



# **Mentors and Student Teachers**

**The International Center for Reiki Training  
Licensed Reiki Master Teacher  
Training Program**

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# **Licensed Reiki Master Teacher Training Program**

## **Mentoring Guide for Mentors and Student Teachers**

### **Welcome to the Mentoring Guide!**

The International Center for Reiki Training develops world class Reiki teachers by Mentor Teachers coaching Student Teachers through the Licensed Reiki Master Teacher Training Program. The purpose of the Mentoring Guide is to provide clear direction and expectations for Mentor Teachers and Student Teachers about the mentoring process for the International Center for Reiki Training's Licensed Reiki Master Teacher Training Program.

### **What is Mentoring for Student Teachers?**

The Licensed Reiki Master Teacher Training Program for the ICRT provides a skilled Mentor Teacher for the Student Teacher during the training to become a Licensed Reiki Master Teacher. The Mentor Teacher is a source of knowledge, support and experience to help the Student Teacher identify and meet the student's goals in the program as well as complete the requirements to become fully licensed.

The Mentor Teacher listens to the Student Teacher and provides feedback and encouragement. Although the Mentor Teacher can help the Student Teacher maintain accountability for completing the program, it is the responsibility of the Student Teacher to develop the needed skills to complete the training. The Student Teacher has the opportunity to learn from and to benefit from time with the Mentor Teacher. As the Student Teacher implements some of the suggestions from the Mentor Teacher, the Student Teacher will grow in a variety of skills important for one's Reiki business as well as personally. The ICRT takes care to match our Mentor Teachers with our Student Teachers to create a great working relationship.

### **Requirements to Become an ICRT Mentor Teacher**

The requirements for consideration as an ICRT Mentor Teacher include:

1. Must possess a minimum of two years of experience as a Licensed Holy Fire® Karuna Reiki® Master Teacher.
2. Agree to take part in quarterly mentoring meetings.
3. Agree to send in the quarterly Self-Assessment Report for Mentors (November, February, May, August).
4. Meet with a Co-Director to discuss mentoring, expectations, answer questions, and review the Mentoring Guide.
5. Participate in 3-4 mentoring sessions with at least two other Mentor Teachers and their Student Teachers as an observer to gain knowledge and

perspective about different mentoring styles. To do this, first obtain permission from the Mentor Teacher and ask the Mentor to obtain permission from the Student Teacher.

6. Agree to keep mentoring information that the Student Teacher shares confidential unless the Mentor Teacher obtains permission to share. An exception is that mentoring information is shared with the Co-directors and may be discussed in a general way in Mentor Meetings as a means of training.

The candidate will submit a word document of application by email to the Directors covering the following points:

1. What would becoming a Mentor Teacher mean to you?
2. What are the benefits of becoming a Mentor Teacher?

Mentor Teacher candidates must be:

- Supportive and cooperative with all other ICRT LRMTs.
- Supportive and cooperative with students.
- Timely with all ICRT paperwork.
- Consistently receiving student Class Reviews with a minimum average rating of 4.
- Detail-oriented and highly organized.
- In good standing with the ICRT, for example, not on probation.
- Computer literate enough to work with the ICRT scheduling system, emails, basic functions in Microsoft Word and PDF documents, and documents in the cloud.
- Available for two hours monthly for their Reiki I & II Student Teacher and one hour monthly for Reiki Master and Karuna® Reiki Student Teachers. (The Mentor Teacher will be compensated at 75% of the current administration/tuition fees collected from the Student Teacher.) The Mentor Teacher may spend slightly less or more time. It is expected that the Mentor Teacher will be able to hold good boundaries if excessive time is requested by the Student Teacher.
- Continuing to work on their personal healing and development.

## **Program Summary**

There are reciprocal relationships between the three parties in the program—the Mentor Teacher, the Student Teacher (mentee), and the ICRT. They include:

1. The Mentor Teacher’s responsibilities to the Student Teacher and the responsibilities to the ICRT.
2. The Student Teacher’s responsibilities to the Mentor Teacher and the responsibilities to the ICRT.
3. The ICRT’s responsibilities toward both Mentor Teacher and Student Teacher.

Below is an overview of responsibilities.

