

POLICY AND PROCEDURES MANUAL

FOR

LICENSED TEACHERS
WITH
THE INTERNATIONAL CENTER
FOR REIKI TRAINING



December 2021 Edition

Table of Contents

ICRT Philosophy and Purpose.....	4
ICRT Code of Ethics.....	5
ICRT Standards of Practice.....	6
Professional Contract.....	7
Disciplinary Procedures.....	8
Class Paperwork Procedures.....	9
Add a Class to Website	
Add/Delete Students	
Attended/Review Students	
Certificates	
Delete/Edit Class	
Credit Card	
Student/Certificate/Reiki News Fees	
Digital Paperwork Submission	
Fines and Penalties	
CE “Certificate of Completion”	13
Digital Manuals.....	14
ICRT Trademark Instructions.....	15
Advertising Policies.....	16
LRMT Logo	
Advertising Fees	
Advertising Classes in Reiki News	
Advertising RMA Classes	
Non-Advertised Classes	
Personal Ads in Reiki News	
Advertising Class Tuitions	
Student Referral Incentive	
Teaching ART Only.....	19
Teaching Reiki I & II as Separate Classes.....	19
Holy Fire® LRMTs Teaching Usui/Tibetan.....	19
Other Systems of Online Reiki – ICRT Pre-Requisite.....	19

Age Qualifications for ICRT Students.....	20
Senior Teacher Definition.....	20
Mentor Teacher Requirements.....	21
GPDR – General Data Protection Regulation.....	22
Leave of Absence and Re-Admittance.....	23
Emergency Contact Information & Business Continuation Plan Suggestions.....	24
No Solicitation Policy.....	25
Social Media Policy.....	25
Animal Reiki.....	28
Team Reiki Information.....	30
Business Team Information.....	32
ICRT Southfield Office Information.....	33

The Philosophy and Purpose of
The International Center for Reiki Training

Philosophy

- Honesty and clarity in one's thinking and communication.
- The willingness to recognize prejudice in oneself and replace it with truth and love.
- Compassion for those who have decided not to do this work.
- 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 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 support people in the development of their Reiki skills.
- 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.

ICRT 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 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/or 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, in addition to giving them Reiki treatments, they see a licensed health care provider.
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 the client change prescribed treatment or 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 permission and giving credit.
11. **Freedom:** Encourage your students to use their own 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 as to create and maintain a professional image for the practice of Reiki and for the ICRT Reiki Membership Association.
13. **Development:** Be involved in the continuing process of healing yourself on all levels so as to fully express the essence of Reiki in all you do. Be in agreement with and working to fully express 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 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. Supply ICRT certificates to your students.
3. Reply to all Reiki related e-mail and voice mail in a timely way.
4. Use a client information form and session documentation form in your Reiki sessions.
5. Create a safe, comfortable, harmonious space for your sessions and classes.
6. All training and class attunements, Placements and Ignitions must be given in person or online.
7. When teaching Reiki classes, use only the ICRT Reiki symbols as drawn by Mrs. Takata for Reiki II, the Master symbols for Reiki Master which are located in the ICRT Reiki Master manual, and Karuna symbols found in ICRT Karuna Master manual. Include time for lecture, discussion, demonstration, practice time and questions and answers in all your classes.
8. Reiki I & II can be taught together or separately according to teacher preference. However, any student taking Reiki II with you must have taken Reiki I with an LRMT.
9. ART and Master need to be taught together as one class for those teaching any Usui/Holy Fire® Master class.
10. Require that a student have practiced at the Reiki II level for a minimum of six months before taking Reiki Master.
11. Require that a student have practiced at Reiki Master level for a minimum of six months before taking Karuna Master.
12. Use the ICRT class outlines. Additional topics can be taught at teacher's discretion.
Minimum class times:
Reiki I – 5 hours
Reiki II – 5 hours
Usui/Tibetan ART – 5 hours
Usui/Tibetan Master – 10 hours
Usui/Holy Fire® Reiki Master – 15 hours

LRMT 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:**

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 to freely share information with them.
6. To have email and voicemail/answering service to receive messages from the Center and to **check both daily and respond within 48 hours** or sooner based on deadline given.
7. To meet deadlines for submission of teaching schedules for advertising in *Reiki News* and the website.
8. To teach all Reiki classes according to Center guidelines including material to be presented for each class.
9. To use Center developed manuals for my classes. (Available to LRMTs at 40% off retail cost when ordered in groups of 5 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, the Center Philosophy and Purpose and Social Media Policy.
12. To do placements and ignitions or attunements according to the Center 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 *Reiki News*, which includes phone number and email address.
15. To pay current advertising fees established by the ICRT.
16. To pay student fees as follows for each student: Reiki I - \$15.00, Reiki II - \$15.00, Reiki I & II - \$25.00, Reiki Master - \$40.00, Karuna Master - \$40.00. (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 GPDR wording on my website.
19. To submit 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 business person responsible for my own expenses and taxes.
22. To teach a minimum of 8 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 if I do not follow the items listed in this contract that 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 January 2021

Disciplinary Procedures

All LMRTs are required to abide by all items in the Professional Contract that they signed.

If a teacher is found to not be in compliance with any item in the contract, they will be consulted as to the difficulty, and plans will be formed to come back into compliance. If the situation persists, the LRMT will be placed on probation.

An email will be sent to the LRMT outlining the areas that are deficient along with what needs to be done to come back into compliance with the program. The probationary period is for six months. During the probationary period the LRMT is not permitted to advertise classes and the LRMT's contact information will be removed from Reiki News and www.reiki.org. At the end of the six-month period Team Reiki will re-evaluate the LRMT's performance. If the LRMT has begun to fulfill all the items in the Professional Contract, the probation is lifted. If not, then the teacher can be removed from the LRMT program.

