

The Institute of Trichologists

Application to become A Registered Member

Contents

Part 1 Introduction

1.1 Information Required for Application

1.2 Business Operating Requirements

Part 2 Complete Online Questionnaire and Submit

1. **2.1 Code of Professional Ethics and Conduct**

Part 3 Assessment Process

3.1 Review Online Application

3.2 Contact Applicant to clarify any questions

3.3 Approve or decline Application

3.4 Provide Registration Confirmation and add to the Members Register

Part 4 Maintaining Registered Member Status

4.1 Members will be subject to an annual membership fee and consenting to be part of a annual random sample audit of all Members.

4.2 Membership will be subject to adhering to the Code of Practice and Ethics.

Part 1 Introduction

The Institute of Trichologists holds and promotes a Register of Members who have attained educational qualifications to practice as Trichologists. Any Trichologist is welcome to apply to become a member by filling in the on-line form and submitting.

1.1 Information Required for Application

- Training Provider and Certificate of completion / accreditation
- Insurance Certificate
- CPD undertaken over the past 2 years
- Photograph of yourself and clinic
- Website Address

1.2 Business Operating Requirements

- Published Terms and Conditions
- Registration details with Information Commissioners Office, (ICO) If Applicable
- Complaints procedure
- Data Protection and Management Procedures
- Health & Safety procedures

Part 2 Complete On- Line Questionnaire and submit

2.1 Code of Professional Conduct and Ethics

1. 2.1.1 The institute of Trichologists has code of Professional Conduct and Ethics that as a registered Member you must adhere to, and breaches of this code can lead to disciplinary action and removal from the register.
2. 2.1.2 The Institute of Trichologists has a 3 stage complaints process that will cover every registered Member without exception.

Please ensure that you read and understand the above documents and that you are able to comply with them.

Part 3 Assessment Process

- Your online application will be reviewed to ensure compliance with the requirements of becoming a registered member. This is usually done within 10 working days of receiving the application
- You will be contacted by e-mail to arrange a video call to verify your application, this may ask for examples of policies or documents.
- Application will be approved or declined
- Approved Applications will be issued with Member status and details added to the Register
- Declined Applications will be e-mailed with reasons for decline and where appropriate an action plan to enable a further application.

Part 4 Maintaining Registered Member Status

- Your Member status will depend on your adherence to the Code of Professional Conduct and Ethics
- Review and Confirmation of your compliance to the Code of Professional Conduct and Ethics via electronic or site surveys.
- Timely renewal of your Membership Fees

Complaints Procedure Change Log:

Issue No.	Date	Reason for change
1	15/06/2020	
2	30/06/2021	Annual review of procedure