

The Institute of Trichologists

Continual Professional Development

Procedure for Members with less than the Required CPD Points

Registered Member CPD Requirements

All Registered Members must commit to ongoing professional development, as such a minimum of 5 Recognised Continual Professional Development (CPD) points need to be accumulated at least annually. Any Registered Member who undertakes additional education and qualifications for use within their Trichology Practice may submit these to the Institute of Trichologists for approval to add to their Members Listing which details each Members levels of competence.

Member CPD Records

Registered Members continual professional development records are stored in the Institute of Trichologists member database.

If a Member does not meet the CPD Requirements

The Institute of Trichologists will always attempt to find a speedy and amicable resolution to any member who does not meet the Continual Professional Development requirements as stated in the Code of Professional Practice and Ethics, before invoking formal processes.

If a Registered Member does not meet the Continual Professional Development requirements, according to the Institute of Trichologists' Membership Database and records, a series of steps will be taken to rectify this:

- The Registered Member will be contacted by Administration to inform them that they have not met the requirements
 - Members will be asked if they have any external CPD points from the last 2 year period that have not been submitted to the Institute of Trichologists, and to submit these so they can be added to their member records
- Members will be informed of any upcoming CPD events planned by the Institute of Trichologists, and how many points would be on offer, and encouraged to continue to commit to their ongoing professional development
- A notice period of time will be agreed with the member for them to attempt to meet the required level of CPD Points by – this period may be anywhere between 1-6 months depending on the number of points needed to make up. The average period is 3 months.
- If the member does not meet the CPD requirements within the given notice period, the member's case will be put forward to the Board of Directors at the next board meeting, to discuss further steps of action or provoking further processes.