ICRT Class Paperwork Procedures for all LRMTs

All LRMTs are required to follow these procedures in completing class paperwork.

When you schedule a class, enter it into www.reikitle.org immediately.

Add a Class to the Website

1. Click "LOGIN" to log in to your account from the home page.
2. Click "Membership" to see the options available to you.
3. If you are a Fully Licensed LRMT, you will only have one "Manage your Membership" block. If you are a Professional Member for some levels, you will have two options available.
4. Click "Class Scheduler" under the appropriate "Manage your Membership" block to start a new class
5. Scroll down to see the "Teacher Class Management" section and begin a new class, edit an existing class, manage students and/or manage certificates.
6. Begin creating your class by choosing the Reiki class level*, begin date, end date, co-teacher (if applicable).

***NOTE:** If you are licensed in some levels and Professional in others, you will have duplicate choices for "Class Level." Classes that begin with the "P" for the code are Professional classes.

7. Fill in the location - *YOU WILL NEED TO EDIT THE LOCATION FOR THE FOLLOWING:*
 - For classes that will be taught online, change the "City" box to **"Online Class from (insert city) 9:30 am – 6:30 pm EST"**
Example: Online Class from Buffalo 9:30 am – 6:30 pm EST
 - For classes that will be taught In-Person, change the "City" box to **"In-Person Class at (insert city) 9:30 am – 6:30 pm EST"**
Example: In Person-Class at Buffalo 9:30 am – 6:30 pm EST
 - For classes that have not been determined yet, you may change "City" box to **"TBD- Online or In-Person Class at (insert city) 9:30 am – 6:30 pm EST"** (See #10)
Example: TBD-Online or In-Person Class at Buffalo 9:30 am – 6:30 pm EST
 - For classes that will be taught Online and In-Person, change the "City" box to **"Online and In-Person Class at (insert city) 9:30 am – 6:30 pm EST"** (See #10)
Example: Online and In Person-Class at Buffalo 9:30 am – 6:30 pm EST

NOTE: Do not add the state on the city line as it will automatically feed from the state box.

8. Choose which issues of *Reiki News* you wish to be advertised in. Remember your

class will **NOT** appear on the new website until you have completed the check-out process.

NOTE: Advertising deadlines for the *Reiki News Magazine* are still applicable and are as follows: Spring Issue January 1st, Summer Issue April 1st, Fall Issue July 1st, Winter Issue October 1st. Classes may be set up on the website at any time but must be completed by the afore-mentioned dates to be included in the Reiki News Magazine. (Additional \$50 fee for late classes.)

9. Pay for the class: You will need to go to your cart once you have saved the class and pay the \$100.00 advertising fee to have the class viewable on the website. Follow the checkout prompts.
10. If you list a class as “Online and In-Person” or “TBD” in the “City” field, it is required that you review after class or when printing certificates. Accuracy is needed for the Student Count Quarterly Report. Edit the “City” field to make any changes for the correct style of class taught. If you taught both Online and In-Person, scroll down to the “Notes” box and list the student count for each. Example: 1-Online and 3 In-Person.

Add/Edit/Delete Students

Return to “My Account” at top. Scroll down to your class and choose “Manage Students.”

11. Clicking on the “Manage Student” tab gives you several options:
 - a. Register a student
 - b. View a printable roster
 - c. Edit current students
 - d. Mark students attended
 - e. Mark students as review students
 - f. Delete Students
12. “Register Student” - You must fill in the First Name, Last Name and Email Address to search the database. Choose “Search for Student Account.”
13. Click on the drop-down arrow to see all students and choose the correct name if your student is already in the system. This step is important for keeping updated class records for your student. You will receive an error message if they are already in our database with the same email address. Choose “Register Selected Student.”
14. If this is a new student, choose “Create a New Student Account” and follow the prompts. Click on “Register Student” to complete the process.

Attended/Review Student

15. Go back to the “Manage Student” tab to “Edit the Registration.” You will need to mark each student attended and/or review once the class is complete. Students will not appear on the Student List until this process is completed and you have finished the checkout process to pay the registration fees for all students.

Certificates

Return to “My Account” at top. Scroll down to your class and choose “Manage Certificates.”

1. Once you have created all certificates, you will need to go to your cart and complete the checkout process.
2. To print certificates, return to “My Account” at top, scroll down to your class and choose “Manage Certificates.” You will be able to choose the certificate you wish to print one at a time. For best printing results do not print your certificates from the browser window. Save the pdf files to your desktop; then print from your Adobe program at “Actual Size.”
3. If certificates are requested before your class and a student does not attend, there will be no refund for that unused certificate. You have the option of ordering certificates during or after the completion of your class.

Delete/Edit a Class

If your class is cancelled for any reason, it is important that you delete the class from the system to ensure that it does not appear in our ICRT records. Email Tammy at tammy@reiki.org to delete the class with the reason for deleting.

You may go to your classes and choose any class to Edit. You may make changes to the class in any field, cancel the class, or update that you have emailed paperwork into Tonya at Peace Place.

Credit Card

Please keep one credit card stored for items that may need to be charged by the ICRT in the future, i.e., personal ads in *Reiki News*, late fees, monthly Student Teacher billing, etc.

Student/Certificate/Reiki News Fees

All LRMTs will be charged **Student Fees** as follows:

\$10 - Reiki I

\$10 - Reiki II

\$20 - Reiki I&II

\$35 - Reiki Master

\$35 - Karuna Master

These fees are included in tuition paid to LRMT and are subject to change. Student fees go into an LRMT account that pays for all the things necessary to maintain the LRMT program. This includes the directors, social media, one night hotel and pre-retreat dinner, and more. The LRMT program is self-sustaining.

