

The Institute of Trichologists

## CONTINUING PROFESSIONAL DEVELOPMENT

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Requirements For Registered Trichologists

### DOCUMENTATION

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## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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Continuing Professional Development (CPD) refers to the various different training that registered trichologists undertake to stay up to date on various skills, knowledge, ideas, and concepts in the trichology industry. Taking part in CPD not only helps trichologists to advance their professional development, but it can also open more doors for trichologists in their career, or contribute to the development of trichology as a profession. CPD can take a variety of forms, including, but not limited to; CPD Courses, CPD Webinars, CPD Events and Conferences.

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### CPD year

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A CPD year shall run from 1<sup>st</sup> July to 30<sup>th</sup> June.

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### CPD requirement for registered trichologists

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All registered trichologists (whether practicing full-time or part-time) must commit to the completion of a minimum of 10 recognised continual professional development (CPD) hours per CPD year.

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### Obligation to keep CPD records

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Any registered trichologist shall keep an up to date record of CPD undertaken during a CPD year to be known as a CPD record; and should submit these to the Institute of Trichologists' registrar for approval and addition to their internal records.

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### Eligible CPD activities

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CPD can take a variety of forms, including CPD Courses, CPD Webinars, CPD Events and Conferences, as well as other forms of independent learning, such as reading journals and research papers.

While we strongly advise registered trichologists to engage in a variety of different types of learning activities, only learning activities accredited with CPD points from an official CPD Provider are eligible to meet the requirements. Examples of official CPD providers include (but are not limited to):

- The CPD Group
- The CPD Certification Service
- The CPD Standards Office

Registered trichologists must provide proof of attendance to the CPD event for it to be included in the records, such as a certificate of attendance.

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## Compliance with CPD requirements

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It is the responsibility of the registered trichologist to engage with CPD. Additionally, it is not the responsibility of the Institute to provide unlimited opportunities; the Institute will provide a minimum of 5 hours per year, however, if a registered trichologist is unable to engage with these it is the registered trichologists responsibility to source appropriate CPD elsewhere, to meet the requirements.

Registered trichologists must submit their CPD record to the Institute of Trichologists' registrar to update internal records. The CPD record can be submitted to the registrar in the following ways:

- Intermittently throughout the year, as and when the CPD record is achieved;
- Once a year, in the format of a summary sheet showing the CPD undertaken throughout the year, returned to the registrar by the date specified in the notice (as outlined below).

Evidence of the CPD activity (such as a certificate of attendance) is required in order to approve the CPD record.

**If a CPD record has not already been submitted by the registered trichologist**, the registrar shall send to registered trichologist's annually:

- a summary sheet to be completed by the registered trichologist showing the CPD that has been undertaken in the CPD year;
- a notice requiring the registered trichologist to complete the summary sheet and return it to the registrar by the date specified in the notice, which shall be at least 28 days after the date of the sending of the notice.

Where the completed summary sheet is not received by the registrar by the return date, they shall send a warning notice to the registered trichologist stating that if the completed summary sheet is not provided within a period of 14 days, they may be removed from the register.

If the completed summary sheet is not received by this date, the registrar may remove their name from the register.

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## Non-compliance with CPD requirements

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The Institute of Trichologists will always attempt to find a speedy and amicable resolution to any registered trichologist who does not meet the CPD requirements, before invoking formal processes.

If a registered trichologist does not meet the CPD requirements, the following steps will be taken to rectify this:

- The registered trichologist will be formally contacted by the Institute of Trichologists' registrar to inform them that they have not met the requirements, and asked if they have any additional (not yet submitted) CPD records to be submitted;
- The registered trichologist will be informed of any upcoming CPD events planned by the Institute of Trichologists, and encouraged to continue to commit to their ongoing professional development;
- A notice period of time will be agreed with the registered trichologist for them to complete CPD activities in order for them to meet the requirement – this period may be anywhere between 1-6 months depending varying factors, with the average period being 1 month.

*Please note: any CPD records obtained in order to reach the minimum requirements for the previous CPD year **will not** contribute to the CPD record for the current/upcoming CPD year.*

If the registered trichologist does not meet the CPD requirements within the given notice period, the registrar may remove the registered trichologist from the register.

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### Restoration to the register following removal for non-compliance

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Any trichologist who has been removed from the register for non-compliance with the CPD requirements may apply to be restored to the register. The application shall be accompanied by evidence that the applicant has undertaken:

- any CPD necessary to satisfy the CPD requirement for the CPD year in relation to which their name was removed from the register,
- and at least one additional hour of CPD for each month during the period after the CPD year ended and the date of application submission.

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### Appeals from decisions of the registrar

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Any trichologist who has been removed from the register may appeal to the Registration Council (RC).

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### This policy

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The Institute of Trichologists reserves the right to review CPD annually and make changes or increase requirements where necessary.