

**The International Center
for Reiki Training**



**Licensed Reiki Master Teacher[®]
Training Program
Manual**

IMPORTANT NOTICE

These requirements are subject to change. Prior to submitting your application, please be sure you have reviewed the most current version of this document, as posted on www.reiki.org.

Because of the volume of applicants and inquiries, **we are unable to make any exceptions to our program requirements and can no longer accept questions by phone.** Please thoroughly review this manual and then if you have questions, feel free to email us. Following the application instructions and sending a well-organized application are requirements for acceptance into the program.

Please submit all correspondence regarding this program to:
Karen Harrison and Colleen Benelli,
Co-Directors of ICRT Licensed Teacher Training Program
Email: karen@karenharrison.net and colleen@reikilifestyle.com

Karen's address to send the references to: 8301 State Line Rd., Suite 200, Kansas City, MO 64114 or you may contact Karen by email to ask for Google forms for the references, which is the preferred method.

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THE PHILOSOPHY AND PURPOSE OF THE INTERNATIONAL CENTER FOR REIKI TRAINING

Philosophy

- Honesty and clarity in one's thinking.
- The willingness to recognize prejudice in oneself and replace it with truth and love.
- Compassion for those who have decided not to do this.
- Speaking the truth without judgment or blame.
- Respect for the right of others to form their own values and beliefs.
- Placing greater value on learning from experience and inner guidance than on the teachings of an authority.
- Basing the value of a theory or technique on the verifiable results it helps one achieve.
- Being open to results rather than attached to them.
- Taking personal responsibility for one's situation in life.
- Assuming that one has the resources or the ability to develop them to solve any problem encountered.
- Using positive and negative experiences to heal and grow.
- Trusting completely in the Higher Power regardless of the name one chooses to call it.
- The complete expression of Love as the highest goal.

Purpose

- To establish and maintain standards for teaching Reiki.
- To certify students and teachers.
- To create instruction manuals for use in Reiki classes.
- To encourage the establishment of Reiki support groups where people can give and receive Reiki.
- To encourage students to become successful Reiki teachers if they are guided to do so.
- To research new information about Reiki and to develop new techniques to improve its use.
- To openly acknowledge the value provided by all Reiki practitioners and teachers, regardless of their lineage or affiliation.
- To promote friendly cooperation between all Reiki practitioners and teachers toward the goal of healing ourselves and planet Earth through the use of Reiki.

Office Locations

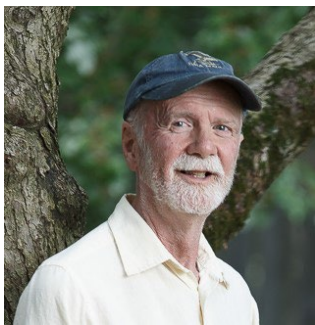
The ICRT licensing offices are located in:

Southfield, Michigan, USA

ICRT-Licensed Teachers and Student Teachers are located across the United States and other countries of North America and in South America, Europe, Asia, Africa, and Australia.

PROGRAM STAFF

Our President—William Lee Rand



William Lee Rand is president of the International Center for Reiki Training, the Center for Reiki Research, and the Reiki Membership Association. He is also Editor-in-Chief of the *Reiki News Magazine*. He has studied with five Reiki teachers, including two from Japan, and made four research trips to Japan. William was instrumental in creating Usui/Tibetan Reiki, Karuna Reiki® and also introduced Holy Fire® Reiki. He is author of *Reiki, The Healing Touch, An Evidenced Based History of Reiki, Reiki for a New Millennium*, and *The Spirit of Reiki*, which he co-authored with Arjava Petter and Walter Lubeck. He is also the publisher of *A Modern Reiki Method for Healing*, by Hiroshi Doi. William has practiced Reiki since 1981 and has taught Reiki classes full time, around the world, since 1989.

Previous Executive Director of the Licensed Reiki Master Teacher Program—Laurelle Gaia



Laurelle Shanti Gaia was Executive Director of the ICRT Licensed Reiki Master Teacher Program from 1994 to 2018 and managed much of its important developments, forming the foundation for the program that it is today. Unfortunately, she experienced a stroke in July 2015 and another in November 2018, passing to the other side on March 12, 2021. Laurelle had 35 years of experience in healing work and spiritual studies incorporating Reiki into clinical practice, an intensive worldwide teaching schedule, and in her daily life and meditation practices for over 28 years.

Laurelle was President of Infinite Light Healing Studies Center and Peace Place of Sedona, Arizona. She had a full-time Reiki practice from 1991 and was an ICRT Licensed Reiki Master Teacher starting in 1993. She was the author of books and articles about Reiki, including *The Book on Karuna Reiki®: Advanced Healing Energies for Our Evolving World* and many meditation CDs. Working diligently through public speaking to promote the benefits of Reiki, she organized local healing networks and international events. An article that appeared in the Summer 2021 issue of *Reiki News Magazine* and the publication in 2022 of a book containing her Reiki articles will commemorate her dedication to Reiki and honor her memory.

Executive Director of the Licensed Reiki Master Teacher Program—Michael Baird



Michael Baird has practiced Usui Reiki since 1989, Karuna Reiki® since 1999, and Holy Fire® Reiki since February 2014. He has found all of these forms of Reiki to be powerful tools for healing and spiritual growth. Also, Michael is a retreat facilitator, a practitioner of the healing arts, and a Middle Eastern drummer. Michael developed unique drum-making workshops for healers and created the Reiki Drumming Shamanic Healing Technique. Drumming and Reiki assist him in attuning to his higher self, listening to his Divine guidance, and following his heart. He is a Licensed Reiki Master Teacher with the International Center for Reiki Training, a member of the Sound Healer's Association, and affiliated with the International Society for the Study of Subtle Energies and Energy Medicine (ISSSEEM).

Co-Director of the Licensed Reiki Master Teacher Training Program—Colleen Benelli



Colleen Benelli is a Co-Director of the Licensed Reiki Master Teacher Training Program and Executive Director of Program Development. She began her Reiki journey in the year 2000 to help her horse heal. In working with Reiki, Colleen found it to be a powerful and effective tool for personal life management and wanted to share the gift of Reiki with others. She is passionately committed to teaching Reiki to people of all professions, belief systems, and spiritual backgrounds who have the common goal of living a life of meaning and purpose that contributes to the well-being of others and the planet.

Colleen is a Senior Licensed Reiki Master Teacher for the ICRT and has been a contributing author for the *Reiki News Magazine* since 2005. She has mentored many students through the ICRT Teacher Licensing Program and is excited to share her years of experience and knowledge of Reiki with others. Colleen is the creator of “Reiki Lifestyle” and is a full-time Reiki teacher and practitioner. Her vision is to create a global Reiki community of people who support each other and see Reiki as a way to make the world a better place.

Co-Director of the Licensed Reiki Master Teacher Training Program—Karen Harrison



Karen Harrison is a Co-Director of the Licensed Reiki Master Teacher Training Program, a Mentor Teacher, and Assistant Director of Finance for the ICRT. She learned Reiki in 1993, became licensed by the ICRT in 2002, and has studied with several Japanese Reiki Masters. Karen incorporated Reiki into her Professional Counselor and Marriage and Family Therapist practice. She practices Reiki full-time and incorporates counseling techniques into her Reiki sessions, specializing in trauma. For 17 years, Karen traveled throughout the Midwest, teaching Reiki classes, and currently teaches Reiki in Kansas City and online. Karen has authored many articles for *Reiki News Magazine* and presented at the ICRT Reiki Retreat numerous times. Her vision is to spread Reiki worldwide to enable others to grow physically, mentally, spiritually, and emotionally.

Assistant Director of the Licensed Reiki Master Teacher Training Program—Jill Thiel



Jill Thiel is an Assistant Director of the Licensed Reiki Master Teacher Training Program. She began her Reiki journey in 2001 to help lower her work stress. After taking Reiki 1 & 2 in 2004, she was guided to pursue a career in massage therapy and combine bodywork with Reiki. In 2007, she started teaching Reiki and offering different bodywork services professionally. She was a massage educator at the Aveda Institute from 2011 to 2017. She has spent the majority of her adult life pursuing spiritual growth to cultivate love and compassion for all beings.

Jill is a Mentor Licensed Reiki Master Teacher for the ICRT and has been a contributing author for the *Reiki News Magazine* since 2018. She is the Director of the ICRT Social Media. Jill is a sound healer and works with her voice and Crystal Alchemy singing bowls. She is a full-time Reiki teacher and practitioner. Her vision is to help spread Reiki throughout the world.

Assistant Director of the Licensed Reiki Master Teacher Training Program—Pam Allen-LeBlanc



Pam Allen-LeBlanc is an Assistant Director of the Licensed Reiki Master Teacher Training Program. Her horses brought her to Reiki during a health crisis. Pam received her Reiki Master from William Rand in 2011 at Stonehenge in England, then began practicing Reiki with both humans and animals.

Pam is a co-author of *ICRT Animal Reiki training*, a contributing author of the *Reiki News Magazine*, and author of *“The Reiki Business Book.”* Pam teaches business-oriented courses with her daughter and hosts the “Reiki from the Farm™” podcast. She is a mentor with the LRMT program and travels globally to speak and teach. Academically, Pam holds an MBA and a Bachelor's degree in Agriculture. She is passionate about teaching and sharing Reiki globally.

Director of Licensed Reiki Master Teachers—Carolyn Musial



Carolyn Musial is a Director of the Licensed Reiki Master Teachers. She is a Senior Teacher and Mentor Teacher with the ICRT and has over 25 years of experience in spiritual studies. Reiki became her focus in 1998. After 28 years in corporate America, she became a full-time Reiki Master teacher and practitioner in 2003 and has been licensed by the ICRT since that time. Carolyn has had many published articles about Reiki and has been a featured presenter at Reiki conferences around the country. She practices daily self-Reiki and is passionate about using Reiki with everything in her life and empowering others to do the same.



LETTER OF WELCOME FROM LAURELLE GAIA

Dear Prospective ICRT-Licensed Reiki Master Teacher,

Thank you for your interest in the International Center for Reiki Training (ICRT) and our Licensed Reiki Master Teacher (LRMT)¹ Training Program. During the past several years, I have had the great pleasure of participating in the growth of the ICRT and am honored to be here to serve you as Executive Director along with my friends and colleagues, William Lee Rand, the ICRT staff, and our teachers.

I would like to take a moment to share with you a bit of my journey to Reiki, why I chose to become licensed by the ICRT, and my vision for our program and Reiki.

Since I was a small child, I have known that my Divine Purpose was to learn about and teach healing in ways that our society had not yet accepted as valid; I deeply felt this to be my mission and had the passion for pursuing this. When I met William Rand and became familiar with the ICRT, I realized that assisting in the growth of the ICRT was to be one way I would accomplish my mission in this life. I was impressed by William's devotion to his work, his integrity, and his vision. I was also motivated by two statements in the ICRT's Philosophy statement:

- Placing greater value on learning from experience and inner guidance than on the teachings of an authority.
- Basing the value of a theory or technique on the verifiable results it helps one achieve.

