



**ASSOCIATION OF MEDICAL ESTHETIC  
NURSES  
(AMEN)**

**AMERICAN ACADEMY OF MEDICAL ESTHETIC  
PROFESSIONALS  
(AAMEP)  
REGISTRATION CATALOG**

**MEDICAL ESTHETICS PRACTITIONER- CERTIFIED  
(MEP-C)**

**2009 Edition**

**www.aamep.org**  
**amen@esiw.com**  
**954-463-6881**  
**1120 S. Federal Hwy Ste. 4**  
**Ft. Lauderdale, FL 33316**

Dear Colleague:

Congratulations! You are one of the hundreds of professionals who have inquired about the American Academy of Medical Esthetic Practitioners (AAMEP) certification program. This is an important first step, and we encourage you to submit your application at an early date to make sure that you meet the deadlines set for the test dates.

If you pass your examination, you will be among the very first esthetic healthcare professionals who have been certified through the American Academy of Medical Esthetic Practitioners (AAMEP). Certified professionals in their areas of specialty can already attest to the importance of certification to their careers and profession. Certification indicates that you meet the standards that have been set by your peers in the specialty. Medical Esthetics has been an emerging specialty for the past seven (7) years in the United States and has been a true specialty in Europe for over 25 years. We can personally assure you that the pride that you will feel in becoming certified will remain with you throughout your career.

It is the professional responsibility of certified professionals to maintain their credential. Your certification will be valid for three (3) years, and you must then renew your certification either by examination or by meeting continuing education requirements. To help you prepare for recertification you will be sent a catalog explaining requirements and procedures when you are first certified and again six (6) months before your certification is due to expire. Certification demonstrates your commitment to yourself, to your career, and to competence in medical esthetic practice . . . recertification ensures that you continue that commitment.

Certification is one of the most important career decisions you can make. We urge you to complete the application, send it in, and become certified. We also encourage you to let us know how we can be of help to you.

Sincerely,

Sasha Parker  
Chairman of the Board

And

Cindy Cobb, MSN, APRN, WHNP-BC  
Director of Test Administration

## **INTRODUCTION**

The Association of Medical Esthetic Nurses (AMEN), having recognized the need for certification in esthetic practice, has developed such a program in accordance with commonly accepted esthetic guidelines. Realizing that many medical practitioners practice medical esthetics and the knowledge required to administer these non-surgical medical esthetic procedures safely are the same for all medical practitioners, be it an MD, DO, PA, NP, RN, or LPN/LVN. With this in mind, the Association of Medical Esthetic Nurses moved forward to bring together a cohesive group of medical esthetic professionals to form the American Academy of Medical Esthetic Practitioners (AAMEP) (herein known as the “Academy”). The Academy has appointed AMEN as the current administrator for the exam.

The Center for Medical Esthetic Certification (herein known as the “Center”) a division of the American Academy of Medical Esthetic Practitioners (AAMEP) bases its credentialing program on the standards set by other subspecialty credentialing organizations with the goal of promoting and enhancing esthetic practice excellence by certifying professionals.

Certification is reserved for those practitioners who have met requirements for clinical or functional practice in the esthetic field, pursued training beyond basic preparation, and received the endorsement of their peers. After meeting these criteria, professionals take the certification examination based on nationally recognized standards of esthetic practice to demonstrate their special knowledge and skills which surpass those required for licensure.

The credentialing board for the “Center” provides feedback in the following areas: development of the examination, passing scores, eligibility requirements, and certifying practitioners who pass the written examination and meet the requirements for certification.

The certification examinations are objective tests that cover knowledge, understanding, and application of professional esthetic theory and practice. The examinations are developed by a test development committee which is composed of expert representatives of the various areas of esthetic medicine. Recognized as having familiarity with current practice, these individuals are prepared by education and experience to have a comprehensive knowledge of the field. The committee defines content areas to be covered, relative emphasis, and the nature of professional abilities and skills to be measured by the tests.

Examination items undergo a rigorous process of review and revision to ensure high quality. The subject matter is reviewed and critiqued, and each item is rated for accuracy and relevancy. The “Center’s” staff provides psychometric and editorial review of test items. The test development committee responsible for the examination then selects an

appropriate sample of items representing the specified areas of competency and staff prepares the final printed examination.

