



KRI Level One
Contract Administration Checklist
International
(all countries except U.S./Canada)



Contract Submission

Program # _____

- Submit contract as early as possible.
 - Submit as soon as course location, dates, prices and training team are decided.
 - Submit minimum 2-4 months before start date, or any time sooner.
 - Be sure to enter start and end date for each classroom session.
- Record program number when contract receipt email received.
 - Use as reference on all KRI administrative communications and forms.
- Email PR material for review. *(send insurance if applicable to your region)*
 - Use standardized PR graphics and general PR guidelines.
- Contract approval received after KRI review is complete.
- Book Order: Aquarian Trainer Text & Manual, and Master's Touch Book
 - Int'l: Order from the KRI authorized distributor for your region.

Royalty Payments

- Due date: _____ (Due within two months from start date of program.)
 - (Int'l: make payment to National Teachers Association at the same time.)
- Email royalty form and student contact list.
 - Use online templates for both forms.
- Coordinate payment method as needed with KRI Contract Manager.
 - PayPal, credit card, bank wire, check.

Certificates

- Email updated student contact list at or near end of program
 - On the list, indicate who will certify, who is pending, and anyone not certifying.
 - Allow 10 business days for preparation, plus adequate delivery time
- In the email:
 - State this is a request for certificates.
 - Include postal address where package shall be mailed for Lead Trainer signature.

Student Documentation

- Int'l: required with certificate/seal request.
 - Certification Requirements Form *(completed copy for each student)*

For documents and admin resources: www.kundaliniresearchinstitute.org
Still have questions? contractmanager@kriteachings.org