

World Trichology Academy

Academic Catalog

2023-2024

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About Us

Mission Statement: The World Trichology Academy (WTA) is an educational institution dedicated to raising the educational standards of trichology through programs and continuing education opportunities, leading to improved hair health worldwide.

Together, with the World Trichology Society (WTS), the organization is committed to help the hair care industry to broaden their employee education in the trichology field to improve productivity and increase client satisfaction.

To this end, the WTA presently offers one vocational Certified Trichologist program, which is licensed by the Florida Commission for Independent Education. The program is available entirely online, though in person Clinical Training is available to interested individuals.

The WTA, in conjunction with the WTS also offers post-Certification continuing education opportunities including:

- Trichology Certification for Medical Professionals,
- Fundamentals in Trichology,
- Additional classes and webinars,
- Society membership features including monthly newsletters,
- alumni and employer networking opportunities, and
- seminar and conference events.

Information regarding continuing education opportunities are available online and in its Continuing Education Catalog.

Additionally, the WTS is presently working with companies in the hair and hair-loss industry to achieve improved employee education and personnel development.

Licensure and Location Information

The World Trichology Academy (WTA) is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

For WTA’s status and the availability of the Certified Trichologist program in other states, please refer to the [Admissions Information, Program Availability](#) information below.

All educational activities are conducted online. No specialized location-based equipment is needed to support students’ online educational activities.

WTA’s administrative facility is located in Jacksonville, Florida. This shared-use facility is available as needed for on-site activities. Features include a lobby, reception area, boardroom, meeting room, bathrooms and over 50 offices of various sizes that can be rented as needed.

Ownership Information

World Trichology Academy is a Florida Corporation wholly owned by Dr. David Kingsley. The institution’s official corporate name is World Trichology Society, Inc.

Administrators

Dr. David Kingsley, President

Faculty

Dr. David Kingsley, Senior Professor

Doctor of Philosophy, University of Portsmouth School of Pharmacy and Biomedical Sciences, Portsmouth, United Kingdom

Bachelor of Arts in Psychology, City University of New York, New York

Professional Certification in Trichology, Institute of Trichologists, London, United Kingdom

Academic Calendar

World Trichology Academy’s vocational Certified Trichologist program is offered online at students’ own pace. It does not have a traditional academic calendar. Students are welcome to apply any time. Students are also welcome to submit coursework at any time, provided that they maintain Satisfactory Academic Progress.

Holidays Observed

The World Trichology Academy offices are closed for the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Christmas Day

Inquiries

Please feel free to submit any questions about the World Trichology Academy or the Certified Trichologist program via email to education@worldtrichologyacademy.org or telephone at 718-974-4242.

Admissions Information

Students interested in enrolling in the vocational Certified Trichologist program must complete the following admission requirements:

1. Complete and submit an application form
2. Confirmation of high school completion or equivalent through submission of one of the following:
 - a. High school diploma.
 - b. General Equivalency Diploma.
 - c. High school transcripts.
 - d. For homeschool students: A signed and notarized affidavit by the student's parent or legal guardian attesting that the student has completed a home education program.
 - e. International equivalent to any of the above.

Application materials should be mailed to the address below or emailed to education@worldtrichologyacademy.org:
12724 Gran Bay Parkway West, Suite 410
Jacksonville, FL 32258, USA

Applications can be submitted any time and are reviewed and accepted on a rolling basis. Applications are reviewed based on completeness and accuracy. Applicants will receive a response within seven business days whether they are accepted, as well as a signed copy of the Application Agreement. Students must make their first tuition payment before enrollment can begin.

Language Requirements

The vocational Certified Trichologist program is available in English. Students are required to affirm during the application process that they are proficient in English.

Note for United-States based students: Completing a course or program in a language other than English may reduce employability where English is required.

Technology Requirements

Students need consistent access to a computer with a reliable internet connection as well as a personal email account.

Transfer Credit

World Trichology Academy (WTA) does not grant transfer credit for previously

completed higher education credit, for prior learning credit by examination, or for experiential learning by portfolio or otherwise. Transferability of credit from WTA to another institution is always at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution.

