

Reiki Federation Ireland Teaching Guidelines for Reiki Master Teacher Level

Agreed by members present at RFI EGM January 2011 and AGM 2016

The following is the minimum content for Teaching Guidelines for Reiki Master Teacher Level:

Purpose: To provide minimum Teaching Guidelines for Reiki Master Teacher Level.

Objectives:

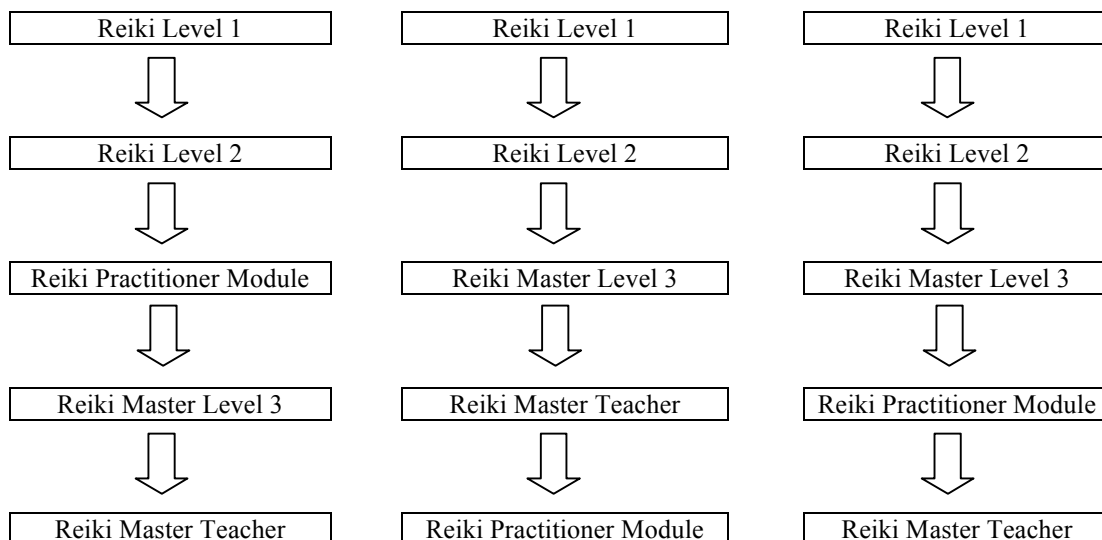
- To act in a Professional Ethical manner.
- To ensure that each student is taught in a professional and caring way.
- To support Reiki Master Teachers impart information/knowledge in a clear concise manner.

Reiki Master Teacher Level can be taught with Reiki Master Level 3, or as a separate module. For the purposes of these Reiki Master Teacher Level guidelines, the content will refer to Reiki Master Teacher Level only. The Reiki Master Teacher shall incorporate all requirements of Reiki Master Level 3 and Reiki Master Teacher level, if both these levels are being taught together. If combining both Reiki Master Level 3 and Reiki Master Teacher level a minimum of 21 hours supervised training by the Reiki Master is necessary and a minimum of 3 two hour follow up meetings.

The complete module for Reiki Master Teacher Level would include

- Review and revise all aspects of Reiki Level 1 as per RFI teaching guidelines in detail
- Review and revise all aspects of Reiki Level 2 as per RFI teaching guidelines in detail
- Review and revise all aspects of Reiki Practitioner Module as per RFI teaching guidelines in detail, if applicable (Reiki Practitioner Module is required for Professional Practitioner and Professional Teacher and can be completed any time after Reiki level 2).
- Review and revise all aspects of Reiki Master Level 3 as per RFI teaching guidelines in detail, if applicable
- Guidelines for the Reiki Master Teacher as outlined in Section 1/A
- Guidelines for Teaching the Students as outlined in Section 1/B
- Duty of Student Care as outlined in Section 2
- Professional Conduct as outlined in Section 3
- Professional Teacher Requirements as outlined in Section 4
- A minimum of 14 hours supervised training by a Reiki Master Teacher is necessary for this module
- A minimum of two follow up meetings (minimum 2 hours) specific to the Reiki Master Teacher Level is necessary between 3 weeks and 6 months, to include questions and answers and opportunity for the group to share experiences.
- Review each Reiki Level from a Teacher's perspective. (See Section 1(A)(xv))
- Course manual to be given.
- Reiki Master Teacher Certificate to be given on successful completion of the course.

