



World Trichology Society

Academic Catalog

**Edition 4
2023 - 2024**

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About Us

Mission Statement: The World Trichology Society (WTS) is an organization dedicated to raising the educational standards of trichology through continuing education opportunities, certification, and society membership benefits leading to improved hair health worldwide.

The organization is also 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 World Trichology Society offers continuing education opportunities to interested individuals throughout the United States of America and internationally, including:

- Trichology Certification for Medical Professionals course,
- Trichology Certification course (only available in certain states, see Admissions Information section below),
- Fundamentals in Trichology course,
- Additional classes and webinars,
- Society membership features including monthly newsletters,
- alumni and employer networking opportunities, and
- seminar and conference events.

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

Location Information

The World Trichology Society (WTS) is based in Florida:
12724 Gran Bay Parkway West, Suite 410
Jacksonville, FL 32258, USA

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

Ownership Information

World Trichology Society is a Florida Corporation wholly owned by Dr. David Kingsley.

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 Society's continuing education courses are offered online at students' own pace. WTS 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 Society 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 Society or the Trichology Certification course via email to education@worldtrichologysociety.org or telephone at 718-698-4700.

Admissions Information

Students interested in enrolling in the *Trichology Certification for Medical Professionals course* must complete the following admission requirements:

1. Complete and submit an application form
2. Submission of documented evidence of:
 - a. A Medical License, Doctoral Degree, Master's Degree, or equivalent evidence of medical education and licensure, or
 - b. Other health care professionals must submit copies of university issued post-graduate certificates.

Students interested in enrolling in the *Trichology Certification course* and *Fundamentals in Trichology* course must complete the following admission requirements:

1. Complete and submit an application form
2. Confirmation of high school completion or equivalent:
 - a. High School graduates must either self-certify their high school completion*, or have their high school send an official transcript or diploma directly to the World Trichology Society.
 - b. Home schooled individuals must either self-certify their high school completion*, or provide evidence of home school high completion in accordance with their state's home school documentation regulatory requirements.
 - c. Alternately, a General Education Development (GED) score report can be provided directly from the testing service to the World Trichology Society.

*See Application Agreement for self-certification instructions.

Submission Instructions

Application materials should be mailed to the address below or emailed to education@worldtrichologysociety.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 Trichology Certification course is available in English and Spanish. Students are required to affirm during the application process that they are proficient in their chosen language of instruction. The Fundamentals in Trichology course and the Trichology Certification for Medical Professionals course are only available in English.

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 Society (WTS) continuing education courses are not credit bearing and therefore are not transferrable to other institutions.

Course Availability

The Trichology Certification course is **only available** to prospective students in the following states and territories in the United States:

Alabama (AL)		
Alaska (AK)	Kentucky (KY)	North Dakota (ND)
Arkansas (AR)	Maryland (MD)	Oklahoma (OK)
California (CA)	Michigan (MI)	Oregon (OR)
Colorado (CO)	Mississippi (MS)	Rhode Island (RI)
District of Columbia (DC)	Nebraska (NE)	Texas (TX)
Georgia (GA)	Nevada (NV)	Utah (UT)
Illinois (IL)	New Mexico (NM)	Virginia (VA)
Iowa (IA)	New York (NY)	Wisconsin (WI)

Individuals who reside in other states or in other countries who are interested in Trichology training should refer to the World Trichology Academy's education opportunities (<https://worldtrichologyacademy.org>).

Trichology Certification for Medical Professionals Course

The Trichology Certification for Medical Professionals course is a comprehensive 580 clock hour trichology continuing education training course, including 540 clock hours of coursework and 40 hours of clinical training.

Why You Should Take This Course

- In-depth course for medical professionals who wish to become certified trichologists, and so become highly regarded by your peers.
- Course 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 patients 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).
- Continuous post-graduate educational and personal development.
- Links to other hair loss and scalp specialists from around the world.
- Your name and contact information added to our 'find a trichologist' website.

Course Objectives

After completing this course, 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 course in a clinical setting.
- Perform a competent trichological consultation using knowledge and experience gleaned from the whole WTS trichology certification course.
- Work with a network of physicians and other health care professionals to refer your clients to for blood tests, medical assessment, nutritional advice, etc.