Program Availability

The World Trichology Academy Certified Trichologist program is available to prospective students in the following states and territories and in all countries outside the United States:

- | | | |
|------------------|---------------------|---------------------|
| Alaska (AK) | Maine (ME) | Puerto Rico (PR) |
| Arizona (AZ) | Massachusetts (MA) | South Carolina (SC) |
| Connecticut (CT) | Minnesota (MN) | South Dakota (SD) |
| Delaware (DE) | Missouri (MO) | Tennessee (TN) |
| Florida (FL) | Montana (MT) | Vermont (VT) |
| Hawaii (HI) | New Hampshire (NH) | Washington (WA) |
| Idaho (ID) | New Jersey (NJ) | West Virginia (WV) |
| Indiana (IN) | North Carolina (NC) | Wyoming (WY) |
| Kansas (KS) | Ohio (OH) | |
| Louisiana (LA) | | |

Individuals who reside in other states or Washington D.C. who are interested in Trichology training should refer to the [World Trichology Society](#)'s continuing education opportunities.

Certified Trichologist

The Certified Trichologist program is a comprehensive 580 clock hour vocational trichology training program, including 540 clock hours of coursework and 40 hours of clinical training. This training program is for individuals seeking to become certified trichologists. Graduates are given the tools and background necessary to assist clients with hair loss and scalp problems through assessment and treatments. Potential employment opportunities as a certified trichologist include establishing their own or joining an existing trichology practice; providing trichology services at a cosmetologist/hairdressing salon, health spa, dermatologist office, or hair restoration surgeon practice; research positions in studying hair loss causes and treatments; and positions related to cosmetic hair product and supplement development.

Why You Should Take This Program

- In-depth program for individuals who wish to become certified trichologists, and so become highly regarded by your peers.
- Program gives you the tools to practice trichology and set up your own trichology center and also to give you the edge in promoting your new venture.
- The ability to help your clients with hair loss and scalp problems.
- Certified trichologists are able to use the prestigious 'WTS' suffix after their name (with active membership to the World Trichology Society, available after program completion).
- Links to other hair loss and scalp specialists from around the world.
- Your name and contact information added to our 'find a trichologist' website.

Program Objectives

After completing this program, you should be able to:

- Determine the phases of the hair cycle through examining the hair root.
- Recognize the clinical differences between different hair loss conditions.
- Recognize the potential causes of different types of hair loss conditions.
- Apply the science of trichology to therapeutically help a client with

different hair loss conditions.

- Recognize the clinical differences between different hair fiber problems.
- Recognize the causes and treatments of different hair fiber problems.
- Determine the physiology of the scalp and examine the different biological systems that affect the scalp.
- Recognize the clinical differences between different scalp conditions.
- Recognize the potential causes of different types of scalp conditions.
- Examine the role of a trichologist in therapeutically helping a client with different scalp conditions.
- Appraise the different topical preparations used by trichologists in helping people with hair loss, hair fiber, and scalp problems.
- Examine the role of a trichologist in psychologically helping a client with different hair loss conditions.
- Identify the inter-relationship between some hair loss and scalp conditions.
- Apply the theoretical/distance learning part of the program in a clinical setting.
- Perform a competent trichological consultation using knowledge and experience gleaned from the whole WTA Certified Trichologist program.
- Work with a network of physicians and other health care professionals to refer your clients to for blood tests, medical assessment, nutritional advice, etc.

Program Structure

Academic (Distance-Learning)

The coursework portion of the program is comprised of seven courses, which cover 28 chapters of text materials. These are completed online. Chapters are provided to the students as they are paid for (see Tuition and Fees section below). Each chapter contains homework assignments, which are given to help improve your knowledge of the material. They do NOT need to be sent in for grading.

Tests are also included at the end of each chapter. These DO need to be sent in for grading. When ready, complete the test and send it to WTA via email. You will receive an email reply with your final grade (pass/fail – 75% or better is a pass) together with any comments from the professor. If needed, tests can be retaken as many times as needed.