## **PHILOSOPHY OF CREDENTIALING**

Credentialing is an evaluative process that provides practitioners in the medical esthetic specialties the opportunity to publicly demonstrate what they know and to be recognized for the knowledge they possess. On a voluntary basis the Center provides certification examinations designed to test entry level knowledge.

The Center's credential carries no licensing authority. The ability to practice is regulated by the state boards and the Center has no regulatory power to require states to recognize certification. Practice and educational standards are reflected in the credentialing process, but the responsibility for development of such standards rests with the professional specialty organizations and the medical and nursing education community.

The Center encourages individual healthcare professionals to seek out information about how certification relates to state licensure requirements and employment opportunities in their community.

Upon successful completion of exam the professional may use Medical Esthetics Practitioner-Certified (MEP-C) to designate additional qualifications fulfilled.

The Center plans to seek accreditation by the National Commission for Certifying Agencies, National Organization for Competency Assurance, American Board of Medical Specialties, and/or American Board of Nursing Specialties after the two years of mandatory testing has been satisfied. All aspects of the certification exam are in compliance with the accreditation standards in preparation for this process.

## **CREDENTIALING EQUALS VALUE-RECOGNITION, VALUE, EXPERTISE**

Ask your patients if they value credentialed health care professionals-You bet they do!

Ask a certified colleague what they believe about certification and you are most likely to hear that they think certification is one of the most important milestones in their career.

You owe it to yourself to take the next step in your professional development. Earning your MEP-C will validate your expertise and will give you tangible recognition of your commitment to excellence in medical esthetics.

## **POLICIES AND PROCEDURES**

### **TESTING**

A traditional pencil and paper test is currently available. Tests are administered at least two (2) times a year. In the future we will add more test dates as well as possible on-line testing. Tests are offered at various locations. Check website schedule for dates and sites for upcoming examinations. Please Note: *It takes approximately four (4) weeks to process applications.*

### **APPLICATION PROCESS**

All applicants must:

- Submit an application
- Submit all requested documentation
- Pay designated fees, in full
- All filing dates are postmark dates
- A late fee is assessed if filing is less than four (4) weeks pre-test date
- All incomplete applications (those missing information, documentation, or not accompanied by the appropriate fees or incorrect fees) will be returned and are subject to late fees and all filing deadlines
- Total fees must accompany the application
- All fees must be paid in U.S. funds
- Checks should be made payable to: **AMEN**
- Fees can be paid On-Line through our Pay Pal account or Visa and MasterCard are accepted

Applications, documentation and fees should be included together in one envelope and sent to:

**AMEN/AAMEP**

**“CENTER FOR MEDICAL ESTHETIC CERTIFICATION”**

**1120 S. Federal Hwy. Ste. 3**

**Ft. Lauderdale, FL 33316**

***Please Note:*** Incomplete applications or missing documentation will be returned without processing. The applicant will be subject to all fees and deadlines when the incomplete application is resubmitted as complete.

## **ADMINISTRATIVE FEES**

### **TESTING FEES:**

Fees for certification testing are listed below. All applications are subject to a non-refundable \$50 application fee, which is included in the fees listed below. The application fee (\$50) and late fee (\$50) are non-refundable. The entire fee is nonrefundable effective with candidate checking in at exam site.

AAMEP and AMEN members	\$225
Non members	\$375
Later than deadline (members)	\$275
Later than deadline (non members)	\$425

### **RETURNED CHECK**

A \$30 fee will be assessed for any check returned for any reason. Remittance of all fees thereafter must be in the form of a money order or certified cashier's check.

### **CREDIT CARD CHARGE BACK**

If the applicant's credit card company issues a notice of retrieval or charge back in response to the cardholder's dispute of the credit card charge, the applicant will be required to submit to AMEN a certified check or money order for the original costs plus a \$25 administrative fee.

### **REFUNDS**

All refunds are issued **AFTER** the test administration date as follows:

Ineligible Candidates	\$150
Withdrawing candidates	\$125

- **Ineligible Candidates** - Applicants who do not meet or fail to document eligibility requirements will receive a refund as shown above.
- **Withdrawing Candidates** - Withdrawing candidates will receive refunds as indicated above. All withdrawal requests must be made in writing, signed and dated and sent to AMEN with a postmark no later than two (2) weeks prior to the examination.