Even though I had been teaching Reiki before joining the program, I wanted more training. I appreciated the fact that the program was a form of an "apprenticeship" but that it didn't involve giving my power over to another person.

Our program is structured so that each Student Teacher becomes an apprentice to the Reiki energy itself.

Although we offer a wonderful and well-structured curriculum, class manuals and support materials in addition to professional quality classes, we open the doors for our students. It's the Reiki energy itself that is the greatest teacher. By following our program, our students learn all about Reiki and blossom into qualified, professional practitioners and teachers.

We are here to provide structure, gentle guidance, and encouragement. We have come to know that although basic technique helps develop the ability to communicate with Reiki energy, the most important skill one can develop is that of listening to the energy. Reiki has innate wisdom; the energy itself cannot be manipulated or controlled by our will or desire for a specific outcome. Reiki is most effective when "delivered" by someone willing to serve as an instrument for it to flow through. That person is more effective when he or she allows the energy to flow without personality and ego interference.

An important element of our program is the documentation of Reiki sessions. In these sessions, the Reiki Master learns the many ways in which Reiki communicates. The Reiki Master gains valuable experience regarding how Reiki heals various conditions and can share these experiences with his or her students.

Reiki is not a theory, nor is it a science. Reiki is an infinitely intelligent healing energy that has much to teach us. *It requires a disciplined and focused practice to learn its lessons.* This is why we have developed our structured program. You will find details of the requirements in this manual. Please keep in mind that our program is designed to create deep, meaningful experiences that will become a part of you and your work.

I am so pleased that we have such diversity among the professional and nonprofessional backgrounds of our teachers. Reiki is truly a tool that anyone can learn and use. To reach people from all walks of life, we need this diversity. We have psychologists, homemakers, nurses, blue-collar workers, teachers, and computer professionals in our program. Each one brings a unique gift of being able to share Reiki with a specific segment of our society. Now our continuing education program is bringing Reiki into even more professions.

Reiki is silently weaving its way through all cultures, religions, and professions, and that is our Vision—to make Reiki available to all who wish to heal themselves and help others heal and to make a positive impact on the healing of our planet. We thank you for your personal commitment to this service.

In the Light of the Creator, We See Only Love



Laurelle Gaia
Former Executive Director of the Licensed Reiki Master Teacher Program
International Center for Reiki Training

¹ Also called a Licensed Teacher.

PROGRAM INTENTION

We offer the LRMT Training Program as an advanced course of study for Reiki Masters who wish to teach the programs offered by the International Center for Reiki Training and would like to benefit from this affiliation with the ICRT as an ICRT LRMT.

This program is a self-paced program that will take a minimum of 1,000 hours to complete. The Student Teacher is encouraged to allow a sufficient amount of time to benefit from the process. An important part of the ICRT's Philosophy encourages ***"Placing greater value on learning from experience and inner guidance than on the teachings of an authority."*** This program helps the participant develop the confidence and skill to do this effectively.

The program intends to assist the Reiki Master Teacher to develop his or her spiritual connection to the source of Reiki, deepen the understanding of Reiki, learn new Reiki techniques, develop one's skill level, and have sufficient personal experience to be able to serve effectively as a teacher for others. This process is both an educational and healing experience for those who make the commitment.

There are many schools and styles of Reiki taught in the Reiki community, and we acknowledge that each Reiki student has the right to study, practice, and teach any style he or she chooses. At the same time, we know that because there is no single organizing body for the practice of Reiki, there are many differences in how and what is taught and practiced by the various schools and styles. While this provides the freedom to develop and innovate, which is necessary if the practice of Reiki is to improve, it also prevents the establishment of minimum standards by which all schools and styles operate.

Because of this, the ICRT has as one of its most important values to set high standards for itself and to provide well-organized classes and well-researched and well-written class materials. To carry out this purpose, William Lee Rand has made four research trips to Japan to visit the sacred Reiki sites, interview Japanese Reiki teachers and researchers, and attend Reiki classes. These research trips took place in September 1997, October 1999, November 2001, and October 2016. In addition, he makes it a point to stay in touch with the teachers of the various schools and styles of Reiki to stay abreast of any new discoveries and developments in the field. He also has a strong source of spiritual guidance from which he gains inspiration and direction for the operation and development of the Reiki programs within the ICRT.

Each teacher entering our program brings his or her teaching style based on the teacher's unique background. We honor and value this. However, we require our teachers to offer, at a minimum, all the elements of our curriculum in their classes. This requirement ensures that students will receive consistent training regardless of which of our teachers with whom they choose to study. We have also developed our Code of Ethics and require all of our teachers to comply with its precepts.

The most challenging part of managing this program is selecting applicants. We receive applications from many Reiki Masters, and our program can only accommodate a few new teachers each year.

GOALS AND PURPOSE OF THE LICENSED REIKI MASTER TEACHER TRAINING PROGRAM

The purpose of the LRMT Training Program is to produce teachers of the highest caliber to represent and pursue the goals of the ICRT in a professional manner.

Toward this end, the International Center for Reiki Training is committed to:

1. Maintaining professional standards by providing:

- A professional level of credentialing to allow the ICRT to continue to provide a Certificate of Completion for health professionals.
- A training ground for Student Teachers to learn from experienced mentors while developing a thorough understanding of Reiki through sufficient personal experience.
- Qualification and review procedures to ensure that the teachers completing the program are emotionally balanced, cooperative rather than competitive, ethical, have business-savvy and are effective as teachers.
- An effective, rational Code of Ethics to ensure that all our teachers operate in integrity and in the highest possible way to serve others.

2. Providing opportunities for growth among Senior Teachers by:

- Promoting growth among our Senior Licensed Teachers as they serve as mentors while assisting Student Teachers.
- Providing opportunities for Senior Teachers to participate more actively in the ICRT in terms of updating manuals, writing articles, creating professional conferences, and more.

3. Providing quality teaching materials and ongoing teacher training by:

- Having our Licensed Teachers assist in the development of new classes and training materials. They promote the ongoing development of a standardized, organized, and consistent method of teaching classes, as outlined by the ICRT, including incorporating the best suggestions from our teachers.
- Incorporating the latest research, techniques, and findings into the ICRT classes.
- Promoting the health and wellness of our teachers physically, mentally, emotionally, and spiritually by encouraging a healthy diet and exercise, daily self-Reiki, the use of the Holy Fire® Reiki energy in all areas of one's personal life and a balanced lifestyle.

4. Sharing with each other new skills in the following areas: business comprehension and organization, technology, marketing, teaching skills, practitioner skills, healing issues that arise, and success consciousness.

5. Creating a community of Reiki teachers who support one another in the continuing process of advancing the highest ideals of Reiki and the ICRT.

ICRT REIKI MEMBERSHIP ASSOCIATION CODE OF ETHICS

1. **Confidentiality:** No information about the client will be disclosed to any third party without the written consent of the client, or the parent or guardian if the client is under the age of 18.
2. **Transparency:** Include on your website and be willing to explain to prospective clients or students your training background, what takes place in a Reiki session, the subjects covered in your classes, the amount of time spent in sessions and classes, and the fee charged.
3. **Integrity:** Be honest in all your activities and communication.
4. **Support:** Have a friendly, positive regard toward your clients and students and openly encourage them to heal and to do the best job possible with their Reiki practice and teaching program.
5. **Respect:** Value your clients and students and treat them with respect. Never engage in any illegal or immoral activity with your clients or students. Never touch their genital area or breasts, never ask them to disrobe and never make sexual comments, jokes, or references. Abstain from the use of drugs or alcohol during all professional activities.
6. **Honor:** Honor all Reiki practitioners and teachers, regardless of lineage or organizational affiliation. Refrain from making negative statements about other Reiki practitioners or teachers.
7. **Educate:** Inform your clients and students about the value of Reiki sessions and that they do not provide a cure and are not a substitute for care by a licensed health care provider.
8. **Refer:** Acknowledge that Reiki works in conjunction with other forms of medical or psychological care. If a client or student has a medical or psychological condition, suggest that they see a licensed health care provider, in addition to giving them Reiki sessions.
9. **Non-Interference:** Never diagnose medical or psychological conditions or prescribe medications. Never suggest that a client change or end dosages of substances prescribed by other licensed health care providers or suggest that the client change prescribed treatment. Never interfere with the treatment of a licensed health care provider.
10. **Honesty:** Never use another person's copyrighted material in your classes, website, or literature without having written permission before using and without giving credit.
11. **Freedom:** Encourage your students to use their inner guidance in determining who to take classes from, including the possibility of studying with more than one teacher.
12. **Professional Conduct:** Always act in such a way to create and maintain a professional image for the practice of Reiki and the ICRT Reiki Membership Association.
13. **Development:** Be involved in the continuing process of healing yourself on all levels to fully express the essence of Reiki in all that you do. Be in agreement with and work toward fully expressing the Usui Ideals and the ICRT Center Philosophy.
14. **Gratitude:** Be grateful for the gift of Reiki and for each client and student who chooses to come to you.

ICRT REIKI MEMBERSHIP ASSOCIATION STANDARDS OF PRACTICE

1. Use ICRT manuals when teaching your classes. Supply one manual per student. Manuals must be purchased from *www.reikiwebstore.com*.
2. Professional Members supply the RMA certificates for your students. Once licensed for a level, supply the LRMT certificates for your students.
3. Professional members use the title of Professional Member of the RMA or Professional Member of the Reiki Membership Association in their advertising and literature.
4. Reply to all Reiki related emails and voice mail in a timely way.
5. Use a Reiki Client Information Form and Reiki Documentation Form in your Reiki sessions.
6. Create a safe, comfortable, harmonious space for your sessions and classes.
7. All training and class Placements and Ignitions may be given in person or online.
8. When teaching Reiki classes, use only the RMA Reiki symbols as drawn by Mrs. Takata for Reiki II, the Master Practitioner symbol, and the Holy Fire® symbol for Master, which are located in the Reiki Master manual. Use the Karuna Reiki® symbols located in the Karuna Reiki® Master manual. No symbols are taught in Reiki I.
9. Include time for lecture, discussion, demonstration, practice time, and questions and answers in all your classes.
10. It is preferred that you teach Reiki I & II together as one class and that students take both classes.
11. In the Usui/Holy Fire® classes, ART and Master are now being taught together as one class called Reiki Master.
12. Require that a student has practiced at the Reiki II level for a minimum of six months before taking Reiki Master.
13. Use the RMA class outlines. Additional topics can be taught at the teacher's discretion.
14. Minimum class times: The lower number is for small classes of 1-3 students. Longer class times are for larger classes.
 - Reiki I—5-8 hours
 - Reiki II—5-8 hours
 - Reiki Master—15-24 hours
 - Karuna Reiki® Master—15-24 hours
15. When listing your Reiki training and qualifications in a biography or CV, include the fact that you have completed the Licensed Reiki Master Teacher Training Program with the International Center for Reiki Training. When advertising Reiki classes, include the fact that you will teach as a Licensed Reiki Master Teacher in accordance with ICRT guidelines. State that the ICRT issues Reiki certificates. If any classes are not ICRT licensed, use an asterisk to mark those classes and include “*not ICRT Licensed” on the same page. This indication applies to classes for which you are not yet licensed.

