

# The International Center for Reiki Training

## Teacher Licensing Program Guidelines and Benefits Manual

### A Comprehensive Self Development Course and Support Service for Professional Reiki Master Teachers

#### **IMPORTANT NOTICE**

Because of our CE and CEU provider status with professional associations, we are unable to make any exceptions to our program requirements.

Due to the volume of inquiries we receive each year about this program we can no longer accept questions by phone. Please thoroughly review this manual, and submit all correspondence as specified in this document. These requirements are subject to change. Prior to submitting your application please be certain that you have reviewed the most current version of this document as posted on [www.Reiki.org](http://www.Reiki.org)

#### **2009 Revision**

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Please submit all correspondence regarding this program to:

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# About the International Center for Reiki Training

## Our 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 in order to solve any problem encountered.
- Using negative, *and* positive 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.

## Our 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 treatments.
- 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.

### **Our Locations**

The training facility is located on two peaceful acres with lots of trees. We have a large classroom with a fireplace, a treatment room, an office, and a hot tub. We are located in Southfield, Michigan, about 1/2 hour from the Detroit Metro airport. Our administrative office and warehouse are located a few miles away in an office park.

Our Licensed teachers and student teachers are located across the United States, the Caribbean, Europe and other areas internationally.

### **Our President - William Lee Rand**



William Lee Rand is founder of The International Center for Reiki Training and author of Reiki, *The Healing Touch*, *Reiki for A New Millenium* and wrote *The Spirit of Reiki* with Walter Lübeck and Arjava Petter. He is also author of over 40 articles on Reiki, The Reiki Class audio tapes and many other Reiki meditation tapes. He has over 35 years experience with metaphysics and healing work and received Reiki I in 1981, Reiki II in 1982 and Reiki mastership in 1989 and has studied with many Reiki masters. He teaches Reiki classes full time in the US and in many countries around the world.

### **Program Director – Laurelle Shanti Gaia**



Laurelle Shanti Gaia is the Director of our Teacher Licensing Program . Laurelle has 30 years experience in healing work and spiritual studies. Reiki became her focus over 20 years ago, since which time she has practiced Reiki daily. Laurelle incorporates Reiki into a clinical practice, an intensive worldwide teaching schedule, as well as in her daily life and meditation practices.

Laurelle has had many articles about Reiki published, organizes local healing networks, and works diligently to promote the benefits of Reiki through public speaking. She also authored “*The Book On Karuna Reiki® . . . Advanced Healing Energies for Our Evolving World.*” Laurelle is President of Infinite Light Healing Studies Center and Peace Place of Sedona, AZ. She has been in full-time Reiki practice since 1991 and a Teacher Licensed by the Center since 1993.

### **Center Licensed Teachers**

Teachers Licensed by the Center are vital to the success of ICRT. Each of our teachers has completed an advanced course of study designed especially for Reiki Masters who wish to dedicate themselves to teaching and practicing Reiki on a professional level. Some of our teachers operate healing centers, all maintain an active Reiki practice, and are committed to empowering others through Reiki.



**About the  
Reiki Master  
Teacher Licensing  
Program**

## Welcome

Dear Prospective ICRT Licensed Teacher:

Thank you for your interest in the International Center for Reiki Training and our Teacher Licensing 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 Program Director along with my friends and colleagues, William 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 Center, and my vision for our program and for 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 to be valid and I felt a deep sense of mission and passion to pursue this. When I met William Rand and became familiar with the Center, I realized that assisting in the growth of the Center was to be one way I would express 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 Center's Philosophy:

- 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 prior to joining the program, I wanted more training. I liked 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 actually structured so each student teacher becomes an apprentice to the Reiki Energy itself.*

Although we offer a wonderful structured curriculum, class manuals and support materials plus Professional quality classes, we simply open the doors for our students. The greatest Reiki teacher is the energy itself. By following our program our teachers learn and blossom into qualified practitioners and teachers.

We are here to provide structure, gentle guidance and encouragement. We have come to know that although basic technique is helpful in developing 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 certain outcome. In order for Reiki to work, it needs someone who is willing to serve as an instrument for it to flow through and that person is more effective when they allow 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 their students.

Reiki is not a theory, it is not a science, Reiki is infinitely intelligent healing energy which has much to teach us. *It requires disciplined, focused practice to learn all that Reiki has to teach us.* That is why we have structured the program as we have. You will find details of the requirements in this manual. So please keep in mind that it 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. In order to reach people from all walks of life, we need this diversity. We have psychologists, nurses, teachers, computer professionals, housewives and blue-collar workers in our program. Each brings with

them 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 more mainstream professions.

Reiki is silently weaving its way through all cultures, religions and professions, and that is our Vision ... Reiki being available to all who wish to 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***

A handwritten signature in purple ink that reads "Luanelle Haia". The signature is written in a cursive, flowing style.

***Director of Teacher Licensing  
International Center for Reiki Training***

## **Program Intention**

The Teacher Licensing Program is offered 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 Center as a Center Licensed Teacher. When referring to the teachers in this manual we often use TLC (Teacher's Licensed by the Center).

This is a self-paced program. The student teacher is encouraged to allow a sufficient amount of time to benefit from the process. Part of our statement of the Center's Philosophy encourages *“Placing greater value on learning from experience and inner guidance than on the teachings of an authority,”* we believe that this program encourages one to strengthen their ability to do this.

Reiki is a way to personal empowerment. This program has been designed in keeping with the nature of Reiki.

The intention of the program is to assist the Reiki Master-Teacher in developing an in-depth understanding of Reiki, and sufficient personal experiences to be able to serve effectively as a teacher to others. This process is educational and healing for those who choose to make the commitment.

Although we honor all Reiki teachers and practitioners, we recognize that there is a lack of consistency in training available from independent teachers. It is our belief that when a student is seeking quality Reiki training, they should receive some basic, standardized and organized training.

