



## **Educational Guidelines for Registered Teachers**

**(ALL RT designated members MUST SIGN this form and return to the CRA.  
Be sure to make a copy of the signed form for your reference.)**

**The following guidelines must be signed and adhered to by all CRA Registered Teachers as “minimal” standards in conducting live Reiki classes. Other symbols, tools, and information above and beyond the outlined requirements are acceptable and encouraged providing they are directly related to Reiki and the basic outlined criteria is taught in your classes. You must provide professional manuals for your students and any additional material you hand out in class must not infringe on copyright issues.**

### **Reiki Level One or First Degree Class**

- Class must be a minimum of 8 hours long. One hour of the 8 hours may be assigned homework such as reading and further practice.
  - Review the history of Reiki.
  - Discuss each of the 5 Reiki Principles/Precepts and emphasize how important it is for students to integrate these into their life on a daily basis.
  - Give each student all the required Level One Attunements **BEFORE** they are engaged in any practical time such as a self Reiki session or a practice Reiki session with another student.
  - Demonstrate a Reiki self-session and have students practice the full self-healing session in class.
  - Demonstrate the standard hand positions for doing a one-on-one Reiki session using a Reiki table. Before your class ends, each student must have given a full (one hour) Reiki session to another person or another student on a Reiki table.
  - Demonstrate how to do a Reiki chair session. Allow practice time for the students
  - Provide a professional quality Reiki Level I manual for each student.
  - Provide a Reiki Level I certificate at the end of the class to each student.
  - Your RT Membership # must be on the certificate.
  - Explain that all Level I students are eligible to apply for membership with the CRA as a Student Member.
  - Explain the six (6) month waiting period and the twenty-four (24) case study requirements for a CRA Student Member to upgrade their membership to Registered Practitioner.
  - Provide the student(s) with all necessary membership paperwork which includes the following forms:
    1. Up-to-date Application
    2. Code of Ethics
    3. Disciplinary Action Policy
    4. Continuing Education Units (C.E.U.)
    5. Case Study
  - Give your students the link to the Teacher Evaluation form from the website <http://www.reiki.ca/application.htm>
  - If the student does not have easy access to a computer you are to provide him/her a CRA Level 1 Teacher Evaluation form
  - They are asked to fill out the form **at home in privacy** and mail it to the C.R.A. **within six months** of the date of the class. The C.R.A. will issue a \$5.00 credit that may be used towards the cost of membership or to purchase items in the Web store.
- Evaluation forms sent to the CRA by the teacher will be not be accepted**

### **Reiki Level Two or Second Degree**

- Class must be a minimum of 8 hours long. One hour of the 8 hours may be assigned homework such as reading and further practice.
- Give each student the required Level Two Reiki Attunements **BEFORE** they are engaged in any practical time with the symbols or using the symbols with another student. The Reiki teacher may give individual attunements for each symbol **prior** to practice time for that specific symbol. This method will be acceptable.
- Discuss the theoretical and practical use of the three traditional Reiki 2nd Degree symbols CKR, SHK, HSZSN and allow time in class for your students to practice the symbols.
- Explain how to integrate the Level II symbols into a Reiki session.
- Demonstrate how to use SHK for mental/emotional healing and how to assist a client in releasing unwanted habits.
- Teach various methods of distant healing and allow time in your class for your students to practice these various methods.
- Provide a professional quality Reiki Level II manual for each student.

- Provide a Reiki Level II certificate at the end of the class to each student.
- Your RT Membership # must be on the certificate.

### **Reiki Level Two or Second Degree (*continued*)**

- Instruct students on what criteria is necessary to join the CRA and/or to upgrade their membership level.
- Provide all **current** documents posted on the C.R.A. website
- If a student is new to you, provide the student(s) with all necessary membership paperwork which includes the following forms:
  1. Up-to-date Application
  2. Code of Ethics
  3. Disciplinary Action Policy
  4. Continuing Education Units (C.E.U.)
  5. Case Study forms
- Explain the case study requirements for new members applying to the C.R.A. They must submit all twenty-four case study forms **with** the application
- If any student is retaining a Student Member designation then provide the student with a current version of the Upgrade to Registered Practitioner application form and remind them that they must submit of the twenty-four (24) case studies **with** the signed application. Completed case study forms will only be accepted if they were completed within the last twelve months
- Give students the link to the Teacher Evaluation form from the website <http://www.reiki.ca/application.htm>
- If the student does not have easy access to a computer then give him/her a C.R.A. Level 2 Teacher Evaluation form
- They are asked to fill out the form **at home in privacy** and mail it to the C.R.A. **within six months** of the date of the class. The C.R.A. will issue a \$5.00 credit that may be used towards the cost of membership or to purchase items in the Web store.

**Evaluation forms sent to the CRA by the teacher will not be accepted**

### **Reiki Master Practitioner Level (R.M.P)** (formerly known as Level III)

#### **PLEASE NOTE:**

The following guidelines are only for the teachers who teach 4 levels of Reiki. Please be advised if you teach only three Levels of Reiki then please go directly to the guidelines for **Master/Teacher** and bypass these guidelines as this Reiki Master Practitioner level does not apply to you.

In this level a **Reiki Master Practitioner** is **not permitted** or **qualified** to teach any level of Reiki.

