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The Institute of Trichologists

REGISTRATION RENEWAL PROCESS

For Registrants of the Institute of Trichologists

DOCUMENTATION

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INTRODUCTION

The Institute of Trichologists holds and promotes a register or trichologists who have attained educational qualifications to practice as an IOT Trichologist. Registration to the Institute of Trichologists runs from the 1st July to 30th June of the following year each year. The registration renewal process runs from the start of June each year, with registrations being required to be renewed before the registration start date of 1st July. The renewal date deadline is the 30th June.

1. MAINTAINING REGISTRANT STATUS

Trichologists who wish to remain on the register for the upcoming registration year need to complete and submit our renewal form, and pay the annual fee to stay on the register. The renewal form is to confirm they are fit to practice, and informs us whether they have, for example, any disciplinary matters with other regulators, health issues or criminal convictions that we should be aware of.

Additionally, registrants must agree to the following declarations:

- I have read and understood, and agree to abide by the **Articles of Association**
- I have read and understood, and agree to abide by the **Code of Professional Practice and Ethics**
- I will provide the IOT within 7 days of any and all details if I receive a sanction from a professional body e.g. General Medical Council (GMC); or if I am subject of a regulatory investigation; if I am suspended, dismissed, refused membership or placed under a practice restriction following concerns about my professional conduct or competence by another organisation (including regulator, insurer, professional body, employer).
- I agree to inform the IOT within 7 days if have received a police charge, if I am charged with a criminal offence, convicted of a criminal offence, accepted a caution, reprimand, warning, Fixed Penalty Notice or Penalty Notice for Disorder, or a similar measure in the UK or abroad.

- I will declare to the IOT details of any physical or mental health condition that may impair my fitness to practise as a registered IOT Trichologist.

1.1 REGISTRATION RENEWAL PROCESS

1. On 1st June, all registrants will be contacted via the Institute of Trichologists Administration team, where they will be given any necessary information, and provided access to annual registration forms and fee payment on the registrant portal.
2. Registrants must complete the renewal form and make payment for their annual registration fees by 30th June.

1.2 FITNESS TO PRACTICE DISCLOSURES

Registrants will be asked to agree to the following disclosures:

Professional Conduct and Regulatory Disclosure

I agree to notify the Institute of Trichologists without unreasonable delay and no later than 7 days if:

- *I become subject to any investigation, sanction, suspension, restriction, dismissal, refusal of membership, or other regulatory or disciplinary action by any professional, regulatory, statutory, licensing, employing, indemnity, or accrediting body (including, but not limited to, the General Medical Council (GMC), insurers, employers, or professional associations); or*
- *concerns are raised regarding my professional conduct, competence, ethics, or fitness to practise.*

Criminal Matters Disclosure

I agree to notify the Institute of Trichologists without unreasonable delay and no later than 7 days if I:

- *am charged with a criminal offence;*
- *am convicted of a criminal offence;*
- *accept a caution, reprimand, warning, Fixed Penalty Notice, Penalty Notice for Disorder, or equivalent measure; or*
- *become subject to any similar criminal or regulatory measure in the UK or overseas.*

Health and Fitness to Practise

I agree to declare to the Institute of Trichologists any physical or mental health condition which may impair, compromise, or otherwise affect my fitness to practise safely and effectively as a registered IOT Trichologist.

1.3 REQUIRED SUPPORTING DOCUMENTS

The following supporting documents / information are required to be submitted as part of the renewal forms:

- Business Insurance Certificates, unless retired or not currently practicing Trichology
- Proof of Information Commissioner's Office registration (as required by UK law)

2. FAILURE TO RENEW REGISTRATION

Registrants of the Institute of Trichologists are required to renew their membership by the 30th June each year. If a registrant misses the deadline:

We will you with a final warning notice before the deadline of 30 June, which gives you a further 30 days (up until 30 July) to fill in the form and pay the fee. If renewal is not complete by the 31 July, your registration will lapse and you will no longer be registered with the Institute of Trichologists.

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.