We recognize that Reiki is very fluid and is evolving, therefore we also encourage the development of new techniques and skills that are based on proven results. We honor our teacher's individual styles of teaching, and their unique backgrounds. However, we require our teachers to offer, at a minimum, all the elements of our curriculum in their classes. This ensures students that they will receive consistent training regardless of which of our teachers they choose to study with.

We also believe that a code of ethics is necessary to insure that all of our teachers are serving in the highest possible way. For this reason we have developed our Ethical Standards and require all of our teachers to comply with them.

*The most challenging part of managing this program is selecting applicants. We receive applications from hundreds of Reiki Masters each year, and our program can only accommodate 8 new teachers each year.*

## **Goals and Purpose of the TLC Program**

The purpose of the Teachers Licensing Program is to produce quality teachers to represent the ICRT in a professional manner.

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

### **1. Maintaining Professional Standards by:**

Providing a professional level of credentialing, with the goal of allowing the Center to continue to provide CEs for nurses and other CEU programs.

Providing a training ground for Student Teachers to learn from experience while developing a thorough understanding of Reiki through sufficient personal experiences.

Providing qualification and review procedures to ensure teachers completing the program are emotionally balanced, cooperative rather than competitive, ethical, business-savvy and are effective teachers.

Providing an effective, rational Code of Ethics to insure that all our teachers operate in integrity and in the highest possible way to serve others.

### **2. Providing Opportunities for Growth Among Senior Teachers**

To promote growth among our Senior Licensed teachers, as they serve as mentors, coaches, or reviewers while assisting Student Teachers.

Provide opportunities for senior teachers to participate more actively in the Center in terms of updating manuals, writing articles, creating professional conferences and more.

To incorporate the latest research, techniques, and findings into the ICRT classes

### **3. Providing Quality Teaching Materials and Ongoing Teacher Training**

Our Licensed Teachers assist in the development of new classes and training materials. Promote ongoing development of a standardized, organized and consistent method of teaching classes, as outlined by the Center, while incorporating the best suggestions from our teachers.

## **Ethical Standards**

1. Be in agreement with and working to fully express the Usui Ideals, the Center Philosophy and the Center Purpose.
2. Respect all Reiki practitioners and masters regardless of lineage or affiliation. Refrain from making negative statements about other practitioners or masters.
3. Actively work to create harmony and friendly cooperation between all Reiki practitioners and masters regardless of lineage or organizational affiliation.
4. Encourage all students to use their own inner guidance when deciding who to receive Reiki treatments from or who to study Reiki with including the possibility of studying with more than one teacher.
5. Openly encourage all your clients and students to do the best job possible with the Reiki program they are guided to use.
6. Always work to empower clients and students to heal themselves. Encourage and assist them with personal growth and development of their Reiki practice.
7. Always treat your students and clients with the greatest 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, or never make sexual comments or references.
8. Abstain from the use of drugs or alcohol during all professional activities.
9. Practice Truth in Advertising. Present the subjects covered in your Reiki classes, the full tuition, and the amount of time spent in. When listing your Reiki training and/or qualifications in a bio, include the fact that you have completed the Reiki Teacher Licensing program with The International Center for Reiki Training. When advertising Reiki classes, include the fact that you will be teaching as a Licensed teacher in accordance with ICRT guidelines. State that Reiki certificates are issued by the ICRT. If any classes are not Center Licensed, use an asterisk to mark those classes and include “\*not Center Licensed” on the same page.
10. Never use another person’s copyrighted material in your classes without permission and giving credit.
11. Be open to the continuing process of enhancing your professional qualifications, training, experience and skills.
13. Be actively working on your own healing and fully express the essence of Reiki in everything you do.

**Ethical Standards** (continued)

14. Educate the client regarding the value of Reiki and explain that it does not guarantee a cure, and is not a substitute for medical or psychological treatment.

15. Acknowledge that Reiki works in cooperation with other forms of medical or psychological care. If a client has a medical or psychological condition, suggest, in addition to giving them Reiki treatments, they see a health care practitioner if they are not already seeing one.

16. 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. Never suggest the client change prescribed treatment. Never interfere with the treatment of a licensed health care provider.

## **Benefits of Being an ICRT Licensed Teacher**

- Membership in a support network which includes the Staff of the International Center for Reiki Training, as well as, the other Center Licensed Teachers.
- Being able to offer Continuing Education Credits to students in your class who are licensed as Massage Therapists, or Nurses and other professions.
- Having the opportunity to advertise your classes in the Reiki News Magazine and on the ICRT website.
- Listing of your email and phone number in Reiki News Magazine for students to directly contact you about class information.
- Use of the Center database of TLC students. The Center's database can be used to generate mailings and for verification of training to Professional Organizations or potential employees.
- Use of the Center's logo in your personal advertising
- Association with a professional organization that has international recognition.
- Having an advanced credential which demonstrates your commitment to your professional Reiki practice.

# The Application Process

## An Overview of the Application process

Student Teachers who are accepted into the program will be assigned an ICRT Senior Teacher as a Mentor. This person will be a valuable resource for you as you progress through the licensing program.

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

The ICRT Admissions Committee 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.

Following the application procedure you will find the requirements to be fulfilled *upon acceptance* into the Licensed Teacher Program.

To remain active in the program you are to submit a monthly progress report to your mentor teacher with a copy sent to the Program Administrator.

This monthly report must list the number of treatments you have given, the type of treatment (client, distant, personal), the number and level of classes you taught, class date and number of students. This portion of the report is to be emailed to your mentor and to the Program Administrator. Your review forms must be mailed to the PO Box on the front of this document.

This report is required due to the number of people waiting to come into the Program. This reporting process helps to insure that those who hold the student teacher slots are committed to and are actively completing the program requirements.

Next you will find the requirements that need to be fulfilled to teach the advanced level courses once you become a Licensed Teacher.

The Professional Contract you will sign upon acceptance and all forms needed for your application process can be found in the back of this manual.

