Educational Guidelines for Registered Teachers

ALL MEMBERS APPLYING FOR RT designation **MUST SIGN** and initial all pages of this form and return them to **CRA.**

The following Guidelines must be signed and adhered to by all CRA Registered Teachers as "minimal" standards in conducting live Reiki classes. CRA does not allow for any Online Training. Class enrollment must be a minimum of two students (see Additional Comments). Teaching other symbols, tools, and information above and beyond the outlined requirements is acceptable and encouraged; provided the extra teachings are directly related to Reiki. Anything taught above the basic outlined criteria set out in these Guidelines, must be taught outside the required hours for each Level. Do not discuss or teach Symbols in Level 1. You must provide professional manuals for your students at the START of your Class (list this in your Outline), and any additional material you hand out in class must not infringe on copyright issues (list this too). These requirements should all be items in your Outlines for all Levels. Include your name, the Style of Reiki being taught, and the Level the Outline is for at the top of the first page of your Outlines and include the page # in the footer of each page. Read the Additional Comments at the end of these Guidelines.

Reiki Level One or First Degree Class

- The class must be a minimum of 8 hours long. ****See Policy Update Setout in Additional Comments section of these Guidelines.**
- Provide a professional quality Reiki Level I manual for each student at the beginning of the class.
- 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 teachings such as any of the Reiki sessions outlined below; and/or before practicing Reiki with another student.
- Demonstrate and teach students how to perform:
  - a **20-minute** Reiki Self-Session and have students practice the full Self-Session in class.
  - the standard hand positions for doing a **one-on-one full 1-hour** Reiki session using a Reiki table. Before your class ends, each student must have given a full (1-hour) Reiki session to another student on a Reiki Table.
  - a **30-minute** Reiki Chair Session.
- Allow practice time for the students for all 3 of the above Sessions.

- The student must demonstrate to the teacher they have a clear understanding of and ability to perform the hand positions on a volunteer student for a Table, Chair and Self-Reiki Session prior to receiving a certificate for Level 1.

- Provide a Reiki Level I certificate at the end of the class to qualifying students.

- As a Registered Teacher (CRA-RT) with CRA, you must include your membership designation and number on Certificates you give to your students. As a Registered Practitioner (CRA-RP) with CRA, you must include your membership designation and number on Certificates you give your students.

- Explain that all Level I students are eligible to apply for membership with the CRA as an **Associate Member**. Direct students to the website Membership Criteria and Forms for Reiki People web pages to download the mandatory forms which include:

  - Scope of Practice;
  - Code of Ethics;
  - Disciplinary Action Policy;
  - Code of Conduct;
  - 12 CRA Case study forms & requirements (single and multi-forms) & CEU Forms;
  - Client information form; and
  - Teacher Evaluation form (advise of membership credit and expiry of credit)

Inform students they can upgrade to Registered Practitioner **six months after** receiving their Level I Certificate and once they have completed CRA's criteria.

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Reiki Level Two or Second Level

- Check New Students Level 1 Reiki Certificate at time of enrollment to confirm:
  - they attended prior classes **in person (no online training accepted**),
  - the style of Reiki taught was the same style of Reiki you are teaching.

- Students that don't meet the above criteria, will not be accepted into class. **Please note** that if you accept students into your class and their prior teachings were another style and they try to join CRA; **it will be your financial responsibility** to correct this if you don't do this before the students register with the CRA.

- Provide a professional quality Reiki Level II manual for each student at the beginning of the class.

- The class must be a minimum of 8 hours long. ****See Policy Update Setout in Additional Comments section of these Guidelines.**

- Review Level I History, Precepts and hand placements for Self, Table and Chair Sessions to ensure students have a clear understanding. Emphasize the importance of integration of the precepts into our daily lives. Have a Q&A for Level I.

- Give each student the required Level Two Attunements **BEFORE** they are engaged in any practical time with the symbols or using the symbols with another student. Individual attunements may be given for each symbol prior to practice for that specific symbol. This method is 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.

- Demonstrate how to use SHK for mental/emotional healing and how to assist a client in releasing unwanted habits.

- Teach the various methods of Distance Reiki Sessions (set out the methods you will be teaching i.e. paper, surrogate etc. to name a few) and allow time in your class for students to practice.

- The student must demonstrate to the teacher they have a clear understanding and the ability to draw and practice all 2nd-Degree symbols and to conduct a Distance Reiki Session prior to receiving a Level 2 certificate.

- Provide qualifying students with a Reiki Level II certificate at the end of the class.