All LRMTs will pay a **Certificate Fee** of \$5 per certificate per student.

All LRMTs will be charged \$20 per student for a **one-year subscription to *Reiki News***. If the student already subscribes to *Reiki News*, four additional issues will be added to the end of their subscription. This fee is included in tuition paid to the LRMT.

Paperwork Submission

All students must complete the ICRT Evaluation Form. All current class evaluations may be found on the LRMT website under “Membership” - “Manage Your Membership” - “LRMT Forms and Info.”

Class Roster and all student evaluations must be submitted **within one week of the class**. (It is no longer necessary to submit the Symbol Quizzes.) Please follow these steps for digital submission:

- A. First page should be the roster.
- B. Be sure the student’s name is on both pages of the evaluation.
- C. Send roster and both pages of each evaluation in **one PDF document** to Tonya Baird at ces.icrt.sedona@gmail.com
- D. For filing purposes, we would like ALL PDFs to be titled in the same manner. Title should be: Your Name, Class, Final Class Date

Examples:

Carolyn Musial I&II 9-8-20

Carolyn Musial Master 11-13-20

Carolyn Musial Karuna 9-22-20

Fines and Penalties for Non-Compliance

Complying with rules and guidelines for the LRMT program is mandatory as they are essential to keep the program running properly.

Therefore, we have a series of fines for non-compliance. This begins with increasing fines and probation and ends with being asked to leave the program. If you have a highly unusual circumstance (i.e., teaching out of the country) or feel you may have a problem with your paperwork, please contact the LRMT Director.

Fines and Penalties:

- First offense - \$40 fine
- Second offense - \$80 fine
- Third offense - \$120 fine and probation
- Probation defined: Not allowed to teach Center classes, issue Center certificates or CEs, advertise in *Reiki News* or be listed on www.reiki.org for a period of 6 months starting immediately. Any classes scheduled will have to be canceled or be taught as non-Center classes.
- New time period for fines and penalties renews every 3 years from first offense. (Example: First offense and fine February, 2021. If no other fines or penalties for 3 years, next fine considered a “first offense” once again.

CEs (Continuing Education) – “Certificate of Completion”

A **“Certificate of Completion”** is available for all Reiki classes for professionals. This document is an added benefit of our training programs, and this service is offered at no additional charge. A student may turn this **“Certificate of Completion”** into their licensing or certification board for potential credit toward their continuing education or contact hours for their license or certificate. Each state board, state, national board or licensing agency makes its own decision on whether to accept this form and how many hours, if any, to accept for Reiki classes. Students should request the certificate when registering for your class.

Suggested Number of Contact Hours:

14 hours – Reiki I&II

21 hours – Reiki Master and Karuna Master

You will find the **“CE Certificate of Completion”** on the LRMT Website under:

- **“Membership”**
 - **“Manage Your Membership”**
 - **“LRMT Forms and Info”**

Digital Manuals

Digital manuals are available on the website. You may order them for your students instead of mailing a printed version of the manual, send them only the printed version or provide both.

You will need to ensure that your student already has an account on our website. You will need the email address associated with their account to send them a digital manual. You may purchase 5 or more separate digital manuals of the same variation on one order to send to separate students and still receive full bulk discount.

Once you have purchased the digital manual for your student, they may log into their account on www.reiki.org and then the “Digital Documents” tab to view their digital manuals.

Instructions for purchasing Digital Manual for your students:

- 1) Log into “My Account” from the Home Page
- 2) Click “Store”
- 3) Choose the Manual you wish to order
- 4) Click on arrow next to Manual Name to see drop down for additional variations of the manual. Digital Manuals maybe ordered in bulk (5 or more at one time) to obtain the discount. Combo packages will not receive the bulk discount and may only be ordered one at a time due to individual shipping addresses. Print copies may still be ordered either individually to ship directly to students or in bulk shipments to one location.

NOTE: You must know the email address of the student(s).

- 5) To order the digital manuals add one manual at a time, insert the email address for the student and add to the cart. Repeat process until you have all manuals in the cart.
- 6) Follow the checkout process. Delivery of the manual will happen immediately once the office has finished processing your order.
- 7) You may navigate to “My Account” then “Order History” to view the order at any time.
- 8) Inform your students to log into “MyAccount” from the Home Page, and then “Digital Documents” to view their Digital Manual.

Sample email to student:

Dear NAME,

We are excited to welcome you to our (Insert Class type and date) Class. We have provided you with a free digital manual for your class at www.reiki.org. Please go to www.reiki.org and sign into “My Account” to view your manual. If this is your first time visiting www.reiki.org, please log in with the email address you provided for this class and reset your password to obtain access to your account. Once you are logged into your account, please navigate to “My Account” from the Home page and then click on the “Digital Documents” tab. There you will find your manual. Click on the manual to view immediately. Manuals may not be printed or downloaded. You may only view them on your device while logged into your account at www.reiki.org

Thank you,

(Insert Teacher Name)

ICRT Reiki Trademark Instructions

The words Holy Fire® and Karuna Reiki® are registered trademarks and require that the trademark symbol be used with them any time they are used – website, advertising, class materials, brochures, etc.

It is important to understand that it is not the energy that is trademarked but our system of Reiki that we use in our classes. The trademark for Holy Fire® applies to our work with Reiki only, maintaining the integrity of the energy and what we teach in our classes.

Note that the ® symbol can be found in the symbol section of most word processing programs.

Here are the guidelines on how to use them properly.