### **UNSUCCESSFUL CANDIDATES**

Candidates who take the examination and do not receive a passing score are not eligible for any refund. A reduced fee for persons who took the exam one time and did not pass will be honored; Members \$100 and Non-Members \$150.

## **RE-EXAMINATION**

The Academy does not limit the number of times a candidate can retake the Medical Esthetic Certification Examination. Unsuccessful candidates who wish to be retested must reapply, submit all applicable fees and documentation and re-establish current eligibility.

## **UNABLE TO ATTEND EXAMINATION for WHICH THEY ARE REGISTERED**

Candidates who are unable to participate in the examination for which they are scheduled can submit to the Academy a written request to have the examination fee carried over to the next available exam administration. This request must be received no later than 30 days after the missed test administration date. A \$75 non-refundable fee must be submitted with such requests.

Candidates must submit a new application and documentation and meet current eligibility criteria. All application filing deadlines must be met. Late fees will be applied and need to be included. **THIS IS A ONE TIME OPTION ONLY.**

## **SUBSTITUTIONS**

Candidate substitutions **CANNOT BE MADE** for ineligible, withdrawn or carryover candidates.

## **THIRD PARTY CHECKS**

Application fees paid by third parties will be reimbursed to the third party in the event the applicant is determined ineligible or withdraws. Reimbursement will be in accordance with stated refund policy.

## **EXAM ADMINISTRATION**

### **PROCEDURES**

Test administration is conducted by AMEN the appointed Test Administrator and the Center for Medical Esthetic Certification a division of the American Academy of Medical Esthetic Professionals. If the test date is not in conjunction with a conference the test will begin at 9:00 AM local time on the test date; if the test date is in conjunction with a conference then the time will be posted accordingly.

- An admission ticket will be sent to the candidate approximately two (2) weeks prior to the examination administration date. Candidates must bring this ticket to the test site on examination day.
- Candidates must report to the examination site one half (1/2) hour prior to the scheduled exam time to allow for check-in procedures.
- All candidates will be required to show photo ID for admittance.
- Your current professional license must be presented for validation.
- It is encouraged that you NOT bring materials or personal items with you.
- For examinations, two hours (2 hours) are allotted. There are no scheduled breaks.

- Candidates will be permitted to leave the site if they complete the examination before the end of the time allotted.
- Examination results are mailed within four (4) weeks of exam administration.

## **ADDITIONAL POLICIES**

### **EXAMINATION SITES**

Examination site cities will be announced via the AMEN website. Test sites are usually located within hotel conference facilities. The actual location of the site might be within the city limits or in the surrounding metropolitan area. Maps to test sites will be sent to all candidates with their admission ticket.

**PLEASE NOTE:** Scheduled examinations with fewer than six (6) registrants may be cancelled. In such cases, candidates will be notified at least two (2) weeks prior to examination day. Candidates who registered for the cancelled site will be given the choice of either selecting another examination site or carrying over to the next exam date without any additional fee. However, all other refund/withdrawal/carryover policies will apply. If the carryover option is selected, this is a one time only option and the candidate will not be able to carryover again. Please note that availability of examination sites is limited to major cities in the U.S. There may be an option to participate in an on-line examination in the future.

### **TEST SITE CHANGES**

Candidates may request a change of test site. All such requests must be made in writing, include a site change fee of \$25 and must be postmarked no later than two (2) weeks before the scheduled examination.

## **GENERAL POLICIES**

- Written requests to change examination must be postmarked no later than two (2) weeks prior to exam day. Eligibility must be re-established and additional documentation may be requested.
- All applications received are subject to a non-refundable application fee of \$50. Incomplete applications or applications submitted without appropriate fees will be returned and subject to all policies, deadlines, and fees.
- It is the policy of the Center that no individual shall be excluded from the opportunity to participate in the examination program on the basis of race, national origin, religion, sex, age, or disability.
- Any requests for special testing accommodation pursuant to the Americans with Disabilities Act must be made in writing (see special request form at end of catalog) and submitted with the application and documentation forms. Upon receipt of such requests for special accommodations, the Center will contact the applicant.

## **HOW EXAMINATIONS ARE SCORED**

The examinations are criterion referenced. This means the passing score is based on predetermined criteria (passing score is 80%). The Rasch psychometric measurement is used for examination development and analysis. The passing criterion is established by the credentialing board for the Center. There will be more than one form of the examination administered at each examination site/date. Result reports will identify pass/fail status and give feedback on the various content areas of the exam.

