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The Institute of Trichologists

ROUTES TO APPLYING TO BECOME A REGISTRANT

With the Institute of Trichologists

Registered in England as a Company Limited by Guarantee – No 208098
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DOCUMENTATION

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INTRODUCTION

The Institute of Trichologists (IOT) maintains a voluntary register of qualified Trichologists. Registration is not a legal requirement to practise and the title “Trichologist” is not statutorily protected, but it provides public assurance that registrants have met rigorous education, competence, and ethical standards.

OUR PROCESSES ARE DESIGNED TO:

- Protect the public by ensuring only competent, insured, and ethically accountable practitioners are listed.
- Promote fairness, equality, diversity, and inclusion.

- Meet the standards set by the Professional Standards Authority for Health and Social Care (PSA).

We currently offer several entry routes to registration, and each route requires evidence that the applicant meets education and training standards (equivalent to the IOT Level 5 Diploma in Clinical Trichology or higher).

ROUTES OF APPLICATION

ROUTE 1: IOT (NCFE) ACCREDITED EDUCATION PROGRAMME

- Completion of the IOT Level 5 Diploma in Clinical Trichology (2.5 years, NCFE-accredited) or the equivalent pre-2021 IOT qualification.
- Automatic eligibility for **Associate of the Institute of Trichologists (AIT)** status upon successful completion and application.
- After successful completion of the IOT Preceptorship Programme (AIT) then qualify to become **Registrant of the Institute of Trichologist (RIT)**

ROUTE 2: TRICHOLOGISTS WITH QUALIFICATIONS EXTERNAL TO THE IOT

- Holders of other Level 5+ qualifications in Clinical Trichology (or closely related fields) that we deem equivalent to the Level 5 Diploma in Clinical Trichology.
- Requires submission of full transcript, course syllabus, learning outcomes, clinical hours, and proof of experience, assessment details for equivalence review known as a verification board (see below).
- After successful completion of the IOT Preceptorship Programme then qualify to become **Registrant of the Institute of Trichologist (RIT)**

ROUTE 3: OVERSEAS / INTERNATIONAL QUALIFIED TRICHOLOGISTS

- Qualifications from outside the UK that demonstrate equivalent knowledge and skills in hair and scalp science, diagnosis, and clinical practice.
- Assessed case-by-case against our standards (may require additional bridging training, clinical observation, or competency assessment).
- Requires submission of full transcript, course syllabus, learning outcomes, clinical hours, and proof of experience, assessment details for equivalence review.
- International applicants may qualify for **Affiliate International Member (AIM)** status initially.

All routes lead to annual registration (renewal) fees and use of post-nominal letters where applicable. Registrants must maintain indemnity insurance, CPD, and full adherence to our Code of Professional Practice and Ethics.

HOW APPLICATIONS ARE RECEIVED

- All applications are submitted online only via the secure form on our website: https://trichologists.org.uk/registration-application/
- Applicants upload:

- CV
- Proof of qualification(s) and transcript/ course syllabus, learning outcomes, clinical hours, and proof of experience
- Contact details of your education provider and the relevant awarding body
- Good character and health declarations from an identified referee
- Current professional indemnity insurance certificate
- Evidence of CPD for the past 2 years
- Website address (if applicable)
- Business documents (Terms & Conditions of practice)

FITNESS TO PRACTICE DISCLOSURES

All applicants 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.

MEET THE ENGLISH LANGUAGE REQUIREMENT

If applying from a non-English-majority country, you'll need to prove your English proficiency. You can do this by:

- Providing a transcript showing patient interaction in English during training

  OR

- Taking an approved English language test such as IELTS or OET (commonly used route).

Confirmation of receipt is sent automatically within 2 working days, including a reference number.

ASSESSMENT

- **Stage 1:** Initial check for completeness and basic eligibility.
- **Stage 2:** All submitted documents are reviewed and verified and additional steps may include:
    - reference requests, a competency interview or test, clinical observation or a request for further information or evidence.