## Requirements to Apply to Enter the ICRT Licensed Teacher Program

- \_\_\_\_\_ Be at least 25 years of age
- \_\_\_\_\_ To always conduct myself in a professional manner, and to maintain a clean, neat professional appearance and dress during all professional activities.
- \_\_\_\_\_ Be a teaching Reiki Master for a minimum of one year before applying.
- \_\_\_\_\_ **Have completed the ICRT Reiki I & II, ART/Reiki Master and Karuna Reiki® Master training with an ICRT Licensed Reiki Master Teacher.\***
- \_\_\_\_\_ Have attended the International Reiki Retreat and participate in the meeting hosted at 1:30 p.m. on the last day (usually Monday) of the retreat.
- \_\_\_\_\_ Have a current ongoing Reiki practice. An ongoing practice is defined as one where you give Reiki treatments to clients. This may be either hands on or distant treatments, but not entirely one or the other.
- \_\_\_\_\_ Be in agreement with the Center's Philosophy and Purpose
- \_\_\_\_\_ Agree to honor and abide by the Ethical Standards set by the International Center for Reiki Training
- \_\_\_\_\_ 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 to serve simply as a pure and open channel for the energies to flow through, with no attachment to the results.
- \_\_\_\_\_ To be actively working on your own healing and personal growth
- \_\_\_\_\_ **Submit your letter of intent following the outlined guidelines\***
- \_\_\_\_\_ **Submit copies of your certificates with your application. Also submit a copy of any non ICRT Reiki Master's lineage.\***
- \_\_\_\_\_ Have the required reference letters mailed directly to the indicated address (employer, personal, 3 clients, 5 students and your Reiki Master Teacher{s})
- \_\_\_\_\_ Complete a 5-minute written Personality Assessment Screening, which will be mailed to you upon receipt of your application.
- \_\_\_\_\_ Pay a non-refundable application fee of \$150.00 with your letter of intent and application.

**\*Please submit these items BEFORE distributing your reference letters.**

## Requirements to Fulfill Upon Acceptance Into the TLC Program – Checklist

\_\_\_\_\_ Have a current Reiki practice where you are doing 10+ sessions month. This may be either hands on or distant treatments, but not entirely one or the other.

\_\_\_\_\_ Be in agreement with the Center’s Philosophy and Purpose

\_\_\_\_\_ Contract to honor and abide by the ICRT’s Ethical Standards

\_\_\_\_\_ To always conduct myself in a professional manner, and to maintain a clean, neat professional appearance and dress during all professional activities.

\_\_\_\_\_ 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 to serve simply as a pure and open channel for the energies to flow through, with no attachment to the results.

\_\_\_\_\_ Be actively working on your own healing.

\_\_\_\_\_ Pay a monthly tuition/administrative fee of \$100 to the ICRT Licensing Program while I am a student teacher.

\_\_\_\_\_ One year of teaching Reiki I and II classes prior to becoming a Licensed Teacher. During this year 6 Reiki I and II classes must be taught. Each of these classes will be taught according to the Center guidelines, Center symbol tests will be used and submitted to the TLC office along with completed Class Reviews from each student in class. Student Class Reviews will have the student’s name and contact number on them with their consent to be contacted by Center staff for monitoring of the class content, presentation and their experiences with you as a Reiki Teacher.

\_\_\_\_\_ Complete 100 Reiki treatments (**after** acceptance into the Licensing program) and submit documentation of each *using the ICRT Reiki Treatment Documentation form*. Complete means at least a 45-minute session, full body treatment with Usui Reiki on the table. These may also include use of the healing attunement, aura cleansing, and Karuna Reiki®. Ten of these treatments must be self-treatments, 15 distant sessions, and 75 of clients in your practice.

\_\_\_\_\_ Have 10 different clients submit reviews of the Reiki treatment they Received.

\_\_\_\_\_ Pass a written test over material you need to know to teach a Reiki I, II, ART, and Master 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 80. (If the minimum score is not reached, then the Student Teacher has 60 days to research, write and submit a paper on the identified areas of weakness on the exam).

***This test will be administered by the Program Director before you co-teach.***

\_\_\_\_\_ Write a paper on the Reiki subject of your choice with a minimum of five and maximum of ten double-spaced pages (11 point type).

\_\_\_\_\_ Review a Reiki I and II class from the perspective of a teacher within 6

months of co-teaching Reiki I and II. The Center Licensed Teacher whom you take the class from will submit documentation of your attendance and comments about your interactions with the other students. The Student Teacher will pay the standard review fee of \$150 to the Center Licensed Teacher to review the Reiki I and II class.

**Requirements to Fulfill Upon Acceptance Into the TLC Program - Checklist-cont.**

\_\_\_\_\_ Sponsor a Reiki I and II class and co-teach it with your supervising Senior Licensed Teacher. (BE SURE THAT YOUR SENIOR TEACHER INFORMS ALL STUDENTS REGISTERED FOR THIS CLASS THAT IT WILL BE TAUGHT WITH YOU) This class must have a minimum of 8 students. The Senior Teacher receives the student tuition paid by the first 8 students as compensation for their 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 Senior Teacher from future class revenues. However, their licensing process is not complete until the full financial obligation has been met. The full tuition goes to the Senior Teacher, but the Senior Teacher is responsible for paying all class related expenses (i.e. books, travel, lodging, and classroom rent). If more than the minimum number of students is recruited, the tuition, minus expenses, from the additional students are divided 50% to the Student Teacher and 50% to the Mentor Teacher. In the co-taught class the Student Teacher will do the initial presentation on all sections and the Senior Teacher will add information as necessary. At all times the Senior Teacher will support the Student Teacher. If there is information presented that needs to be corrected the Senior Teacher will counsel the Student Teacher at break time and let the Student Teacher correct the information with the class. The Senior Teacher will submit the Co-Teach Review Form to the TLC office reporting on all aspects of the teaching weekend.

ALTERNATIVE TO SPONSORING CLASS - In certain circumstances it may be acceptable for the student teacher to travel to the Mentor teacher and co-teach a class that the Mentor teacher has established. This exception must be approved in writing by the Director of Teacher Licensing at least 6 months prior to the class to be co-taught.