BENEFITS OF BEING AN ICRT LICENSED REIKI MASTER TEACHER

1. Membership in a support network that includes the staff of the International Center for Reiki Training, and the other ICRT Licensed Reiki Master Teachers.
2. Being able to offer a Certificate of Completion for potential Continuing Education Credits to students in your class who are licensed as health professionals.
3. Your classes will be listed in the *Reiki News Magazine* and on *www.reiki.org*, which receives 7000 visits a day to its home page. Your name and contact information are also listed on the Reiki Membership Association (RMA) website. Many teachers find that by becoming a Licensed Teacher, their class enrollments go up by 100% or more.
4. Listing of your email, website, and phone number in the *Reiki News Magazine* for students to contact you about class information directly.
5. Use of the ICRT database to keep track of your students.
6. Use of the ICRT's LRMT logo in your advertising.
7. Association with a professional organization that is respected and has international recognition.
8. Having an advanced credential that demonstrates your commitment to your professional Reiki practice.
9. LRMT recognition through your listing on the *www.reiki.org* website.
10. Belonging to an established community of Reiki teachers who support one another in the continuing process of advancing the highest ideals of Reiki and the ICRT.
11. Having a mentor to guide you and the full support of the ICRT and all its resources. The Student Teacher and Mentor will meet to determine if the relationship is a good match.
12. The curriculum includes the following: business comprehension and organization, marketing, technology, teaching skills, practitioner skills, healing issues that arise, and success consciousness. Your mentor will guide you in these areas or assist you in finding resources for you to learn on your own. Different mentors have varying skill sets and the Program Directors will do their best to match you with the appropriate mentor. Your mentor also guides you through the requirements of the program.

AN OVERVIEW OF THE APPLICATION PROCESS

In order to verify that you meet the requirements to apply to the program, **your first step will be to complete the Licensed Reiki Master Teacher Program Questionnaire and pay an administrative fee of \$100.** For two people planning to teach together, the fee remains \$100. This Google form is available online at <https://forms.gle/mPxmb9xKdPp2uFTG7>. You will receive a response to your questionnaire and be notified if you are invited to apply. Contact Tammy@reiki.org to pay the fee.

Once invited to apply, you will complete the Google form containing the Letter of Intention, Application and Applicant's Consent and Release, and pay the \$500.00 application fee. For two people planning to teach together, the fee remains \$500. The fee is valid for up to one year. After that time, the applicant will need to begin a new application and pay the fee again.

Contact Tammy@reiki.org to pay the fee. The form is available at:

<https://forms.gle/cCXo3fzWfw7NZQNK6> You may also see these forms beginning on page 36. If you move on to the next step, you will complete all your Reference Letters. The Co-Director will email you a link to the Google form that you will then email to your references.

The requirements to enter the Licensed Reiki Master Teacher Training Program follow. The requirements are listed in a checklist format. Upon completion of the checklist, you will have fulfilled all the requirements to be considered for admission into the Licensed Teacher Training Program.

The Co-Directors of the Licensed Reiki Master Teacher Training Program will evaluate your application upon receipt of all required submissions. After we thoroughly review your application and contact your references, you will be advised of your status. If you are accepted into the program, you will next be asked to fulfill the requirements of the Licensed Reiki Master Teacher Training Program.

Also, Student Teachers who are accepted into the program will be assigned an ICRT LRMT Mentor Teacher. The Directors of the Licensed Teacher Training Program make this assignment with input from the Student Teacher. This Mentor Teacher will be a valuable resource for you as you progress through the licensing program.

In addition, as part of your training to be licensed for Reiki I and II, you are required to have ten clients fill out a Client Review Form. Ask the Program Director for this client Google form.

To remain active in the program, you are to email a monthly progress report on the Mentor Student Tracking Form to your Mentor Teacher by the 10th of the month. This procedure helps to ensure that those applicants who we have selected to hold the Student Teacher slots are committed to and are actively completing the program requirements. Email the Mentor Student Tracking Form and a Progress Report to the Program Directors every three months by the 10th of the month.

Next, you will find the requirements that need to be fulfilled to teach the advanced level courses once you become an LRMT. You will find the Professional Contract that you will sign upon acceptance, and all the additional forms needed for your application process, in the back of this manual.

**REQUIREMENTS TO APPLY TO ENTER
THE ICRT LICENSED TEACHER TRAINING PROGRAM**

1. Be at least 21 years of age.
2. Always professionally conduct yourself and maintain a clean, neat, professional appearance, including dress, during all professional activities.
3. Conduct yourself in a respectful manner on social media and all other online activities.
4. Be a teaching Reiki Master for a minimum of two years who has taught a minimum of eight (8) classes before applying.
5. Complete the most current version of the ICRT Usui/Holy Fire® Reiki I & II, Usui/Holy Fire® Reiki Master and Holy Fire® Karuna Reiki® Master training with an ICRT Licensed Reiki Master Teacher.
6. Have attended online or in-person the International Reiki Retreat and participated in the Licensed Teacher meeting to acquaint you with the other Licensed Reiki Master Teachers and the benefits of the program. An exception may be made if the applicant has registered for the next retreat with a paid deposit. However, no licensing will be complete until after attending the retreat.
7. Have a current Reiki practice in which you are doing a minimum of 10+ sessions a month.
8. Agree with ICRT's Philosophy and Purpose.
9. Agree to honor and abide by the Code of Ethics and Standards of Practice set by the International Center for Reiki Training.
10. Trust Reiki energy to always provide the perfect healing result for the highest good of all concerned. Place no expectations or limitations on Reiki, and serve simply as a pure and open channel for the energies to flow through, with no attachment to the results.
11. Be actively working on your healing and personal growth.
12. Submit your Letter of Intention following the outlined guidelines in the application section found later in this document. It is available on the Google form for Application. Ask the Program Director for the link.
13. Submit copies of your certificates by email to the Program Directors. Also, submit a copy of any non-ICRT Reiki Master's lineage.
14. Have the required Reference Letters completed through the Google form. Ask the Program Director for the link. References include an employer, a personal reference, three clients, five students, and your Reiki Master Teacher(s).
15. Complete a short Personality Assessment Screening and an hour-long interview with a counselor or psychologist, which will occur towards the end of your application process.
16. Pass a background and credit check.
17. Pay a non-refundable application fee of \$500.00 with your Letter of Intention and application. Complete the application within 5 months of submitting the questionnaire. If you need longer, make a request. The application fee will be valid for up to one year. After that time, the

applicant will need to begin a new application and pay the fee again.

18. Be a Professional Member of the Reiki Membership Association for a minimum of one year.
19. Have a computer and a website. Be proficient with Word, be able to attach documents to an email and access and store documents in the cloud. Answer emails within 48 hours.
20. Have taken Holy Fire® III Online training and be able to teach Reiki classes online.
21. Complete a business assessment through a Google form so that we may determine that you have the requirements to apply. Ask the Program Director for the link.

REQUIREMENTS TO MAINTAIN/FULFILL UPON ACCEPTANCE INTO THE LRMT TRAINING PROGRAM

CHECKLIST

Through All Levels of Licensing

1. Maintain your Professional Membership in the Reiki Membership Association during your licensure process.
2. Have a current Reiki practice in which you are doing a minimum of 10+ sessions a month.
3. Conduct yourself in a respectful manner on social media and all other online activities.
4. Agree with ICRT's Philosophy and Purpose.
5. Contract to honor and abide by the ICRT's Code of Ethics and Standards of Practice.
6. Always professionally conduct yourself and maintain a clean, neat, professional appearance, including dress, during all professional activities.
7. Trust Reiki energy to always provide the perfect healing result for the highest good of all concerned. Place no expectations or limitations on Reiki and serve simply as a pure and open channel for the energies to flow through, with no attachment to the results.
8. Be actively working on your healing.
9. Agree to charge the ICRT fee for each level for which you are licensed. Prior to being licensed, you are free to choose the fee you wish to charge.
10. Receive the upgrades for Holy Fire® Reiki to teach the most current version. This requirement is necessary, so you and your mentor are teaching the same version of Reiki for the class review and the co-teach.
11. During the co-teach, the Mentor and Student Teacher need to use the same outline so that all subjects are covered.
12. Professionally edit, before using for class, any PowerPoint presentations.
13. The Student Teacher and Mentor will together decide if the class review and co-teach will be in-person or online.
14. If the Student Teacher wishes to count ICRT Animal Reiki classes as part of the teaching requirements, the classes must have been taken with a LRMT.

15. Send your class roster and evaluations from each class to your mentor within seven days after class. Send your class roster and evaluations from each class you are you licensed for to eval@reiki.org within seven days.
16. It normally takes a Student Teacher one year to complete each level of licensing. However, Student Teachers may progress faster if they wish. Suppose a Student Teacher completes all levels in less than two and a half years. In that case, the Student Teacher will continue to receive mentoring from their Mentor Teacher or another Mentor Teacher of their choice for two and a half years from the start of their acceptance into the program. The \$100 fee will be paid directly to the Mentor Teacher for one hour of mentoring a month.
17. For partners, both must meet all the requirements for each level before either is licensed for the level.

**REQUIREMENTS TO TEACH USUI/HOLY FIRE® III REIKI I AND II
AS A LICENSED REIKI MASTER TEACHER**

1. Pay a monthly tuition/administrative fee of \$200 to the ICRT Licensing Program as a Student Teacher for Reiki I & II. For partners, the fee is \$300.
2. Meet with your Mentor Teacher two hours a month by phone or online. You will discuss your progress in the program as well as one or more of the following: business comprehension and organization, technology, marketing, practitioner skills, teaching skills, healing issues that arise, or success consciousness.
3. Complete the Mentor-Student Tracking Form for Reiki I & II and send it to your Mentor Teacher monthly and the Program Director quarterly by the 10th of the month. Prior to your co-teach, send the Mentor-Student Tracking Form for Reiki I & II to the Program Directors, so they can verify you have met all requirements.
4. Complete the Progress Report quarterly and send it to your Mentor Teacher and Program Director quarterly by the 10th of the month.
5. Teach six Reiki I & II classes, with a minimum average of three students each for a total of 18 or more students during the first year after acceptance into the program. Partners can teach separately or together and each must teach six classes with 18 students. In co-taught classes, each teacher will count the class and the students. Each of these classes will be taught according to the ICRT guidelines. ICRT symbol tests will be used and submitted to your Mentor, along with completed Class Reviews from each student in the class. Student Class Reviews will have the student's name and contact number on them with their consent to be contacted by ICRT staff for monitoring of the class content, presentation, and their experiences with you as a Reiki Teacher. If the Student Teacher is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
6. Complete the paperwork for each class accurately for a minimum of four of the six classes taught.
7. Complete 100 Reiki treatments (after acceptance into the LRMT program) and submit documentation of each using the ICRT Reiki Treatment Documentation Form. "Complete" is defined as at least a 45-minute session for an individual or a group with Usui/Holy Fire® III Reiki. The treatments may also include the use of the Healing Experience, other Experiences in the manuals, and Karuna Reiki®. A minimum of 10 of these sessions must be self-sessions, while the remaining 90 may be distant or in-person sessions. Out of the 90 sessions, 30 sessions may be animal Reiki sessions. Animal sessions may be shorter than 45 minutes and can include the caregiver. Send the completed forms in monthly to your mentor.
8. Have 10 different clients submit reviews of the Reiki treatment they received from you. Ask the Program Director for the link to the Google form.
9. Pass a written test on material that you need to know to teach a Reiki I, II, Reiki Master, and Karuna Reiki® class according to the ICRT's guidelines and your knowledge of other related information concerning Reiki. This test will need to be passed with a minimum score of 85% correct at least a month before your co-teach.