The coursework portion of the program should take between six and 28 months, depending on the amount of time you are able to devote to study. You are required to complete at least one Chapter per month.

Clinical Training

Five-day (40-hour) clinical training seminars are provided four times per year in either virtual or in-person format. This training needs to be completed within 3 months of finishing the academic part of the program. Students may select the virtual or in-person format at their discretion. If a student chooses to attend in-person Clinical Training, they are responsible for all costs associated with travel and lodging. The Final Examination is taken at the completion of Clinical Training (see the Program Outline below for additional information).

Graduation Requirements

To graduate from the Certified Trichologist program and earn a Diploma, students must complete the following:

- Complete each chapter and course, as evidenced by earning at least 75% on each examination
- Attend Clinical Training and earn at least 75% on the final examination
- Pay all outstanding financial obligations

Upon successful completion, students will earn a Diploma from the World Trichology Academy demonstrating completion of the program. Following program completion, students will be awarded a Certificate of Trichology Certification from the World Trichology Society, Inc.

Although the science of trichology is presently unregulated and so certification is not legally required to practice trichology in any state, it is the opinion of the World Trichology Academy that Certification is necessary for someone to effectively perform a trichology consultation, including asking the correct questions, competently analyzing a client's condition, and capably suggesting the correct treatments.

Program Outline

All courses and related assessments are completed online. See Clinical Training below for additional information about in-person and virtual clinical training opportunities.

Course Numbering: Courses are coded "CT" for Certified Trichologist and numbered in the order they are taken.

CT101: Introduction (10 clock hours)

Chapter 1–Introduction to Trichology

Pre-Requisite Program Courses

CT102: Introduction to the Trichological Sciences (100 clock hours)

Chapter 2–Introduction to Human Biology: Cells and Tissues

Chapter 3–Introduction to Human Biology: Organ Systems

Chapter 4–Introduction to Chemistry

Chapter 5–Introduction to Physics

Chapter 6–Introduction to Genetics

This course is designed to give you a basic knowledge of the science terms important for the trichologist. As the program proceeds, this information will help you understand some of the trichological concepts. You do not need to learn all the terms, just be familiar with them.

CT103: Trichological Anatomy & Physiology (60 clock hours)

Chapter 7–Anatomy & Physiology of the Hair

Chapter 8–Anatomy & Physiology of the Skin

Chapter 9–Anatomy & Physiology of the Scalp

This course will teach you about the skin/scalp/hair in more detail. You do not need to learn all the terms, just be familiar with the concepts.

Core Program Courses

CT201: Trichological Lifestyle & General Health Influences (60 clock hours)

Chapter 10–Lifestyle & General Health Influences On The Hair And Scalp:
Nutrition

Chapter 11–Lifestyle & General Health Influences On The Hair And Scalp:
General Health, Medications, And Stress

Chapter 12–Lifestyle & General Health Influences On The Hair And Scalp:
Hormones

This course will teach you about how general health, environmental and lifestyle factors can affect the hair and scalp.

CT202: Trichological Hair-Loss & Hair Fiber Problems (180 clock hours)

Chapter 13–More Common Hair Loss Problems: Male Genetic Hair Loss
Chapter 14–More Common Hair Loss Problems: Female Genetic Hair Loss
Chapter 15–More Common Hair Loss Problems: The Effluviums
Chapter 16–More Common Hair Loss Problems: Alopecia Areata
Chapter 17–Less Common Hair Loss Problems: Cicatricial (Scarring) Alopecia
Chapter 18–Less Common Hair Loss Problems: Trichotillomania
Chapter 19–Hair Fiber Problems: Acquired (Hairdressing Issues)
Chapter 20–Hair Fiber Problems: Genetic And Congenital
Chapter 21–Other Hair Growth Disorders

This course discusses the identification, causes and treatment choices for the hair loss problems and hair fiber issues you will see as a Certified Trichologist.

