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.

2019 July Revision

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Please submit all correspondence regarding this program to:
Colleen Benelli, Co-Director of ICRT Licensed Teacher Training Program
Email: colleen@reikilifestyle.com
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The Philosophy and Purpose of The International Center for Reiki Training

**Philosophy**

- Honesty and clarity in one’s thinking.
- The willingness to recognize prejudice in oneself and replace it with truth and love.
- Compassion for those who have decided not to do this.
- Speaking the truth without judgment or blame.
- Respect for the right of others to form their own values and beliefs.
- Placing greater value on learning from experience and inner guidance than on the teachings of an authority.
- Basing the value of a theory or technique on the verifiable results it helps one achieve.
- Being open to results rather than attached to them.
- Taking personal responsibility for one’s situation in life.
- Assuming that one has the resources or the ability to develop them 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 encourage students to become successful Reiki teachers if they are guided to do so.
- To research new information about Reiki and to develop new techniques to improve its use.
- To openly acknowledge the value provided by all Reiki practitioners and teachers regardless of their lineage or affiliation.
- To promote friendly cooperation between all Reiki practitioners and teachers toward the goal of healing ourselves and planet Earth through the use of Reiki.

**Office Locations**

The ICRT licensing offices are located in:

- Southfield, Michigan, USA
- Sedona, Arizona, USA

ICRT-licensed teachers and student teachers are located across the United States and other countries of North America as well as in South America, Europe, Asia, Africa, and Australia.
Program Staff

Our President – William Lee Rand

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

Executive Director of the Licensed Reiki Master Teacher Program – Laurelle Gaia

Laurelle Gaia is the Executive Director of the Licensed Reiki Master Teacher Program. She has 35 years of experience in healing work and spiritual studies. Reiki became her focus over 25 years ago, since which time she has practiced Reiki daily. Laurelle incorporates Reiki into a clinical practice and an intensive worldwide teaching schedule as well as in her daily life and meditation practices. Laurelle is the author of many articles about Reiki as well as a book entitled “The Book On Karuna Reiki®: Advanced Healing Energies for Our Evolving World.” She organizes local healing networks and international events and works diligently to promote the benefits of Reiki through public speaking. Laurelle is President of Infinite Light Healing Studies Center and Peace Place of Sedona, Arizona. She has been in a full-time Reiki practice since 1991 and is a Licensed Reiki Master Teacher, licensed by the Center since 1993.

Executive Director of Licensed Reiki Master Teachers – Michael Baird

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

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

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

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

Karen Harrison is a Co-Director of the Licensed Reiki Master Teacher Training Program. She learned Reiki in 1993, has studied with several Japanese Reiki Masters and has incorporated Reiki into her practice as a Professional Counselor and Marriage and Family Therapist. Currently she practices Reiki full-time in addition to a part-time counseling practice and teaches Reiki classes in several midwestern cities. She was licensed by the Center in 2001. Karen has authored a number of articles for the *Reiki News Magazine*.

Director of the Licensed Reiki Master Teacher Training Program – Carolyn Musial

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

Dear Prospective ICRT-Licensed Reiki Master Teacher,

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

I would like to take a moment to share with you a bit of my journey to Reiki, why I chose to become licensed by the 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 as valid; I deeply felt this to be my mission and had the 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 accomplish my mission in this life. I was impressed by William’s devotion to his work, his integrity and his vision. I was also motivated by two statements in the Center’s Philosophy statement:

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

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

*Our program is actually structured so that each student teacher becomes an apprentice to the Reiki Energy itself.*

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

We are here to provide structure, gentle guidance and encouragement. We have come to know that although basic technique 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. Reiki is most effective when “delivered” by someone who is willing to

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1 Also called Licensed Teacher.
serve as an instrument for it to flow through. That person is more effective when he or she allows the energy to flow without personality and ego interference.

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

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

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

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

In the Light of the Creator ... We See Only Love

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

The LRMT Training 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 an ICRT LRMT.

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

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

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

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

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

_The most challenging part of managing this program is selecting applicants. We receive applications from a number of Reiki Masters and our program can only accommodate a few new teachers each year._
Goals and Purpose of the Licensed Reiki Master Teacher Training Program

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

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

1. Maintaining Professional Standards by providing:
   - A professional level of credentialing, with the goal of allowing the Center to continue to provide CEs for nurses and other CEU programs.
   - A training ground for Student Teachers to learn from experienced mentors while developing a thorough understanding of Reiki through sufficient personal experience.
   - Qualification and review procedures to ensure that the teachers completing the program are emotionally balanced, cooperative rather than competitive, ethical, business-savvy and effective as teachers.
   - An effective, rational Code of Ethics to ensure that all our teachers operate in integrity and in the highest possible way to serve others.