For any incorrect answers, you will need to correct them to 100%. The Program Director administers this test about a month before you co-teach.

10. Write a paper on the Reiki subject of your choice with a minimum word count of 1500 and a maximum of 2000 on double-spaced pages (12-point type). See Guidelines for writing your paper in this manual.
11. Review a Reiki I & II class with your Mentor before co-teaching Reiki I & II. Your Mentor will submit documentation of your attendance and comments about your interactions with the other students. The Student Teacher will pay the FULL class tuition to the Mentor to review the Reiki I & II class. It is recommended that you review Reiki I & II soon after acceptance into the LRMT program.
12. Sponsor a Reiki I & II class and co-teach it with your Mentor Teacher.

(Be sure that your Mentor Teacher informs all students who register for this class that it will be taught with you.)

13. Upon completion of the first level of licensing and becoming a Licensed Reiki Master Teacher with the International Center for Reiki Training for Reiki I & II, the Student Teacher agrees to sign the Professional Contract.
 - The Mentor Teacher will advertise the class on *www.reiki.org*. Any additional advertising is the responsibility of the Student Teacher.
 - The Student Teacher must recruit a minimum of eight students. The Mentor Teacher will receive the student tuition paid by the first eight students as compensation for his or her mentoring and co-teaching the class. If the class does not produce the required number of students, the Student Teacher must pay the balance of the required student tuition to the Mentor Teacher from future class revenues. The Student Teacher's licensing process is complete when the full financial obligation has been met.
 - The full tuition goes to the Mentor Teacher, but the Mentor Teacher pays all class-related expenses (i.e., books, travel, lodging, and classroom rent).
 - If more than the minimum number of students are recruited, the tuition, minus expenses from the additional students, is to be divided as follows: 50% to the Student Teacher and 50% to the Mentor Teacher.
 - In the co-taught class, the Student Teacher and Mentor Teacher will share the presentation, and the Mentor Teacher will add information, as necessary. It is optional for the Student Teacher to teach a larger share of the class, according to the agreement between the Student Teacher and Mentor Teacher. At all times, the Mentor Teacher will support the Student Teacher. If there is information presented that needs to be corrected, the Mentor Teacher will counsel the Student Teacher at break time and let the Student Teacher correct the information with the class.
 - The Mentor Teacher will submit the Co-Teach Review Form on the Evaluation Form to the Program Director, reporting on all aspects of the teaching weekend.
 - The Mentor Teacher will order the certificates from the ICRT in advance with both the Mentor's and the Student Teacher's name on them. For in-person classes, both

teachers will sign the certificates and hand them out in class. For online classes, the certificates will be mailed. The Mentor Teacher will provide the seals.

Alternative to Sponsoring a Class

In RARE circumstances, it may be acceptable for the Student Teacher to travel to the Mentor Teacher and co-teach a class the Mentor Teacher has established. If done, the Student Teacher must pay full tuition to the Mentor Teacher. **This exception must be approved in writing by the Director of Teacher Licensing at least six months before the class to be co-taught.**

Completion of Requirements

Upon completion of all requirements, submit the Mentor Student Tracking Form for Reiki I & II to your Mentor and the Directors of the Licensed Reiki Master Teacher Training Program so they may verify your completion and have a record for your files.

Maximum time from acceptance into the Licensed Teacher Program until completion of all Reiki I & II requirements is two years.

Reasons for Denying Completion of a Level Up to and Including Being Asked to Leave the Program

One of the most important things in the LRMTTP is for a Student Teacher to be trainable. Is the Student Teacher willing to listen to the Mentor, receive the training, and implement some suggestions? Is the Student Teacher continually making excuses to stay stuck? Does the Student Teacher have the requirements to apply for the program, or did something important get missed in the application process? Is the Student Teacher progressing toward the requirements for the current level? The ICRT understands that life events can cause delays. Should such an event occur, the Mentor, Student Teacher, and Directors will discuss and consider whether to continue or take a one-to-three-month break from the program. If all parties agree upon a break, the fees for the program will be waived, and any requirements fulfilled during this time will not count.

The application fee is valid for up to one year after the directors receive the students' application.

If the Student Teacher freezes their application after acceptance into the program, all mentoring and associated fees will discontinue upon their notice to the Directors. If the Student Teacher decides to restart their training, they will meet with the Directors to discuss, assess and determine their readiness to proceed with the program. The Directors will make the final decision. If the Student Teacher does reenter the program, their Mentor will be re-established, and all fees will be reinstated.

If the Student Teacher takes over two years to complete licensing for Reiki I and II or more than four years to complete licensing through Karuna, the Student Teacher may be asked to leave the program.

GUIDELINES FOR WRITING YOUR REIKI PAPER FOR LICENSING

- The paper should be about Reiki and include little about other topics.
- Strive to create a paper that could be published in the *Reiki News Magazine*. Read the *Reiki News Magazine* for ideas about topics and quality of writing. Also, check out the writer's guidelines at <https://www.reiki.org/reiki-news-magazine-writers-guidelines>.
- Share how you have used Reiki to address a topic, i.e., Reiki for stress, Reiki for personal growth, Reiki for depression. Or write an inspirational article about Reiki. Or write about a technique you have used for a period of time and tested out with many clients.
- Include endnotes with references for your information, which can include resources such as quotes from books, information from clients, or client stories (with written permission) or information from the web that augments your article.
- Edit your paper for grammar or have a professional editor do this.
- The paper should be 1500 to 2000 words typed in a 12-point font.

REQUIREMENTS TO TEACH ADVANCED LEVEL REIKI CLASSES AS AN LRMT

Requirements to Teach Usui/Holy Fire® III Reiki Master Level

1. The LRMT must teach a minimum of six Reiki I & II classes as a Licensed Reiki Master Teacher within a year. Each class should have a minimum average of three students for a total of 18 or more students. Partners can teach separately or together and each must teach six classes with 18 students. In co-taught classes, each teacher will count the class and the students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
2. The LRMT must teach a minimum of three Reiki Master classes, with a minimum average of three students, for a total of nine students or more as an independent teacher. (The ICRT won't advertise or issue certificates for the Reiki Master class, but you should be teaching these levels independently to gain experience.) Partners can teach separately or together and each must teach three classes with nine students. In co-taught classes, each teacher will count the class and the students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count one class and up to three students from their Animal Reiki Master classes.
3. Pay a monthly tuition/administrative fee of \$100 to the ICRT Licensing Program as an LRMT for Reiki I & II moving toward Reiki Master licensing. For partners, the fee is \$200.
4. Within three years of acceptance into the program, you must have completed the requirements to be licensed for Usui/Holy Fire® Reiki Master. Note that the usual time is two years.
5. Meet with your Mentor Teacher by phone or online one hour per month. You will discuss your progress in the program as well as one or more of the following: business comprehension and organization, technology, marketing, practitioner skills, teaching skills, healing issues that arise, or success consciousness.
6. Complete the Mentor Student Tracking Form for Reiki Master and send it to your Mentor Teacher monthly and the Program Directors quarterly by the 10th of the month. Before your co-teach, complete the report and send it to your Mentor and the Program Directors so they may verify you have completed all requirements.
7. Complete the Progress Report quarterly and send it to your Mentor Teacher and Program Directors quarterly by the 10th of the month.

Before teaching Reiki Master as a licensed teacher, the LRMT must both review and co-teach Reiki Master. When reviewing, it is necessary to do so from a future teaching perspective. Observing the Mentor Teacher's presentation will be helpful in this process. The LRMT must review the class with the Mentor Teacher or with the agreement of the Mentor and Directors, another Senior Licensed Teacher, before co-teaching the class.

When an LRMT reviews the Reiki Master class with a Mentor Teacher, he or she should be introduced as an ICRT Licensed Reiki I & II teacher to the class. The reviewing LRMT is not there to co-teach, so he or she should be respectful of the presenting teacher. The LRMT should, at all

times, be in the role of a student. However, it would be appropriate for the Mentor Teacher to ask the other LRMT if he or she has anything to add during the informational parts of the class. The LRMT must retake the symbols test and submit it as proof of review. The LRMT pays full class tuition to the Mentor Teacher.

There are two options to co-teach the class for ICRT licensing. In the first option, the co-taught class can be sponsored by the LRMT, and the Mentor Teacher will travel to the LRMT's location for an in-person class or attend online for an online class. The mentor will advertise the class on *www.reiki.org*. Any additional advertising is the responsibility of the Student Teacher. The class must have an eight-student minimum, or guarantee students fees for eight students. Any fees due must be paid to the Mentor Teacher within three months of the class. The LRMT is considered licensed for Reiki Master when the fees are paid.

The second option is to be decided between the Mentor Teacher and the LRMT. The LRMT can co-teach with his or her Mentor Teacher by traveling to the Mentor Teacher's class for an in-person class or attend online for an online class. In this instance, no fee is paid to the LRMT, as he or she is not establishing the class. The LRMT must also pay the standard class tuition to the Mentor Teacher if this option is chosen. In the advanced level classes, the actual co-teaching must be on a shared basis, with each teacher presenting about 50% of the course material.

Upon completion of all requirements, submit the Mentor Student Tracking Form for Reiki Master to your Mentor and the Directors of the Licensed Reiki Master Teacher Training Program so they may verify your completion and have a record for your files.

Requirements to Teach Holy Fire® III Karuna Reiki®

1. The LRMT must teach a minimum of six Reiki I & II classes as an ICRT Licensed Reiki Master Teacher. Each class should have a minimum average of three students for a total of 18 or more students. Partners can teach separately or together and each must teach six classes with 18 students. In co-taught classes, each teacher will count the class and the students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
2. The LRMT must teach a minimum of three Reiki Master classes with a minimum average of three students for a total of nine students or more as an LRMT. Partners can teach separately or together and each must teach three classes with nine students. In co-taught classes, each teacher will count the class and the students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count one class and up to three students from their Animal Reiki Master classes.
3. The LRMT must teach three Holy Fire® III Karuna Reiki® Master classes with a minimum average of three students for a total of nine Holy Fire® III Karuna Reiki® Master students or more as an independent teacher. Partners can teach separately or together and each must teach three classes with nine students. In co-taught classes, each teacher will count the class and the students.
4. Pay a monthly tuition/administrative fee of \$100 to the ICRT Licensing Program as an

LRMT for Usui/Holy Fire® III Reiki Master licensing moving toward Holy Fire® III Karuna Reiki®. For partners, the fee is \$200.