CT203: Trichological Scalp Disorders (80 clock hours)

Chapter 22–More Common Scalp Disorders: Non-Inflammatory Scalp Problems
Chapter 23–More Common Scalp Disorders: Inflammatory Scalp Problems
Chapter 24– Less Common Scalp Disorders: Contagious Scalp Problems
Chapter 25– Less Common Scalp Disorders: Non-Contagious Scalp Problems

This course discusses the identification, causes and treatment choices for the scalp problems that you will see as a Certified Trichologist.

CT204: Being a Certified Trichologist (50 clock hours)

Chapter 26–Getting Started As A Certified Trichologist: The Consultation
Chapter 27–Getting Started As A Certified Trichologist: Treatments And Client Follow-Ups
Chapter 28–Getting Started As A Certified Trichologist: Setting Up A Trichology Center

This course discusses how to use all your knowledge from the previous Chapters in a clinical setting.

CT205: Clinical Training (40 clock hours)

Students participate in a five-day clinical training seminar as a culminating activity for the program. This seminar helps bring the whole curriculum together so that you practice the skills and information learned in the academic part of the program, in order to prepare for success as a Certified Trichologist. You will

learn how to perform a trichological consultation and identify, treat, and advise clients/patients in helping improve their hair/scalp problems. The clinical training takes place four times yearly (once in-person and three-times virtually). Clinical training session options are available on the WTS private Facebook Page which you can join on course registration: (<https://www.facebook.com/groups/WorldTrichologySocietyConnect>).

In-person clinical training includes all-day sessions, during which students review a provided manual and complete a provided workbook. After each of the first four days, students are required to write a two-page report on the information covered that day, for submission the next morning. The daily clinical practice schedule is:

- Day One: Introduction to the Clinical Practice materials, review of basic concepts from the Certified Trichologist program, and an introduction to consultation procedures.
- Day Two: Review of the cosmetic importance of hair, hair and scalp treatment procedures, trichology consultation procedures including microscope and blood testing, and discussion of clinic setup and administration.
- Day Three: Observe live-patient assessments conducted by the instructor, review of skin physiology and skin diseases, and consultations procedures related to scalp conditions.
- Day Four: Observe live-patient assessments conducted by the instructor, conduct live-patient assessments under the supervision of the instructor, discuss the psychology of hair loss, hair nutrition, and clinical practice sales and marketing.
- Day Five: Students conduct live-patient assessments under the supervision of the instructor in the morning. In the afternoon, students complete their final examination (described below), including conducting a graded live-patient assessment.

Virtual clinical training includes all-day video sessions that are attended live, during which students review a provided manual and complete a provided workbook. After each of the first four days, students are required to write a two-page report on the information covered that day, for submission the next morning. Students are required to attend the entirety of each all-day video session, and participate in discussions throughout the day. Instead of live observation of trichological consultations during days three, four, and five, client photos are

reviewed and discussed including the consultation procedures to be observed in each case. Final written and oral examinations are conducted live during the afternoon of day five. Students are then required to conduct a trichological consultation with a friend or family member, which they record using a phone or computer and submit for grading no later than seven days following the final day of the clinical practice sessions.

Final Examination

PART I - WRITTEN:

(40% of total grade)

A) Multiple Choice

B) 3 essay questions:

- one will be on the endocrine system and its effect on hair loss.
- one will be on common scalp disorders and how you would differentiate them from each other and discuss available treatments, etc.
- one will be on common hair loss conditions and how you would differentiate them from each other and discuss available treatments, etc.

PART II – VIVA VOCE (ORAL):

(40% of total grade)

- you will be shown photos of hair loss and/or scalp issues and be asked questions about them (probable assessment/causes/treatments, etc.).

PART III – STUDENT TRICHOLOGICAL CONSULTATION:

(20% of total grade)

- In-person clinical training participants conduct a trichological consultation, which is proctored live by the instructor.
- Virtual clinical training participants conduct a trichological consultation with a friend or family member, which they record using a phone or computer and submit for grading.

Students are required to earn at least 75% of the available points to pass the final examination.