Note: In order to teach Reiki professionally the Reiki Practitioner Module must be completed. Reiki Master Level 3 and Reiki Master Teacher Level may be completed without Reiki Practitioner Level if the Student does not want to teach professionally.



Outline external Business Awareness Courses as required and outline Professional Development as required

- Business Awareness as outlined in Section 5
- Continued Professional Development as outlined as in Section 6
- Resources and useful information as outlined in Section 7

Section 1(A): Guidelines for the Reiki Master Teacher

- 1) Please note: if a student is new to the Reiki Master Teacher, the Reiki Master Teacher ensures that the student has a Reiki Level 1, 2, Reiki Practitioner Module (Reiki Practitioner Module is required for Professional Practitioner and Professional Teacher and can be completed any time after Reiki level 2) and Reiki Master Level 3 certificate prior to undertaking Reiki Master Teacher Level. Reiki Level 1, 2 and Reiki Practitioner module (Reiki Practitioner Module is required for Professional Practitioner and Professional Teacher and can be completed any time after Reiki level 2) certificates if the student is doing Reiki Master Level 3 and Reiki Master Teacher Level combined.
- 2) Assess the students' knowledge of Reiki Level 1, 2, Reiki Practitioner Module and Reiki Master Level 3.
- 3) Teacher to emphasise the importance of using Reiki self healing every day and practising attunements/initiation procedure.
- 4) The ethical use of Reiki in the Master Teacher's life is emphasised.
- 5) Teaching the importance of personal energy management, self care and well being while giving and teaching Reiki.
- 6) Reiki Master Teacher Course manual to be given.
- 7) Outline content of Reiki Level 1, 2, Reiki Practitioner Module and Reiki Master Level 3 to be given.
- 8) Suggested Reiki resources list to be given.
- 9) A minimum of 14 hours supervised training by the Reiki Master Teacher is necessary for this level. A minimum of two follow up meetings (minimum 2 hours) specific to the Reiki Master Teacher Level is necessary between 3 weeks and 6 months, to include questions and answers, opportunity for the group to share experiences. If combining both Reiki Master Level 3 and Reiki Master Teacher level a minimum of 21 hours supervised training by the Reiki Master is necessary and a minimum of 3 two hour follow up meetings.
- 10) Contraindications – The use of alcohol and/or mind altering substances is strictly forbidden when practising and teaching Reiki
- 11) Special Recommendations – To assess and make decisions as to the suitability of giving and teaching Reiki to any person for reasons of personal safety, including the abuse of alcohol and mind altering substances
- 12) Students in the practice and teaching of Reiki must refrain from diagnosing or promising cures
- 13) Reiki Master Teacher Certificate to be given on successful completion of the course. Information to be included on the certificate for Reiki Master Teacher Level to read: Reiki Master Teacher Level. This certifies that (Name e.g. Jane Doe) has received the necessary practice, theory, attunement and teacher training to complete Reiki Master Teacher Level. Note: The word attunement can be replaced with initiation if preferred.
- 14) Before teaching each level of Reiki the Student is required to do the following:
 - a. Attend and observe the teaching of at least one Reiki Level 1 before you teach Reiki Level 1.
 - b. Attend and observe the teaching of at least one Reiki Level 2 before you teach Reiki Level 2
 - c. Attend and observe the teaching of at least one Reiki Practitioner Module before you teach Reiki Practitioner Module.
 - d. Attend and observe the teaching of at least one Reiki Master Level 3 before you teach Reiki Master Level 3.
 - e. Attend and observe the teaching of at least one Reiki Master Teacher Level before you teach Reiki Master Teacher Level.
- 15) The Reiki Master Teacher ensures that Students get practical experience of teaching at least one aspect of the Reiki Course.

Section 1 (B) : Guidelines for Teaching the Students.

- 1) Students' registration forms to include medical status and a parent's signature is required if student is under 16 years. (It is a requirement that children up to the age of sixteen (16) years must be accompanied by a parent/guardian during any Reiki Course or a consent form signed by a parent/guardian in the presence of the teacher).