2. Providing Opportunities for Growth Among Senior Teachers by:
   - Promoting growth among our Senior Licensed teachers, as they serve as mentors, coaches or reviewers while assisting Student Teachers.
   - Providing opportunities for senior teachers to participate more actively in the Center in terms of updating manuals, writing articles, creating professional conferences and more.

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

4. Creating a Community of our Reiki Teachers Who Support One Another in the Continuing Process of Advancing the Highest Ideals of Reiki and the ICRT.
ICRT Reiki Membership Association
Code of Ethics

1. **Confidentiality:** No information about the client will be disclosed to any third party without the written consent of the client or the parent or guardian if the client is under the age of 18.

2. **Transparency:** Include on your website and be willing to explain to prospective clients or students your training background, what takes place in a Reiki session, the subjects covered in your classes, the amount of time spent in sessions and classes and the fee charged.

3. **Integrity:** Be honest in all your activities and communication.

4. **Support:** Have a friendly, positive regard toward your clients and students and openly encourage them to heal and to do the best job possible with their Reiki practice and/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 that they see a licensed health care provider, in addition to giving them Reiki sessions.

9. **Non-Interference:** Never diagnose medical or psychological conditions or prescribe medications. Never suggest that a client change or end dosages of substances prescribed by other licensed health care providers or suggest that the client change prescribed treatment. Never interfere with the treatment of a licensed health care provider.

10. **Honesty:** Never use another person’s copyrighted material in your classes, website or literature without having written permission before usage and without 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 so 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 that you do. Be in agreement with and work toward fully expressing the Usui Ideals and the ICRT Center Philosophy.

14. **Gratitude:** Be grateful for the gift of Reiki and for each client and student who chooses to come to you.
ICRT Reiki Membership Association  
Standards of Practice

1. Use ICRT manuals when teaching your classes. Supply one manual per student. Manuals must be purchased from [www.reikiwebstore.com](http://www.reikiwebstore.com).

2. Supply the LRMT certificates for your students. They are produced by printing them from the Reiki Member Association (RMA) website.

3. Reply to all Reiki related email and voice mail in a timely way.

4. Use a client information form and session documentation form in your Reiki sessions. (available on the RMA website)

5. Create a safe, comfortable, harmonious space for your sessions and classes.

6. All training and class Placements and Ignitions must be given in person.

7. When teaching Reiki classes, use only the RMA Reiki symbols as drawn by Mrs. Takata for Reiki II, the Master Practitioner symbol and the Holy Fire® symbol for Master, which are located in the Reiki Master manual. Use the Karuna Reiki® symbols located in the Karuna Reiki® Master manual. No symbols are taught in Reiki I.

8. Include time for lecture, discussion, demonstration, practice time and questions & answers in all your classes.

9. It is preferred that you teach Reiki I & together as one class and that students take both classes.

10. In the Usui/Holy Fire® classes, ART and Master are now being taught together as one class called Reiki Master.

11. Require that a student have practiced at the Reiki II level for a minimum of six months before taking Reiki Master.

12. Use the RMA class outlines. Additional topics can be taught at teacher’s discretion.

13. Minimum class times. The lower number is for small classes of 1 - 3 students. Longer class times are for larger classes.
   - Reiki I – 5 - 8 hours
   - Reiki II – 5-8 hours
   - Reiki Master – 15 – 24 hours
   - Karuna – 15 -24 hours

14. When listing your Reiki training and/or qualifications in a bio or CV, include the fact that you have completed the Licensed Reiki Master Teacher Training Program with The International Center for Reiki Training. When advertising Reiki classes, include the fact that you will 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. This applies to classes for which you are not yet licensed.
Benefits of Being an ICRT Licensed Reiki Master Teacher

- Membership in a support network that includes the staff of the International Center for Reiki Training, as well as the other ICRT Licensed Reiki Master Teachers.

- Being able to offer Continuing Education Credits to students in your class who are licensed as Massage Therapists, Nurses, Social Workers, or Marriage and Family Counselors.

