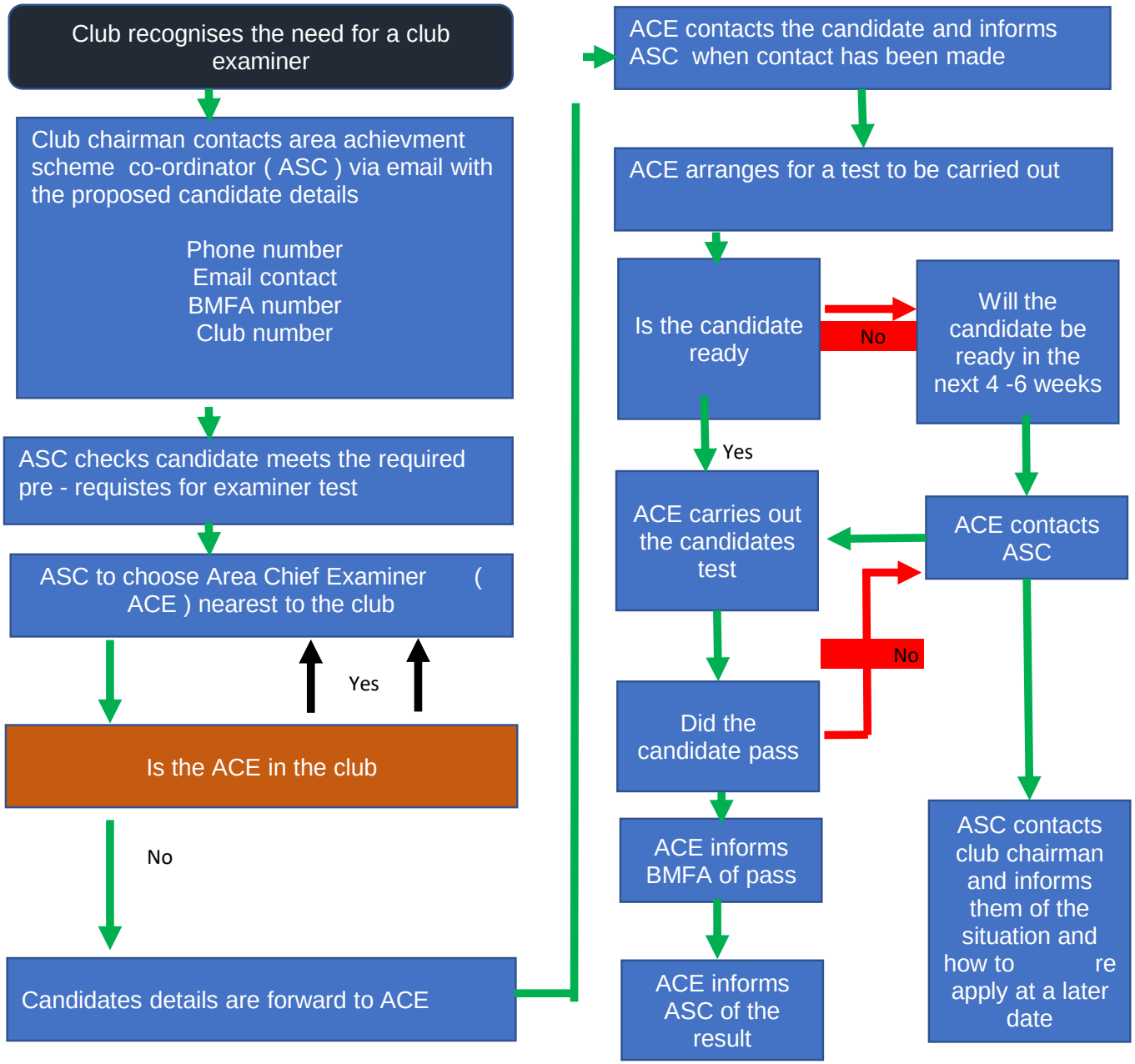
Club recognises the need for a club examiner
Club chairman contacts area achievment scheme co-ordinator (ASC) via email with the proposed candidate details
Phone number
Email contact
BMFA number
Club number
ASC checks candidate meets the required pre - requistes for examiner test
ASC to choose Area Chief Examiner (ACE) nearest to the club
Yes
Is the ACE in the club
No
Candidates details are forward to ACE
ACE contacts the candidate and informs ASC when contact has been made
ACE arranges for a test to be carried out
Is the candidate ready
No
Will the candidate be ready in the next 4 -6 weeks
Yes
ACE carries out the candidates test
ACE contacts ASC
No
Did the candidate pass
ACE informs BMFA of pass
ACE informs ASC of the result
ASC contacts club chairman and informs them of the situation and how to re apply at a later date