Usui/Holy Fire® Reiki

(Then include either sentence below at the bottom of the page)

® Holy Fire is the registered service mark of William Lee Rand.

OR

Holy Fire® is the registered service mark of William Lee Rand.

(In some instances, it may not be appropriate to use either statement at the bottom of the page, i.e., certificates)

Holy Fire® Karuna Reiki®

(Then include either sentence below at the bottom of the page)

® Holy Fire and Karuna Reiki are registered service marks of William Lee Rand.

OR

Holy Fire® and Karuna Reiki® are registered service marks of William Lee Rand.

(In some instances, it may not be appropriate to use either statement at the bottom of the page, i.e. certificates)

Class Titles

Usui/Holy Fire® III Reiki I/II Training

Usui/Holy Fire® III Reiki Master Training

Holy Fire® III Karuna Reiki® Master Training

Holy Fire® and Karuna Reiki® are registered service marks of William Lee Rand

Advertising Policy

As a licensed teacher you are permitted to use the International Center for Reiki Training LRMT logo in your advertising, on your business cards and letterhead.



Advertising Fees – www.reiki.org and *Reiki News Magazine*

The advertising fee is a one-time charge of \$100 per class.

- The class will appear both on the website and in *Reiki News*.
- When you enter a class and pay the fee, it will immediately be live on the website.
- The class may be advertised for an extended period-of-time.
- You choose the issue(s) of *Reiki News* that you wish the class to be advertised in.

Advertising Classes in Reiki News

For your schedule to appear accurately in the *Reiki News Magazine*, you must enter all classes on the LRMT website: www.reikitlc.org

Deadlines for entering classes are:

January 1 - Spring Issue (March, April, May)

April 1 - Summer Issue (June, July, August)

July 1 - Fall Issue (September, October, November)

October 1 - Winter Issue (December, January, February)

Classes must be entered and the issue(s) to be advertised must be checked.

A \$50 per class late fee will apply to any class added after the deadline.

Advertising RMA Classes

An “RMA” class is a class with Reiki I&II and Reiki Master taught together in 5 or 6 consecutive days. (A student qualifies for Professional Membership in the RMA when they take I&II and Reiki Master from an LRMT.)

There is a special ad in *Reiki News* for LRMT RMA classes. There is a charge of \$50 for each 5-day class listed in the special ad for any LRMT who chooses to have their classes listed. This will

cover the cost of the ad for the magazine. Billing will be split over three months, billed on the 15th of each, beginning on the month the magazine is released. Example: If you list 3 classes (3 five-day classes) your total will be \$150.00 billed at \$50.00 each month

As space is limited, there will be a limit of 3 classes (3 five-day classes) for each LRMT.

Both RMA classes (I&II and RM) must be entered into the LRMT website in the usual manner. Information on any RMA class you choose to have advertised in the special ad must be submitted to the LRMT Director by email prior to the *Reiki News* deadlines previously outlined (Jan 1, April 1, July, Oct 1).

Non-Advertised LRMT Classes on Website

Occasionally, an LRMT may want to teach an ICRT class but not advertise the class on www.reiki.org or in *Reiki News*. This could be, for example, a special class with only one student or a last-minute class. Please note that when you add a class to the LRMT website you are automatically charged the \$100 advertising fee, and the class immediately goes live as an advertised class on www.reiki.org and is visible to the public.

To use the no advertising fee option, here are the guidelines you must follow:

1. Email tammy@reiki.org to have the class added to the website with the \$100.00 advertising fee waived.
2. Class must be **no more than 5 days out** as it will be viewable on the website. (Reminder: The office closes at noon on Friday and no classes will be entered after this time until the following Monday.)
3. Information you must provide to Tammy:
 - a. Class level
 - b. Full dates of class (i.e., July 24-25, 2021).
4. You will receive an email back that the class has been entered. You will need to double check your profile to be sure the information entered is correct, then enter the remaining information for the city, state, and location.
5. Follow the Quick Guide procedure for completing the class as normal.

Personal Ads in Reiki News

If you are interested in placing a personal ad in *Reiki News*, please contact Corey Bippes at corey@sundancergraphics.com for information and pricing.

Advertising Class Tuitions

LRMTs may only advertise ICRT tuition prices for classes they are licensed to teach. This policy discourages the appearance of competition between LRMTs.

LRMTs may offer “Early Registration Discounts” for classes advertised on the LRMTs’ personal websites or emails. This discount is completely OPTIONAL.

Any teacher who wishes to do so may offer:

- \$30 discount for Reiki I and II
- \$50 discount for ART/Master and Karuna Master
- with a paid deposit or payment in full made 15 days in advance of a class.

These discounts WILL NOT be advertised on www.reiki.org or in Reiki News.

Student Referral Incentive

You may offer your students a Referral Incentive of \$50 for Reiki I and II and \$100 for Reiki Master or Karuna Master. You may send this information in your emails or when someone registers for a class. You may also post it in a secret (or Closed) Facebook group for your students. The Referral Incentive is NOT to be placed on your website or in any advertisement.

Sample Wording:

I am offering an incentive for students to recruit other students for my classes. If you are registered for one of my classes and would like to recruit other students for the class, I will pay you an incentive of \$50 for each referral at the Reiki I and II level and \$100 at the Reiki Master and Karuna Master levels.

Payment works like this: Refer someone to a Reiki I and II class who is not a prior student of mine, and when they register, you will receive \$50 off your current or next class with me. Refer someone to Usui/Holy Fire® Reiki Master class or Holy Fire® Karuna Master who is not a prior student of mine, and when they register, you will receive \$100 off your current or next class with me.