- Your classes will be listed in the Reiki News Magazine and on www.reiki.org, which receives 7000 visits a day to its home page. Your name and contact info are also listed on the Reiki Membership Association (RMA) website. Many teachers find that by becoming a Licensed Teacher, their class enrollments go up by 100% or more.

- Listing of your email, website and phone number in the Reiki News Magazine for students to directly contact you about class information.

- Use of the RMA database to keep track of your students.

- Use of the Center’s LRMT logo in your personal advertising.

- Association with a professional organization that is respected and has international recognition.

- Having an advanced credential that demonstrates your commitment to your professional Reiki practice.

- LRMT recognition through your listing on the Reiki Membership Association website.

- Belonging to an established community of Reiki teachers who support one another in the continuing process of advancing the highest ideals of Reiki and the ICRT.

- Having a mentor to guide you and the full support of the ICRT and all its resources.
An Overview of the Application Process

In order to verify that you meet the requirements to apply to the program, your first step will be to complete the Questionnaire for Prospective Students and pay an administrative fee of $100. The form is available online. You will be notified if you are invited to apply to the program.

Once invited to apply, you will complete the Letter of Intention, Application and Applicant’s Consent and Release as well as pay the $500.00 application fee. These forms begin on page 22. If you move on to the next step, you will complete all your Reference Letters.

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

The 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.

If you are accepted into the program, you will next be asked to fulfill the requirements of the Licensed Reiki Master Teacher Training Program.

In addition, Student Teachers who are accepted into the program will be assigned an ICRT LRMT Mentor Teacher. This assignment is made by the Director of the Licensed Teacher Training Program. This mentor teacher will be a valuable resource for you as you progress through the licensing program.

To remain active in the program, you are to email a monthly progress report on the Mentor Student Tracking Form to your mentor teacher by the 10th of the month. This reporting process helps to ensure that those applicants who we have selected to hold the student teacher slots are committed to and are actively completing the program requirements. Email the Mentor Student Tracking Form and a Progress Report to the Program Directors every three months by the 10th of the month. There is a form for licensing for Reiki I and II, another for licensing for Reiki Master and another for Karuna Reiki®. Please complete the form appropriate to the level of licensing you are working on.

In addition, over the course of your training, you are required to have 10 clients mail a Client Review Form directly to your mentor.

Next you will find the requirements that need to be fulfilled to teach the advanced level courses once you become an LRMT.

You will find the Professional Contract that you will sign upon acceptance as well as all the additional forms needed for your application process in the back of this manual.
Requirements to Apply to Enter the ICRT Licensed Teacher Training Program

- Be at least 25 years of age.
- Always conduct yourself in a professional manner and maintain a clean, neat professional appearance, including dress, during all professional activities.
- Conduct yourself in a respectful manner on social media and all other online activities.
- Be a teaching Reiki Master for a minimum of two years who has taught a minimum of eight (8) classes before applying.
- Complete the ICRT Usui/Holy Fire® III Reiki I & II, Usui/Holy Fire® III Reiki Master and Holy Fire® III Karuna Reiki® Master training with an ICRT Licensed Reiki Master Teacher.*
- Have attended the International Reiki Retreat (Labor Day weekend) and participated in the Licensed Teacher meeting to acquaint you with the other Licensed Reiki Master Teachers as well as the benefits of the program.
- Have a current Reiki practice in which you are doing a minimum of 10+ in-person sessions a month.
- Be in agreement with the Center’s Philosophy and Purpose.
- Agree to honor and abide by the Code of Ethics and Standards of Practice 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 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 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 back to you in a sealed envelope with your references’ signatures over the seal. References include an employer, a personal reference, three clients, five students and your Reiki Master Teacher(s).
- Complete a five-minute written Personality Assessment Screening, which will be mailed to you upon receipt of your application.
- Pass a background and credit check.
- Pay a non-refundable application fee of $500.00 with your letter of intent and application.
- Be a Professional Member of the Reiki Membership Association for a minimum of one year.
Requirements to Maintain/Fulfill Upon Acceptance into the LRMT Training Program Checklist