- As a *Registered Teacher* (CRA-RT) with CRA, you must include your membership designation and number on Certificates you give to your students. As a *Registered Practitioner* (CRA-RP) with CRA, you must include your membership designation and number on Certificates you give your students.

- Instruct new non-member students on the Associate and Practitioner Membership criteria including what is necessary to join the CRA. If a student is a current Associate Member of the

CRA, then direct them to the Practitioner upgrade requirements. Direct students to the website page Membership Criteria and Forms for Reiki People to download the mandatory forms which include:

- Scope of Practice;
- Code of Ethics;
- Disciplinary Action Policy;
- Code of Conduct;
- For new members and members upgrading their membership: must submit 12 CRA Case study forms following the requirements (single and multi-forms) & CEU Forms; Explain the Case Study & CEU requirements. They must submit all twelve with the application. Completed Case Study forms will only be accepted if they were completed on CRA's forms and within the last twelve (12) months of applying. **A member who has provided case studies to the CRA already does not have to provide them twice**.
- Client information form; and
- Teacher Evaluation form (advise of membership credit and expiry of credit)

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

The following Guidelines **are only for the teachers who have been attuned to four levels of Reiki**. Please be advised if you were attuned and teach 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**. Ensure that you state on student certificates that **this is a Reiki Master Practitioner and not Reiki Master will clarify the status of this class**.

- Check New Students Level 1&2 Reiki Certificates at time of enrollment to confirm:
  - they attended prior classes **in person (no online training accepted**),
  - the style of Reiki is the same for each Certificate and they were taught the same style of Reiki you are teaching.
- Students that don't meet the above criteria, will not be accepted into class. **Please note** that if you accept students into your class and their prior teachings were another style and they try to join CRA; **it will be your financial responsibility** to correct this if you don't do this before the students register with the CRA.
- Provide each student with a professional quality manual for the R.M.P. level at the beginning of the class.
- **Remind the class a Reiki Master Practitioner is not permitted or qualified to teach any level of Reiki.**
- The class must be a minimum of 8 hours long. ****See Policy Update Setout in Additional Comments section of these Guidelines.**
- If you are teaching a William Rand A.R.T. class then **you must provide his 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.
- The student must demonstrate to the teacher that they understand and can conduct all techniques taught in this class prior to receiving a certificate.

- **Provide a Reiki Master Practitioner Advanced Reiki Training certificate** to qualifying students if you are following Wm. Rand's A.R.T. Criteria. These certificates are obtained by the I.C.R.T.

- As a Registered Teacher (CRA-RT) with CRA, you must include your membership designation and number on Certificates you give to your students. As a Registered Practitioner (CRA-RP) with CRA, you must include your membership designation and number on Certificates you give your students.

- Instruct new non-member students on the Associate and Practitioner Membership criteria including what is necessary to join the CRA. If a student is a current Associate Member of the CRA, then direct them to the Practitioner upgrade requirements. Direct students to the website page Membership Criteria and Forms for Reiki People to download the mandatory forms which include:

    - Scope of Practice;
    - Code of Ethics;
    - Disciplinary Action Policy;
    - Code of Conduct;
    - For new members and members upgrading their membership: 12 CRA Case study forms & requirements (single and multi-forms) & CEU Forms; Explain the Case Study & CEU requirements. They must submit all twelve with the application. Completed Case Study forms will only be accepted if they were completed on CRA's forms and within the last twelve (12) months of applying. **A member who has provided case studies to the CRA already does not have to provide them twice**.
    - Client information form; and
    - Teacher Evaluation form (advise of membership credit and expiry of credit)

Please be aware that this level does not apply if you are teaching classes with several levels outside of the familiar 3 or 4 levels of the Usui method.

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Master Teacher Level

The class must be a minimum of 12 hours long. It is recommended to teach this class over a two 2-day period. ****See Policy Update Setout in Additional Comments section of these Guidelines.**

- Check New Students Level 1&2 Reiki Certificates at time of enrollment to confirm:
  - they attended prior classes **in person (no online training accepted**),
  - the style of Reiki is the same for each Certificate and they were taught the same style of Reiki you are teaching.

- Provide each student with:
  - a professional quality manual for the Master Teacher level at the beginning of the class.
  - a Reiki Master Teacher manual outlining in detail **the attunement process for all Levels of Reiki**.

  It is acceptable if you have 1 Manual for both of these Manual requirements.

- 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 are given the Master Symbol or engage in any practical time learning to give attunements 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 the attunements for all Levels 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.

- Students must demonstrate to the Teacher they have a clear understanding and ability to draw the Master Symbol DKM, that they understand and can perform attunements for all levels of Reiki before they are given a Master Teacher Level Certificate.