Teaching ART Only

Holy Fire® LRMTs

ART Only class is no longer a part of our curriculum. We will not be printing special manuals. An LRMT may teach ART only, but it would not be an ICRT class – no certificate or manual. The student would not appear in the ICRT database.

USUI/Tibetan LRMTs

May continue to teach ART Only. Manual will continue to be printed indefinitely.

Teaching Reiki I & II as Separate Classes

A student should not be allowed to take Level II with an LRMT if they have not taken Level I with an LRMT.

A student may take Level I only if guided to do so. However, we strongly suggest Levels I & II should be taken together.

Holy Fire® LRMTs Teaching Usui/Tibetan

A Holy Fire® LRMT may teach Usui/Tibetan classes, but they would not be ICRT classes, i.e, no certificates, no CEs and the students would not be in the ICRT database. Manuals would be available for purchase. We strongly recommend you always be clear and certain about the manuals you are purchasing.

Other Systems of Online Reiki - ICRT Pre-requisite

If a student takes an online class with a teacher or school not of our Usui/Holy Fire® lineage, would that class satisfy our pre-requisite? For example, if they took a Reiki Master class online with a different school (more than 6 months ago), would that satisfy our pre-requisite for taking our Karuna Master class?

William has stated: “We can accept the energetic aspect of the classes for students who took their classes online from another system because when they take our classes, the Holy Fire energy will fix any energetic problems that may have occurred. However, what needs to be verified is the content of the classes they took online. The classes need to be similar in content and in the amount of class time to our classes for each of the classes they took. Therefore, it is important to get a class syllabus for each of the classes and the class times or otherwise find out what was included in the classes.”

Minimum acceptable class time:

Reiki I - 3 hours

Reiki II - 3 hours

Reiki I&II - 6 hours

Reiki Master - 9 hours

If it was obviously a superficial class with little class time and the topics are not similar to ours, we might not be able to accept their training. An LRMT should request a copy of their certificate and find out what they can about the curriculum of the class. We might also check the website of the other teacher to see what information they cover in their classes.

It would be up to the LRMT to discuss this situation with the potential student.

Age Qualification for ICRT Students

ICRT students must be age 16 or over. Any student 16 or 17 years of age must provide written parental consent to the LRMT to take the class. An LRMT may teach Child Reiki classes under their own name with their own certificates.

Senior Teacher Qualifications

To attain the title of “Senior Teacher,” an LRMT must:

- Be licensed for all levels of classes, including Karuna Master
- Have been teaching for a minimum of 5 years since their Karuna licensing
- Must be a teacher in good standing

Reviewing Classes with another LRMT

LRMTs are encouraged to review classes with another LRMT. If you feel drawn to a particular LRMT, please contact them directly to ask about their LRMT Review Policy as this may vary from teacher to teacher. We each have a different style of teaching and there is always more to learn. We are here to support one another!

Requirements to Mentor Student Teachers

LRMT must have a minimum of 2 years' experience as a Licensed Holy Fire® Karuna teacher.

LRMT must be:

- Supportive and cooperative with all other ICRT LRMTs
- Supportive and cooperative with mentor's personal students
- Timely with all ICRT paperwork
- Consistently receiving student reviews with a minimum average rating of 4
- Detail oriented and very organized
- In good standing with the ICRT, i.e., not on probation.
- Computer literate enough to be able to work with the ICRT scheduling system, emails, basic functions in Microsoft Word and pdf documents.
- Available for a minimum of two hours monthly for their student teacher for Reiki I and II and one hour monthly for Reiki Master and Karuna. (Mentor will be compensated at 75% of the current administration/tuition fees collected from the student teacher.

To apply to become a Mentor Teacher:

Submit a letter or email of application to the Director(s) of the Licensed Teacher Training Program covering the following points:

- What does being a mentor teacher mean to me?
- What are the benefits of becoming a mentor teacher?

GDPR - General Data Protection Regulation

GDPR is a privacy policy regarding how someone's information is shared. The www.reiki.org website includes the ICRT Privacy Policy. The first time an LRMT (or anyone) signs into the website, they will be asked to check the box that they understand and agree to the privacy policy.

As individual business owners we should also have a privacy policy in place on our websites. When we input someone's information into the ICRT for certificates, it becomes public on the ICRT website.

If a student for whatever reason would decline to sign your privacy policy, you would not be able to enter their information into the LRMT website. Therefore, they would not be a part of our database, and there would be no record of their information with the ICRT. The ICRT would not issue a certificate for that student. The only option would be your own certificate for that student.

All LRMTs are REQUIRED to have a GDPR Compliant Privacy Policy on their website as of September 1, 2019.

It is important that each LRMT find out exactly what they need for their own personal site. Here are a few suggestions to begin:

General Information:

https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en

Link to helpful blog:

<https://www.termsfeed.com/blog/gdpr-compliance-update-privacy-policy/>

Leave of Absence and Re-Admittance

Medical Leave of Absence

If an LRMT is unable to teach classes for medical reasons, they may be granted a leave of absence from the program for the duration of the illness, up to 12 months. The LRMT must submit an email to the LRMT Director which defines their medical reason. During the medical LOA the LRMT will be exempt from listing classes in *Reiki News* and on reiki.org. If the LRMT would like their contact information to be listed in *Reiki News* and on the website during the LOA, they will be required to pay \$100 per issue of the *Reiki News Magazine* cycle. If the LOA is longer than 12 months, it will be necessary to re-qualify for the program. (See Re-Admittance)

Personal Leave of Absence

If an LRMT requires a personal leave of absence, they will be granted up to a 12-month leave from the program. During that time no classes will be listed in *Reiki News Magazine* or on reiki.org. If the LRMT would like their contact information to be listed in *Reiki News* and on the website during the LOA, they will be required to pay \$100 per issue of the *Reiki News Magazine* cycle. If at the end of 12 months the LRMT does not become active, they will be removed from the program. If they decide to rejoin the program at a later date, the Re-Admittance policy will apply.