  The process is fair, consistent, and free from bias; reasonable adjustments are made for disability or other protected characteristics.
- **Stage 3:** All applications will be formally presented to a **Verification Board** which will be chaired by Director of Education & Clinical Studies and attended by Chair of Registration Council, along with Registrar & Communications Manager and a lay and external reviewer or internal verifier. They will be held twice yearly in May and October or more frequently if required.

DECISION MAKING CRITERIA

As a PSA-accredited organisation, our regulatory role is to set and uphold standards so that members of the public can confidently choose a registered Trichologist knowing they:

- Have been trained to a benchmark level that enables safe diagnosis and management of hair and scalp conditions.
- Carry appropriate insurance to protect patients financially.
- Follow a strict ethical code that prioritises patient safety, informed consent, and appropriate referral (e.g., to medical professionals when needed).
- Maintain skills through mandatory CPD and are subject to complaints and fitness-to-practise procedures.

ASSESSMENT CRITERIA:

1. **Education & Clinical Competence:** Qualification must demonstrate equivalence to the IOT Level 5 Diploma standard (scientific knowledge of hair/scalp anatomy, physiology, pathology; clinical diagnostic and advisory skills, knowledge and behaviors; minimum clinical hours). Equivalence is assessed against learning outcomes, course content, assessment criteria and not just title of modules.
2. **Professional Standards:** Current indemnity insurance and evidence of Continuing Professional Development (CPD).
3. **Ethical Fitness:** Adherence to the IOT to Articles of Association and Code of Professional Practice and Ethics; no unresolved fitness-to-practise concerns from other organisations.

OUTCOME

- Successful applicants receive a formal approval letter, register entry details, and invoice for the annual fee.
- Unsuccessful applicants receive a detailed written explanation and information on rationale for refusal.
- **Timeline:** Decisions will be made within 4 weeks of verification board.

APPEALS POLICY: REFUSAL OF ADMISSION TO THE REGISTER

1. Purpose

Applicants may appeal a decision to refuse admission to the Register. Appeals are handled fairly, transparently, and independently, with the primary objective of protecting the public by ensuring only suitably qualified, competent, and fit individuals are admitted.

2. Grounds for Appeal

Appeals must be based on one or more of the following:

- Where relevant evidence has not been considered or new evidence has become available
- The applicant thinks a decision was unreasonable or disproportionate

Appeals based solely on disagreement with the outcome will not usually be accepted.

3. Submitting an Appeal

Applicants must submit a written appeal within **28 days**, including:

- Grounds for appeal
- Supporting evidence
- Desired outcome

Late appeals may be accepted in exceptional circumstances.

4. Initial Review

The Registration Council will:

- Acknowledge receipt within 5 working days
- Review the appeal against the identified grounds
- Notify the applicant if criteria are not met

5. Appeal Panel and Process

An independent panel will be appointed, comprising qualified individuals with no conflicts of interest. They will review all relevant documentation, consider the appeal grounds and any new evidence submitted. They may also request any further information deemed necessary.

6. Outcomes

The panel only considers two outcome options:

1.Uphold the original decision

- 2.Overturn the decision and grant admission

Decisions are based on professional standards, including competence, ethics, and safe practice, and must uphold public confidence and protection.

The panel's decision is final within internal processes.

Applicants will receive written notification within 10 working days of the Appeals panel's decision, and all records are managed in line with data protection requirements.

METHODS OF DISSEMINATION OF INFORMATION

We are committed to making our processes accessible and keeping registrants and the public fully informed.

- **IOT Website:** Downloadable PDFs of all policies.
- **CPD Events & Webinars:** Annual sessions explaining routes, equivalence assessment, and standards (free for applicants).
- **Social Media & Public Outreach:** Regular posts on Facebook, LinkedIn, and Instagram directing people to this page; patient-facing information.

All guidance is written in plain English, reviewed for accessibility, and available in alternative formats on request.