5. Within four years of acceptance into the program, you must have completed the requirements to be licensed to teach Holy Fire® III Karuna Reiki®.
6. Meet with your Mentor Teacher one hour per month by phone or online. You will discuss your progress in the program as well as one or more of the following: business comprehension and organization, technology, marketing, practitioner skills, teaching skills, healing issues that arise, or success consciousness.
7. Complete the Mentor-Student Tracking form for Karuna Reiki® Master and send it to your Mentor Teacher monthly and the Program Directors quarterly by the 10th of the month.
8. Complete the Progress Report quarterly and send it to your Mentor Teacher and Program Directors quarterly by the 10th of the month.

Before teaching Holy Fire® III Karuna Reiki® as a licensed teacher, the LRMT must both review and co-teach Karuna Reiki®. When reviewing, it is necessary to do so from a future teaching perspective. Observing the Mentor Teacher's presentation will be helpful in this process. The LRMT must review the class with the Mentor Teacher or with the agreement of the Mentor and Directors, another Senior Licensed Teacher, before co-teaching the class. The LRMT must re-take the symbols test and submit it as proof of review. The LRMT pays full class tuition to the Mentor Teacher.

When the LRMT comes to the Mentor Teacher's class to review, he or she should be introduced as an ICRT Licensed Teacher. The reviewing LRMT is not there to co-teach, so he or she should be respectful of the Mentor Teacher, and the LRMT should at all times be in the role of a student. However, it would be appropriate for the Mentor Teacher to ask the LRMT if he or she has anything to add during the informational parts of the class.

There are two options to co-teach the class for ICRT licensing. In the first option, the co-taught class can be sponsored by the LRMT, and his or her Mentor Teacher will travel to the LRMT's location for an in-person class or attend online for an online class. The mentor will advertise the class on *www.reiki.org*. Any additional advertising is the responsibility of the Student Teacher. The LRMT's class must have an eight-student minimum or guarantee student fees for eight students. Any fees due must be paid to the Mentor Teacher within three months of the class. The LRMT is considered licensed for Holy Fire® Karuna Reiki® when the fees are paid.

The second option is to be decided between the Mentor Teacher and the LRMT. The LRMT can co-teach with his or her Mentor Teacher by traveling to the Mentor Teacher's class for an in-person class or attend online for an online class. In this instance, no fee is paid to the LRMT, as he or she is not establishing the class. The LRMT must also pay the standard class tuition to the Mentor Teacher if this option is chosen. In the advanced level classes, the actual co-teaching must be on a shared basis, with each teacher presenting about 50% of the course material.

Upon completion of all requirements, submit the Mentor Student Tracking Form for Karuna Reiki® to your Mentor and the Directors of the Licensed Reiki Master Teacher Training Program so they may verify your completion and have a record for your files.

You must complete all training through Holy Fire® III Karuna Reiki® within four years of acceptance into the program.

Karuna Reiki® is a registered trademark of the International Center for Reiki Training.

REQUIREMENTS FOR INTERNATIONAL PROGRAMS

Retreats

Applicants are required to attend the ICRT Retreat either in-person or online before applying to the program. An exception may be made if the applicant has officially registered for the next ICRT retreat with a paid deposit. However, no licensing will be finalized until after retreat completion. Teachers in the program are required to attend the ICRT Retreat every other year. Other exceptions may be possible by contacting the Directors.

Review Classes

The Student Teacher is required to review the class appropriate for the Reiki class level they are working on with their Mentor Teacher online or in-person and is also required to pay the class fee to the Mentor Teacher.

Co-Teach

Option 1—The Student Teacher travels to the Mentor’s class in the Mentor’s country and co-teaches with the Mentor: The Student Teacher is required to pay their own travel and lodging expenses and also pay the class fee to the Mentor Teacher.

Option 2—The Mentor Teacher travels to the Student Teacher’s class in a foreign country: The Mentor Teacher will receive the class fees for the first eight students. The Mentor Teacher’s travel and lodging expenses will be paid, and in addition, the Mentor Teacher must receive a minimum of \$3,000 for Reiki I & II and \$6,000 for Reiki Master and Karuna Reiki® Master. Any money left over after the above fees have been paid will be split 50/50 between the Student Teacher and the Mentor Teacher.

Option 3—Class is held online using Zoom: The Mentor Teacher, the Student Teacher, the Translator if needed and the students are all online.

Financial Details for Option 3

Reiki I&II - The Student Teacher will organize the class, and the Mentor Teacher will receive the class fee for the first eight students. If the class has less than eight students, the Student Teacher will pay the Mentor Teacher out of pocket for the additional class fee necessary to equal the fee for eight students. The class will be listed on the Student Teacher’s website.

For Reiki Master and Karuna Reiki® Master, the Mentor teacher will organize the class, and the Student Teacher will pay their own class fee to the Mentor teacher.

Another option for Reiki Master and Karuna Reiki® Master is for the Student Teacher to organize the class. The fees for the first eight students will be paid to the Mentor Teacher.

Translator

If classes are taught in a language other than English, a translator will be included as part of the class. The additional expense of the translator will be compensated for by increasing the cost of the class. The translator can also be a student and receive a class certificate.

Psychological Evaluation

In place of the psychological evaluation, an hour interview will be conducted by a counselor or psychologist. The applicant will be sent the questions in advance.

Fees to Charge

When teaching ICRT classes outside of the United States, charge a fee for Reiki classes that is at the higher end for quality classes in your country.

LRMT LEGACY PROGRAM

This program was established to create an opportunity for existing LRMT's to mentor family members, spouses, partners or close relationships to become an LRMT. The family member enters the LRMT program as a Legacy Student and is mentored by the LRMT.

We believe the Legacy Program will contribute to the succession of Reiki in future generations.

The Legacy Program consists of the following criteria:

Legacy Student Requirements to apply:

- A LRMT mentor trains a family member, spouse, partner, or close relationship.
- Must be the legal age of 21 years old.
- The legacy student lives in the same community as the mentor. If they change location, they would move to the regular LRMT track.
- Teaches Reiki classes in the same space as the mentor.
- Obtains students from the same geographical regions and community.

Legacy Program Requirements:

- The Legacy student directly contributes to all aspects of the mentor's Reiki business throughout their program.
- Must contribute to every part of the class development including set up, paperwork before and after class, follow up, marketing, registration, etc.
- The Legacy Student co-teaches Reiki classes with their mentor or may teach classes independently.
- The mentor signs the certificates for any classes co-taught until the student is licensed for each level. For classes the Legacy student teaches independently prior to being licensed for each level, the Legacy student will generate the certificates through the Professional Member part of the ICRT website and sign them. The mentor will not sign these certificates because the class is being taught independently.

Requirements to teach Usui/Holy Fire® III Reiki I and II

- Teach independently or co-teach six Reiki I and II classes, with a minimum average of three students each or a total of 18 or more students during the first year after acceptance into the program. If the Student Teacher is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
- Complete 100 Reiki treatments (**after** acceptance into the Licensing program) and submit

documentation of each *using the ICRT Reiki Treatment Documentation form.*

- Have 10 different clients submit reviews of the Reiki treatment they received from you.
- Pass a written test over material you need to know to teach a Reiki I, II, Master and Karuna class according to the ICRT's guidelines and your knowledge of other related information concerning Reiki.
- Write a paper on the Reiki subject of your choice with a minimum of 1500 and maximum of 2000 words on double spaced pages.
- Review a Reiki I and II class before co-teaching Reiki I and II.
- Co-teach Reiki I and II with your Mentor Teacher.
- Agree to stay up to date with the upgrades to Holy Fire® Reiki as they are available.
- Pay a monthly fee to the ICRT of \$50.

Requirements to teach Usui/Holy® Fire III Reiki Master

- The LRMT must teach independently or co-teach a minimum of six Reiki I & II classes. Each class should have a minimum average of 3 students for a total of 18 or more students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
- The LRMT must teach independently or co-teach a minimum of three Reiki Master classes with a minimum average of three students for a total of nine or more students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count one class and up to three students from their Animal Reiki Master classes.
- Review Reiki Master before the final co-teach for Reiki Master.
- Co-teach Reiki Master with your Mentor Teacher.
- Pay a monthly fee to the ICRT of \$50.

Requirements to teach Holy Fire® III Karuna Reiki®

- The LRMT must teach independently or co-teach a minimum of six Reiki I & II classes. Each class should have a minimum average of three students for a total of 18 or more students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
- The LRMT must teach independently or co-teach a minimum of three Reiki Master classes with a minimum average of three students for a total of nine or more students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count one class and up to three students from their Animal Reiki Master classes.
- The LRMT must teach independently or co-teach three Karuna Master classes with a minimum of nine students.
- Review Karuna before the final co-teach for Karuna.
- Co-teach Karuna with your Mentor Teacher.
- Pay a monthly fee to the ICRT of \$50.

LICENSED REIKI MASTER TEACHER TRAINING PROGRAM OVERVIEW

The Licensed Reiki Master Teacher Training Program (LRMTTP) is an advanced course of study for licensure as a Reiki teacher with the International Center for Reiki Training (ICRT). Applicants must apply and be accepted into the program in order to begin the training. The training requires approximately 1000 hours of study and practice which usually takes 3-4 years to complete. The curriculum is designed specifically for Reiki Masters who wish to dedicate themselves to teaching and practicing Reiki on a higher professional level. Some of our teachers operate healing centers. All maintain an active Reiki practice and are committed to empowering others through the use of Reiki. While each student teacher will be assigned a mentor to work with, our program is actually structured so each student teacher becomes an apprentice to the Reiki Energy itself. The following is an overview of the program. To download the program manual, click here:

<http://www.reiki.org/ReikiClasses/TLC%20Program%20Applying%20To.html>

Benefits

- Licensure means you will be licensed by the International Center for Reiki Training to use the ICRT logo and name on your web site and in your advertising and the ICRT Licensed Reiki Master Teacher (LRMT) program class certificates to give to your students.
- The licensing program unfolds gradually. First you will become licensed to teach Reiki I&II, then Reiki Master and finally Karuna Reiki® with each segment taking about 1 year.
- Your classes will be listed in the Reiki News Magazine and on www.reiki.org
- Most teachers find that by becoming a LRMT, their class enrollments double or increase even more than this. Classes may be taught in-person or online, expanding your reach.
- The authorization to offer a Certificate of Completion form for potential credit towards CEs for health professionals.
- Having a mentor to guide you and the full support of the ICRT and all its resources.
- Having an advanced credential which demonstrates your commitment to your professional Reiki practice.
- Professional recognition through LRMT listing on the Reiki News Magazine, the Reiki Membership Association website and on the ICRT website.
- Belonging to an established community of Reiki teachers who support one another in the continuing process of advancing the highest ideals of Reiki and the ICRT.
- Use of the Center's LRMT logo in your personal advertising.
- Association with a professional organization that is respected and has international recognition.
- A curriculum that includes: business comprehension and organization, marketing, technology, teacher skills, practitioner skills, healing issues that arise, and success consciousness.