- Provide a Usui Reiki Master Teacher certificate at the end of the class to qualifying students.

- As a Registered Teacher (CRA-RT) with CRA, you must include your membership designation and number on Certificates you give to your students. As a Registered Practitioner (CRA-RP) with CRA,

you must include your membership designation and number on Certificates you give your students.

- It is the Teacher's responsibility to ensure their students understand that there is a 1-year wait period before they can apply for Registered Teacher status. They may teach during that 1-year wait period and must use the CRA Teacher Guidelines. The Certificates they provide to their students must use the designation CRA-RP during the one year wait period. Guide students to the CRA website where they can find the Teacher Guidelines

- It is the Teacher's responsibility to show their Master Students how to develop original class Outlines for all levels of Reiki they were attuned to.

- Instruct new non-member students on the Associate and Practitioner Membership criteria including what is necessary to join the CRA. If a student is a current Associate Member of the CRA, then direct them to the Practitioner upgrade requirements. Direct students to the website page Membership Criteria and Forms for Reiki People to download the mandatory forms which include:

    - Scope of Practice;
    - Code of Ethics;
    - Disciplinary Action Policy;
    - Code of Conduct;
    - For new members and members upgrading their membership: must submit 12 CRA Case study forms following the requirements (single and multi-forms) & CEU Forms; Explain the Case Study & CEU requirements. They must submit all twelve with the application. Completed Case Study forms will only be accepted if they were completed on CRA's forms and within the last twelve (12) months of applying. **A member who has provided case studies to the CRA already does not have to provide them twice**.
    - Client information form;
    - Teacher Evaluation form (advise of membership credit and expiry of credit); and
    - Teacher Guidelines.

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ADDITIONAL COMMENTS

BEFORE YOU PREPARE YOUR OUTLINES PLEASE READ:

The entire page of CRA's website under the Membership Tab titled: Forms for Reiki People, including all attached documents. As a Registered Master Teacher of the CRA, you will be required to teach your students about the CRA: including Membership Criteria; for Associate, Practitioner and Teacher memberships as well as all of the required forms & protocol from Forms for Reiki People.

These Teacher Guidelines are your checklist. Every item in these Guidelines should appear in your Outlines as an item you will teach on top of the extra content you choose to teach your students. (Extras must be Reiki related, no yoga or massage to name a few).

Each Level has a required number of hours that must be taught. If you plan to teach extra content; on top of the CRA's requirements, the extra content must be outside the required hours set out by the CRA for each Level.

If you have any questions regarding the above or the items set out below in our Best Practices for Submission, please email Reiki@Reiki.ca

BEST PRACTICES FOR OUTLINE SUBMISSION

Attunements

- Read the requirements for giving Attunements (when they should occur in the flow of your classes).

Case Studies, Reiki Shares, Exchanges and CEUs

- It is a requirement that you teach students the requirements of CRA's Case Studies. Please read the website page Case Studies and CEUs. When an Associate member qualifies for and upgrades to the Registered Practitioner membership they are required to do 12 Case Studies. When a Registered Practitioner qualifies for and upgrades to the Registered Teacher, they do not need to repeat the 12 case studies. It is a 1-time requirement.
- 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 are required to provide practitioners with a signed Continuing Educational Unit form at all Reiki Shares and Trade Shows; to be used as part of their case study requirements. It is your responsibility to teach students all of the requirements of CEUs. See our website Page Case Studies and CEUs.

Certificates of Completion

- Set out in your Outlines when you will hand out qualification of class completion Certificates include that students demonstrated to you that they meet the CRA requirements for each Level. Read these Guidelines for the details relating to CRA requirements for your Certificates.
- CRA Registered Teachers must visibly display their CRA designation and their CRA Membership Number on each certificate they issue to their students. Example: CRA-RT 19-

001 will be displayed beside the Teacher's name. When you are teaching during the 1-year wait period after obtaining your Level 3 (4) Certificate, you are not yet a CRA-RT so you cannot yet use the designation CRA-RT.

- During the 1-year wait period you can use the designation CRA-RP. Once you become a Registered Teacher, you may use the CRA Designation of CRA-RT beside your signature which is separate from your membership number.

Class Enrollment

- The CRA prioritizes comprehensive, practical learning. All training must take place in an interactive, multi-student setting. **Classes require a minimum of two (2) students** to facilitate the necessary practical hands-on exercises.

Class Outline Submission Requirements

- When applying for Registered Teacher Status (after your one-year anniversary of receiving your Master Teacher Certificate), you must provide class outlines for ALL levels of Reiki regardless if you plan to teach them at the present time.

