



# Frequently Asked Questions

TAPAmEd.org



## **How should I prepare for the exam?**

Content is drawn from the complete online curriculum. There is a review assessment at the end of each module. By thoroughly understanding the answers to these questions you will be prepared to take the 100 question CAC exam.

## **When can I take the exam?**

After you have completed all 20 core modules you are eligible to take the exam. It is highly recommended that you complete the sponsored modules as exam questions are drawn from these modules as well.

## **How often is the exam offered?**

The exam is offered annually at THE Aesthetic Show™. It is also available once you have completed the CAC curriculum. Enrollees who do not pass the exam on their first try will be eligible to take the online exam ten days later. In the interim the enrollee will receive a report indicating areas of needed improvement.

## **How do I fulfill the remaining 20 self-directed units?**

Completion of this requirement involves self reporting. You will be able to record your units online after you have logged into the CAC website. Activities that will earn you credit include sponsored modules, TAPA webinars, sponsor workshops, as well as attending THE Aesthetic Show.

## **How do I track the status of my course work?**

Once you have completed a module a check mark (✓) will appear next to the title of that module. Once you have completed all 20 required modules you will be eligible to take the CAC exam.

## **When will I receive my certificate?**

Once you have completed the online modules, satisfied the self-reported requirements, and passed the exam, you will receive your CAC certificate via mail.

*“As a practice administrator for a multi-office cosmetic and plastic surgery practice, I have incorporated the Certified Aesthetic Consultant (CAC) program into the menu of items that my employees will be offered. The benefits of this certification include not only the knowledge that each employee can and will obtain, but the actual skills that each employee will deliver to the practice from a medical, operational, financial and administrative perspective.*

*Employees are a key component to a medical practice. The more informed they are about the practice, the more that they can and will help to deliver the best patient customer service through their knowledge of the various components of the medical practice. The CAC program promises to allow our employees that opportunity. Thank you TAPA for introducing a new process into our industry. It is well needed.”*

– Jay A. Shorr, CMBM  
Practice Administrator  
Advanced Cosmetic Laser Center  
Tamarac and Boca Raton, FL, USA

*“Our practice is all about providing excellence in facial aesthetics. To do this requires a team effort with every person in the office being as knowledgeable, helpful and skillful as possible. TAPA and the CAC program have given our staff the tools to expand their competencies in all areas. Furthermore, it’s been great for cross-training. Our front desk personnel better understand what happens during consultation and treatment. Clinical staff better understand the challenges of scheduling and handling patient inquiries. Everyone knows more about safety, business principles and the critical role of inventising.”*

– J. David Holcomb, M.D.  
Holcomb Facial Plastic Surgery, PLLC  
Sarasota, FL, USA