\_\_\_\_\_ Upon completion of the Student Teacher Program and becoming a Licensed Teacher with the International Center for Reiki Training, you agree to sign the Professional Contract.

**Maximum time from acceptance into the Licensed Teacher Program and completion of all Reiki I & II requirements is 3 years.**

## **Requirements to Teach Advanced Level Reiki Classes as a TLC *ART/Master Level***

The TLC must be teaching Reiki I & II classes for a minimum of one year and teach a minimum of six classes as a Licensed ICRT Teacher. Each class should have a minimum of 2 students.

1. Teach for a minimum of one year
2. During the year you must teach (4) Reiki I and (4) Reiki II classes or (4) Reiki I and II (combined) classes.
3. Teach 2 ART/Master classes as an independent teacher. (i.e. the Center won't advertise, or issue certificates for the ART/Master class but you should be teaching these levels independently to gain experience)
4. A total of (12) students must have attended these classes.

Before teaching ART/Master as a licensed teacher the student must both review and co-teach ART/Master. When reviewing it is necessary to do so from a future teaching perspective. Observing the Senior Teacher's presentation will be helpful in this process. The student teacher must have reviewed the class with a Senior Licensed Teacher within six months of co-teaching their class.

To maintain licensing to teach ART/Master the Student Teacher must teach these levels within one year after co-teaching. When a Center Licensed Teacher comes to your class to review, they should be introduced as a fellow teacher to the class. The reviewing TLC is not there to co-teach so they should be respectful of the presenting teacher, the reviewing student should at all times be in the role of a student. However, it would be appropriate for the Senior Teacher to ask the other TLC if they have anything to add during the informational parts of the class. The reviewing teacher must retake the symbols test and submit it as proof of review.

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 Student Teacher and the Senior Teacher will travel to their location. They must have an eight student minimum (six if no travel is involved) or guarantee students fees for these students (any fees due must be paid to the Senior Teacher within three months of the class.) These fees, less class & travel expenses, will be split 30% to the sponsoring teacher and 70% to the Senior Teacher.

The second option is for the Student Teacher who would prefer to not sponsor the class. They can co-teach with a Senior Teacher by traveling to one of the Senior Teacher's classes. In this instance no fee is paid to the Student Teacher, as they are not establishing the class. In the advanced level classes, co-teaching should be on a shared basis with each teacher presenting about 50% of the course material.

### ***Requirements to Teach Karuna Reiki® as a TLC***

The Student Teacher should have been teaching ART/Master level for a minimum of one year, or three classes with a minimum of 2 students per class, before co-teaching Karuna Reiki® with a senior teacher.

1. Teach ART/Master class for one year.
2. Teach (3) Karuna Master classes as an independent teacher
3. Teach a minimum of (6) Karuna Master students during the year

Before teaching Karuna Reiki® as a licensed teacher the student must both review and co-teach Karuna Reiki®. When reviewing it is necessary to do so from a future teaching perspective. Observing the Senior Teacher's presentation will be helpful in this process. The Student Teacher must have reviewed the class with a Senior Licensed Teacher within six months of co-teaching their class. This teacher must also be a Registered Karuna Reiki® Master. The reviewing teacher must re-take the symbols test and submit it as proof of review.

To maintain licensing to teach Karuna Reiki® the Student Teacher must teach these levels within one year after co-teaching. When a Center Licensed Teacher comes to your class to review, they should be introduced as a fellow teacher to the class. The reviewing TLC is not there to co-teach so they should be respectful of the presenting teacher, the reviewing student should at all times be in the role of a student. However, it would be appropriate for the Senior Teacher to ask the other TLC if they have anything to add during the informational parts of the class. The reviewing teacher needs to fill out the top part of the symbol test to be submitted as proof of review. They must retake the symbol test and submit it as proof of review.

There are two options to co-teach the class for center licensing. In the first option, the co-taught class can be sponsored by the Student Teacher and the Senior Teacher will travel to their location. They must have an eight student minimum (six if no travel is involved) or guarantee student fees for these students (any fees due must be paid to the Senior Teacher within three months of the class.) These fees, less class & travel expenses, will be split 30% to the sponsoring teacher and 70% to the Senior Teacher.

The second option is for the Student Teacher who would prefer to not sponsor the class. They can co-teach with a Senior Teacher by traveling to one of their classes, but no fee is paid to the Student Teacher, as they are not establishing the class. In the advanced level classes, co-teaching should be on a shared basis with each teacher presenting about 50% of the course material.

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

## **Requirements to Maintain Status as a Licensed Teacher**

- Maintain an active Reiki Practice
- Encourage subscription to Reiki News Magazine
- Promote harmony in the Reiki Community
- Honor and respect students, encouraging their independent growth, and to freely share information with them
- Have email and voicemail or an answering service to receive messages check both DAILY. Have basic computer skills, including ability to upload and download files. Internet access (high speed preferred). Ability to execute basic word processing functions (copy/cut/paste/print) Open PDF files. Keep all class/student information current in reikitle.org
- Meet deadlines for submission of teaching schedules for advertising in Reiki News Magazine and the reiki.org
- Teach all Reiki classes according to Center guidelines including material to be presented for each class
- Use Center developed manuals for your classes. (Available to teachers at 40% of retail cost when ordered in quantities of 5 or more)
- To follow the Ethical Guidelines established by the ICRT
- Perform attunements according to the ICRT method
- Agree to be observed by the ICRT staff teaching all levels of classes
- Keep your contact information that is published on the website and in the Reiki News current. This includes phone number and email address
- Pay an advertising fee (current minimum fee established by ICRT) each Reiki News Magazine(4 times a year) which includes the listing of your contact information and 2 classes. Additional classes may be advertised at the rate of \$50.00 per class. (These fees are subject to change) Additional advertising opportunities are available.
- To pay student fees as follows for each student: Reiki I- \$5.00, Reiki II - \$5.00, ART - \$5.00, Master - \$20.00, Karuna \$25.00 (fees subject to change)
- To submit symbol tests and class reviews for each student to the TLC Program within one week of the class
- To submit CEU/CE paperwork as required by each organization in the time frame stated
- To maintain your status as an independent business person responsible for your own expenses and taxes
- To teach a minimum of 6 classes per year
- To attend the Reiki Retreat once every other year (every year preferred)