Requirements to Apply

- Be a teaching Reiki Master for a minimum of two years before applying and have taught a minimum of 8 classes.
- Be a Professional Member of the Reiki Membership Association for at least one year.
- Have completed the Usui/Holy Fire® Reiki I & II, Usui/Holy Fire® Reiki Master and Holy Fire® Karuna Reiki® Master training with an ICRT Licensed Reiki Master Teacher at the current upgrade level.
- Have attended the International Reiki Retreat online or in-person and participate in the Licensed Teacher meeting to acquaint you with the other Licensed Reiki Master Teachers as well as the benefits of the program.
- Have a current Reiki practice where you are doing a minimum of 10+ sessions a month.
- Have a computer and a website. Be proficient with Word, be able to attach documents to an email and access and store documents in the cloud. Answer emails within 48 hours.
- Have taken Holy Fire® III Online training and be able to teach Reiki classes online.
- Complete a business assessment on a Google Form that will be sent to you.
- Pay an application fee of \$500.

Requirements After Being Accepted Into The Program

Requirements to teach Usui/Holy Fire® Reiki I and II at the current upgrade level

- Teach six Reiki I and II classes, with a minimum average of three students each or a total of 18 or more students during the first year after acceptance into the program. If the Student Teacher is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
- Complete 100 Reiki treatments (**after** acceptance into the Licensing program) and submit documentation of each *using the ICRT Reiki Treatment Documentation form*.
- Have 10 different clients submit reviews of the Reiki treatment they received from you.
- Pass a written test over material you need to know to teach a Reiki I, II, Master and Karuna class according to the ICRT's guidelines and your knowledge of other related information concerning Reiki.
- Write a paper on the Reiki subject of your choice with a minimum of 1500 and maximum of 2000 words on double spaced pages.
- Review a Reiki I and II class before co-teaching Reiki I and II.
- Sponsor a Reiki I and II class and co-teach it with your Mentor Teacher.
- Agree to stay up to date with the upgrades to Holy Fire® Reiki as they are available.
- Pay a monthly fee and other fees.

Requirements to teach Usui/Holy® Fire Reiki Master at the current upgrade level

- The LRMT must teach a minimum of six Reiki I & II classes. Each class should have a minimum average of three students for a total of 18 or more students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
- The LRMT must teach a minimum of three Reiki Master classes with a minimum average of three students for a total of nine or more students as an independent teacher. If the LRMT is teaching ICRT Animal Reiki, the teacher may count one class and up to three students from their Animal Reiki Master classes.
- Review Reiki Master before co-teaching Reiki Master.
- Sponsor a Reiki Master class and co-teach it with your Mentor Teacher.
- Pay a monthly fee and other fees.

Requirements to teach Holy Fire® Karuna Reiki® at the current upgrade level

- The LRMT must teach a minimum of six Reiki I & II classes as a Licensed Reiki Master ICRT Teacher. Each class should have a minimum average of three students for a total of 18 or more students. If the LRMT is teaching ICRT Animal Reiki, the teacher may count two classes and up to six students from their Animal Reiki I & II classes.
- The LRMT must teach a minimum of three Reiki Master classes with a minimum average of three students for a total of nine or more students as an LRMT. If the LRMT is teaching ICRT Animal Reiki, the teacher may count one class and up to three students from their Animal Reiki Master classes.
- The LRMT must teach three Holy Fire® Karuna Master classes with a minimum of nine students as an independent teacher.
- Review Karuna before co-teaching Karuna.
- Sponsor a Karuna class and co-teach it with your Mentor Teacher.
- Pay a monthly fee and other fees.

After you have read the LRMTTP manual, contact Colleen Benelli at colleen@reikilifestyle.com or Karen Harrison at karen@karenharrison.net with questions. **Your first step will be to complete the Licensed Reiki Master Teacher Program Questionnaire to determine your eligibility to apply to the program and pay an administrative fee of \$100.** This Google form is available online at <https://forms.gle/mPxmb9xKdPp2uFTG7>. You will receive a response to your questionnaire and be notified if you are invited to apply. Contact Tammy@reiki.org to pay the fee.

FINANCIAL COMMITMENT AND EARNINGS FOR THE LICENSED REIKI MASTER TEACHER TRAINING PROGRAM

This document gives an overview of the fees and income you can make by becoming a student teacher in the Licensed Reiki Master Teacher Training Program. The fees are approximate because students move through the 1,000 hour program at their own pace, usually taking one year for each level. However, it is possible to complete the requirements more quickly, resulting in less fees. Most teachers actually exceed the teaching and session requirements, resulting in more income. You are also free to set your own fees for sessions and classes, so the income is approximate. After becoming licensed for a level, such as Reiki I and II, you will charge the ICRT fee for that level of class. You are always free to set your own session fee. The earnings below are based on the teaching requirements for each level. All requirements may be completed online. If you decide to meet in person for the co-teach and review, there will be additional travel expenses.

- Questionnaire: \$100
- Application: \$500

Usui/Holy® Fire III Reiki I and II Online and In-Person

Monthly mentoring and administrative fee: \$200 a month or \$2400 annually

Review Reiki I and II with your mentor: \$495

Travel expenses to take the class with your mentor: varies and optional

Co-Teach Reiki I and II: no expense to you as long as you, along with the advertising of your class on www.reiki.org and in the Reiki News magazine, provide 8 paying students. Your mentor pays all the expenses of the class. If the class falls short of 8 students, you are responsible to pay the class fees for the missing students.

Teach at least 18 students Reiki I and II at \$495 each. Earn \$8,910

Provide 10 or more hours of Reiki sessions a month for 120 a year at \$60 to \$140 an hour. Earn \$7,200 to \$16,800.

Usui/Holy Fire® III Reiki Master Online and In-Person

- Monthly mentoring and administrative fee: \$100 a month or \$1200 annually
- Review Reiki Master with your mentor: \$1295
- Travel expenses to take the class with your mentor: varies and optional
- Co-Teach Reiki Master: no expense to you, as long as you, along with the advertising of your class on www.reiki.org and in the Reiki News magazine, provide 8 paying students. Your mentor pays all the expenses of the class. If the class falls short of 8 students, you are responsible to pay the class fees for the missing students. An alternative is for you to co-teach in your mentor's class and pay only the class fee of \$1295.
- **Teach at least 18 students Reiki I and II at \$495 each. Earn \$8,910**
- **Teach at least 9 students Reiki Master at \$1295 each. Earn \$11,655**
- **Provide 10 or more hours of Reiki sessions a month for 120 a year at \$60 to \$140 an hour. Earn \$7,200 to \$16,800**

Holy Fire® III Karuna Reiki® Master Online and In-Person

- Monthly mentoring and administrative fee: \$100 a month or \$1200 annually
- Review Karuna with your mentor: \$1295
- Travel expenses to take the class with your mentor: varies and optional
- Co-Teach Karuna: no expense to you, as long as you, along with the advertising of your class on www.reiki.org and in the Reiki News magazine, provide 8 paying students. Your mentor pays all the expenses of the class. If the class falls short of 8 students, you are responsible to pay the class fees for the missing students. An alternative is for you to co-teach in your mentor's class and pay only the class fee of \$1295.
- **Teach at least 18 students Reiki I and II at \$495 each. Earn \$8,910**
- **Teach at least 9 students Reiki Master at \$1295 each. Earn \$11,655**
- **Teach at least 9 students Karuna at \$1295 each. Earn \$11,655**
- **Provide 10 or more hours of Reiki sessions a month for 120 a year at \$60 to \$140 an hour. Earn \$7,200 to \$16,800.**

Bottom Line Fees and Income

You will attend the Reiki Retreat at least every other year. Fee varies depending on whether you attend in person or online.

Total Fees: \$11,075 paid over three years, figured with the option to co-teach in your mentor's class for Reiki Master and Karuna. Does not include travel expenses. Remember, becoming licensed will usually double your students through the power of advertising with the ICRT and your new business skills! After you are licensed, you only pay advertising fees for your classes (one time \$100 each), a per student fee (\$20 for I/II and \$35 for RM and Karuna), a gift magazine subscription for each student (\$20), a certificate fee per student (\$5), the manual price for each student, and your cost to attend the Reiki Retreat at least every other year.

Total Potential Earnings while working through the program: \$83,295 to \$112,095 This is approximate and could be more or less.

Net Income before your expenses: \$72,220 to \$101,020 You will have expenses of your own choosing to earn this income such as marketing, computer, office, supplies, etc.

Are you excited about the possibilities?

**REQUIREMENTS TO MAINTAIN STATUS AS A LICENSED TEACHER:
THE PROFESSIONAL CONTRACT**

**This Professional Contract is entered into between _____,
Licensed Teacher, and the International Center for Reiki Training. The Licensed Teacher
agrees to and states that he or she will abide by the following:**

1. To maintain an active Reiki practice.
2. To always conduct myself in a professional manner, including what I post on social media.
3. To maintain a clean, neat, professional appearance and dress during all professional activities.
4. To promote harmony in the Reiki community.
5. To honor and respect students, encouraging their independent growth, and freely share information with them.
6. To have email and voicemail/answering service to receive messages from the ICRT and to check both daily and respond within 48 hours or sooner based on the deadline given.
7. To meet deadlines for submission of teaching schedules for advertising in the *Reiki News Magazine* and the website.
8. To teach all Reiki classes according to ICRT guidelines, including material to be presented for each class.
9. To use ICRT-developed manuals for all classes (Available to LRMTs at 40% off the retail cost when ordered in groups of five or more).
10. To advertise only ICRT-published tuitions for each level I am licensed to teach.
11. To adhere to the ICRT Standards of Practice and Code of Ethics, and the ICRT Philosophy and Purpose, and Social Media Policy.
12. To do Placements and Ignitions or attunements according to the ICRT methods.
13. To agree to be observed by the ICRT staff at any time teaching any level of class and agree that my students may be contacted by ICRT staff at any time for quality review.
14. To keep current my contact information that is published on the website and in the *Reiki News Magazine*, which includes a phone number and email address.
15. To pay current advertising fees established by the ICRT.
16. To pay student fees with seven days as follows for each student: Reiki I-\$20.00, Reiki II-\$20.00, Reiki I & II-\$30.00, Reiki Master-\$50.00, Karuna Reiki® Master-\$50.00. (Note:

Includes \$5 certificate fee. These fees are included in tuition paid to LRMT and are subject to change.)

