



Canadian Reiki Association Disciplinary Action Policy

Disciplinary Action

1. Complaints and/or concerns received via the Complaints & Concerns email address complaints_concerns@reiki.ca located on the CRA website (<https://reiki.ca/about/complaint-procedure/>) or by mail to Canadian Reiki Association 24-2350 New Street, Burlington, ON L7R 4P8, will be processed by the President and Vice President of the CRA within three working days of the date the President and/or Vice President received the complaint and/or concern.
2. The complaint and/or concern will be investigated by way of contacting the originator of the email by telephone or if applicable and more efficient, by email. If the complaint or concern is with respect to a registered practitioner or teacher, the practitioner or teacher will be contacted and interviewed.
3. If the complaint or concern does not involve a practitioner or teacher but does involve a procedure or function of the CRA, this will be brought to the attention of the CRA Board. If a change in procedures is required to satisfy the concern or complaint it shall be brought forth and voted on by the Board of Directors.

What action will be taken

1. Upon investigation, if the allegation is without merit, no further action to be taken.
2. Upon investigation, if the allegation is with merit, and concerns any one or more of codes 1 through 6, and/or codes 11 through 18 of the CRA Code of Ethics, a written warning letter will be mailed to the offending member.
3. Upon investigation of a second allegation against the same member, if the allegation has merit, the result will be suspension of Membership with the CRA for a 6 month period and the member's name will be added to the "Suspended and Expelled Members List" on the CRA website.
4. Upon investigation, if the allegation has merit and is a breach of codes 7, 8, 9 and/or 10 of the CRA Code of Ethics, or is an allegation reported against any one member for a third time, permanent suspension of membership will result and the member's name will be added to the "Suspended and Expelled Members List" on the CRA website.

In addition to the above actions, the CRA will

1. Add the Member's name to a list of Suspended or Expelled members maintained on the CRA website.
2. In cases of serious misconduct that represent potential serious risk to the public or practitioners, the information will be reported to the Police or other appropriate official authorities.

The Suspended and Expelled Members List

The Suspended and Expelled Members List is a text online list of all the individual practitioners or teachers that have been Suspended or Expelled from the CRA Membership.

Upon lifting of the 6 month suspension, that Member's name is removed from this list.

**Note: the Suspended and Expelled Members List is listed on the main page of the CRA website under the Practitioners/Teachers tab and it is noted on the new membership application form that the member's name would appear on this list if applicable and by signing the application form they are agreeing to this action.*

Digital Signature _____

Date _____

OR

Handwritten Signature _____

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.



SCOPE OF PRACTICE

Within Scope of Practice:

Practices listed below are considered within the scope of Reiki practice. Appropriate levels of training and experience in accordance with Educational Guidelines and Membership Criteria and Code of Conduct apply.

- Relaxation
- Meditation
- Reiki principles
- Reiki techniques (for style of Reiki being practiced)
- Reiki symbols (for style of Reiki being practiced)
- Attunements
- Chakra balancing
- Energy clearing

Outside Scope of Practice:

These practices stated below as an example, of what is outside of scope of practice and are not included in Reiki practice. Modalities not related to Reiki will not be practiced during the same session and only permitted during a separate appointment and only at the client's explicit consent.

- Counselling
- Diagnosing
- Medical treatment
- Hypnotherapy
- Psychotherapy
- Reflexology
- Massage
- Psychic reading

Membership in the Canadian Reiki Association is Privilege which is an esteemed designation. It means it is not a right for any Canadian Reiki practitioner or teacher to assume they may become a member of the Corporation.

Date: _____

Signature: _____

Handwritten Signature: _____



Code of Conduct

This form must be signed by all members

The Canadian Reiki Association is an autonomous and private body and will not involve itself with the workings of other agencies within Canada. The Corporation reserves the right to investigate, at its discretion, other similar bodies and/or agencies and apprise members on such issues if such studies may contain relevant information. The Corporation may employ outside resources such as legal counsel for definition and clarification as required.

In accepting the terms and expectations of membership in the Canadian Reiki Association, the membership applicant must sign the Code of Conduct and the Code of Ethics before membership will be considered.