Tuition and Payment Information

Certified Trichologist	
Program Component	Cost
<i>Tuition</i>	\$5,500
Didactic Training (28 chapters x \$150)	\$4,200
CT205: Clinical Training and Final Examinations	\$1,300
<i>Program Total</i>	<i>\$5,500</i>

Students are not charged any additional fees. There are no textbook requirements for this program. A list of optional supplementary study materials will be provided however, their purchase is not required for the program. Approximate cost for optional textbooks is \$100. Certified Trichologist students who attend clinical training in person assume the entire cost of their travel, hotel, food, and other travel incidentals.

Payment Terms

Students can pay for the program in chapter installments, or they can pay in full. Students who pay by chapter are required to pay for each chapter in \$150 installments. They are also required to pay a \$500 deposit for Clinical Training at least one month prior to the scheduled Clinical Training start date (non-refundable). Students are required to pay the full amount remaining due for Clinical Training at least 14 days prior to scheduled start date. Students who pay for the entire World Trichology Academy program during initial enrollment receive a two year membership to the World Trichology Society after graduation (worth \$420.00).

Payment is made through PayPal, our secure online service. To make payments, please go to: <https://worldtrichologyacademy.org/shop/page/2/>

Withdrawal Policy

Students must notify the institution in writing via email (info@worldtrichologyacademy.org) if they intend to withdraw from the program. They may withdraw at any time.

Students who cancel their enrollment within three days of signing their enrollment agreement are entitled to a full refund of all monies paid. Students who withdraw after they have begun their enrollment are subject to the refund policy below, based on their date of withdrawal.

The date of withdrawal is the date that the student notifies the institution of their intent to withdraw, the date they are dismissed, or the date the instructor observes that the student is no longer participating in the course.

Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made by electronic mail, telephone, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid.
4. Cancellation after attendance has begun, but prior to at least 40% completion of the program, will result in a Pro Rata refund computed on the number of clock hours completed to the total program clock hours.
5. Cancellation after completing at least 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of attendance* by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

*Last day of attendance or termination (date of withdrawal) is the date that the student notifies the institution of their intent to withdraw or the date the instructor observes that the student is no longer participating in the course.

Study Habits

One of the most exciting aspects of a home study experience is the opportunity it provides for you to learn the very valuable lesson of self-discipline, an attribute that will benefit you in every area of your life. Students doing a home study

program are presented with a very unique situation. There are no classes to attend at a specified time, no tests to cram for on short notice, no travel to and from school. Instead, you are offered the very pleasant prospect of creating the environment and atmosphere of the “school” in surroundings of your choice.

Along with freedom afforded students in home study comes the responsibility of self-motivation. Your studies must be approached in an organized manner with a timely goal in mind. It is necessary that you set aside specific times each week for your studies. We recommend that you view this as seriously as you would a business or social appointment.

Schedule your class and set aside a specific time on a regular basis and most importantly stick to it! Treat this as you would any other very important engagement. Let your friends and family know that you attend school at those times and, if necessary, leave your residence, go to the library to study, or anywhere that works for you. The advantage of the home study program, even though you must plan your time carefully, is that you can make an appointment with your lessons at your convenience. Although the amount of time it takes to complete the program will vary with each individual, we have found that the program is completed more quickly by those students who devote 8 to 10 hours a week to their studies. It is important to remember that you must organize your time in this manner if you are to be successful as a home study student.

It is also very important to choose a study time when you will feel fresh and alert. You are the best judge of this since each person has a different inner clock. For some it may be early morning, for others perhaps late evening when the family has gone to bed and the house is quiet.

Before you sit down to study make sure you have all the materials you will need, including pen, paper, computer, and possibly internet access. Read the Chapters carefully and answer the 'Homework' questions as this will help keep your study sessions properly focused. One extremely important requirement to be a successful home study student is never procrastinate! If you continually postpone your studies until another day, that other day may never come.

As you study, remember that self-motivation is a most powerful asset. Work on developing it. You may have been out of school for quite some time, and as a result, it may take a period of adjustment to renew the techniques of effective studying.