___ Maintain your Professional Membership in the Reiki Membership Association during your licensure process.
___ Have a current Reiki practice in which you are doing a minimum of 10+ in-person sessions a month.
___ Conduct yourself in a respectful manner on social media and all other online activities.
___ Be in agreement with the Center’s Philosophy and Purpose.
___ Contract to honor and abide by the ICRT’s Code of Ethics and Standards of Practice.
___ Always conduct yourself in a professional manner and maintain a clean, neat professional appearance, including 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 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 $200 to the ICRT Licensing Program as a student teacher for Reiki I & II. In the event that two partners (a couple) are planning to co-teach, the fee is $300.
___ Meet with your Mentor Teacher one to two times per month by phone or in person.
___ Complete the Mentor-Student Tracking form for Reiki I and II and send to your Mentor Teacher monthly and to the Program Director quarterly by the 10th of the month. Prior to your co-teach, send the Mentor-Student Tracking form for Reiki I and II to the Program Directors, so they can verify you have met all requirements.
___ Complete the Progress Report quarterly and send to your Mentor Teacher and Program Director quarterly by the 10th of the month.
___ Receive the upgrades to Holy Fire® III Reiki if you don’t already have this level in order to teach the most current version. This is necessary so that you and your mentor are teaching the same version of Reiki for the class review and the co-teaching.
___ Agree to charge the ICRT fee for each level for which you are licensed. Prior to being licensed, you are free to choose the fee you wish to charge.
___ Teach six Reiki I and II classes, with a minimum average of three students each for a total of 18 or more students during the first year after acceptance into the program. In the event that two partners (a couple) are planning to co-teach, they must teach an average of six classes with a minimum average of six students for a total of 36 students or more. Each of these classes will be taught according to the Center guidelines. Center symbol tests will be used and submitted to your mentor along with completed Class Reviews from each student in the class. Student Class Reviews will have the students’ 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 LRMT program) and submit documentation of each using the ICRT Reiki Treatment Documentation Form. “Complete” is defined as at least a 45-minute session, full body session with Usui/Holy Fire® III Reiki on the table. These may also include use of the healing experience, other experiences in the manuals and Karuna Reiki®. A minimum of 10 of these sessions must be self-sessions, 15 distant sessions, and 75 from clients in your practice. Send the completed forms in monthly to your mentor.
___ Have 10 different clients submit reviews of the Reiki treatment they received from you. Have your clients complete their review, place it in a sealed envelope and then sign their name over the seal. Wait to send in your reviews to your Mentor Teacher until you have all 10 reviews.
Pass a written test on material that you need to know in order to teach a Reiki I, II, Reiki Master and Karuna Reiki® class according to the ICRT’s guidelines and your knowledge of other related information concerning Reiki. This test will need to be passed with a minimum score of 85% correct at least a month before your co-teach. For any incorrect answers, you will need to correct them to 100%. This test will be administered by the Program Director about a month before you co-teach.

Write a paper on the Reiki subject of your choice with a minimum word count of 1500 and maximum of 2000 on double-spaced pages (12 point type). See Guidelines for Writing your Paper in this manual.

Review a Reiki I and II class from the perspective of a teacher within six months before co-teaching Reiki I and II. The Licensed Reiki Master Teacher from whom you take the class will submit documentation of your attendance and comments about your interactions with the other students. The Student Teacher will pay the FULL class tuition to the LRMT to review the Reiki I and II class.

Sponsor a Reiki I and II class and co-teach it with your Mentor Teacher. (BE SURE THAT YOUR MENTOR TEACHER INFORMS ALL STUDENTS REGISTERED FOR THIS CLASS THAT IT WILL BE TAUGHT WITH YOU.) The Mentor Teacher will advertise the class on www.reiki.org. Any additional advertising is the responsibility of the student teacher. The Student Teacher must recruit a minimum of eight students. The Mentor Teacher will receive the student tuition paid by the first eight students as compensation for his or her mentoring and co-teaching the class. If the class does not produce the required number of students, the Student Teacher must pay the balance of the required student tuition to the Mentor Teacher from future class revenues. The student teacher’s licensing process is complete when the full financial obligation has been met. The full tuition goes to the Mentor Teacher, but the Mentor Teacher 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 is to be divided as follows: 50% to the Student Teacher and 50% to the Mentor Teacher. In the co-taught class, the Student Teacher will do the initial presentation on all sections and the Mentor Teacher will add information as necessary. At all times, the Mentor Teacher will support the Student Teacher. If there is information presented that needs to be corrected, the Mentor Teacher will counsel the Student Teacher at break time and let the Student Teacher correct the information with the class. The Mentor Teacher will submit the Co-Teach Review Form on the Evaluation Form to the Program Director, reporting on all aspects of the teaching weekend. If the advertising from the mentor recruited most of the students and the students want to hear from the mentor, then the mentor can teach up to ½ of the material. Make sure the mentor and student teacher are using the same outline so that all subjects are covered. If the student teacher uses a PowerPoint, the student teacher should send the PowerPoint to the mentor prior to the co-teach. The mentor can review it for quality and make sure that all topics are covered. All PowerPoints used for class should be professionally edited prior to use. Order the certificates in advance with both the Mentor and the student teacher’s name on them. The mentor orders the certificates from the ICRT and lets her know it is a co-teach with the LRMT student’s name. Order them in advance so you can both sign them and hand them out at class. Take the seals.