1. The member understands that it is a privilege to be a member of the Canadian Reiki Association and has read the Scope of Practice and thoroughly understands what does and does not constitute a Reiki practice as prescribed by the Constitution.
2. The member will not abuse the listing of CRA membership for the purposes of disseminating non-Reiki related issues to the membership.
3. The member will, if she or he believes she would like an issue addressed by the Board of Directors, contact those persons by e-mail or registered letter.
4. The member will not transmit their issues via any social or news media avenues.
5. The member will not malign, or allow to be maligned, the work and authority of the CRA.
6. The member will respect the rights and privileges of membership and will not cause or create false assumptions about any members.
7. The member will, as she or he is able, provide information about the CRA to the public and encourage others to achieve the knowledge and skills so as to become future members.
8. The member will, if asked by a client or any member of the public, clearly explain the obligations of a Reiki practitioner as opposed to those who may practice another modality.
9. The member will, as is possible, encourage and support the goals of the CRA as described in the Mission Statement, and will, as is possible, take part in trade fairs, wellness events and any other public presentation where the practice of Reiki may be forwarded.
10. The member understands that if she or he transgresses the Code of Conduct their membership in the CRA will be permanently withdrawn without a refund of any membership dues.
11. The member understands that if she or he is withdrawn from CRA membership and refuses to acquiesce to the withdrawal, the CRA maintains the right to take legal action against the ex-member, and the ex-member will be fully responsible for all costs.

In signing this document, the member understands that she or he will not be granted membership if they have been withdrawn from any other professional body in Canada or the U.S.

Digital Signature of Member

Print Name

or

Handwritten Signature of Member

Date



(Must be signed by ALL Members)

1. The health and well-being of the client/student is the prime consideration of the member.
2. The client is entitled to truth, confidentiality, and the respect of their human dignity.
3. The client has the right to accept or refuse any form of treatment.
4. Members shall not refuse a client on the basis of sex, race, religion, sexual orientation, or political belief. However, notwithstanding this clause, members reserve the right to refuse a client for reasons of personal safety and/or other reasons, which do not contravene the aforementioned item.
5. Members should retain accurate and up-to-date records on their dealings with the client. These records should be maintained in a secure location and must be considered confidential. No information contained within the records should be released without the written consent of the client.
6. Members shall dress in a professional manner conducive to the holistic service being provided and be neat and clean in his/her own personal hygiene.
7. Members shall ensure that their professional conduct is beyond reproach. They shall not take physical, sexual, psychological or financial advantage of the client. They must not interfere in the client's personal affairs.
8. Members shall not practice or teach Reiki if they are in any condition, which compromises the quality of their services, such as inebriation, or if their mental faculties are lessened for any reason whatsoever and they shall never offer liquor to their clients.
9. Members will never ask a client to disrobe and will not allow such action to take place, nor will the member touch the genital area or anal area or the breasts or areola of their client, nor will the client be allowed to touch the practitioner in such a manner.
10. When the client has given permission for "hands on" therapy, members shall use light hand pressure when placing hands on the client's body. There will never be a need to rub or manipulate of any body part. If the client has not given permission for "hands on" therapy, the member will complete the entire Reiki session with hands above the body at all times.
11. Members shall not refuse or withdraw services without justifiable cause. Such reasons include but are not limited to conflict of interest between the member and the client that jeopardizes the professional relationship or illegal or unjust or fraudulent actions taken or proposed by the client.
12. Members must recognize their limits of competence and must not undertake issues for which they have no training. Members will not claim that Reiki can cure, nor will they diagnose any medical problems or prescribe, nor will they ever advise a client to stop taking medications, unless qualified to do so. When it is in the client's interests, members should refer the client on to another practitioner or organization that has the training appropriate to the client's needs.
13. Members should continually make an effort to improve their knowledge and professional skills. They should also encourage the public to become educated and informed about the practice and teaching of Reiki and about the development of a health-enhancing lifestyle in general.
14. Teaching members should not encourage the practice of Reiki by persons who are not competent or who have insufficient training or certification. They should not grant certificates of attendance or competence to anyone whose skills and/or ethical conduct they have a valid reason to doubt. Teaching members should report any such cases to the CRA.
15. Members are responsible for reporting any member of the CRA who does not respect this code of ethics. This requirement aims to ensure the protection of the public interest and also to protect the good name and professional reputation of the CRA.
16. Members agree that failure to abide by the terms, conditions, and stipulations of this code of ethics **will** leave them subject to action, whether legal or other, by the CRA. Action may include but is not limited to: temporary or permanent suspension of membership, public notification of a member's transgression, and/or suspension of membership, legal action. **In addition, members understand that breaching any or all of code numbers 7, 8, 9 and 10 will result in immediate termination of their membership.**
17. Members acknowledge that a code of ethics cannot cover every case of what is ethical and what is not. Therefore, it is understood that members must behave in accordance with the ethical standards of the province and country in which they reside.
18. It is understood that the CRA is hereby saved harmless from liability of any kind whatsoever for the actions or lack thereof of its Registered Practitioners and/or Registered Teachers in fulfillment of their association membership.

I have completed the CRA Membership Application form accurately and honestly and I agree to abide by the CRA Code of Ethics listed on this form. I understand it is my responsibility to abide by any local or Provincial laws and rules, if any, regarding Reiki as well as any other complimentary integrative modality that I practice. I have no knowledge of any incident, suit, pending claim or license revocations or ethics hearing violation against me. I have never been the subject of any investigation in connection with any sexual misconduct or act, molestation or assault. I attest that no issued documentation for licensing, certification or registration has been revoked and no disciplinary action is pending against me in relation to my trade's specialty. I attest that I have completed all of the required training and certification for Reiki and the integrative modalities I have listed on this application and that I practice. I understand my signature is considered legal and binding and that it verifies I have completed this form completely and honestly.