Re-Admittance to the Program

If an LRMT has withdrawn as an active LRMT, and they were in good standing with the program when they withdrew, they are able to apply to be re-admitted to the program.

Anyone applying for re-admittance to the LRMT program must be current with all levels or upgrades of the current program. They will be required to submit a letter to the LRMT Director stating their intention to rejoin the program. The request will be thoroughly reviewed by Team Reiki, and a decision will be made based on current circumstances. The Team will decide if there are any further requirements for re-admittance.

Emergency Contact Information & Business Continuation Plans

What would happen to your Reiki business if you were incapacitated? Now is the time to think about this possibility and establish a Business Continuation Plan for your own business.

Emergency Contact Information

An emergency contact person must be named by each LRMT to (a) notify the ICRT if anything were to happen to you, and (b) so that we would have that name and information to ask questions and obtain information.

- Please provide the LRMT Director with the NAME, PHONE NUMBER and EMAIL ADDRESS of your Emergency Contact. This information will be shared with the ICRT office.
- Please also provide your Emergency Contact with LRMT Directors' and ICRT contact information:

Carolyn Musial (716) 572-3980 carolyn@reikicare.com

It is imperative that you add students to the LRMT website as soon as they sign up for a class. It is also recommended that you use the "Notes" section on the bottom to enter the amount of deposit or tuition paid.

Business Continuation Plan

It is important that you have your own personal Business Continuation Plan with your instructions for your business in the event of an emergency. (This information should not be provided to the ICRT.) Suggestions:

- Power of Attorney or Durable Power of Attorney
- Your computer password
- Your email name(s) and password(s)
- Bank account information
- Location of your Password File (if you have one)
- Where you keep business records, files, etc.
- Online calendar or Appointment Book info with instructions on notifying clients/students
- Webmaster contact info

No Soliciting

LRMT contact information, including emails, are not to be shared with any outside sources or used for any type of soliciting.

Social Media Policy

We believe and take seriously our LRMTs' ability to express themselves freely and openly.

- Be professional when discussing Reiki, use good judgement and be accurate and honest in your communications. Keep in mind that errors, omissions or unprofessional language or behavior reflect poorly on Reiki and the ICRT.
- Be respectful and professional to all other Reiki practitioners.
- Speak positively about the ICRT and our teachers.
- Keep in mind that controversial posts may result in students' and clients' going to someone else.
- Avoid foul language and distasteful posts.
- Always be professional and use professional language.
- Always have integrity.
- Focus on solutions rather than problems.
- Refrain from personal attacks on anyone.
- Discretion is required at all times.
- Always follow the Center Philosophy and Code of Ethics.

If an LRMT violates any of these items, they will have a personal consultation with the LRMT Director. If deemed necessary, consequences will be decided by Team Reiki.

Social Media Policies and Procedures

Facebook Events

Creating Facebook Events is a great way to get free marketing as an LRMT. On your business page, you can create events for your classes and add the ICRT as a co-host so your classes will be advertised on the ICRT Facebook page, which has thousands of followers.

On Facebook you can create either single events or multi-events. A Facebook multi-event allows you to enter up to six months of class dates for each Reiki class you teach. Multi-events are a great and easy way to put up to six months of your classes on Facebook in one easy-to-read entry!

Moving forward, the ICRT will be approving only multi-events for co-hosting with the exceptions outlined in single-events policy below.

To keep the ICRT Events page consistent, below we have outlined:

1. How to create a multi-event as of November 2021. (Facebook changes the events from time to time, so you may need a Google search for updates.)
2. Titling Policy: Policy on class titling to maintain consistency and fairness on the ICRT events page.
3. Single-Events Policy: Policies to have your single events approved for ICRT co-hosting.

How to create Multi-Events and add ICRT as a Co-Host on Facebook

1. Click the "Events" tab in the left column on your profile while logged in to your Facebook account.
2. Click the "Create an Event" button in the upper right corner of the middle column.
3. Select Online or In-Person
4. Select Paid Event
5. Use standardized wording for your titling outlined below and fill in the details of your event. Optional descriptions from the Reiki.Org website are also included below.
6. Add your location, if it's an online event, you can put in the location so the time zone will be correct.
7. Choose a photo. Tip: a photo that shows up and shows you or your branding is encouraged! An Instagram-size square in the middle of the Facebook Event Cover shows up best, otherwise it cuts parts of the graphic off in the thumbnail on the ICRT and other events pages. See Karen Caig's /Reiki Institute FB events for reference.
8. For the dates, select Recurring Events.
9. Left click on all dates you have classes for the next 6 months.
10. Add the start and end times for the event by clicking the appropriate fields, then choosing from the drop-down menus.
11. Click the + in the top right to have the same times added to your other chosen dates.
12. Click Done
13. Finish filling in your event.
14. Add the link to your website for the external payment field.
15. Under Event Settings, choose Co-Hosts and add the ICRT. (This option is not available in all countries. You may have to send your graphics and information to Karen Caig on the social media team and ask her to create the event for you and add you as a co-host; then, you will have to send her new dates as you schedule new classes.)
16. Click Publish Event

Class Titles:

In order to avoid confusion, we will approve the standard wording from the ICRT website outlined below.

