

# **The Institute of Trichologists**

## **Terms of Reference for An Independent Body**

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## 1. Purpose

The Institute of Trichologists Independent Body has been implemented to oversee the decision making process for admitting new members to the membership register.

## 2. Aims and Responsibilities

The aim of the independent body is to review the application to ensure that the applicant meets the required standards, and has shown evidence of this by submitting the following documents:

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

To review the recommendation made by the IOT board and to either approve, question or decline the application.

## 3. Meetings and Reviews

When applications for membership are submitted, the Board will review and outline their recommendation. This will be sent to the Independent Body to review and advise to ensure no conflict of interest.

The frequency will be at least annually (to coincide with examination results and membership renewals) and ad-hock as requests are received.

## 4. Working Methods

The Institute of Trichologists Independent Body will be remote work and submitted in writing.