Course Structure

Academic (Distance-Learning)

The coursework portion of the course is comprised of two segments, containing three sections each (six sections total), completed online. Access to each section is provided once the previous section is completed.

Tests are included at the end of each section, which are to be sent in for grading. When ready, complete the test and send it to WTS 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 of the course should take between 6 and 12 months depending on the amount of time you are able to devote to study. You are required to complete at least one Section every sixty days.

Clinical Training

Five-day (40-hour) clinical training seminar 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 course. Students may select 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 below).

Graduation Requirements

To graduate from the Trichology Certification for Medical Professionals course and earn a Certificate of Trichology Certification, students must complete the following:

- Complete each section and earn at least 75% on each examination
- Attend Clinical Training and earn at least 75% on the final examination
- Pay all outstanding financial obligations

Successful graduates from the Trichology Certification for Medical Professionals course will graduate with a Certificate of Trichology Certification from the World Trichology Society.

Course Outline (Trichology Certification for Medical Professionals Course)

Segment A

Introductory Course Chapters

Section 1: Introduction & Registration

The role of the trichologist.

Section 2: Trichological Anatomy & Physiology

Part I–Anatomy & Physiology of the Hair

Part II–Anatomy & Physiology of the Skin

Part III–Anatomy & Physiology of the Scalp

NOTE: This section will teach you about the scalp/hair in more detail.

Section 3: Trichological Lifestyle & General Health Influences

Part I–Lifestyle & General Health Influences On The Hair And Scalp: **Nutrition**

Part II–Lifestyle & General Health Influences On The Hair And Scalp: **General Health and Medications**

Part III–Lifestyle & General Health Influences On The Hair And Scalp: **Stress**

Part IV–Lifestyle & General Health Influences On The Hair And Scalp:

Hormones

NOTE: This section will teach you about how general health, environmental and

lifestyle factors can affect the hair and scalp.

Segment B

Core Course Chapters

Section 4: Genetic Hair Loss for the Trichologist

Part I-Introduction to Genetic Hair Loss

Part II-Male Pattern Alopecia

Part III-Female Pattern Hair Loss

Section 5: Other Trichological Hair Loss, Hair Fiber & Hair Growth

Disorders

Part I–The Effluviums

Part II–Alopecia Areata

Part III–Cicatricial (Scarring) Alopecia

Part IV–Trichotillomania

Part V–Hair Fiber Disorders

Part VI–Hair Growth Disorders

NOTE: These sections discuss the identification, causes and treatment choices for the hair loss problems and hair fiber issues you will see as a Certified Trichologist.

Section 6: Trichological Scalp Conditions

Part I–More Common Scalp Disorders

Part II–Less Common Scalp Disorders

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

Clinical Training

This training helps bring the whole curriculum together so that you become an expert at using what you have learned in the academic part of the course in your trichology practice. 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 (either in person or virtually). Clinical training session options are available on the Information section of the Education Portal at www.worldtrichologysociety.org/education/my-account.

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)

- you need to video a trichological consultation (using a phone or computer) with a friend or family member,

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

Trichology Certification Course

The Trichology Certification course is a comprehensive 580 clock hour continuing education training course, including 540 clock hours of coursework and 40 hours of clinical training. This continuing education course 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 Course

- In-depth professional development course for individuals who wish to become certified trichologists, and so become highly regarded by your peers.
- Course 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 course 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.

Course Objectives

After completing this course, 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 course in a clinical setting.
- Perform a competent trichological consultation using knowledge and experience gleaned from the course.
- Work with a network of physicians and other health care professionals to refer your clients to for blood tests, medical assessment, nutritional advice, etc.

Course Structure

Academic (Distance-Learning)

The coursework portion of this professional development course 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 WTS 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 professional development course 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 course. 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 Course Outline below for additional information).

Graduation Requirements

To graduate from the Trichology Certification course and earn a Certificate of Completion, 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

Successful graduates from the Trichology Certification course will graduate with a Certificate of Trichology Certification from the World Trichology Society.

Course Outline

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

A. Registration & Introduction

-Chapter 1–Introduction to Trichology (part of registration fee).

Pre-Requisite Course Chapters

B. Introduction to the Trichological Sciences

-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

NOTE: This section is designed to give you a basic knowledge of the science terms important for the trichologist. As the course 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.

