

The Institute of Trichologists

LAPSED REGISTRATION POLICY

For Restoring Registration to the Institute of Trichologists

DOCUMENTATION

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1. INTRODUCTION

The Institute of Trichologists holds and promotes a register of trichologists who have attained educational qualifications to practice as an IOT Trichologist. Any Trichologist who was once a registrant of the Institute of Trichologists but is not at present is welcome to apply to obtain registration again.

The process for rejoining the register will depend on the reason you were removed from the register. This could include a lapse in your registration or voluntarily removal from the register.

You can restore your name to the register if:

- your registration lapsed
- you did not submit your CPD summary or it was not accepted, or
- you took voluntary removal from the register.

2. LESS THAN TWO YEARS

If your registration has been lapsed for less than two years, you may apply for restoration to the register at any time by following these steps:

1. Complete the application form.
2. Complete a CPD record summary for any period you were on the Register.
3. If you were removed from the register as you failed to complete your CPD, you will also need to provide evidence of CPD completed since you were last registered, up to a total of 20 hours.
4. Pay the restoration fee of £150

You may also be asked to provide additional information if your situation has changed during the time you have not been registered. For example, if you have received a criminal conviction or caution, experienced any health issues or changed your name.

3. MORE THAN TWO YEARS

This policy outlines the process for individuals seeking restoration to the register after a period of lapse of more than two years, ensuring that returning practitioners demonstrate current competence, professional standards, and readiness to practice safely and effectively.

The process involves the following three steps:

- Assessment of prior learning and experience
- Development and implementation of an individual learning plan
- Production of a report evidencing learning activities undertaken

3.1. PROCESS OVERVIEW

Stage	Description	Responsibility
1. Application for Restoration	Submission of restoration application and supporting documentation (e.g., evidence of previous registration, reasons for lapse).	Applicant
2. Initial Eligibility Review	Administrative review to confirm eligibility and identify any regulatory or disciplinary considerations.	Registrar
3. Assessment of Prior Learning (APL)	Evaluation of prior qualifications, CPD, and work experience to identify areas of competence and any gaps relative to current standards.	Registration Council / Education Department
4. Learning Needs Analysis & Learning Plan Development	Based on APL outcomes, a tailored learning plan is developed outlining required learning activities, timeframes, and assessment methods.	Applicant (in consultation with the Registration Council)
5. Implementation of Learning Plan	Completion of identified learning activities (e.g. supervised practice, coursework, CPD modules, reflective practice).	Applicant
6. Compilation of Learning Activity Report	Submission of a portfolio/report demonstrating learning outcomes, evidence of activities, and reflection on professional development.	Applicant
7. Review and Verification	Assessment of the submitted report and supporting evidence against current competency standards.	Registration Council

Stage	Description	Responsibility
8. Decision and Notification	Formal decision on restoration to the register communicated to applicant.	Registration Council

3.2. ASSESSMENT OF PRIOR LEARNING (APL)

The APL process involves:

- Review of educational qualifications and transcripts
- Evaluation of recent and relevant professional experience
- Evidence of CPD undertaken during lapse period
- Mapping of prior learning to current professional standards or competencies

Outcome: Identification of learning gaps and recommendations for re-entry preparation.

3.3. LEARNING PLAN

The **Learning Plan** should:

- Be tailored to individual needs identified through APL
- Outline specific learning objectives and required activities
- Include methods of learning (formal study, self-directed learning, supervised practice)
- Specify timeframes and monitoring arrangements
- Be approved by an appointed assessor or mentor

3.4. REPORT OF LEARNING ACTIVITY

The **Report of Learning Activity** (or RETURN TO PRACTICE PORTFOLIO) must include:

- Summary of activities undertaken in line with the learning plan
- Evidence of participation (certificates, supervisor statements, reflective logs)
- Reflective commentary demonstrating integration of learning with professional standards
- Assessment of readiness to practice

The report should be submitted in the prescribed format and within the defined timeframe.

3.5. REVIEW AND DECISION

- The Restoration Panel reviews the portfolio and supporting evidence.
- The panel may request further evidence or clarification.
- A recommendation is made to the Registrar for approval or refusal of restoration.
- The decision is communicated formally with reasons and feedback.

3.6. APPEALS

Applicants may appeal decisions following the Institute of Trichologists' appeals policy, typically on grounds of:

- Procedural error
- Unreasonable decision
- New relevant evidence

3.7. RECORDS AND QUALITY ASSURANCE

All restoration decisions, supporting documentation, and assessments are securely recorded. Periodic audits are conducted to ensure consistency and quality in restoration processes.

DISCLAIMER: While the IOT is actively seeking to gain **protected professional status** for the title “Trichologist” in the UK, registration with the Institute of Trichologists (IOT) is **not currently required by law** in order to use the title “Trichologist”. The IOT is committed to upholding the **highest professional and ethical standards** among its **registrants** and to maintaining a robust, accredited register of qualified Trichologists. Please note that the IOT **cannot regulate or take responsibility for individuals who are not registered** with the IOT.