## **REVIEW MATERIALS**

The Center provides review/study materials for purchase. The materials provided for purchase are a Study Guide, Practice Exam, and a Review Course which is generally held the night before or the day of the exam at the test site location.

## **MAINTAINING YOUR CERTIFICATION**

The Center Maintenance Program allows certificants to maintain their certification on a three-year basis. Six (6) months prior to expiration of certification certificants will receive a catalog for certification renewal.

Those maintaining a certification must either successfully retest or earn 45 contact hours of continuing education during that three year period. 30 hours must be in the medical esthetic specialty area.

## **RECERTIFICATION FEES**

AMEN members	\$150
Non members	\$250
Late Fee (30 day grace)*	\$50

\*There is a one time grace period of 30 days in which a certificant has to renew their certification for an additional fee of \$50. Failure to renew certification within the 30 days following expiration of certification will require the candidate to regain their status only through retesting.

## **ELIGIBILITY REQUIREMENTS TO SIT FOR AESTHETIC CERTIFICATION EXAMINATION:**

- ✓ Current licensure in the U.S. or Canada as MD, DO, PA, or RN, Advanced Practice Nurse, or LPN/LVN
- ✓ Documentation of 2000 hours of practice in a two year period in the administration of **both** Botox and Dermal Fillers or documentation of 1000 hours of practice in a one year period in the administration of Botox and Dermal Fillers with successful completion of a formal training course of at least 8 hours in **each** Botox and Dermal Fillers.
- ✓ Application to sit for examination must be completed along with providing appropriate documentation of the required hours of practice. This documentation can include a notarized letter from your supervising/collaborating physician or your medical director regarding the hours of practice.
- ✓ Copies of certificates of training for each of the above must be provided in addition to the notarized letter from your physician (if you are using the 1000 hours and one (1) year experience requirement.
- ✓ Payment of requisite fees must be made in full by deadline. Credit Cards (Master Card & Visa) as well as checks will be accepted as payment method.

The exam will consist of at least 100 multiple choice questions with four options; these will be similar to tests administered for licensure. Certification will require a **passing score of 80**. Results of exam will be provided within four (4) weeks of exam completion.

### **Exam Content:**

<b>Botox</b>	<b>25%</b>
<b>Dermal Fillers</b>	<b>25%</b>
<b>Lasers</b>	<b>15%</b>
<b>Skin Rejuvenation including Microdermabrasion &amp; Chemical Peels</b>	<b>15%</b>
<b>Sclerotherapy</b>	<b>10%</b>
<b>Mesotherapy/Lipodissolve</b>	<b>5%</b>
<b>Professional/Legal Issues</b>	<b>5%</b>
<b>Total –</b>	<b>100%</b>

**CERTIFICATION EXAM APPLICATION**

- It is the applicant’s responsibility to complete ALL information.
- Incomplete applications will be returned and all deadline dates and fees will apply when such applications are resubmitted.
- Please keep a copy of this application for your records.
- Please **PRINT** all entries.
- The Center is not responsible for lost or misdirected mail.
- ADA special accommodations requests must be submitted with this application.

Mail to:  
**AMEN/AAMEP**  
**Center For Medical Esthetics Certification**  
**1120 S. Federal Hwy Ste. 4**  
**Ft. Lauderdale, FL 33316**

- 1. Name**  
Last \_\_\_\_\_  
First \_\_\_\_\_ Middle \_\_\_\_\_
- 2. Address**  
Street/Post Office Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 3. Contact Information (Phone)**  
Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_
- 4. Email Address**  
\_\_\_\_\_
- 5. Do you want correspondence sent via E mail?**  
\_\_\_\_\_yes \_\_\_\_\_ no
- 6. Current Licensure (complete appropriate licensure info)**  
**Currently licensed as: (Circle one) MD DO PA**  
**APRN/ARNP RN LPN/LVN**  
**Current License #** \_\_\_\_\_  
Expiration Date (Month/Year) \_\_\_\_\_ Issuing State \_\_\_\_\_
- 7. Medical Esthetic Training (Copies of Certificates Must Accompany Application)**