ALTERNATIVE TO SPONSORING CLASS

In RARE 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. If this is done, the Student Teacher must pay full tuition to the Mentor Teacher. This exception must be approved in writing by the Director of Teacher Licensing at least six months prior to the class to be co-taught.
Upon completion of all requirements, submit the Mentor-Student Tracking Form for Reiki I and II to your Mentor and the Directors of Teacher Licensing Program so that they may verify your completion and have a record for your files.

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

Maximum time from acceptance into the Licensed Teacher Program until completion of all Reiki I & II requirements is two years.
Guidelines for Writing Your Reiki Paper for Licensing

- The paper should be about Reiki and include little about other topics.

- Strive to create a paper that could be published in the Reiki News Magazine. Read the Reiki News Magazine for ideas about topics and quality of writing. Also check out the writer’s guidelines.

- Share how you have used Reiki to address a topic, i.e., Reiki for stress, Reiki for personal growth, Reiki for depression. Or write an inspirational article about Reiki. Or write about a technique you have used for a period of time and tested out with many clients.

- Include endnotes with references for your information, which can include resources such as quotes from books, information from clients or client stories (with written permission) or information from the web that augments your article.

- Edit your paper for grammar or have a professional editor do this.

- Paper should be 1500 to 2000 words typed in a 12-point font.
Requirements to Teach Advanced Level Reiki Classes as an LRMT

1. The LRMT must teach a minimum of six Reiki I & II classes as a Licensed Reiki Master Teacher within a year. Each class should have a minimum average of three students for a total of 18 or more students.

2. Teach a minimum of three Reiki Master classes with a minimum average of three students for a total of nine students or more as an independent teacher (i.e. the Center won’t advertise or issue certificates for the Reiki Master class, but you should be teaching these levels independently to gain experience).

3. Pay a monthly tuition/administrative fee of $100 to the ICRT Licensing Program as a LRMT for Reiki I & II moving toward REIKI Master licensing.

4. Within three years of acceptance into the program, you must have completed the requirements to be licensed for Usui/Holy Fire® Reiki Master. Note that the usual time is two years.

5. Meet with your Mentor Teacher by phone or in person one time per month.

6. Complete the Mentor-Student Tracking form for Reiki Master and send to your Mentor Teacher monthly and to the Program Director quarterly by the 10th of the month. Prior to your co-teach, complete the report and send to your mentor and the Program Directors so they may verify you have completed all requirements.

7. Complete the Progress Report quarterly and send to your Mentor Teacher and Program Director quarterly by the 10th of the month.

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

When an LRMT reviews the Reiki Master class with a Senior Licensed Reiki Master Teacher, he or she should be introduced as a Licensed Reiki I and II ICRT teacher to the class. It is preferable for the LRMT to review the class with his or her Mentor Teacher; however it is possible to make exceptions. The reviewing LRMT is not there to co-teach so he or she should be respectful of the presenting teacher. The LRMT should at all times be in the role of a student. However, it would be appropriate for the Senior Teacher to ask the other LRMT if he or she has anything to add during the informational parts of the class. The LRMT must retake the symbols test and submit it as proof of review.

When the LRMT is reviewing or co-teaching in the Mentor Teacher’s class, the LRMT pays full tuition to the Mentor Teacher.