On a weekly basis, review goals and renew your motivation for taking this program. Remind yourself of the anticipated benefits and the feeling of pride you will have upon completion.

A most compelling reason for completing this program is the very important and personal benefit of acquiring the vital knowledge necessary toward achieving a career in trichology for you and your family. The increased credibility to share your knowledge with others is very rewarding.

Keep this aspect of your education in the forefront of your thoughts.

Academic Policies

Clock Hour Policy

World Trichology Academy's Certified Trichologist program is measured in clock hours. A clock hour is defined as a 60-minute span of time, with an up to 10-minute study break. All clock hours of instruction represent the length of the full program, which includes reading, assignment, and clinical participation time.

Grading Policy

All assessments, including end-of-lesson examinations and the final examination are graded on a pass/fail basis. Students who earn at least 75% of the available points on an examination earn a passing grade.

The Certified Trichologist program also includes various lesson assignments, which are provided as self-assessments and are not graded.

Satisfactory Academic Progress

Students are expected to maintain Satisfactory Academic Progress throughout their enrollment with WTA, according to the following criteria:

1. **Qualitative Measure:** Students must earn at least 75% of the available points on all examinations to earn a passing grade and are required to pass each chapter examination before proceeding to the next chapter. Therefore, students automatically maintain an average score of at least 75% throughout their program. A cumulative percentage score is not maintained.
2. **Quantitative Measure:** Students must complete at least one chapter per month.

Examination Retake Policy

Chapter/Section Examination

End of chapter or section tests can be retaken as many times as needed in order to earn a passing grading. The professor will provide feedback on the questions missed. The student may be provided a different test covering the same material. The student may take up to 7 days to complete any necessary retakes.

Final Examination

If the final examination needs to be retaken, a mutually convenient time for the student and professor will be determined to retake the final exam virtually (even if the student originally took the final exam in-person). This will be scheduled within 28 days of the original examination. If a second exam retake is needed,

this will be also done virtually within 28 days of the first retake. The final exam can be retaken up to two times.

Leave of Absence Policy

A student may request a leave of absence for up to six months. Leave of Absence requests must be in writing via email to info@worldtrichologyacademy.org. A student may ask for a leave of absence at any time. If a student fails to return from a leave of absence by the planned return date, the student will be required to pay a \$50.00 re-registration fee if he/she wishes to continue. The student will be able to restart the program at the point where he/she left off.

Academic Warning

If no communication has been received from the student after 45 days from the original chapter enrollment, the student will be warned via email that he/she needs to send in the required homework.

Academic Probation

If no communication has been received from the student after 45 days from Academic Warning (three months after original chapter enrollment), the student will be warned via email that his/her registration will be suspended within 60 days.

Academic Dismissal

If no communication has been received from the student after 60 days from Academic Probation (five months after original chapter enrollment), the student will be dismissed from the program. They will be informed of this via email and the re-enrollment policy will be disclosed to them at that time.

Re-Enrollment Policy

Although academic dismissal is typically permanent, the student may reapply. Students will be held to the admission standards in place at that time and the student will be required to provide in writing an explanation of why the student discontinued their enrollment and how their circumstances have changed to allow them to succeed in their program at that point. The student will also be charged a \$50.00 Re-registration Fee. If the student is re-enrolled, they will be admitted at the point in the program that they stopped.

Code of Conduct

Anti-Harassment and Discrimination

The World Trichology Academy is committed to providing an environment free

from any form of harassment or discrimination. Such conduct by or towards any WTA employee or student will not be tolerated. Any student who violates this policy will be subject to disciplinary action, up to and including termination from WTA.

Standards of Conduct.

The World Trichology Academy must have certain standards of conduct to guide the behavior of students. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Academy's right to impose discipline for any other conduct it deems inappropriate):

- a. Dishonesty;
- b. Falsification of student records;
- c. Unauthorized use of property that belongs to the WTA;
- d. Engaging in threats of violence, use of vulgar or abusive language;
- e. Inability to maintain a respectful relationship with students and WTA staff
- f. Insubordination, failure to perform assigned classwork;
- g. Unauthorized and/or excessive absenteeism or tardiness;
- h. Sexual or other illegal harassment or discrimination;
- i. Unauthorized use or disclosure of the Academy's confidential and copywritten information.

