



The Aquarian Teacher® KRI® Level 1 Contract Administration Checklist



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

1. Contract Submission - Due 2-4 months before program start date

- Submit the contract as early as possible through the Trainer Portal.
 - Submit as soon as program location, dates, prices and training team are decided.
 - Upload proof of Liability Insurance under Step 7 in the contract form.
- After the contract is submitted, note the program number. # _____
 - Include the program number on all KRI communications and admin forms.
- Promotional Material: Use the required content posted on the Trainer Support website.

2. Book Order - The Aquarian Teacher Text & Manual and the Master's Touch book

- U.S./Cdn: Order online at the Teacher Trainer Discount store.
- International: Order from the KRI authorized distributor for your region.

3. Royalty Payments – Due within two months from start date of program

- Due date: _____
- Download the current royalty form from the Trainer support website
- Complete the royalty form and payment calculation
- Upload the royalty form and enter initial student data through the Trainer Portal.
- Make payment via methods listed on the royalty form (*electronic methods preferred*).

4. Certificates – allow 10 business days for processing. DOES NOT include delivery time.

- Update the student contact list in the Trainer Portal, at or near end of the program
 - Include the Shipping Address for certificates in the Trainer Portal
 - If no access to the Trainer Portal send list via email (*until access for admins is available*)

5. Student Documents – Send to KRI within 6 weeks of program end (*electronic preferred*)

- Due date: _____
 - Certification Requirements Form
 - Signed Code of Professional Standards
 - 20 Kundalini Yoga Classes & White Tantric Forms
 - Students' Graded Exams