



KRI Level Two Contract Administration Checklist 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.
 - Use updated, standardized PR graphics and general PR guidelines.
- Contract approval received after KRI review and all found in good order.

Royalty Payments

- Due date: _____ (Due one month from start date of program.)
- 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.

Module Completion *(after 90-day home study period)*

- Letters of Completion *(use online template)*.
 - Email to students who successfully complete the 90-day home study.
- Email updated student contact list to KRI.
 - On the list, indicate who completed, who is pending, and anyone not completing.

Student Document Packets

- Send after completion of 90-day home study period or email with updated student list:
 - Certification Requirements Form
 - Graded Exam Answer Sheet *(not the full exam)*
 - Copy of Letter of Completion

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