## **REQUIRED CURRICULUM:**

**Below is a list of the topics that must be covered in each class.**

### ***Reiki I***

- What is Reiki, define and how does it work
- Levels of Reiki training
- The History of Reiki
- Gassho Meditation
- Byosen Scanning
- Self Treatment with Byosen Self Scan
- Treatment of others
- Kenyoku
- Client release, documentation, fees
- Hayashi Healing Guide
- Reiki I Attunement

### ***Reiki II***

- Reiki Symbols discussion
- Explanation of Symbols and their uses-Symbols test
- Explain Treatment with symbols
- Koki-ho
- Group Reiki with symbols & Koki-ho
- Gyoshi-ho (beaming with eyes)
- Enkaku Chiryō (distant healing)
- Gassho Meditation
- Reiki II Attunement

### ***Advanced Reiki Training***

- Charging and setting up a crystal grid
- How to use the crystal grid
- Discuss Usui Master Symbol - draw - test
- ART Attunement and share advanced Reiki energy with a partner
- Reiki Symbol Meditation
- Reiki Moving Meditation
- Aura Cleansing

### ***Reiki Master Training***

- Differences in Usui and Tibetan Reiki
- Tibetan Master Symbols - discussion, practice, test
- Reiki Master attunement
- Microcosmic Orbit Meditation
- Violet Breath explanation and use
- Hui Yin explanation and use
- Healing Attunement
- What it means to be a Reiki Master
- Attunement demonstration and practice for Reiki I, II, ART, Master
- Karuna Reiki® - explain classes available
- TLC Program - explain briefly and mention the guidelines manual

### ***Karuna Reiki® Practitioner Level I***

- Description of Karuna Reiki®
- Origin of Karuna Reiki®
- Karuna Reiki® Spiritual Guidance
- Karuna Reiki® Symbols activation methods
- Karuna Reiki® I symbols meanings/use
- Practice Karuna Reiki® symbols - take test
- Karuna Reiki® Level I attunement
- Karuna Reiki® treatment Level I
- Shadow Self Meditation/Halu
- Karuna Reiki® registered program

### ***Karuna Reiki® Practitioner Level II***

- Karuna Reiki® II symbols meanings/use
- Practice Karuna Reiki® symbols - take test
- Karuna Reiki® Level II attunement
- Karuna Reiki® treatment Level II
- Karuna Reiki® registered program

### ***Karuna Reiki® Master***

- Description of Karuna Reiki®
- Origin of Karuna Reiki®
- Karuna Reiki® Spiritual Guidance
- Karuna Reiki® Symbols Activation
- Karuna Reiki® I symbols and use
- Practice Karuna Reiki® symbols - take test
- Karuna Reiki® I Master Attunement
- Karuna Reiki® Treatment Level I
- Shadow Self Meditation/Halu Reiki
- Karuna Reiki® II Symbols and use
- Practice Karuna Reiki II symbols
- Discuss Karuna Reiki® Master symbols
- Take test on level II and Master symbols
- Karuna Reiki® II Master Attunement
- Violet Breath discuss/practice
- Differences between Master and Practitioner Attunements
- Demonstrate and practice attunements
- Describe and practice chanting
- Describe and practice toning
- Karuna Reiki® registration program

## **Forms for the Application Process**

- ✓ Letter of Intention
- ✓ Application
- ✓ Applicants Consent and Release
- ✓ Reference Letter Information
- ✓ Reference Letter Explanation
- ✓ Employer
- ✓ Personal
- ✓ Student
- ✓ Client
- ✓ Teacher
- ✓ Client Review Form for Reiki Session

## **Letter of Intention to Become an ICRT Licensed Teachers**

Dear Prospective ICRT Student Teacher:

We appreciate your interest in becoming a Licensed 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 intent.

We ask that you connect with your higher self to insure 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 does becoming a Licensed Teacher mean to you?
- What does 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.

Please mail this letter along with your application to the address on the front of this manual.

**The International Center for Reiki Training  
APPLICATION FOR ADMITANCE INTO THE  
LICENSED TEACHER PROGRAM**

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**

Reiki I Date Teacher Certificate Enclosed Y/N

Reiki II Date Teacher Certificate Enclosed Y/N

ART Date Teacher Certificate Enclosed Y/N

Master Date Teacher Certificate Enclosed Y/N

Karuna Reiki Master Certificate Enclosed Y/N

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

**Reiki Training with other Schools**

On a separate sheet of paper list classes, dates, and teacher of all your previous Reiki training and hours of training at each level. Copies of your certificates should be sent to the address on the front of this manual.

**Educational Background**

On a separate sheet of paper list:

High School attended, address and dates of attendance. College(s) OR vocational schools you attended, address 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 into TLC Program - Page 2***

**List 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 \_\_\_\_\_

***Please include a current photo of yourself with your application.***

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)



**International Center for Reiki Trainin Licensed Teacher Program  
APPLICANT’S CONSENT AND RELEASE**

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:

Release from liability the ICRT, its staff and their representative for their acts performed and statements made in good faith and without malice in connection with 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date

**Signature of Applicant**  
**Name Printed**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date

**Signature of Witness**  
**Witness Name Printed**

## **Reference Letters**

**To: Prospective Student Teachers**  
**From 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 class with you in the past 12 months, three (3) of your current clients and to the Center Licensed Teachers whom you took the your ICRT training with. Ask them to fill out the reference form and return it to the licensing office in the self addressed stamped envelope, which you provide for them.

Address the envelope as follows:

**Laurelle Gaia, Director of Teacher Licensing**  
**International Center for Reiki Training**  
**P.O. 1930, Sedona, AZ 86339**

**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 this out as an employer of \_\_\_\_\_ who is applying to become a Licensed Teacher with the International Center for Reiki Training. 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 be contacting you by phone during this selection process. We look forward to speaking with you.