### **Mentor Teacher Responsibilities to the Student Teacher**

- Guide the Student Teacher through the Licensed Reiki Master Teacher Training Program (LRMTTP).
- Honor, encourage, and be supportive of the Student Teacher’s healing journey.
- Honor and encourage the Student Teacher with their classes and progress.
- Offer suggestions to enhance classes and perspective.
- Ensure the Student Teacher is keeping accurate records and turning in timely paperwork.
- Keep track of progress and targeted completion of levels.
- Discuss one or more of the seven categories each month: business comprehension and organization, marketing, technology, success consciousness, teaching skills, practitioner skills, or healing issues that arise.
- Discuss the importance of timely paperwork both while a Student Teacher and when a Licensed Teacher.
- Show professionalism in appearance, language, and performance.
- Encourage suggestions from the Student Teacher (both as student and teacher).
- Ensure the Student Teacher fulfills each level’s licensing requirements.
- Provide one or two hour-long monthly calls, by phone, FaceTime, or Zoom (1 hour twice monthly for Reiki I & II if the Student Teacher wants it and one hour for Reiki Master and Karuna).
- Be available at other times to answer questions.
- Be open to all discussions that the Student Teacher starts.

- Be their biggest cheerleader and inspire with a positive attitude.
- Provide spiritual and practical support.
- Help the Student Teacher define goals.
- Help with healing issues through coaching and providing Reiki. (Mentor Teacher may charge for additional Reiki sessions if needed.)
- The Mentor Teacher is not expected to be proficient in all the seven coaching areas and may suggest how the Student Teacher can find needed resources.

### **Mentor Teacher Responsibilities to the ICRT**

- The Mentor Teacher must be proficient with all paperwork procedures, continuing education credit requirements, etc.
- Be enthusiastic, serious, and passionate about the LRMT program and desire for the program to flourish.
- Make sure the Student Teacher is complying with all requirements, including reports.
- Monitor the Student Teacher's progress through the program toward full licensure for Karuna Reiki® Master.
- Send to the LRMTTP Co-Directors, the Self-Assessment Report for Mentors quarterly – February, May, August, and November.
- Follow the "ICRT Reiki Membership Association Code of Ethics," and the "ICRT Reiki Membership Association Standards of Practice."
- Bring any ethical issues or other problems to the attention of the Co-Directors as soon as possible.
- Be the best representative of the ICRT as a teacher.
- Keep accurate records of the Student Teacher's progress.
- Continually be working on self-healing.
- Express love and gratitude for Reiki.
- Serve as a motivator if the Student Teacher becomes discouraged.
- Agree to take part in quarterly mentoring meetings.

## **Student Teacher Responsibilities to the Mentor Teacher**

- Understand that it is your responsibility to contact your Mentor Teacher for appointments. It is not their responsibility to track you. Keep appointments and be on time. For Reiki I & II, send copies of documented sessions by email or mail.
- For all classes, send the Class Review form to the Mentor Teacher by email or mail.
- Schedule your appointments with your Mentor Teacher.
- Keep your Mentor Teacher informed about your plans for completion.
- Schedule your class reviews with your Mentor Teacher.
- Schedule the co-teach with your Mentor Teacher.
- Plan to pay all co-teach fees on time.
- Follow suggestions given by the Mentor Teacher.
- Complete assigned homework.
- Complete the Mentor Student Tracking Form by the 10<sup>th</sup> of each month and send it to your Mentor Teacher.
- Be honest about any difficulties that come up.
- Ask questions and ask for what you need.
- Come prepared to mentoring meetings with topics you would like to address.
- If you have a problem with your Mentor Teacher, first do Reiki on it. Next, look inside yourself and see how you possibly contribute to the problem. Then have a conversation with your Mentor Teacher. Finally, if issues are not resolved, reach out to the LRMTTP Co-Directors for help.

### **Some Useful Advice**

To help Student Teachers get the most out of the mentoring process, Licensed Reiki Master Teacher Kathy Golden says, "I think it's important that the Student Teacher is in charge of empowering the relationship with their Mentor Teacher. It is the job of the Student Teacher to focus on their success and best leverage the knowledge, experience, and support of the Mentor Teacher. For example, if you are a marathon runner, your coach is not running each mile with you. Instead, you want the coach to watch you, engage *with* you to see what is missing, then send you back to the race again. They are cheering for your success, but YOU are running the race."

Kathy suggests Student Teachers:

1. Make scheduled calls a priority. Do not reschedule them unless it is an emergency, and never cancel at the last minute.