1. Reiki 1 & 2 (Usui/Holy Fire® III) *
2. Reiki Master (Usui/Holy Fire® III) *
3. Karuna Reiki® (Usui/Holy Fire® III) *
4. ICRT Animal Reiki I & II Class*
5. ICRT Animal Reiki Master Class*

*May add type of class (Online/In-Person/Hybrid) or special location after above titles.

Tip: Because you get only 64 characters for your Event Title, keep the title brief. If it's longer, when people view your event from a mobile device, they may not see the full title.

Single-Events Policy:

The ICRT Facebook co-hosting policy is to only accept multi-events for Reiki classes unless the following exceptions for single events apply.

1. A Reiki class in a different location from where you normally teach or if you are teaching in a different time zone online.
2. A separate single-event for different types of classes, e.g., online, or in-person, or hybrid, will be approved. However, multiple dates of one type of class must be a multi-event.
 - a. Multiple online class dates may be 1 multi-event entry.
 - b. Multiple in-person class dates may be 1 multi-event entry.
 - c. Multiple hybrid class dates may be 1 multi-event entry.
 - d. For example: if you have more than one online Reiki 1 & 2 class, these should be in a multi-event. If you have more than one hybrid Reiki 1 & 2 class, these should be another multi-event. If you have more than one in-person Reiki 1 & 2 class, these could be still another multi-event.
 - e. Combining any different types of classes into 1 multi-event will also be approved.
3. Single events for your monthly classes will be approved if ONLY that month's classes is visible. In other words, you have will to post them each month. Multiple future single events will not be approved.

**Use the class descriptions from www.reiki.org. You may customize them as needed.

ICRT Animal Reiki Classes

Animal Reiki Classes are now part of the ICRT curriculum (effective 6/29/21).

The official class names are: ICRT Animal Reiki I & II Training
ICRT Animal Reiki Master Training

Listing Animal Reiki Classes on Website

You may list your ICRT Animal Reiki Training classes on of the www.reiki.org website.

- The class registration process is the same as our other Reiki classes. The same fees apply.
- LRMTs must use ICRT Animal Reiki Training manuals and certificates.

Fees

All class, student and certificate fees are the same as your other ICRT classes and apply to Animal Reiki:

- \$100 class registration for advertising online and in Reiki News
- \$20 student fees for ICRT Animal Reiki I & II
- \$35 student fees for ICRT Animal Reiki Master
- \$20 magazine subscriptions
- \$5 certificates

Class Tuition

ICRT Animal Reiki class tuition fees are the same cost as our regular classes and LRMT's will all advertise these fees as their class price.

Animal Reiki Manuals

The draft versions of the ICRT Animal Reiki Training Manuals - Digital and "Print on Demand" - are available and may be purchased on www.reiki.org. When you teach Animal Reiki, please make sure your Animal Reiki students are aware that the manuals are still a work in progress.

- Draft Manual means that the manuals are not professionally edited for grammar, formatting, etc. The information and content such as the Animal Reiki energy, symbol, techniques and practices, and the essence of the course remains the same throughout the editing process.
- Digital Manuals - When the final edits are complete, the digital manuals people purchase now will automatically update with the final version.
- "Print on Demand" Manuals - Hard Copies ordered now by you or your students will not be replaced with the final version. Customers will need to order their own Animal Reiki manuals once all editing is completed.
 - "Print on Demand" hardcopy manuals are perfect bound books only (not spiral).
 - The manual will be shipped directly to you from our printer, not the ICRT office. This service can take up to 30 business days for delivery.
 - You place your order through the Webstore on www.reiki.org. We then order your manuals through Amazon Kindle Publishing. They fulfill the order – at one of their locations - with what they may have in stock. This might be all or only part of your order. If they need more than they have in stock at that time, they will be placed in the que to

be printed. The remainder of your order will be shipped when they have been printed by the Kindle facility.

- The ICRT office is not currently keeping any Animal Reiki “Print on Demand” manuals in our warehouse. Please plan for your classes accordingly.
- If you place a bulk order for your own “Print on Demand” manuals, you will have your own supply of manuals to ship in a timelier way to your students. However, see #3 above.
- The manuals are available on the www.reiki.org website and are ordered the same way as other manuals.
- The manuals are available in digital or “Print on Demand” individually or as a combination digital and “Print on Demand”.
- The edited, printed, final version of the ICRT Animal Reiki Manuals will be available in 2022.

LRMT Guidelines

LRMT qualifications to list their ICRT Animal Reiki Training classes on www.reiki.org :

- Teachers must have taken both the ICRT Animal Reiki I & II and the ICRT Animal Reiki Master class prior to listing.
- The Animal Reiki classes you have already taken with Colleen or Pam qualify. You do not have to retake the classes.
- Student LRMT’s will be able to list their Animal Reiki classes at the level they are licensed for their Reiki classes. For example, a LRMT licensed for Reiki I & II can list their Animal Reiki I & II classes.

Teaching the ICRT Animal Reiki classes is optional for all LRMT’s and LRMT Student Teachers.

LRMT’s may teach other lineages or styles of Animal Reiki. However, the listing on the www.reiki.org website is for the ICRT Animal Reiki Training.

Animal Reiki Co-Teachers

LRMTs may co-teach Animal Reiki classes with a non-LRMT teacher. It may be helpful to have more than one person keeping track of students for safety. Example: Not all LRMTs are skilled with large animals.

Note: Only Professional Members of the RMA can be added as a co-teacher to the ICRT Animal Reiki Training class certificates. This is due to the programming on the reiki.org website. When you add your Animal Reiki class to the website, add their name as a co-teacher. If the co-teacher is not a Professional Member, their name will not appear on the certificate. You may also provide your own personal certificate reflecting both names, however, you are still required to purchase the ICRT certificates for the class.