**EMPLOYER REFERENCE**

- How long was/is this person employed with your company?
- Would you hire this person again?
- What is your assessment 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.
- Do you think this employee was/is a good representative of your company in the community?

Please mail your responses in the envelope provided.  
(Laurelle Gaia, Program Director, P.O. 1930, Sedona, AZ 86339)

Date completed: \_\_\_\_\_  
Signature \_\_\_\_\_ Name Printed \_\_\_\_\_  
Phone number and or email address: \_\_\_\_\_  
Best time to call \_\_\_\_\_

**Thank you for your assistance**

**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 this out as personal reference for: \_\_\_\_\_ who is applying to become a Licensed Teacher with the International Center for Reiki Training.

Please carefully respond to our 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 be contacting you by phone during this selection process. We look forward to talking with you.

**PERSONAL REFERENCE**

- How long have you known this person? In what capacity do you know them?
- How would you describe this person as to their honesty, their interactions with the public, commitment to following through with any undertaking they commit to?
- Do you feel that this person has any prejudices or makes judgments of people who do not think or act as they do?
- Do you believe that this person is committed to their practice of Reiki?
- Would they be an asset to our Licensed Teacher Program?

Please mail your responses in the envelope provided.

(Laurelle Gaia, Program Director, P.O. 1930, Sedona, AZ 86339)

Date completed: \_\_\_\_\_

Signature \_\_\_\_\_ Name Printed \_\_\_\_\_

Phone number and or email address: \_\_\_\_\_

Best time to call \_\_\_\_\_

**Thank you for your assistance**

## **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 this out as a student reference for: \_\_\_\_\_ who is applying to become a Licensed Teacher with the International Center for Reiki Training.

Please carefully respond to the questions below.. 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 be contacting you by phone during this selection process. We look forward to speaking with you.

### STUDENT REFERENCE

- What classes have you taken from this teacher?
  
  
  
  
  
  
  
  
  
  
- 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):

- Their knowledge of Reiki
  
  
  
  
  
  
  
  
  
  
- Their ability to answer questions asked in class
  
  
  
  
  
  
  
  
  
  
- Their ability to handle difficult class situations (if there were any witnessed)
  
  
  
  
  
  
  
  
  
  
- Their openness to answer student questions by withholding information and their ability to communicate clearly
  
  
  
  
  
  
  
  
  
  
- Were you aware of any ego problems or sense of competitiveness? Do you feel this teacher trusts Reiki energy to work for the highest good.

**Student Reference Letter - page 2**

· Would you take a class from this teacher again?

· Do you feel that this teacher would be a good representative of the International Center for Reiki Training? If so, why?

Please add any other comments about this teacher that you think would help us in our selection process.

Please mail your responses in the envelope provided.

(Laurelle Gaia, Program Director, P.O. 1930, Sedona, AZ 86339)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name Printed \_\_\_\_\_

Phone number and or email address: \_\_\_\_\_  
\_\_\_\_\_

Best time to call \_\_\_\_\_

**Thank you for your assistance**

**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 this out as a client reference for: \_\_\_\_\_ who is applying to become a Licensed Teacher with the International Center for Reiki Training.

Please carefully respond to each question/section. 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 be contacting you by phone during this selection process. We look forward to speaking with you.

CLIENT REFERENCE

- How long have you been receiving Reiki treatments from this practitioner?
  
- How much time does your practitioner spend talking with you before and after your Reiki session?
  
- Do you feel the practitioner understands your needs?
  
- Do you feel comfortable that your practitioner seems competent with the techniques they are using?
  
- Does your practitioner diagnose or tell you what is wrong with you?
  
- Does your practitioner suggest ways you might find relief for your situation?
  
- Does your practitioner suggest other techniques that might help you?
  
- Is your practitioner prompt in keeping your appointment time?
  
- Would you say your practitioner could be reached easily to make an appointment?
  
- How long does it take your practitioner to call you back when you leave a message, within a day, week, or longer?

**Client Reference Letter - page 2**

- Do you feel the fees you pay are reasonable for your area?
  
- Do you feel at ease with your practitioner?

Please add any other comments about this practitioner that you think would help us in our selection process.

Please mail your responses in the envelope provided.

(Laurelle Gaia, Program Director, P.O. 1930, Sedona, AZ 86339)

Date completed: \_\_\_\_\_ Signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

Phone number and or email address: \_\_\_\_\_

Best time to call \_\_\_\_\_

**Thank you for your assistance**

**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 this out as a Teacher reference for: \_\_\_\_\_ who is applying to become a Licensed Teacher with the International Center for Reiki Training.

Please carefully respond to each question/section. 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 be contacting you by phone during this selection process. We look forward to talking with you.

TEACHER REFERENCE

- How long have you known this student?
  
  
- What classes has this student taken from you?
  
  
- Please describe this student regarding:
  - Their ego, knowledge of Reiki, openness to challenges, different or difficult people, new ways of doing things.
  
  
  - Do you sense any competitiveness with other teachers or students?
  
  
  - How did this student interact with others in class?
  
  
  - Do you feel this student has a commitment to Reiki?



**Client Review Form for Reiki Session**

Name \_\_\_\_\_ (optional)

Phone \_\_\_\_\_ (optional)

Name of Reiki Practitioner \_\_\_\_\_

Date of Session \_\_\_\_\_

\*\*\*\*\*

**Before Your Session:**

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

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}

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

{Very Open} {Somewhat open} {Very Little} {Not at all}

Are you comfortable talking to your Practitioner?

**During Your Session:**

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

Did they consult with you after the session to see how you felt and discuss your experience?

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

Was there anything that concerned you about your session?

**After Your Session:**

Did the Practitioner provide time for you to talk about your session?

Did the Practitioner give his/her impressions of your session?

Did the Practitioner suggest ways that you could assist in your healing?

How would you rate this Practitioner as a Professional?

