



# The Aquarian Teacher® KRI® Level 2 Contract Administration Checklist



For documents and admin resources: [www.kundaliniresearchinstitute.org](http://www.kundaliniresearchinstitute.org)  
Still have questions? email: [contractmanager@kriteachings.org](mailto: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./CA: Order online at the Teacher Trainer Discount store.
- International: Order from the KRI authorized distributor for your region.

## 3. Royalty Payments – Due within one month 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. Module Completion

- Update the student contact list in the Trainer Portal, at or near end of the program
  - If no access to the Trainer Portal send list via email (*until access for admins is available*)
  - On the list, indicate who completed, who is pending, and anyone not completing.
  - Email letter of completion to students who successfully complete the 90-day home study.

## 5. Student Documentation - Send after completion of 90-day home study period

- Due date: \_\_\_\_\_
  - Certification Requirements Form
  - Copy of Letter of Completion
  - Graded Exam Answer Sheet (not the full exam)