Name: _____ Handwritten Signature _____ - Dated _____



Educational Guidelines for Registered Teachers

ALL RT designated members **MUST SIGN** this form and return to the **CRA**.

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 provided they are directly related to Reiki, and the basic outlined criteria are 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

- The 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.
- Provide a professional quality Reiki Level I manual for each student.
- The teacher must give students their manual at the beginning of the class not at the end 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 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
- The student must demonstrate to the teacher they have a clear understanding and ability to perform the hand positions on a volunteer student for a table, chair and self-reiki session prior to receiving a certificate.
- Provide a Reiki Level I certificate at the end of the class to each student.
- Your CRA designation and membership number must be on the certificate.
- Explain that all Level I students are eligible to apply for membership with the CRA as a Student Member. Direct students to the website to download the required documents which includes:

1. Scope of Practice
2. Code of Ethics
3. Disciplinary Action Policy
4. Code of Conduct
5. Case study forms (single and multi-forms)
6. Client information form

Inform students they can upgrade to Registered Practitioner once they have completed the criteria.



Reiki Level Two or Second Level

- New Students must provide their Level 1 Reiki certificate at time of enrollment.
- The Teacher will not accept the student into the class unless a Level 1 certificate has been provided.
- Provide a professional quality Reiki Level II manual for each student.
- A manual must be given to the student at the beginning of the class.
- The 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 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 for that specific symbol. This method will be acceptable.
- Discuss the theoretical and practice 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 various methods of distance healing 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 2nd-degree symbols prior to receiving a certificate.
- Provide each student with a Reiki Level II certificate at the end of the class.
- Your CRA designation and membership number must be on your certificate
- Instruct students on what criteria is necessary to join the CRA and/or to upgrade their membership level.
- Direct non-members to the CRA website to download the documents required for membership. They include:
 - Scope of Practice
 - Code of Ethics
 - Disciplinary Action Policy
 - Code of Conduct
 - Case study forms (single and multi-forms)
 - Client information form

Explain the case study requirements for new members applying to the CRA. They must submit all twenty-four with the application. Completed case study forms will only be accepted if they were completed within the last twelve (12) months of applying.

If a student is a current Student Member of the CRA, then direct them to the upgrade requirements found in the Members Only section of the website.



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

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. **Stating on the certificate that this is a Reiki Master Practitioner and not Reiki Master will clarify the status of this class.**

- New Students to the class must provide their Level 1 & 2 certificates at time of enrollment.
- The Teacher will not accept the student into the class unless a Level 1 & 2 certificates have been Provided.
- 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. One hour of the 8 hours may be assigned homework such as reading or further practice.
- 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.
- The student must demonstrate all techniques taught in this class to the teacher prior to receiving a certificate.
- 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.

Direct the student(s) to the CRA website to download the documents required for membership. They will include:

1. Scope of Practice
2. Code of Ethics
3. Disciplinary Action Policy
4. Code of Conduct
5. Case study forms (single and multi-forms)
6. Client information form

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.

Explain the case study requirements for new members applying to the CRA. They must submit all twenty-four with the application. Completed case study forms will only be accepted if they were completed within the last twelve (12) months of applying.

If a student is a current Student Member of the CRA, direct them to the upgrade requirements found in the Members Only section of the website.

Revised July 2019 _____ applicants initials



Master Teacher Level

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

- New Students to the class must provide their Level 1 & 2 certificates at time of enrollment.
- The Teacher will not accept the student into the class unless a Level 1 & 2 certificates have been provided.
- Provide each student with a professional quality manual for the R.M.P. level at the beginning of the class.
- 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 a 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 Teacher certificate at the end of the class to each student.
- Your CRA designation and membership number must be on the certificate.
- Provide a Reiki Master manuals 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.
- Direct the student(s) to the CRA website to download the documents required for membership. They will include:
 1. Scope of Practice
 2. Code of Ethics
 3. Disciplinary Action Policy
 4. Code of Conduct
 5. Case study forms (single and multi-forms)
 6. Client information form
 7. 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.**
- 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 direct them to the webstore to upgrade their membership. Remind student they must provide all documents and case studies.



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.

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, then give him/her evaluation forms for the levels taught.

They are asked to fill out the evaluation form(s) **at home in privacy** 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 towards of their membership.

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 to provide practitioners a signed Continuing Educational Unit form at Reiki Shares and Trade Shows to be used as part of the their case studies.

CRA 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.

You may also use the CRA Designation of **CRA-RT** beside your signature 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: _____

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