Please mail your responses in the envelope provided.  
(Laurelle Gaia, Program Director, P.O. 1930, Sedona, AZ 86339)

Date completed: \_\_\_\_\_ Signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

Phone number and or email address: \_\_\_\_\_

Best time to call \_\_\_\_\_

**Thank you for your assistance**

# Class Review Forms

Class Review  
Student Teachers

Checklist  
Reiki I & Reiki II  
Advanced/Reiki Master  
Karuna Reiki®

## Reiki I and II Class Review

Please answer the following questions as they pertain to the Reiki I and/or Reiki II class you took this weekend. Please circle your interpretation of the teacher's presentation of each subject listed below.

- 1- POOR –The teacher does not have a clear understanding of the subject being taught.
- 2- FAIR – The teacher's knowledge of the subject was very limited.
- 3- GOOD – The teacher presented the subject so I have a basic understanding.
- 4- VERY GOOD - The teacher presented the subject with more depth and detail.
- 5- EXCELLENT – The teacher includes a variety of information on the subject which may have included using personal illustrations and class discussion.

<u>REIKI ONE CLASS</u>	<u>Excellent</u>					<u>Poor</u>
Define Reiki, How Reiki heals	5	4	3	2	1	1
Uses of Reiki	5	4	3	2	1	1
History of Reiki	5	4	3	2	1	1
Gassho meditation	5	4	3	2	1	1
Byosen scanning	5	4	3	2	1	1
Explanation of self treatment, Byosen self scan	5	4	3	2	1	1
Practice giving Reiki to others	5	4	3	2	1	1
Kenyoku- Dry bathing	5	4	3	2	1	1
<u>REIKI TWO CLASS</u>						
Reiki symbol discussion	5	4	3	2	1	1
Explanation of symbols and their uses	5	4	3	2	1	1
Explanation of complete treatment with symbols	5	4	3	2	1	1
Client release, documentation	5	4	3	2	1	1
Koki-ho- Using Reiki symbols with breath	5	4	3	2	1	1
Practice giving Reiki to others with symbols	5	4	3	2	1	1
Gyoshi-ho – Sending Reiki with your eyes	5	4	3	2	1	1
Enkaku Chiryō – Distant Reiki	5	4	3	2	1	1

---

Please use the reverse side to answer these questions:

- A. Did this workshop fulfill your expectations based on the class description provided by the teacher and the International Center for Reiki Training? If not, please let us know in what area.
- B. Did the instructor answer questions effectively and compassionately?
- C. Did the class provide sufficient hands on practice?
- D. What was the most positive experience you had in this class?
- E. What Improvements would you recommend in the class or in the teacher's presentation?

Teacher's name \_\_\_\_\_ Student's name (optional)

## Advanced Reiki/Reiki Master Class Review

Please answer the following questions as they pertain to the Advanced Reiki and/or Reiki Master Class you took this weekend. Please circle your interpretation of the teachers presentation of each subject listed below.

- 1- POOR –The teacher does not have a clear understanding of the subject being taught.
- 2- FAIR – The teacher’s knowledge of the subject was very limited.
- 3- GOOD – The teacher presented the subject so I have a basic understanding.
- 4- VERY GOOD - The teacher presented the subject with more depth and detail.
- 5- EXCELLENT – The teacher includes a variety of information on the subject which may have included using personal illustrations and class discussion.

<u>ADVANCED REIKI TRAINING</u>	<u>Excellent</u>					<u>Poor</u>
Charging and setting up a crystal grid	5	4	3	2	1	1
How to use a crystal grid	5	4	3	2	1	1
Reiki symbol meditation	5	4	3	2	1	1
Reiki moving meditation	5	4	3	2	1	1
Aura Clearing	5	4	3	2	1	1
Describe the Usui Master Symbol and use	5	4	3	2	1	1
Practice use of Usui Master Symbol	5	4	3	2	1	1
 <u>REIKI MASTER TRAINING</u>						
Difference in Usui and Tibetan Reiki	5	4	3	2	1	1
Microcosmic Orbit Meditation	5	4	3	2	1	1
Violet Breath explanation and use	5	4	3	2	1	1
Hui Yin explanation and use	5	4	3	2	1	1
Healing Attunement	5	4	3	2	1	1
Describe Tibetan Reiki Master symbols/use	5	4	3	2	1	1
Values of a Reiki Master	5	4	3	2	1	1
Attunement process for Reiki One	5	4	3	2	1	1
Attunement process for Reiki Two	5	4	3	2	1	1
Attunement process for ART	5	4	3	2	1	1
Attunement process for Reiki Master	5	4	3	2	1	1

---

Please use the reverse side to answer these questions:

- A. Did this workshop fulfill your expectations based on the class description provided by the teacher and the International Center for Reiki Training? If not, please let us know in what area.
- B. Did the instructor answer questions effectively and compassionately?
- C. Did the class provide sufficient hands on practice?
- D. What was the most positive experience you had in this class?
- E. What Improvements would you recommend in the class or in the teacher’s presentation?

STUDENT NAME \_\_\_\_\_ (optional) TEACHER Name \_\_\_\_\_

## Karuna Reiki® Class Review

Please answer the following questions as they pertain to the Karuna Class you took this weekend. Please circle your interpretation of the teacher's presentation of each subject listed below.

- 1- POOR –The teacher does not have a clear understanding of the subject being taught.
- 2- FAIR – The teacher's knowledge of the subject was very limited.
- 3- GOOD – The teacher presented the subject so I have a basic understanding.
- 4- VERY GOOD - The teacher presented the subject with more depth and detail.
- 5- EXCELLENT – The teacher includes a variety of information on the subject which may have included using personal illustrations and class discussion.