C. Trichological Anatomy & Physiology

- Chapter 7–Anatomy & Physiology of the Hair
- Chapter 8–Anatomy & Physiology of the Skin
- Chapter 9–Anatomy & Physiology of the Scalp

NOTE: This section 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 Course Chapters

D. Trichological Lifestyle & General Health Influences

- 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

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

E. Trichological Hair-Loss & Hair Fiber Problems

- 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

NOTE: These Chapters discuss the identification, causes and treatment choices for the hair loss problems and hair fiber issues you will see as a Certified Trichologist.

F. Trichological Scalp Disorders

-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**

NOTE: These Chapters discuss the identification, causes and treatment choices for the scalp problems that you will see as a Certified Trichologist.

G. Being a Certified Trichologist

-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**

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

H. Clinical Training

This training helps bring the whole curriculum together so that you become an expert at using what you have learned in the academic part of the course in your trichology practice. You will learn how to perform a trichological consultation, identify, treat and advise clients/patients in helping improve their hair/scalp problems. The clinical training takes place virtually two-times-a-year and in-person two-times-a-year under the tutelage of Dr. David Kingsley.

I. Final Exam

Taken on completion of whole course (usually directly after clinical training).
Consists of:

a) short answers/multiple choice questions, b) viva voce, c) video of your trichological consultation

If you are having difficulties with some of the course work, please email us at education@worldtrichologysociety.org or join one of our monthly Zoom tutorials.

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.

Fundamentals in Trichology Course

The Fundamentals in Trichology course is an introductory continuing education course for professionals who want to learn more about common hair loss and scalp conditions, but do not want to practice trichology as a profession.

This course is perfect for people in the hair care and health industries, in particular: Hair Replacement Professionals, Hairdressers, Cosmetologists, and Health-care professionals.

Parts A and B are each 50 clock hours, and Part C is 8 clock hours. Students receive unique certificate of completion for each part they elect to complete.

Tests are included at the end of each section. These need to be sent in for grading. When ready, complete the test and send it to WTS 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.

Parts A and B portions of the course should take between 1 and 3 months each depending on the amount of time you are able to study. You are required to complete at least one Section per month.

Course Outline (Fundamentals in Trichology Course)

PART A - Fundamentals in Trichology

Section 1: Introduction to Trichology

Brief introduction to Trichology

The role of the Trichologist

Setting up a hair/trichology spa (includes confidentiality & hygiene)

Trichogram analysis

Hair Pull Test

Products: ingredients safe and not-so-safe

Microscopic examination

Section 2: Anatomy and Physiology of Hair

Hair structure

Hair development

Hair function

Hair cycle

Differentiation between hair cycles

Section 3: Genetic Hair Loss in Men & Women

Hormones (testosterone & DHT)

Genetic hair loss classifications in men & women

Causes of genetic hair loss

Prescription & trichological treatments for genetic hair loss

PART B – Higher Fundamentals in Trichology

(prerequisite: Completion of Part A)

Section 4: Other Common Hair Loss Conditions

The Effluviums (Telogen and Anagen)

Alopecia Areata

Cicatricial Alopecia

Trichotillomania

Causes of each

Prescription & trichological treatments for each.

Section 5: Hair Fiber and Hair Growth Disorders

Traction alopecia

Grey hair

Inherited hair fiber defects

Hirsutism: Hypertrichosis vs Hypotrichosis

Causes of hair fiber disorders

Trichological treatments for hair fiber disorders

Section 6: Common Scalp Conditions

Dandruff

Seborrheic dermatitis

Psoriasis

Folliculitis

Lice

Ringworm

Causes of each

Prescription & trichological treatments for each

PART C – Virtual Workshop (Optional)

(Prerequisite: Completion of Parts A and B)

This virtual workshop is optional and consists of a 'Workbook' section discussing all subjects learnt in the course in more detail (such as different types of hair loss and scalp problems).

Graduation Requirements

To graduate from the Fundamentals in Trichology course and earn a Certificate of Completion from each Part, students must complete the following:

- Complete each part and earn at least 75% on each examination
- Pay all outstanding financial obligations

Tuition and Fees

Trichology Certification for Medical Professionals course	
Course Component	Cost
Course Sections (6 sections x \$700)	\$4,200
Clinical Training and Final Examinations	\$1,300
<i>Course Total</i>	<i>\$5,500</i>

Students are not charged any additional fees.