- 2) Review and revise all aspects of Reiki Level 1, 2 Reiki Practitioner Module (Reiki Practitioner Module is required for Professional Practitioner and Professional Teacher and can be completed any time after Reiki level 2) and Reiki Master Level 3 in detail.
- 3) Sharing of feedback since Reiki Level 1, 2, Reiki Practitioner Module (Reiki Practitioner Module is required for professional practitioner and teacher practitioner and can be completed any time after Reiki level 2) and Reiki Master Level 3 workshops and experience of using Reiki.
- 4) Review and revise practice of Reiki hand positions for self-healing, chair treatment and lying on a plinth. With regard to hand positions it must be emphasised to students that genital and breast areas are not physically touched and that clients remain clothed while receiving Reiki.
- 5) Discuss Spiritual Aspects and Responsibilities of Being a Reiki Master Teacher and the integration of Reiki following the Reiki Master Teacher Level.
- 6) Meditation/visualisation.
- 7) Demonstration of Reiki Level 1 attunement/initiation.
- 8) Students practise Reiki Level 1 attunements/initiation.
- 9) Discuss and feedback after Reiki Level 1 attunement/initiation practice.
- 10) Demonstration of Reiki Level 2 attunement/initiation.
- 11) Students practise Reiki Level 2 attunements/initiation.
- 12) Discuss and feedback after Reiki Level 2 attunement/initiation practice.
- 13) Demonstration of Reiki Master Level 3 attunement/initiation.
- 14) Students practise Reiki Master Level 3 attunements/initiation.
- 15) Discuss and feedback after Reiki Master Level 3 attunement/initiation practice.
- 16) Teachers must make students fully aware of the possible effects/reactions during and after a Reiki treatment and Reiki attunement/initiation.
- 17) Teacher to emphasise the importance of using Reiki self healing and practising attunements/initiation procedure.
- 18) The ethical use of Reiki in the Master Teacher's life is emphasised.
- 19) Teaching the importance of personal energy management, self care and well being while giving and teaching Reiki.
- 20) Discussion of Reiki Lineages
- 21) Review & Discuss the content of Reiki Level 1 from a teaching perspective.
- 22) Review & Discuss the content of Reiki Level 2 from a teaching perspective.
- 23) Review and Discuss the content of Reiki Practitioner Module (Reiki Practitioner Module is required for professional practitioner and teacher practitioner and can be completed any time after Reiki level 2) from a teaching perspective.
- 24) Review and Discuss the content of Reiki Master Level 3 from a teaching perspective.
- 25) Review and Discuss the content of Reiki Master Teacher Level from a teaching perspective.
- 26) Opportunities for students to share workshop experiences from the Reiki Master Teacher Level.
- 27) Reiki Master Teacher Course manual to be given.
- 28) Outline content of Reiki Level 1, 2, Reiki Practitioner Module (Reiki Practitioner Module is required for Professional Practitioner and Professional Teacher and can be completed any time after Reiki level 2) and Reiki Master Level 3 to be given.
- 29) Suggested Reiki resources list to be given.
- 30) Basic understanding of other complementary therapies - as detailed on the Federation of Irish Complementary Therapy Associations (FICTA) website www.ficta.com
- 31) Prior to teaching any Reiki Level, it is required that the students observe at least one workshop of that Reiki Level for teaching purposes.
- 32) Student discusses feedback with Reiki Master Teacher after reviewing each level of Reiki. This is an opportunity for any questions relevant to the teaching of that level to be asked.
- 33) Contraindications – The use of alcohol and/or mind altering substances is strictly forbidden when practising and teaching Reiki.
- 34) Special Recommendations – To assess and make decisions as to the suitability of giving and teaching Reiki to any person for reasons of personal safety, including the abuse of alcohol and mind altering substances.
- 35) While Reiki is not contra-indicated to any medication we advise that the recipients' medication may need to be reassessed by their GP as Reiki can enhance the recipients' rate of recovery.
- 36) Students in the practice and teaching of Reiki must refrain from diagnosing or promising cures.
- 37) It is a requirement that children up to the age of sixteen (16) years must be accompanied by a parent/guardian during any Reiki Course or a consent form signed by a parent/guardian in the presence of the teacher.
- 38) Overview of Reiki Federation Ireland (RFI) and information on joining RFI
- 39) The importance of having a Constitution, Code of Ethics, Code of Practice, Complaints Procedure Format, Teaching Guidelines for all Reiki Levels.