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

The second option is to be decided between the Mentor Teacher and the LRMT. The LRMT can co-teach with his or her Mentor Teacher by traveling to the Mentor Teacher’s class. In this instance no fee is paid to the LRMT, as he or she is not establishing the class. The LRMT must also pay the standard class tuition to the Mentor Teacher, if this option is chosen. In the advanced level classes, the actual co-
teaching must be on a shared basis with each teacher presenting about 50% of the course material. **Upon completion of all requirements, submit the Mentor-Student Tracking Form for Reiki Master to your Mentor and to the Directors of the Teacher Licensing Program so that they may verify your completion and have a record for your files.**

*Requirements to Teach Holy Fire® III Karuna Reiki® as a LRMT*

1. The LRMT must teach a minimum of six Reiki I & II classes as a Licensed Reiki Master ICRT Teacher. Each class should have a minimum average of three students for a total of 18 or more students.
2. Teach a minimum of three Reiki Master classes with a minimum average of three students for a total of nine students or more as an LRMT.
3. Teach three Holy Fire® III Karuna Reiki® Master classes with a minimum average of three students for a total of nine Holy Fire® III Karuna Reiki® Master students or more as an independent teacher.
4. Pay a monthly tuition/administrative fee of $100 to the ICRT Licensing Program as a LRMT for Usui/Holy Fire® III Reiki Master licensing moving toward Holy Fire® III Karuna Reiki®.
5. Within four years of acceptance into the program, you must have completed the requirements to be licensed to teach Holy Fire® III Karuna Reiki®.
6. Meet with your Mentor Teacher one time per month.
7. Complete the Mentor-Student Tracking form for Karuna Reiki® Master and send to your Mentor Teacher monthly and to the Program Director quarterly by the 10th of the month.
8. Complete the Progress Report quarterly and send to your Mentor Teacher and Program Director quarterly by the 10th of the month.

Before teaching Holy Fire® III Karuna Reiki® as a licensed teacher, the LRMT must both review and co-teach Karuna Reiki®. When reviewing, it is necessary to do so from a future teaching perspective. Observing the Mentor Teacher’s presentation will be helpful in this process. The LRMT must have reviewed the class with his or her Mentor Teacher within six months of co-teaching the class. The LRMT must re-take the symbols test and submit it as proof of review.

When the LRMT comes to the Mentor Teacher’s class to review, he or she should be introduced as an ICRT Licensed Teacher. The reviewing LRMT is not there to co-teach so he or she should be respectful of the Mentor Teacher and the LRMT should at all times be in the role of a student. However, it would be appropriate for the Mentor Teacher to ask the LRMT if he or she has anything to add during the informational parts of the class. The LRMT must re-take the symbol 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 LRMT, and his or her Mentor Teacher will travel to the LRMT’s location. The mentor will advertise the class on www.reiki.org. Any additional advertising is the responsibility of the student teacher. The LRMT’s class must have an eight-student minimum or guarantee student fees for eight students. Any fees due must be paid to the Mentor Teacher within three months of the class. The LRMT is considered licensed for Holy Fire® Karuna Reiki® when the fees are paid.

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

Karuna Reiki® is a registered trademark of the International Center for Reiki Training.
Upon completion of all requirements, submit the Mentor-Student Tracking Form for Karuna Reiki® to your Mentor and the Directors of the Teacher Licensing Program so that they may verify your completion and have a record for your files.

You must complete all training through Holy Fire® III Karuna Reiki® within four years of acceptance into the program.
Requirements to Maintain Status as a Licensed Teacher:
The Professional Contract

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

1. To maintain an active Reiki practice.
2. To always conduct myself in a professional manner, including what I post on social
   media.
3. To maintain a clean, neat, professional appearance, including dress, during all
   professional activities.
4. To offer Reiki News Magazine subscriptions to my students.
5. To promote harmony in the Reiki community.
6. To honor and respect students, encouraging their independent growth and freely
   sharing information with them.
7. 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.
8. To meet deadlines for submission of teaching schedules for advertising in the Reiki
   News Magazine and the website.
9. To teach all Reiki classes according to Center guidelines including material to be
   presented for each class.
10. To use Center-developed manuals for all classes (available to teachers at 40% off retail
    cost when ordered in groups of five or more).
11. To advertise only ICRT-published tuitions for each level I am licensed to teach.
12. To adhere to the ICRT Standards of Practice and Code of Ethics, and the
    Center Philosophy and Purpose, and Social Media Policy.
13. To do placements and ignitions or attunements according to the Center methods.
14. 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.
15. To keep current my contact information that is published on the website and in the
    Reiki News Magazine, which includes phone number and email address.
16. To pay current advertising fees established by the ICRT.
17. 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 Reiki® Master - $40.00. (Note: These fees are included in
    tuition paid to LRMT. Fees are charged as certificate costs. These fees are subject to change.)
18. To submit class reviews for each student to the ICRT within one week of the class.
19. To submit CE/CEU paperwork as required in the time frame stated.
20. To complete all levels of licensing through Karuna Reiki® Master within four
    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 eight classes per year with a minimum goal of 40 students per
    year.
23. To participate in the LRMT quarterly teleconferences as often as possible.
24. To attend the Reiki Retreat and LRMT Pre-Retreat Meeting once every other year (every year preferred).