Class Evaluations

The class evaluations for the Animal Reiki classes are available on the “Forms and Info” page of the LRMT website.

Team Reiki

History of Team Reiki

For many years Laurelle Gaia was the LRMT Director and was responsible for all aspects of the program. After Laurelle had her medical issue and was temporarily unable to do the work necessary to maintain the LRMT program, a number of people came forward to help keep the program going. At first, we thought that this would be a temporary situation, but soon discovered that there was a lot of work to do. While Laurelle had been taking care of the program, we found that there was really more work than any one person should be responsible for. This resulted in the formation of Team Reiki.

Purpose of Team Reiki

Our purpose is to work with the important issues that are currently affecting the ICRT, LRMTs, and the Reiki community at large and create Reiki based solutions. We meet monthly, to make policy decisions, financial decisions, and create new programs when needed. We also manage the Licensed Reiki Master Teacher Program and the Licensed Reiki Master Teacher Training Program.

Team Reiki Members

William Rand - President of The International Center for Reiki Training and the RMA

Email: williamreiki@gmail.com

Phone: 248-948-8112

Work with all team members to provide support, answer questions and assist with planning. Integrate the LRMT program into the ICRT.

Laurelle Gaia - Executive Director and Guardian Angel of the LRMT Program

Even though Laurelle is no longer able to provide physical help, she has been seen in the spirit world providing us with love, healing and spiritual support.

Michael Baird - Executive Director of the LRMT Program

Email: HolyFireReiki@pm.me

Phone: 928-204-1216

Assist and oversee other directors when needed. All CE filing, forms, etc., expansion of CEs when possible, program updates and changes. Address non-compliance issues with the LRMT Director including penalties, probations and suspensions. Retreat Facilitator.

Carolyn Musial - LRMT Director

Email: carolyn@reikicare.com

Phone: 716-572-3980

Responsible for the current LRMT program - general correspondence, dissemination of information, classes for Reiki News, coordination between staff and teachers, etc. Updates to LRMT website and forms. Address non-compliance issues and penalties. Update LRMT contracts and LRMT Policy and Procedures Manual.

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

Email: colleen@reikilifestyle.com

Phone: 503-804-8463

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

Email: reiki@karenharrison.net

Phone: 913-526-6556

Select student teachers and oversee their licensing process through the ICRT Licensed Teacher Training Program. Select, train, and support mentor teachers. Update the Licensed Reiki Master Teacher Training Program Manual. Create a Mentor Manual. Administer the licensure test and evaluate student papers.

Tammy Hilla – ICRT Office

Email: tammy@reiki.org

Phone: 800-332-8112 x 401

Liaison for all issues with ICRT Office such as accounting, the website, Reiki News Magazine, etc.

Some of the Achievements of Team Reiki

Updated manuals for the LRMTs and Licensed Reiki Master Teacher Training Program.

Created legacy and international programs for student teachers.

Implemented quarterly zoom calls to keep LRMTs updated.

Created a Facebook group for LRMTs.

Created a Reiki buddy program to engender greater community.

Created a culture of communication and connection amongst LRMTs.

Created a social media team to help promote the ICRT and LRMTs.

Gave input on website development to meet LRMT needs.

Provided support to Reiki retreat plans.

Expanded the number of mentors and student teachers in the LRMTTP.

Created quarterly meetings for mentors.

Created quarterly Progress Reports and Mentor Student Tracking Reports for student teachers.

Provided Reiki business coaching calls.

Created a LRMT Resource Guide.

Updated the student teacher test.

Implemented a background check for prospective teachers.

Business Team

The purpose of the ICRT Business Team:

- To identify ICRT Business projects
- To delegate project management for each project
- To provide opportunity for communication needs and reports from each group
- To keep each other informed about projects and business developments and share advice.

William Rand - President of The International Center for Reiki Training
And Reiki Membership Association

Email: williamreiki@gmail.com

Phone: 248-948-8112

Michael Baird - Executive Director of the LRMT Program

Email: drumbeatmb@aol.com

Phone: 928-204-1216

Carolyn Musial - LRMT Director

Email: carolyn@reikicare.com

Phone: 716-572-3980

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

Email: colleen@reikilifestyle.com

Phone: 503-804-8463

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

Email: reiki@karenharrison.net

Phone: 913-526-6556

Tammy Hilla – ICRT Office

Email: tammy@reiki.org

Phone: 800-332-8112 x 401

Corey Bippes - Reiki News Magazine Production Manager, Advertising Manager and Reiki.org
Webmaster

Email: corey@sundancergraphics.com

Jill Thiel – Social Media

Email: jthiel@mnreikicenter.com

ICRT Southfield Office

Tammy Hilla - Customer Service Rep, Accounting/Bookkeeping. Works with LRMTs
Diane Rusk - Customer Service Rep, handles RMA Membership, William Rand Classes
Amanda Haymes - Customer Service Rep, processes orders, packing and shipping

The ICRT office in Southfield is open Monday through Thursday 9:00 a.m. to 4:00 p.m. EST, and Friday 9:00 a.m. to Noon EST (Tammy does not work Friday). Contact the office directly **by phone (800-332-8112)** regarding:

1. Order problems
2. Order changes after submission
3. Website malfunctions

For other issues, we ask that you **email questions** whenever possible to help the staff with managing time. If you are not sure who to contact, please email center@reiki.org and the staff will make sure the right person gets the email and responds in a timely fashion. Here are a few examples of questions:

1. LRMT class schedule corrections
2. Guidance on locating something on the website
3. Questions for your students

Policy and Procedure questions should always be sent directly to Carolyn Musial.
Student Teacher questions should be addressed to Colleen Benelli or Karen Harrison.