	Course Offered By	Date Completed
Botox	_____	_____
Filler	_____	_____

**8. Work Experience (Letter/letters verifying hours of experience must accompany application).**

Practice/Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Years Worked \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_

**9. How did you receive this application?**

\_\_\_\_ Telephone request    \_\_\_\_ AMEN Website  
\_\_\_\_ Colleague    \_\_\_\_ Direct mail brochure from AMEN  
\_\_\_\_ Other \_\_\_\_\_

**11. Do you hold membership in?**

\_\_\_\_ AMEN    \_\_\_\_ AAMEP    \_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_ Don't belong to any organization

**12. What is your intended test date & site?**

Test Site \_\_\_\_\_ Test Date \_\_\_\_\_

**13. Have you taken this test before?**

\_\_\_\_ Yes    \_\_\_\_ No    If yes, when \_\_\_\_\_ (Yr), where \_\_\_\_\_

**14. Fees**

\_\_\_\_ Paper/Pencil Testing (AMEN/AAMEP member)    \$225  
\_\_\_\_ Paper/Pencil Testing (Non member)    \$375  
\_\_\_\_ During late filing period (AMEN/AAMEP member)    \$275  
\_\_\_\_ During late filing period (non member)    \$425

**15. Name as you wish it to appear on Certification**

\_\_\_\_\_  
**Checks:** Make checks payable to AMEN/AAMEP    Check# \_\_\_\_\_

**Credit Cards: Visa and MasterCard only.**

Complete the information below.

Check one:    \_\_\_\_ Visa    \_\_\_\_ MasterCard

**Account Number**

\_\_\_\_\_  
**Expiration Date** \_\_\_\_/\_\_\_\_    **Amount** \_\_\_\_\_

**Printed Name of Cardholder** \_\_\_\_\_

**Cardholder's Signature** \_\_\_\_\_

\_\_\_\_ Yes, I want a receipt.

**16. Validation of Application (signature required)**

I have read the policies in this catalog and understand that I will be subject to them. To the best of my knowledge, I certify that all information contained in this application is complete and correct. I understand and agree that any knowingly false information provided by me or others may result in denial or revocation of my certification. I understand that my signature will remain on file so that I may conduct the Center for Medical Esthetic Certification business via the web, if I so desire.

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

# SPECIAL ACCOMMODATION REQUEST FORM

The Center for Medical Esthetic Certification feels a special obligation to make every effort to accommodate candidates with disabilities. The Center will make special testing arrangements if you have visual, auditory, or orthopedic disabilities, or if you must monitor your medication closely. If you have a disability or any health care needs that might interfere with test taking or building access please complete this form and attach a note from your doctor and submit them with your application for the Medical Esthetic Certification Examination.

CANDIDATE NAME: \_\_\_\_\_  
(Please Print)

TEST SITE: \_\_\_\_\_ TEST DATE: \_\_\_\_\_

PLEASE DESCRIBE BRIEFLY THE SPECIAL ACCOMODATIONS YOU WILL NEED:

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Signature \_\_\_\_\_

**PLEASE MAIL THIS FORM ALONG WITH APPLICATION TO:**

**AMEN/AAMEP  
CENTER FOR MEDICAL ESTHETICS CERTIFICATION  
1120 S. Federal Hwy Ste. 4  
Ft. Lauderdale, FL 33316**

## APPLICATION CHECKLIST

### HAVE YOU INCLUDED:

\_\_\_\_\_ A completed application – with licensure information – signed and dated

\_\_\_\_\_ Copies of your training program certificates (if applicable)

\_\_\_\_\_ Botox

\_\_\_\_\_ Dermal Fillers

\_\_\_\_\_ Letter/letters from collaborating/supervising/medical director (if applicable)

### OR

\_\_\_\_\_ Notarized Statement regarding hours of practice

\_\_\_\_\_ Special Accommodation Request Form (if applicable)

\_\_\_\_\_ Check/Money Order or Credit Card information as needed

### REMINDERS

- All required information should be included with initial application.
- Do not send documents separately.
- Wait until you have all the information to apply.
- Incomplete applications will be returned to you and will delay processing of your application.

### MAIL COMPLETE APPLICATION TO:

**AMEN/AAMEP  
CENTER FOR MEDICAL ESTHETIC CERTIFICATION  
1120 S. Federal Hwy Ste. 4  
Ft. Lauderdale, FL 33316**

Last update 3/2008