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

Signed ____________________________________________
Date____________________________

Revised May 2019
Required Curriculum

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

✓ Questionnaire
✓ Letter of Intention
✓ Application
✓ Applicant’s Consent and Release
✓ Reference Letter Information
✓ Reference Letter Explanation
✓ Employer Reference (1)
✓ Personal Reference (1)
✓ Student References (5)
✓ Client References (3)
✓ Teachers (each ICRT LRMT with whom you have studied)

✓ Reiki Certificates
✓ Educational Background
✓ Employment History
✓ Reiki Training from other schools
✓ Spiritual Training
✓ Licenses/Certificates
✓ Picture of yourself - digital

✓ Background check
✓ Psychological screening
Letter of Intention to Become an ICRT Licensed Reiki Master Teacher

Dear Prospective ICRT Student Teacher:

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

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

- Why do you wish to become a Licensed Reiki Master Teacher with the International Center for Reiki Training?
- What 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.
- Describe your current Reiki practice.

Please email the Letter of Intention, Application for Admittance and Applicant’s Consent and Release to the address on the front of this manual along with your Reiki Certificates, Educational Background, Employment History, Reiki Training from other schools, Spiritual Training, Licenses/Certificates, and picture of yourself. Make sure all materials are complete before emailing your packet.

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

Note that all program materials must be sent in by email as attached files. This includes copies of your class certificates.
ICRT Application for Admission

Licensed Reiki Master 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
Usui/Holy Fire® Reiki I Date Teacher Certificate Enclosed Y/N
Usui/Holy Fire® Reiki II Date Teacher Certificate Enclosed Y/N
Usui/Holy Fire® ART Date Teacher Certificate Enclosed Y/N
Usui/Holy Fire® Master Date Teacher Certificate Enclosed Y/N
Holy Fire® Karuna Reiki® Master Certificate Enclosed Y/N

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

Reiki Training with Other Schools
On a separate sheet of paper list:
Classes, dates and teachers of all your previous Reiki training and hours of training at each level.

Educational Background
On a separate sheet of paper list:
High School attended, address and dates of attendance.
College(s) OR Vocational Schools 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
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__________________________
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 or include a resume if you have one.)
Have you ever undergone psychotherapy for emotional or mental reasons? If so, do you feel that the situation was resolved? Are you currently undergoing treatment?

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

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

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

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

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

By signing I agree to the Ethical Standards and Standards of Practice as published on www.reikimembership.com. I state my intent and commitment to uphold the Center’s Purpose and Philosophy in my Reiki Practice and Teaching.

Therefore, on this_________day of__________________20__

I so affirm by my signature.

_________________________________________  ______________________
Signature                                      Print Name

_________________________________________  ______________________
Signature of Witness                          Print Name
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;

I release from liability the ICRT, its staff and their representatives 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.

________________________Signature of Applicant

________________________Printed Name

______________Date

________________________Signature of Witness

________________________Witness Printed Name

______________Date
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 Licensed Reiki Master Teachers with whom you took your ICRT training. Ask them to fill out the reference form and return it to you in the self-addressed stamped envelope, which you provide for them. They are to sign their name over the seal of the envelope. Do not open their envelope as doing so will invalidate the reference.

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

Address the envelope as follows:

Colleen Benelli, Director of the Licensed Teacher Training Program
International Center for Reiki Training
3547 SE Deercreek Way
Gresham, OR 97080
International Center for Reiki Training
Employer Reference Letter

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

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

Employer Reference

- How long was/has this person (been) employed with your company?
- 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?
- Dates of employment.
- What is the documented departure reason if a former employee?
- Would you rehire this person? Why or why not?
- Does or did this employee pose a threat of any kind?

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

Date completed: __________________________
Signature ___________________________ 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 a personal reference for ____________________________ who is applying to become a Licensed Reiki Master Teacher with the International Center for Reiki Training (ICRT).

Please carefully respond to 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 him or her?
- How would you describe this person as to his or her honesty, interactions with the public and commitment to following through with any undertaking he or she commits to?
- Do you feel that this person has any prejudices or makes judgments of people who do not think or act as he or she does?
- Do you believe that this person is committed to his or her practice of Reiki?
- Do you feel that he or she would be an asset to our Licensed Teacher Training Program?