17. To pay \$20 per student for a 1 yr. subscription to Reiki News. (Included in tuition paid to LRMT.)
18. To maintain up to date GDPR wording on my website.
19. To submit roster and class reviews for each student to the ICRT within one week of the class.
20. To complete all levels of licensing through Karuna Master within 4 years of acceptance into the program.
21. To maintain my status as an independent businessperson responsible for my expenses and taxes.
22. To teach a minimum of eight classes per year with a minimum goal of 40 students per year.
23. To participate in the LRMT quarterly online meetings as often as possible.
24. To attend the Reiki Retreat and LRMT Pre-Retreat Meeting once every other year (every year preferred).

LRMT Initials_____I understand that if I do not follow the items listed in this contract, I will be placed on probation and not permitted to advertise classes. I will have the opportunity to correct the deficiency at that time. If I do not, I understand that I will be suspended from the LRMT Program.

Signed _____

Date _____

Revised March 2023

REQUIRED CURRICULUM

Teach the most current curriculum as found on your ICRT Evaluation Forms for each level and in the outline section of your Holy Fire® III manuals.

FORMS FOR THE APPLICATION PROCESS

Checklist for the Application Process—Forms, Certificates, and Screenings

Most of the application is now available as a Google form and is the preferred way to complete your application. Email the Program Director to request the form. The following pages contain the same information as are in the Google Forms.

Forms

- ✓ Questionnaire – Google form
- ✓ Letter of Intention – Google form for Application
- ✓ Application for Admission – Google form for Application
- ✓ Applicant’s Consent and Release – Google form for Application
- ✓ Reference Letter Information
- ✓ Reference Letter Explanation
- ✓ Employer Reference (1) – Google form
- ✓ Personal Reference (1) – Google form
- ✓ Student References (5) – for partners, 3 each - Google form
- ✓ Client References (3) – for partners, 2 each - Google form
- ✓ Teachers (Each ICRT LRMT with whom you have studied.) – Google form

Certificates

- ✓ Reiki certificates – send by email
- ✓ Educational background – Google form for Application
- ✓ Employment history – Google form for Application
- ✓ Reiki training from other schools – Google form for Application
- ✓ Spiritual training – Google form for Application
- ✓ Licenses/Certificates – send by email
- ✓ Picture of yourself—digital – send by email

Screenings

- ✓ Background check – conducted through the ICRT office
- ✓ Psychological screening – live interview and/or paper screening
- ✓ Business Interview on the following areas: business comprehension and organization, marketing, technology, success consciousness, teaching skills, practitioner skills, and healing issues. – Google form

LETTER OF INTENTION TO BECOME AN ICRT LICENSED REIKI MASTER TEACHER

Dear Prospective ICRT Student Teacher:

We appreciate your interest in becoming a Licensed Reiki Master Teacher with the International Center for Reiki Training. To begin the application process, you must first submit a "Letter of Intention." This letter will help us get to know you on a more personal level and as a prospective teacher. We ask that you include some idea of your basic philosophy in your Letter of Intention.

We ask that you connect with your higher self to ensure that ego and personality motives, along with your soul's purpose, are not in conflict. Please meditate/pray about your Letter of Intention and include your responses to these questions in your letter.

- Why do you wish to become a Licensed Reiki Master Teacher with the International Center for Reiki Training?
- What would becoming a Licensed Teacher mean to you?
- What would being a Licensed Teacher convey to the public?
- What strengths and weaknesses do you bring with you to the program?
- How do you see yourself growing emotionally, mentally, and spiritually through becoming and being a Licensed Teacher?
- Describe your current Reiki practice.

Please email the following to the address on the front of this manual if you have not completed it through a Google form:

Letter of Intention

Application for Admission

Applicant's Consent and Release Form

Reiki certificates

Educational background

Employment history

Reiki training from other schools

Spiritual training

Email the following:

Licenses/Certificates

Picture of yourself

Make sure all materials are complete before emailing your packet. Note that all program materials must be sent in by email as attached files, including copies of your class certificates.

After you have completed this step and the ICRT has reviewed your packet, you will be notified if you will move on to the next step of completing your Reference Letters.

**ICRT APPLICATION FOR ADMISSION
LICENSED REIKI MASTER TEACHER TRAINING PROGRAM—Page 1**

Name _____ **Date of Birth** _____

Mailing Address:

Street _____ City _____

State/Country _____ Zip/Postal Code _____

Office Address:

Street _____ City _____

State/Country _____ Zip/Postal Code _____

Home Phone _____ Office Phone _____ Fax _____

Email _____ Personal Website _____

ICRT Training:

Usui/Holy Fire® Reiki I, Date, Teacher, Certificate Enclosed? Y/N

Usui/Holy Fire® Reiki II, Date, Teacher, Certificate Enclosed? Y/N

Usui/Holy Fire® ART, Date, Teacher, Certificate Enclosed? Y/N

Usui/Holy Fire® Master, Date, Teacher, Certificate Enclosed? Y/N

Holy Fire® Karuna Reiki® Master, Date, Teacher, Certificate Enclosed? Y/N

Certificates for these classes must be submitted by email before your application can be considered.

Reiki Training with Other Schools:

On a separate sheet of paper list:

Classes, dates, and teachers of all your previous Reiki training and hours of training at each level.

Educational Background:

On a separate sheet of paper list:

High School attended, the address, and dates of attendance.

College(s) OR Vocational Schools attended, addresses, and dates of attendance. Degrees awarded.

Other spiritual healing training you have attended, address, and dates of attendance, certificates, or degrees awarded.

Graduate work, school attended, address, dates of attendance, and major/minor.

**ICRT APPLICATION FOR ADMISSION
LICENSED REIKI MASTER TEACHER TRAINING PROGRAM—Page 2**

List the Names of References and Phone Numbers:

Employer:

Name, Phone Number _____

Personal:

Name, Phone Number _____

Students:

Name, Phone Number _____

Name, Phone Number _____

Name, Phone Number _____

Name, Phone Number _____

Name, Phone Number _____

Clients:

Name, Phone Number _____

Name, Phone Number _____

Name, Phone Number _____

Reiki Teacher(s):

Name, Phone Number _____

Name, Phone Number _____

Do you hold any certifications, licenses in traditional medicine, complementary medicine, or psychology? If so, list and give your training. Use the back of this page if necessary.

Please list your employment record for the past five years, stating how long at each position, name of supervisor, and phone number. Describe your work responsibilities at each position. (Use the back of this page if necessary or include a resume if you have one.)

Please include a current photo of yourself with your application.

**ICRT APPLICATION FOR ADMISSION
LICENSED REIKI MASTER TEACHER TRAINING PROGRAM—Page 3**

Have you ever undergone psychotherapy for emotional or mental reasons? If so, do you feel that the situation was resolved? Are you currently undergoing treatment?

Do you currently have a medical condition that in any way impairs or limits your ability to practice or teach Reiki with reasonable skill and safety?

Are you currently free of disease that could be transmitted by giving or receiving a Reiki session?

Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? If yes, please explain.

I, _____, affirm that I have read and understand the guidelines for admission into the Licensed Reiki Master Teacher Training Program at the International Center for Reiki Training.

Upon completion of the requirements to become a Licensed Reiki Master Teacher, I agree to abide by the items listed in the Professional Contract.

By signing, I agree to the Ethical Standards and Standards of Practice as published on www.reikimembership.com. I state my intent and commitment to upholding the ICRT's Purpose and Philosophy in my Reiki practice and teaching.

Therefore, on this date, _____, I so affirm by my signature.

Signature _____ Print Name _____

Signature of Witness _____ Print Name _____

**THE INTERNATIONAL CENTER FOR REIKI TRAINING
LICENSED REIKI MASTER TEACHER TRAINING PROGRAM
APPLICANT'S CONSENT AND RELEASE FORM**

In applying for licensure with the International Center for Reiki Training, I,
_____, hereby:

Authorize the International Center for Reiki Training, their staff and representatives to consult with my prior and current students, teachers and others who may have information bearing on my professional competency, character, health status, ethical qualifications, ability to work cooperatively with others and other qualifications;

Consent to the release of such information;

I release from liability the ICRT, its staff, and their representatives for acts performed and statements made in good faith and without malice in connection with the evaluation of my application, my credentials, and my qualifications.

I acknowledge that I, as an applicant for licensure, have the burden of producing adequate information for a proper evaluation of my professional, ethical, and other qualifications and for resolving any doubt about such qualifications.

THIS CERTIFIES THAT THE INFORMATION SUBMITTED BY ME IN MY APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ Signature of Applicant

_____ Printed Name

_____ Date

_____ Signature of Witness

_____ Witness Printed Name

_____ Date

REFERENCE LETTERS

To: Prospective Student Teachers

From: The ICRT Teacher Training Staff

Re: References

Please present the enclosed letter of reference forms to your employer, a personal reference, five (5) of your students who have taken a class with you in the past 12 months, three (3) of your current clients, and to the Licensed Reiki Master Teachers with whom you took your ICRT training. For partners applying together, all of the above requirements are the same except for we request a reference from three (3) each of your students and two (2) each of your current clients. Ask them to fill out the reference form and return it to you in the self-addressed stamped envelope, which you provide for them. They are to sign their name over the seal of the envelope. Do not open their envelope as doing so will invalidate the reference.

When you have received all the reference letters, mail the packet to the ICRT.

The new preferred way to receive references is to use Google forms for the references. Email karen@karenharrison.net and request the Google forms for the references.

Address the envelope as follows:

Karen Harrison
Director of the Licensed Teacher Training Program
8301 State Line Rd., Suite 200
Kansas City, MO 64114

**THE INTERNATIONAL CENTER FOR REIKI TRAINING
EMPLOYER REFERENCE LETTER**

Thank you for your time in completing and mailing in this reference form. You have been asked to fill out this form as a current or past employer of _____, who is applying to become a Licensed Reiki Master Teacher with the International Center for Reiki Training (ICRT).

Please carefully respond to the questions. Your responses will help us determine admittance into our training program. All of your responses will be kept confidential. A member of our staff will contact you by phone during this selection process.

We look forward to speaking with you.

Employer Reference

1. How long was/has this person (been) employed with your company?
2. What are your assessments of this employee as to punctuality, interaction with the public, ability to work independently, compassion for others, judgments of others, ability to follow assigned tasks as asked to perform, and honesty?
3. Do you think this employee was/is a good representative of your company in the community?
4. What are the dates of employment?
5. What is the documented departure reason if a former employee?
6. Would you rehire this person? Why or why not?
7. Does or did this employee pose a threat of any kind?

Please mail your responses back to the applicant in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed: _____

Signature: _____ Print Name: _____

Phone number and/or email address: _____

Best time to call: _____

Thank you for your assistance.

**THE INTERNATIONAL CENTER FOR REIKI TRAINING
PERSONAL REFERENCE LETTER**

Thank you for your time in completing and mailing in this reference form. You have been asked to fill out this form as a personal reference for _____, who is applying to become a Licensed Reiki Master Teacher with the International Center for Reiki Training (ICRT).

Please carefully respond to the questions. Your responses will help us determine admittance into our training program. All of your responses will be kept confidential. A member of our staff will contact you by phone during this selection process.