- It is your responsibility to teach your students how to prepare their Outlines including the requirements set out in these Guidelines.

Confirmation of Certificates from New Students

- First item for Levels II, III and if teaching (IV); indicate at the time of enrollment, you requested, received and checked all new students' Certificates to confirm they attended prior classes in person (no online training accepted), the style of Reiki taught was the same style of Reiki you are teaching. Students that don't meet the above criteria, will not be accepted into class. Please note that if you accept students into your class and their prior teachings were another style and they try to join CRA; it will be your financial responsibility to correct this if you don't do this before the students register with the CRA.

CRA Membership, Criteria and Required Documentation

- Include an item confirming that you taught your students all required CRA documentation and requirements (as set out in these Guidelines) on the website page Forms for Reiki People.

Discussion of Symbols

- The Reiki Symbols are taught in Levels 2, 3 (4) and should not be discussed at all in Level 1.

Evaluations

- Registered Teachers are to give students the link to the Teacher Evaluation forms the website. If the student does not have easy access to a computer, give them the evaluation forms for the level taught.

- Students are asked to fill out the evaluation form(s) at home in privacy and away from the teacher and mail or email it to the CRA within six (6) months from the date of the class. When they apply for membership, they are to contact the CRA for a $5.00 credit that may be used towards the cost of their membership.

Integration of Animal Reiki in Human Reiki Courses

- To maintain the integrity, focus and distinct nature of traditional Reiki training, the CRA holds a policy that Animal Reiki teachings and techniques must not be included or combined with standard human Reiki classes.
- The CRA has adopted the Let Animals Lead® (LAL®) Method of Animal Reiki created by Kathleen Prasad as the ethical Gold Standard and Best Practices way of offering Reiki to animals.
- The energy dynamics, behavioral cues, and practitioner approaches differ significantly when working with animals versus humans. These modalities required separate, dedicated instruction. Therefore, we ask that all CRA Registered Teachers keep human Reiki classes strictly focused on human applications. Please review the Animal Reiki Page of our website as well as the pages titled: New Practitioner for (CARP) and New CRA Teacher for CARP or CART.

Manuals

- Indicate you handed out professional Manuals at the beginning of the Class (for all Outlines);

Outline Formatting

- Include all of these items at the top of the first page of your Outlines:
  - Your Name
  - Style of Reiki: (List Style of Reiki you teach)
  - Level (Specify which level your Outline is detailing)
- Please include page numbers in the footer of each page of your Outlines.

Required Documents for Online Membership Application

- Once you meet all the appropriate Membership Criteria set out on CRA's website and when completing your online application form for membership with the CRA, include:
  - **For Associate membership: 1)** a PDF of your Level 1 Certificate, and **2)** a PDF with signed copies of the Code of Conduct, Scope of Practice, Code of Ethics and Disciplinary Action Policy. Do not email these documents attach them to your online application.
  - **For Practitioner membership: 1)** a PDF of your Certificate(s), and **2)** a PDF with signed copies of the Code of Conduct, Scope of Practice, Code of Ethics and Disciplinary Action Policy. **3)** a PDF containing all 12 Case studies or CEUs. Do not email these documents attach them to your online application.
  - **For Teacher membership: 1)** a PDF of your Certificate(s), and **2)** a PDF with signed copies of the Code of Conduct, Scope of Practice, Code of Ethics and Disciplinary Action Policy and **signed** Teacher Guidelines for all levels. **3) if you have not already completed 12 Case Studies,** a PDF containing all 12 Case studies or CEUs. Do not email these documents attach them to your online application.

If you have any questions about the application process, please email Reiki@Reiki.ca.

Required Hours and Update to Homework Policy

- Have an item indicating the Required Hours for each Level.

- To ensure the highest standard of education and a consistent learning experience for all students, the CRA Board has updated its policy regarding required class hours. Effective immediately, the minimum required hours for each Reiki level must consist entirely of direct, instructional class time. The previous permitted allowance of assigning one hour of homework toward the mandatory total is no longer accepted. This update reinforces the value of supervised practice, mentorship and comprehensive in-class instruction for our students.

The Flow of Your Classes

- Provide detailed steps of what will happen during both the morning and afternoon portions of the class in the order in which the class will flow. We are looking for an overview, not the whole of the content of your class and/or the index from your manual. We are looking for what you would put in your daytimer and how your teachings will flow. Please ensure that you are meeting all of the necessary requirements set out in these Guidelines.

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.: _____ (only required 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 CRA website for an infinite time frame.

The CRA Board of Directors retains the right to decline membership, and it is not bound to provide an explanation of their decision.

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