



# Medical Fitness Association Facility Certification Examiner Application

## CRITERIA FOR APPOINTMENT AS A CERTIFICATION EXAMINER

In order to be considered as an Examiner for Medical Fitness Association, the following requirements must be met:

### Eligibility Requirements

1. Lead: A Lead Examiner must have a minimum of six (6) years' experience in operating or consulting with a medically integrated health and fitness center(s), must have completed any and all updated training requirements by the Medical Fitness Association, and must be approved by the Certification Committee as a Lead Examiner.
2. Second: Five (5) years experience in the field with 2.5 years in a Department Head position in a health and fitness center.
3. Both Lead and Second must be a Member of the Medical Fitness Association ("MFA") for at least one (1) full calendar year.
4. Both Lead and Second must indicate on their application form that they have attended an Examiner Training Workshop and reviewed the current Examiner Training Manual.
5. No employee of the MFA and no person paid by the MFA for services rendered in connection with any aspect of the MFA facility certification process, except for "Examiner Compensation" shall be eligible to serve as a Lead or Second Examiner without approval of the Certification Committee and the Board of Directors.

### Service Requirements

1. Second Examiner must complete at least one (1) Total Center + Aquatics and one (1) other center (of any size) to move to Lead Examiner and also comply with I. a. above.
2. Second Examiner must have a positive review from both Lead Examiners in both locations where they acted as Second Examiner.
3. Lead Examiner must have a positive review by each facility they were Lead Examiner.
4. If either the Lead or Second Examiner receives a negative review the chair of the Examiner Sub-Committee will discuss the negative review with the Examiner and determine the course of action regarding the Examiner status.
5. Examiner Terms will be for three (3) years and during that period they must have completed three (3) facility examinations.
6. Every three (3) years Examiners must reapply and indicate on their application that they have reviewed the current Examiner Manual and PowerPoint presentation.

Applicants must complete the following:

### SECTION A:

1. Submit a current abbreviated CV containing:
  - Employment History
  - Professional Activities
  - Education and Training
  - MFA Membership History
2. Complete an Examiner Candidate Questionnaire
3. Attend an Examiner Training Workshop or Web Training Seminar

### SECTION B:

1. After appointment, the examiner will be sent a Letter of Agreement from the MFA office committing him/her to:
  - Maintain the confidentiality of the certification process. This includes, but is not limited to: signing the confidentiality agreement, reading the confidentiality statement at the Summation Conference, committing to maintain the confidentiality of all communities of interest interviewed during the site visit.
  - Perform at least three facility exams within a three year period.
  - Be thoroughly familiar with all pertinent documents prior to arrival on-site.
  - Maintain a professional presentation and manner. Remember that as an examiner, you are both gathering information and serving as a resource for the facility's personnel. To perform these roles well, you must be impartial but supportive, polite, non-judgmental (especially in the hearing of anyone associated with the facility), objective, observant, helpful and friendly.
  - Return expense voucher and evaluation to the MFA Office within two weeks of the site visit.
  - Return the report to the MFA Office within two weeks of the site visit.



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## EXAMINER CANDIDATE QUESTIONNAIRE FOR APPOINTMENT AS A EXAMINER

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

Work Address and Phone:

Home Address and Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_

Where would you prefer to receive packages of information related to the facility examinations you conduct?

Home

Work

Which type of Examiner Appointment are you requesting?

Lead

Second

1. What educational degrees and national credentials do you have?
2. Do you have medical fitness center management experience? If so, please explain and include length of experience. Attach an additional form, if necessary.

3. Have you attended an MFA Facility Examiner Training Workshop?  Yes  No

If Yes, When? \_\_\_\_\_

4. (a) Has your current facility been certified by MFA?  Yes  No

(b) If yes, what year? \_\_\_\_\_

(c) If yes, to what extent did you participate in the certification?

Applied and was responsible for the certification application.

Participated in the certification.

5. Are you trained or appointed as an examiner for another certifying agency?

Yes  No

If yes, please list agency name \_\_\_\_\_



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6. Characteristics of the facility where you currently are employed or have previously been employed (check all that apply).

  
  

Certified Facility  
Medical Oversight  
Emergency Response

  
  

Facilities & Services  
Aquatics  
Staffing & Training

  
  

Quality Outcomes  
Accessibility & Safety  
Youth Fitness

7. Are you multi-lingual?  Yes  No

If yes, which languages? \_\_\_\_\_

8. Do you have a valid Passport  Yes  No

If yes, when does it expire? \_\_\_\_\_

9. List additional skills: Certified

  
  
  

Pool Operator  
Facility Construction Experience  
Facility Development Experience  
Written Publication Experience

Other

---

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10. Current MFA Member? \_\_\_\_ Yes \_\_\_\_ No      If yes, # of years \_\_\_\_

### **Conflict of Interest and Confidentiality**

Conflicts of interest must be avoided. Examiners must decline any assignment in which a real or potential conflict of interest may be perceived. This includes assignment to facilities in which close personal friends (or competitors), former associates, former students or relatives are employed, or facilities of which the examiner has been employed. Examiners should also disqualify themselves if at any time in the past they have served as a consultant to the facility. Conflict of interest may also arise when a clear disparity in the values, philosophies, or orientations of the facility and the examiner would make an objective evaluation difficult or impossible.

Confidentiality must be maintained. The process of certification is credible only to the extent that examiners respect, recognize, and maintain the confidentiality of all information obtained before, during and after the certifying process.

I have read and understand the Conflict of Interest Statement and will maintain confidentiality regarding all aspects of facility certification.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_