We look forward to speaking with you.

Personal Reference

1. How long have you known this person? In what capacity do you know him or her?
2. How would you describe this person as to his or her honesty, interactions with the public, and commitment to following through with any undertaking to which he or she commits?
3. Do you feel that this person has any prejudices or makes judgments of people who do not think or act as he or she does?
4. Do you believe that this person is committed to his or her practice of Reiki?
5. Do you feel that he or she would be an asset to our Licensed Teacher Training Program?

Please mail your responses back to the applicant in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed: _____

Signature: _____ Print Name: _____

Phone number and/or email address: _____

Best time to call: _____

Thank you for your assistance.

THE INTERNATIONAL CENTER FOR REIKI TRAINING
STUDENT REFERENCE LETTER

Thank you for your time in completing and mailing in this reference form. You have been asked to fill out this form as a student reference for _____, who is applying to become a Licensed Reiki Master Teacher with the International Center for Reiki Training (ICRT).

Please carefully respond to the questions. Your responses will help us determine admittance into our training program. All of your responses will be kept confidential. A member of our staff will contact you by phone during this selection process. We look forward to speaking with you.

Student Reference

1. What classes have you taken from this teacher?
2. Did the class(es) fulfill your expectations? If not, why?

Please respond as to how you would describe this teacher in the following areas (use a separate sheet if necessary):

1. His or her knowledge of Reiki.
2. His or her ability to answer questions asked in class.
3. His or her ability to handle difficult class situations (if there were any witnessed).
4. His or her openness to answer student questions by not withholding information and his or her ability to communicate clearly.
5. Were you aware of any ego problems or a sense of competitiveness?
6. Do you feel this teacher trusts Reiki energy to work for the highest good?
7. Would you take a class from this teacher again?
8. Do you feel that this teacher would be a good representative of the International Center for Reiki Training (ICRT)? If so, why?

Please add any other comments about this teacher that you think would help us in our selection process, and please mail your responses back to the applicant in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed: _____

Signature: _____ Print Name: _____

Phone number and/or email address: _____

Best time to call: _____

Thank you for your assistance.

**THE INTERNATIONAL CENTER FOR REIKI TRAINING
CLIENT REFERENCE LETTER**

Thank you for your time in completing and mailing in this reference form. You have been asked to fill out this form as a client reference for _____, who is applying to become a Licensed Reiki Master Teacher with the International Center for Reiki Training (ICRT).

Please carefully respond to the questions. Your responses will help us determine admittance into our training program. All of your responses will be kept confidential. A member of our staff will contact you by phone during this selection process. We look forward to speaking with you.

Client Reference

1. How long have you been receiving Reiki sessions from this practitioner?
2. How much time does your practitioner spend talking with you before and after your Reiki session?
3. Do you feel the practitioner understands your needs?
4. Do you feel confident that your practitioner seems competent with the techniques he or she is using?
5. Does your practitioner diagnose or tell you what is wrong with you?
6. Does your practitioner suggest ways you might find relief for your situation?
7. Does your practitioner suggest other techniques that might help you?
8. Is your practitioner prompt in keeping your appointment time?
9. Would you say that your practitioner could be reached easily to make an appointment?
10. How long does it take your practitioner to call you back when you leave a message—within a day, a week, or longer?
11. Do you feel the fees you pay are reasonable for your area?
12. Do you feel at ease with your practitioner?

Please add any other comments about this teacher that you think would help us in our selection process, and please mail your responses back to the applicant in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed: _____

Signature: _____ Print Name: _____

Phone number and/or email address: _____

Best time to call: _____

Thank you for your assistance.

**THE INTERNATIONAL CENTER FOR REIKI TRAINING
TEACHER REFERENCE LETTER**

Thank you for your time in completing and mailing in this reference form. You have been asked to fill out this form as a teacher reference for _____, who is applying to become a Licensed Reiki Master Teacher with the International Center for Reiki Training (ICRT).

Please carefully respond to the questions. Your responses will help us determine admittance into our training program. All of your responses will be kept confidential. A member of our staff will contact you by phone during this selection process. We look forward to speaking with you.

Teacher Reference

1. How long have you known this student?
2. What classes has this student taken from you?

Please describe this student regarding:

1. His or her ego, knowledge of Reiki, openness to challenges, different or difficult people, new ways of doing things.
2. Do you sense any competitiveness with other teachers or students?
3. How did this student interact with others in the class?
4. Do you feel that this student has a commitment to Reiki?
5. Please give your assessment of this student as a potential Licensed Teacher.
6. Do you feel this student would promote the ICRT and support the philosophy, purpose, and ethical code?

Please add any other comments about this student that you think would help us in our selection process, and please mail your responses back to the applicant in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed: _____

Signature: _____ Print Name: _____

Phone number and/or email address: _____

Best time to call: _____

Thank you for your assistance.

**MISCELLANEOUS FORMS YOU WILL USE
ONCE ACCEPTED INTO THE PROGRAM**

Professional Contract

Reiki Symbol Quiz

Client Review Form for Reiki Session

Reiki Client Information Form

Reiki Documentation Form

Class Review (Evaluation)

Student Teachers—Use the same evaluation form as LRMTs, which you will find on www.reikiloc.org, or obtain from your Mentor Teacher.

REIKI SYMBOL QUIZ

Teacher's Name: _____ **Class Date:** _____

Class Location/City: _____ **State:** _____

Please Circle Class: Reiki II Reiki Master Karuna Master

What influenced you to take this Reiki Class? (Please circle all that apply.)

Reiki.org Internet Site Teacher's Internet Site Open House/Reiki Share

From a Friend *Reiki News Magazine* Other

Student Name: (Please print) _____

Mailing Address: _____ **City:** _____

State: _____ **Zip:** _____ **Country:** _____

Phone number: _____ **Email:** _____

Please draw the symbols for this class level below and/or on the back without looking at your notes. Be sure to include the names of the symbols. The numbers and arrows are not necessary.

CLIENT REVIEW FORM FOR REIKI SESSION

Name: _____ (optional)

Phone: _____ (optional)

Name of Reiki Practitioner: _____

Date of Session: _____

Before Your Session:

1. How long did it take for you to obtain a session with this Practitioner from your initial phone call?

2. How long was it from the time you called for an appointment until the Practitioner returned your call to schedule a session? (Please circle one.)

The day you called Within 2–3 days Within 4–7 days Longer

3. What is your impression of the openness and warmth of the Practitioner?

Very Open Somewhat open Very Little Not at all

4. Are you comfortable talking to your Practitioner?

During Your Session:

1. Did your Practitioner talk with you about your concerns before the session?

2. Did he or she consult with you after the session to see how you felt and to discuss your experience?

3. Did you feel comfortable, respected, and nurtured during your session?

4. Was there anything that concerned you about your session?

CLIENT REVIEW FORM FOR REIKI SESSION—Page 2

After Your Session:

1. Did the Practitioner provide time for you to talk about your session?
2. Did the Practitioner give his/her impressions of your session?
3. Did the Practitioner suggest ways that you could assist in your healing?
4. How would you rate this Practitioner as a Professional?

Please mail your responses back to the Student Teacher in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed: _____

Signature: _____ Print Name: _____

Phone number and/or email address: _____

Best time to call: _____

Thank you for your assistance.

REIKI CLIENT INFORMATION FORM

Name: (Please Print) _____

Phone (Home): _____ Cell phone or evening: _____

Address: _____

City, State, Zip: _____

Email (optional): _____

Emergency contact: _____

Current medications and dosage: _____

Are you currently under the care of a physician? Yes No

If yes, physician's name: _____

How did you hear about us? _____

Have you ever had a Reiki session before? Yes No

If yes, when was your last session? _____ Number of previous sessions _____

Do you have a particular area of concern? _____

Are you sensitive to perfumes or fragrances? Yes No

Are you sensitive to touch? Yes No

I understand that Reiki is a simple, gentle, hands-on energy technique that is used for stress reduction and relaxation. I understand that Reiki practitioners do not diagnose conditions, nor do they prescribe or perform medical treatment, prescribe substances, nor interfere with the treatment of a licensed medical professional. I understand that Reiki does not take the place of medical care. It is recommended that I see a licensed physician or licensed health care professional for any physical or psychological ailment I may have. I understand that Reiki can complement any medical or psychological care I may be receiving. I also understand that the body can heal itself, and to do so, complete relaxation is often beneficial. I acknowledge that long-term imbalances in the body sometimes require multiple sessions to facilitate the level of relaxation needed by the body to heal itself.

Signed: _____ Date: _____

Privacy Notice: No information about any client will be discussed or shared with any third party without the written consent of the client or parent/guardian if the client is under 18.

REIKI DOCUMENTATION FORM

Client name: _____ Date: _____

Reason for session: _____

_____ Relaxation and stress reduction _____ Specific Issue

Physical: _____

Emotional: _____

Mental/Spiritual: _____

Changes since last session: _____

Observation/scan before Reiki session: _____

Observation/scan after Reiki session: _____

Post-session notes: _____

Length/type of session: _____

Follow-up planned: _____

Practitioner name: _____

GLOSSARY

Certificate Fee—A fee paid to the ICRT by the LRMT for the processing of certificates for each student who takes a class.

CEU/CE—Continuing Education Credits that massage therapists and other professionals can earn by taking Reiki classes.

Class Fee—A fee paid to the ICRT by the LRMT for each student who takes a class for support of the LRMT program.

Co-teaching—A step in becoming a Licensed Reiki Master Teacher in which you organize a class and share teaching responsibilities with your supervising teacher.

International Center for Reiki Training—(ICRT) is the organization that supports the Licensed Teacher Training Program.

ICRT Website—www.reiki.org.

Japanese Reiki Techniques—Techniques taught in the ICRT Reiki classes and includes the techniques of *Gassho*, *Byosen*, *Kenyoku*, *Koki-ho*, *Jacki-Kiri Joka-ho*, *Enkaku Chiryō*, and *Gyoshi-ho*.

Karuna Reiki®—An advanced level of Reiki Training developed by the ICRT.

Licensed Reiki Master Teacher (LRMT)—Someone who has completed all the requirements to become a Licensed Reiki Master Teacher and is licensed to advertise and teach Reiki I & Reiki II classes with the ICRT.

Reiki News Magazine—A publication published by the ICRT four times a year that lists the classes you teach.

Reiki Practice—Is defined as one in which you see an average of 10–15 clients a month.

Reiki Retreat—A retreat sponsored by the ICRT and held once a year as a three-day weekend of workshops, meditations, and Reiki.

Senior Licensed Teacher—Someone who has been teaching as a Licensed Karuna Reiki® teacher for at least five years.

Mentor Teacher—Someone who has been teaching as a Licensed Karuna Reiki® teacher for two years, is proficient with paperwork, and is in good standing with the ICRT. For additional information, see the ICRT Licensed Teacher Training Mentor Manual.

Student Teacher—Someone who has been accepted into the Licensed Reiki Master Teacher Training Program and is in the process of completing the requirements to become a Licensed Teacher.