Section 2 Duty of Student Care

- 1) Completing Student Registration Form
- 2) Greeting and briefing the students
- 3) Communication skills, student/teacher interaction
- 4) Boundaries
- 5) Helping students onto and off the plinth
- 6) Ensuring student's safety, care and comfort.
- 7) Home care advice
- 8) Student confidentiality. Confidentiality shall be respected while also complying with the law of the land
- 9) Developing trust

Section 3 Professional Conduct.

- 1) Reiki Master Teacher shall abide by RFI Constitution, Code of Ethics, Code of Practice, Complaints Procedure Format, Teaching Guidelines for all Reiki Levels.
- 2) Reiki Master Teacher complies with Health & Safety & Fire regulations.
- 3) Reiki Master Teacher holds a current malpractice insurance certificate.
- 4) Reiki Master Teacher holds a current one day Basic First Aid Certificate.
- 5) Boundaries for the teacher.
- 6) Communication skills
- 7) Confidentiality
- 8) Working in harmony and respect with other Complementary Therapists and other Health Care Professionals (eg. Social Workers, Doctors, Palliative Care etc.)
- 9) Respect for self, student, other Reiki practitioners, masters/teachers and Reiki
- 10) Hygiene - personal, premises, plinth, equipment
- 11) Professional appearance and conduct
- 12) Never physically touching the genital and breast area
- 13) The client remains clothed during treatment.
- 14) The Reiki Master Teacher must never diagnose
- 15) The Reiki Master Teacher must never promise cures

Section 4 Professional Reiki Master Teacher Considerations.

- 1) Teaching considerations for the elderly, pregnant women and seriously ill people.
- 2) Responsibility to review all aspects of each Level.
- 3) Managing time.
- 4) Being aware of the energy of students and maintaining the energy of the class.
- 5) Being responsible and ethical with students
- 6) Non discrimination
- 7) Non judgement
- 8) Teaching room preparation to include: heating, lighting, atmosphere, security, free from outside disturbance that can be controlled, appropriate music, cleanliness
- 9) Possible effects/reactions: people may experience an emotional release, detoxification symptoms, increased need for sleep, relaxation

Section 5 Business Awareness. Areas for Consideration, as required.

- Teacher imparts basic Business Awareness Information (see Section 7):
 - 1) Comply with all Legislation in relation to running a business in Ireland.
 - 2) Teacher and public liability insurance
 - 3) Registering and establishing a business
 - 4) Tax Returns
 - 5) Record Keeping – (There is a legal requirement to keep records for 7 years)
 - 6) Marketing - Leaflets, flyers, health shows, interviews, communication skills, presentation skills, planning a talk

- 7) Advertising - Newspapers, Radio, Talks, Leaflets, Mail Shots, Word of Mouth, Social Media (Networking) and website
- 8) Taking bookings, telephone manner and customer service.
- 9) Security - premises, confidential Student records, equipment, stock, people
- 10) Health & Safety & Fire Regulations

Section 6 Continued Professional Development

- Further training in professional development as a Reiki Master Teacher. This may include:
 - 1) Other Complementary Therapies
 - 2) Knowledge and awareness of research in the Reiki and complementary therapy field
 - 3) Reiki share groups or workshops
 - 4) RFI AGMs, events, newsletter
 - 5) AGMs, events of relevant Professional Bodies and courses that enhance professional development.
 - 6) Workshops, Talks, Health Fairs
 - 7) Confidence building and presentation skills
 - 8) Further related educational training (computer skills, business skills, etc.)
 - 9) Avail of ongoing support offered by the Reiki Master Teacher

Section 7 Resources and Useful Information*

Reiki Federation Ireland Website: www.reikifederationireland.com
 Federation of Irish Complementary Therapy Associations Website: www.ficta.com
 Health & Safety Legislation: www.irishstatutebook.ie

Suggested Providers:

Insurance:

Malpractice Insurance (Reductions given to RFI Members):
 Brian Mullins website: www.bmib.ie
 O'Brien Finlay Website: www.obrienfinlay.ie
 Balens Insurance Website: www.balens.co.uk
 Holisto Insurance: www.holisto.com

First Aid Courses:

Order of Malta: www.orderofmalta.ie
 Red Cross: www.redcross.ie
 St John Ambulance: www.sja.ie
 Obus: www.obus.ie

Business Awareness Courses:

Enterprise Boards, Local Resource Centres
 Business Enterprise Board Website: www.enterpriseboards.ie
 Revenue Website: www.revenue.ie
 Register Business Name Website: www.cro.ie

****Contact RFI for most up to date resource list***