

Dear Level Two Lead Trainer,

Sat Nam. An important part of the Level Two module is the Home Study section in which participants in your course will continue their transformative journey even after the classroom segment of the course.

Below we have outlined important information and tips in successfully completing the Home Study section of a Level Two Module. As the Licensee of this program it is your responsibility to make sure the Home Study portion of the program is properly conducted. You may assign this to an administrator, but you need to check in from time to time with them to ensure things are proceeding smoothly.

- The Home Study Section of every Level Two module generally takes place during the 90 days following the class time. Participants have up to 1 year following the last classroom day to complete the requirements.
- Participants in every Level Two course are assigned to a Home Study group in which they will study and grow together both during the course and during the 90 days or more of Home Study. Please assign each participant to a Home Study group before the course starts. Recommended size of the groups is 6-8 people.
- Each Home Study group must have a group leader. If the course is a small one, one of the program Trainers will probably need to be a group leader. Group leaders should be pre-selected from the registrants and should be responsible take-charge types. A Trainer-in-Training (TNT) trainer (in the process of becoming a Teacher Trainer) is ideal if available. It is strongly recommended that you speak to them before the course starts in order to make sure they are able and willing to take on this duty. Make sure that they read the “Level Two Letter to Group leaders” PRIOR to committing to a group so that they are aware of their responsibilities.
- Your role or the administrator’s role with the group leaders is to answer any questions or concerns, maintain the overall organization of the Home Study section, and to finally certify the qualified participants by emailing them the Letter of Completion.
- The exams will be graded by the Home Study Group Leaders and then sent to you along with the Certification Requirements Form. You as Lead Trainer (or your course administrator) should **keep the documentation**: graded exam, copy of the Letter of Completion, Registration and Release Form, etc. for **five years**.
- If a participant doesn’t successfully pass the exam there are ways to retake the test. See the document titled: **L2 Exam Policy** for details.
- **The Letter of Completion**, issued to each student once they have completed the requirements, is delivered electronically by you or your administrator. You can find the Letter of Completion template under password protection in the same place the exam and manual are found. Each student’s Name (**legal and spiritual**), Lead Trainer, Location, Course Dates and Module will need to be entered. Then a PDF will be created and the letter will be emailed to the qualifying student along with the Level Two Practitioner Certification Form. Make two copies of this Letter of Completion for each student, one for your records and the other to

send on to KRI with the Certification Requirements Form.  
(PDF Creator is available free at <http://sourceforge.net/projects/pdfcreator/>)

General Timeline of the Home Study Section (90 days plus):

**During the Class room section:**

- Before the end of the classroom section, group leaders should set all three of the conference call dates with their group. Calls are approximately every 21 to 30 days.
- The exam should be handed out to all participants at the end of the classroom segment. If not, it will be emailed to the participants later in the Home Study period.
- Participants should fill out the top half of the Certificate Requirement form BEFORE the end of the classroom segment and hand it in to the Home Study Group Leader.

**During the Home Study section:**

- After each group conference call, group leaders may contact the course administrator with questions or problems.
- Between the second and the third conference call participants complete the exam.
- Home Study Group Leaders do not need to take the exam though they are encouraged to do so.
- A discussion about the exam (not the answers) takes place on the third conference call.

**Certification Process:**

- Participants mail their **exam answer sheet** (only!) to the Home Study Group Leader.
- Home Study Leaders grade the exams and sign the Certificate Requirement forms and mail both of these documents to the course administrator.
- Administrator creates the Letters of Completion for each participant and after putting them into a PDF format, emails it along with the Level Two Practitioner Certification form to each participant.
- Administrator mails to KRI the graded exam answer sheet, a copy of the Letter of Certification and the Certificate Requirement form for each individual who successfully completed the Level Two module.
- Administrator emails the Lev 2 Student Contact List to Vanessa: [Vanessa@kriteachings.org](mailto:Vanessa@kriteachings.org)
- Participants have 1 year after the classroom segment to complete the requirements and certify.

All of the documents in the “Level 2 Home Study Packet” folder are explained below.

**Letters:**

**Letter to the Participants (Document A)**

This letter is to be given to all the participants at the beginning of your Level Two course. Please give them sufficient time to read over it carefully and answer any questions they have to ensure that there are no misunderstandings regarding what is required of them.

**Letter to the Home Study Group Leaders** (Document B)

This letter is to be given to the group leaders of your Level Two course. Please give them sufficient time to read over it carefully and answer any questions they have to ensure that there are no misunderstandings regarding what is required of them in their role as Home Study Group Leader. This is **very important** as the group leaders must understand and commit to the responsibilities that come with holding the space for a Level Two Home Study Group.

**Forms:**

**Certification Requirements Form** (Document C)

This form is to be given out at the beginning of your Level Two course and the top half is to be filled out by each participant and turned back in to their Home Study Group Leader before the end of the classroom segment of the course. This form will be signed by the Home Study Group Leader or a responsible representative once participants have successfully completed the requirements, confirming they have successfully completed the Level Two work

**Guide for Group Leaders** (Document D)

This is a helpful guide for group leaders to read that will support them in their role as Home Study Group leader. Please print this and give it to the group leaders.