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

Date completed: ____________________

Signature __________________________ Printed Name __________________________

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 Reiki Master Teacher with the International Center for Reiki Training (ICRT).

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):

- His or her knowledge of Reiki

- His or her ability to answer questions asked in class

- His or her ability to handle difficult class situations (if there were any witnessed)

- His or her openness to answer student questions by not withholding information and his or her ability to communicate clearly
- Were you aware of any ego problems or sense of competitiveness? Do you feel that this teacher trusts Reiki energy to work for the highest good.

- Would you take a class from this teacher again?

- Do you feel that this teacher would be a good representative of the International Center (ICRT) 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 back to the applicant in the envelope provided. Seal the envelope and sign your name over the seal.

Date: ___________________ Signature: ______________________________

Printed Name _______________________________________________________

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 Reiki Master Teacher with the International Center for Reiki Training (ICRT).

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 sessions 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 confident that your practitioner seems competent with the techniques he or she is 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 that 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, a week or longer?

• Do you feel the fees that 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 back to the applicant in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed:________________________ Signature: __________________________

Printed Name: ____________________________

Phone number and/or email address: ____________________________

Best time to call _______________________

Thank you for your assistance.
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 Reiki Master Teacher with the International Center for Reiki Training (ICRT).

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:

• His or her 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 that this student has a commitment to Reiki?
• Please give your assessment of this student as a potential Licensed Teacher.

• Do you feel this student would promote the Center and support the philosophy, purpose and ethical code?

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

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

Date completed:_____________ Signature:_____________________________ ______________

Printed Name: ________________________________

Phone number and/or email address: ________________________________

Best time to call ______________

Thank you for your assistance.
Miscellaneous Forms You Will Use Once Accepted into the Program

Professional Contract
Reiki Symbol Quiz
Client Review Form for Reiki Session
Reiki Client Information Form
Reiki Documentation Form

Class Review (Evaluation)
Student Teachers – Use the same evaluation form as LRMTs, which you will find on www.reikitlc.org or obtain from your mentor teacher.
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 Magazine  Other ________________________________

Please Circle Class:  Reiki II  Reiki Master  Karuna Master

Student Name (please print) ________________________________

Mailing Address: ________________________________  City: ______________________
State: _________________________  Zip: __________  Country: ______________________
Phone number: _________________________  Email: _________________________

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

Name_________________________________________(optional)

Phone______________________________________(optional)

Name of Reiki Practitioner ________________________________

Date of Session ___________

********************************************************************************

Before Your Session:

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 he or she consult with you after the session to see how you felt and to 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 back to the student teacher in the envelope provided. Seal the envelope and sign your name over the seal.

Date completed: ____________________ Signature: ______________________________________

Printed Name: _______________________________ _______________________________

Phone number and or email address: ________________________________

Best time to call ________________

Thank you for your assistance.
Reiki Client Information Form

Name: (Please Print) ________________________________

Phone (home): ___________________________ Cell phone or evening: ___________________________

Address: ________________________________________________

City, State, Zip: ___________________________________________

Email (optional): __________________________________________

Emergency Contact: _________________________________________

Current Medications and dosage: _______________________________

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

If yes, physician’s name: _______________________________________

How did you hear about us? ____________________________________

Have you ever had a Reiki session before? _____ Yes _____ No

If yes, when was your last session? ______________________________

Number of previous sessions __________

Do you have a particular area of concern? _________________________

Are you sensitive to perfumes or fragrances? _____________________

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 LRMT for the processing of certificates for each student who takes a class.

CEU/CE – Continuing Education Credits that Massage Therapists and other professionals can earn by taking Reiki classes.

Class Fee – is paid to the Center by the LRMT for each student who takes a class for support of the LRMT program.

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

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


Japanese Reiki Techniques – are taught in the ICRT Reiki classes and include the techniques of: Gassho, Byosen, Kenyoku, Koki-ho, Jacki-Kiri Joka-ho, Enkaku Chiryo and Gyoshi-ho.

Karuna Reiki® – an advanced level of Reiki Training developed by the ICRT.

Licensed Reiki Master Teacher (LRMT) – is someone who has completed all the requirements to become a Licensed Reiki Master 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 that lists the classes that you teach.

Reiki Practice – is defined as one in which 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 – is someone who has been teaching as a Licensed Karuna Reiki® teacher for at least five years.

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

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