- Class must be a minimum of 8 hours long. One hour of the 8 hours may be assigned homework such as reading or further practice.
- Provide each student with a professional quality manual for the R.M.P. level
- If you are teaching an A.R.T. class than you must provide Wm. Rand's Reiki Advanced Reiki Training manual.
- Give each student their attunement for this level **BEFORE** they engage in any practical time.
- If this is an A.R.T. class the attunements must be done **BEFORE** they engage in practical time with crystals, stones, or aura clearing (psychic surgery) or the Usui Master Symbol.
- Review Level I and II class material. Ask students if there are any questions
- Discuss the theoretical and practical use of the traditional Reiki 3rd Degree (Master) symbol UDKM and allow time in class for your students to practice the symbol.
- Additional techniques such as Aura Clearing, the Reiki Moving Meditation and setting up a Reiki Crystal Grid, etc. may be taught "if" the teacher is familiar with these techniques.
- Provide a **Reiki Master Practitioner** certificate at the end of the class to each student.
- Your R.T. Membership # **must** be on the certificate.
- Provide an **Advanced Reiki Training** certificate to your student if you are following Wm. Rand's A.R.T. criteria. These certificates are obtained by the I.C.R.T.
- Remind former students who retained a Registered Student Membership on the protocol required to now upgrade to Registered Practitioner.

## Reiki Master Practitioner Level (R.M.P) (continued)

If a student is new to your class, provide the student with all necessary membership paperwork which includes the following forms:

- a) Up-to-date and current Application
- b) Code of Ethics form
- c) Disciplinary Action Policy form
- d) Case Study forms
- e) Give each student the link to the Teacher Evaluation form from the website  
<http://www.reiki.ca/application.htm>

If a student does not have easy access to a computer, give the student a C.R.A. Evaluation Form to complete at home in privacy and mail to the C.R.A.

Teachers who submit the Evaluation Forms on behalf of the student will be rejected.

Please be aware that this level does not apply if you are teaching classes with several levels outside of the familiar 3/4 levels of the Usui method. We encourage our members and new applicant Reiki Teachers to submit class outlines in all styles of Reiki that are not within these guidelines listed on our website for approval.

## Master (Teacher) Level

Class must be a minimum of 12 hours long. One hour of the 12 hours may be assigned homework such a reading and further practice. It is recommended to teach this class over 2 days.

- Completely review all previous levels of Reiki and answer any questions to bring clarity to students before proceeding any further in class.
- Give each student the Master Level Attunements required **BEFORE** they engage in practical time with either you or the other students.
- Discuss the theoretical and practical use of the traditional Reiki Master symbol DKM along with any other symbols you may teach at this level and allow time in class for your students to practice the symbols.
- Teach students how to perform attunements for all levels of Reiki and include plenty of actual hands on practice in class where each student practices doing these attunements with you or with another student.
- Allow time in class to share information on conducting Reiki classes, creating business tools appropriate for teaching Reiki, and business marketing ideas.
- Provide a Usui Reiki Master certificate at the end of the class to each student.
- Your RT Membership number **must** be on the certificate.
- Provide a Reiki Master manual outlining in detail the attunement process for each level.
- Advise your student(s) on what criteria is necessary to join the CRA and/or to upgrade their membership level.
- If a student is new to your class, provide all student(s) with the membership application forms including the following:
  1. Up-to-date Application
  2. Code of Ethics
  3. Disciplinary Action Policy
  4. Continuing Education Units (C.E.U.)
  5. Case Study forms
- Explain the case study requirements for new members applying to the C.R.A. They must submit all twenty-four case study forms with the application
- If any student is retaining a Student Member designation then provide the student with a current version of the Upgrade to Registered Practitioner application form and remind them that they must submit the twenty-four (24) case studies with the application.
- Give students the link to the Teacher Evaluation form from the website <http://www.reiki.ca/application.htm>
- If the student does not have easy access to a computer then give him/her a C.R.A. Reiki Teacher Evaluation form
- They are asked to fill out the form **at home in privacy** and mail it to the C.R.A. **within six months** of the date of the class. The C.R.A. will issue a \$5.00 credit that may be used towards the cost of membership or to purchase items in the Web store.

**Evaluation forms sent to the CRA by the teacher will be not be accepted**

**Additional Comments**

When applying for Registered Teacher Status you must provide the class outlines for ALL levels of Reiki regardless if you plan to teach them at the present time

CRA Teachers are encouraged to host at least one student practice night or host a Reiki Circle or a Reiki Exchange once a month for the purpose of issuing CEU's to students

CRA Teachers must visibly display their CRA designation and their CRA Membership Number on each certificate they issue to their students. **Example membership number:** RT 00-054 will be displayed beside the Teacher's name.

You may also use the CRA Designation of: **CRA-RT** beside your name which is separate from your membership number.

Please sign this form after you have read all the **Criteria Documents thoroughly**. Be sure to make copies of all the forms for future reference before mailing it to the CRA.

Name: \_\_\_\_\_ (please print clearly)  
Member No. \_\_\_\_\_ (if upgrading)

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

**Effective immediately newsletter submissions become the property of the C.R.A. for use in their printed and on-line newsletter. The on-line newsletter will be archived and available to the public for viewing. By submitting an article to the C.R.A. for publication, you agree to the article being available to the general public via the C.R.A website for an infinite time frame.**