<u>DAY ONE</u>	<u>Excellent</u>					<u>Poor</u>
Description of Karuna Reiki®	5	4	3	2	1	
Origin of Karuna Reiki®	5	4	3	2	1	
Karuna Reiki® Spiritual Guidance	5	4	3	2	1	
Karuna Reiki® Symbols Activation	5	4	3	2	1	
How to give a Karuna Reiki® Treatment	5	4	3	2	1	
Karuna Reiki® Symbols and Use	5	4	3	2	1	
Practice Karuna Reiki® One Symbols	5	4	3	2	1	
<u>DAY TWO</u>						
Shadow Self Meditation/Halu Reiki	5	4	3	2	1	
Karuna Reiki® II Symbols and Use	5	4	3	2	1	
Practice Karuna Reiki® II Symbols	5	4	3	2	1	
<u>DAY THREE</u>						
Karuna Reiki® Registration Program	5	4	3	2	1	
Discuss Karuna Reiki® Master Symbols	5	4	3	2	1	
Violet Breath Discuss and Practice	5	4	3	2	1	
Karuna Reiki® I Master Attunement	5	4	3	2	1	
Karuna Reiki® II Master Attunement	5	4	3	2	1	
Differences between Master and Practitioner Attunements	5	4	3	2	1	
Describe and Practice Chanting and Toning	5	4	3	2	1	

Please use the reverse side to answer these questions:

- A. Did this workshop fulfill your expectations based on the class description provided by the teacher and the International Center for Reiki Training? If not, please let us know in what area.
- B. Did the instructor answer questions effectively and compassionately?
- C. Did the class provide sufficient hands on practice?
- D. What was the most positive experience you had in this class?
- E. What Improvements would you recommend in the class or in the teacher's presentation?

STUDENT'S NAME \_\_\_\_\_ (optional)

TEACHER NAME \_\_\_\_\_

# Miscellaneous Forms

Professional Contract  
Client Information Form  
Reiki Treatment Documentation  
Reiki Symbol Test

**International Center for Reiki Training Teacher Licensing Program**  
**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 they will abide by the following:

- To maintain an active Reiki Practice.
  - To always conduct myself in a professional manner, and to maintain a clean, neat professional appearance and dress during all professional activities.
  - To distribute Reiki News to establishments in their area.
  - To promote harmony in the Reiki Community.
  - To honor and respect students, encouraging their independent growth, and to freely share information with them.
  - To have email and voice mail or an answering service to receive messages from the center and to check both daily. To have basic computer skills as described in the guidelines.
  - To meet deadlines for submission of teaching schedules for advertising in Reiki News and the Website
  - To teach all Reiki classes according to Center guidelines including material to be presented for each class.
  - To use Center developed manuals for your classes
  - To follow the Ethical Guidelines established by the ICRT.
  - To do attunements according to the Center method.
  - To agree to be observed by the ICRT staff teaching all levels of classes.
  - To keep current your contact information that is published on the website and in the Reiki News, which includes phone number and email address.
  - To pay an advertising fee (current minimum fee established by ICRT) each Reiki News(4 times a year) which includes the listing of your contact information and 2 classes. Additional classes may be advertised at the rate of \$50.00 per class. (These fees are subject to change)
  - To pay a certificate fee of \$5.00 for each student you teach and student fees as follows for each student; Reiki I- \$5.00, Reiki II - \$5.00, ART - \$5.00, Master - \$20.00, Karuna \$25.00.(These fees are subject to change)
  - To submit symbol tests and class reviews for each student to the TLC Program within one week of the class.
  - To submit CEU/CE paperwork as required by each organization in the time frame stated.
  - To maintain your status as an independent business person responsible for your own expenses and taxes.
  - To teach a minimum of 6 classes per year.
  - To attend the Reiki Retreat once every other year (every year preferred).
- I understand if I do not follow the items listed on this contract that I will be placed on probation and not permitted to advertise classes. At that time I will have the opportunity to correct the deficiency. If I do not, then I understand that I will be suspended from the TLC Program.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Reiki Symbol Quiz

Teachers Name: \_\_\_\_\_ Class Date: \_\_\_\_\_

Class Location- City: \_\_\_\_\_ State: \_\_\_\_\_

What caused you to take this Reiki Class: (please circle all that apply)

reiki.org Internet site    Teachers personal internet site    Open House/Reiki Share

From a Friend    Reiki News    Other \_\_\_\_\_

Please Circle Class:    Reiki II    ART    Master    Karuna I    Karuna II    Karuna Master

Student Name (please print) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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.

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? \_\_\_\_\_  
Are you sensitive to touch? \_\_\_\_\_

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 has the ability to heal itself and to do so, complete relaxation is often beneficial. I acknowledge that long term imbalances in the body sometimes require multiple sessions in order 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 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 Center by the TLC for each student who takes a class for processing of certificates

*CEU/CE* – Continuing Education Credits that Massage Therapists, Nurses, and other professionals can earn by taking Reiki Classes

*Class Fee* - Paid to the Center by the TLC for each student who takes a class for support of the TLC program

*Co-teaching* – A step in becoming a Licensed Teacher where you organize a class and coteach it with your supervising teacher

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

*ICRT Website* - [www.reiki.org](http://www.reiki.org)

*Japanese Reiki Techniques* – Are taught in our Reiki Classes and include the techniques of:  
Gassho, Byosen, Kenyoku, Koki-ho, Jacki-Kiri, Joka-ho, Enkaku Chiryō, and Gyoshi-ho

*Karuna Reiki®* - Advanced level of Reiki Training developed by the ICRT

*Licensed Teacher* – (TLC) Is someone who has completed all the requirements to become a Licensed Teacher and is licensed to advertise and teach Reiki I and Reiki II classes with the ICRT.

*Reiki News Magazine* – Is a publication published by the ICRT four times a year where the classes you teach are listed.

*Reiki Practice* - Is defined as one where you see an average of 10-15 clients a month.

*Reiki Retreat* – Is sponsored by the ICRT and held once a year as a three-day weekend of workshops, meditations, and Reiki.

*Senior Licensed Teacher* – One who has been teaching as a Licensed Teacher for at least a year and has been licensed to teach ART/Reiki Master class, also a person who may be a supervising teacher.

*Student Teacher* – Someone who has been accepted into the Licensed Teacher Program and is in the process of completing the requirements to become a Licensed Teacher.

*TLC* – Teacher Licensed by the Center