **A letter requesting an MFMA exam administration which identifies the location of the exam, and all completed MFMA Accredited Installer forms and applications, including prepayment of exam fees, which are not covered by the 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: _____

Printed Name: _____

Company: _____

Phone: _____

Email Address: _____

Date: _____

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

MAPLE FLOORING MANUFACTURERS ASSOCIATION
1325 Tri State Parkway, Suite 110
Gurnee, IL 60031
Phone: 888-480-9138
mfma@maplefloor.org