Trichology Certification course	
Course Component	Cost
<i>Tuition</i>	\$5,500
Academic Learning with Videos (28 chapters x \$150)	\$4,200
Clinical Training and Final Examinations	\$1,300
<i>Course Total</i>	<i>\$5,500</i>

Students are not charged any additional fees.

Fundamentals in Trichology course	
Course Component	Cost
Part A	\$500
Part B	\$500
Part C	\$850
<i>Course Total</i>	<i>\$1,850</i>

Students are not charged any additional fees.

There are no textbook requirements for any World Trichology Society continuing education courses. A list of optional supplementary study materials will be provided however, their purchase is not required for the course. Approximate cost for optional textbooks is \$100.

Students who attend clinical training in person assume the entire cost of their travel, hotel, food, and other travel incidentals.

Payment Terms - Trichology Certification for Medical Professionals course

Students are required to pay for the entire course during initial enrollment. Payment is made through PayPal, our secure online service. To make payments, please go to: <https://worldtrichologysociety.org/trichology-courses/full-trichology-certification-course-for-physicians/>

Payment Terms – Trichology Certification course

Students can pay for the course 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 course 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://worldtrichologysociety.org/trichology-courses/trichology-certification/>

Payment Terms – Fundamentals of Trichology

Students are required to pay for the entire course during initial enrollment. Payment is made through PayPal, our secure online service. To make payments, please go to: <https://worldtrichologysociety.org/trichology-courses/associate-trichology-diploma/>

Withdrawal Policy

Students must notify the institution in writing via email (education@worldtrichologysociety.org) if they intend to withdraw from the course. 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. Refunds are calculated based on the prorated refund table below where Day/Week 1 is the first day a chapter is made available to the student and the date of withdrawal is the number of calendar days after that date.

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 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 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 course 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 course will vary with each individual, we have found that the courses are 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 course. Remind yourself of the anticipated benefits and the feeling of pride you will have upon completion.

A most compelling reason for completing this course 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 Society continuing education courses are 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 course, 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 Trichology Certification course 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 WTS, 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 course. A cumulative percentage score is not maintained.
2. Quantitative Measure:
 - a. Trichology Certification course students must complete at least one chapter per month.
 - b. Trichology Certification for Medical Professionals course students must complete at least one section every sixty days.
 - c. Fundamentals of Trichology course students must complete at least one part per month.

Examination Retake Policy

Chapter/Section Examination

If needed, 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 worldtrichology@earthlink.net. 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 course 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 course. 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 course 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 course that they stopped.

Code of Conduct

Anti-Harassment and Discrimination

The World Trichology Society is committed to providing an environment free from any form of harassment or discrimination. Such conduct by or towards any WTS 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 WTS.

Standards of Conduct.

The World Trichology Society 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 Society'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 WTS;
- d. Engaging in threats of violence, use of vulgar or abusive language;
- e. Inability to maintain a respectful relationship with students and WTS 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 Society's confidential and copywritten information.

Clinical Training Attendance and Dress Code

Punctuality and regular attendance are essential to the successful completion of the WTS courses. 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 course.

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 Society (WTS) students may submit a complaint to the WTS

President if they have any administrative or academic concerns or wish to appeal a WTS 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. WTS will respond to complaints with 10 business days of receipt. If the complaint is regarding the WTS President, it can be alternately sent to Bissan Debsi. All complaints received will be given full consideration and it is WTS' intent to provide an amenable explanation or solution that maintains the students 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 Society'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 WTS 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 admin@worldtrichologysociety.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 WTS also offers virtual group tutorials every 3 months for its Trichology Certification course. One tutorial will be for students taking Chapters 1-7, another for students taking Chapters 8-14 and one for students taking Chapters 15-28. Students who request one-on one tutorials must also attend the relevant group tutorials. The dates for the tutorials will be emailed to the students 28 days or more before the tutorial.

Placement Services

World Trichology Society does not provide placement services and does not promise or imply any specific employment opportunities as a result of completing the Trichology Certificate course. Upon graduation and active Society

membership, students' names and contact information is added to our 'find a Trichologist' website.

Alumni Services and Networking Opportunities

The World Trichology Society offers many benefits for its 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.