



# KRI Level One 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. (*and copy of insurance doc*)
  - Use standardized PR graphics and follow PR guidelines.
- Contract approval received after KRI review is complete.
- Book Order: Aquarian Trainer Text & Manual, and Master's Touch Book
  - U.S./Can: Order online at the Teacher Trainer Discount store

## Royalty Payments

- Due date: \_\_\_\_\_ (Due within two months from start date of program.)
- Email royalty form and initial student contact list.
  - Use online templates for both forms.
- Coordinate royalty payment method as needed with KRI Contract Manager.
  - Check, credit card, PayPal, bank wire. (*payable to KRI*)
  - U.S./Can: send together with IKYTA student memberships (*payable to IKYTA*)

## 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 certificates shall be mailed for Lead Trainer signature.

## Student Document Packets

- Send to KRI within six weeks of course end (*electronically if possible*)
  - Certification Requirements Form
  - Student's Graded Exam
  - Code of Professional Standards
  - 20 KY Class/WTY Form

For documents & admin resources: [www.kundaliniresearchinstitute.org](http://www.kundaliniresearchinstitute.org)

Still have questions? [contractmanager@kriteachings.org](mailto:contractmanager@kriteachings.org)

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