Clinical Training Attendance and Dress Code

Punctuality and regular attendance are essential to the successful completion of the WTA program. If a student is unable to report to clinical training for any reason, the student must notify his or her professor before his or her starting time. If a student desires to leave the training for any reason during the workday, the student must obtain the approval of his or her professor prior to leaving. Excessive absenteeism or tardiness may subject the student to disciplinary action, up to and including termination from the program.

White Lab Coat and business casual attire is required for students who attend an in-person clinical training session. No Jeans or sneakers are permitted.

Complaint Policy

World Trichology Academy (WTA) students may submit a complaint to the WTA President if they have any administrative or academic concerns or wish to appeal a WTA disciplinary or policy action. Complaints must be submitted in writing via email or mail and must include a complete description of the circumstances of the issue, the specific policy or expectation that the student feels

was misapplied, and the student's requested solution. WTA will respond to complaints with 10 business days of receipt. All complaints received will be given full consideration and it is WTA's intent to provide an amenable explanation or solution that maintains the student's good will and is consistent with stated policies.

Complaint Procedure for Code of Conduct

To the extent that a student is not satisfied with the World Trichology Academy's handling of a harassment or discrimination complaint, he or she may also contact the appropriate Florida State agency for legal relief.

Complaint Procedure for Grade Appeal

If a student is not satisfied with his/her grade, he/she may appeal to his/her professor in writing as to why he/she is not satisfied. If the student is still not satisfied, he/she may request a meeting with his/her professor plus another WTA professor to mediate. The mediation result will be final.

Student Services

If you are having difficulties with some of the coursework, please email us at info@worldtrichologyacademy.org to set up a one-on-one virtual tutorial with one of our professors. This will be set up at a mutually agreeable time and may last up to an hour per session. There is no limit to the number of tutorials available.

The WTA also offers virtual group tutorials every month for its Certified Trichologist program. Students who request one-on-one tutorials must also attend the relevant group tutorials. The dates for the tutorials will be posted on the WTS private Facebook Page which you can join on course registration: (<https://www.facebook.com/groups/WorldTrichologySocietyConnect>).

Placement Services

World Trichology Academy provides placement services to Florida residents. While placement is not guaranteed, students will be provided assistance by WTA staff to seek local opportunities for local employment and to discuss how to incorporate trichology services into their existing related employment. Students are also provided assistance through the Academy's alumni services and networking opportunities (in partnership with the World Trichology Society), which includes listing on the WTS 'find a Trichologist' website, Membership to the WTS-Connect page, a closed discussion forum with other certified trichologists and students where potential employment enhancement can be

sought.

Alumni Services and Networking Opportunities

Upon program completion with the World Trichology Academy, graduates will be certified and admitted to the World Trichology Society, which offers many benefits for WTA alumni who subsequently become members of the Society. Here is the present list with new opportunities being added frequently:

- Use the prestigious suffix 'WTS' or 'FWTS' in your title.
- Use the prestigious 'WTS' logo on your website and/or business cards.
- Free access to weekly educational webinars hosted by our team of professors.
- Receive regular newsletters with the latest trichological and general health information.
- Membership to the WTS-Connect page, a closed discussion forum with other certified trichologists and students.
- Be included in our members lists.
- Receive discounts to the WTS conferences.
- Receive discounts from our partners for trichology-specific products.
- Receive an annual World Trichology Society membership certificate (on payment of annual dues).
- Belong to a Society of Trichologists dedicated to improving the education and standards of trichologists worldwide.
- The ability to connect with other trichologists or trichological professionals who work together to unify and strengthen the specialty of trichology.
- The opportunity to enhance your career through continued educational and professional development.
- The opportunity to promote the Society and its members as the go-to organization for helping potential patients/clients and for up-to-date information.