2. Be prepared for scheduled phone calls. You are getting one-on-one time with your Mentor Teacher, so have questions ready. It is not the job of the Mentor Teacher to dig for what you need.
3. Always know where you are in your process and have a plan to achieve your goals. If your plan breaks down, use the call to regroup and get back on track.
4. Get your paperwork in EARLY. Your Mentor Teacher should never have to chase you down.
5. Keep notes from your phone calls. Transfer to-do items immediately to an action list. Review your previous call to prepare for the current call.
6. Be honest, share where you are struggling, but be committed to a resolution. Do not waste your call being stuck in a no-hope mentality.
7. Listen with intention. Do not vote on the input. Instead, assume that what your Mentor Teacher is giving you is the secret to your success and try it on! See if it fits!
8. Trust the process. You might get to the finish line by an entirely different route than you planned.
9. It is not the Mentor Teacher's job to be your friend, but it is wonderful when your partnership turns into a friendship.
10. Use Reiki for manifesting, trusting, clarity, guidance, healing, and peace of mind.

### **Student Teacher Responsibilities to the ICRT**

- Turn in quarterly the Progress Report and the Mentor Student Tracking Form to the program Co-Directors and Mentor Teacher (January, April, July, October).
- Follow the "ICRT Reiki Membership Association Code of Ethics," and the "ICRT Reiki Membership Association Standards of Practice."
- Always conduct yourself professionally as a representative of the ICRT.
- Be committed to the LRMT program and the ICRT.
- Submit reports as required.
- Comply with all requirements outlined in the ICRT *Licensed Reiki Master Teacher Training Program Manual*.



### **ICRT Responsibilities to the Mentor Teacher**

- Provide a clear, concise mentoring guide containing Mentor Teacher expectations.
- Co-Directors will be available to answer Mentor Teacher questions with suggestions or solutions.
- Be supportive of a Mentor Teacher when or if personal or professional issues arise.
- Offer suggestions and recommendations that best serve both the Mentor Teacher and Student Teacher.
- Provide clear, concise deadlines and information about the number of classes to reach licensure through the ICRT.
- Be open to and accepting of suggestions from the Mentor Teacher for improvements and modifications.
- Provide timely payments for the Mentor Teacher.

### **ICRT Responsibilities to the Student Teacher**

- Provide a clear, easy-to-follow guide providing all requirements of the LRMT program.
- Provide a clear, concise Licensed Reiki Master Teacher Training Program Manual.
- Be open to suggestions from Student Teachers to improve the program.

# Detailed Requirements of Mentor Teacher to Student Teacher

## Monthly Requirements

1. For Reiki I & II level Student Teachers, review client session documentation.
  - a. Using the ICRT “Reiki Documentation Form,” have the Student Teacher send documentation of sessions every month by mail or email.
  - b. Review each session's documentation; make suggestions if needed.
  - c. Make sure they are timely in completing 100 documented sessions.
    - 90 in-person or distant sessions
    - 10 self-Reiki sessions
2. For Reiki I & II, review the symbol quizzes and ensure students are drawing the symbols correctly.
3. For Reiki I & II, Master, and Karuna class levels, review the Class Review forms.
  - a. Read Class Review forms and comments.
  - b. Make suggestions that will help the Student Teacher’s reviews.
4. Review the emailed Student Teacher’s monthly Mentor Student Tracking Form.
  - a. Be sure they are on track for completion on time.
5. Monthly phone conversations should include:
  - a. Subjects that are important to the Student Teacher.
  - b. Answers to questions they have.
  - c. Support in the completion of requirements.
  - d. Cover one of the following areas of LRMT success:
    - Marketing success
      1. Gaining clients, students
      2. Marketing ideas
      3. Branding
      4. Social media
      5. Email newsletters
      6. Reiki Circle
      7. Texting programs
    - Success consciousness
      1. Believing in one’s ability to succeed
      2. Learning from others
      3. Asking for help
      4. Your reason for having a Reiki business

- Teaching skills
- Practitioner skills
- Technology aspects
  1. Website and social media review
  2. Customer service management
  3. Accepting online and credit card payments
- Business comprehension
  1. Organization
  2. Bookkeeping
  3. Tracking clients and students
  4. Separate checking account for business
- Healing
  1. Self-healing
  2. Spiritual and personal growth

### **Quarterly Requirements**

1. Review the Progress Report sent to the LRMTTP Co-Directors.
2. Send Self-Assessment Report for Mentors to the Co-Directors.

### **Completion Requirements**

The Mentor Teacher will track requirements, ensuring all obligations are completed on time. The following is a summary. Please refer to the *Licensed Reiki Master Teacher Training Program Manual* for complete requirements.

#### **Requirements to teach Usui/Holy Fire® Reiki I & II classes:**

1. The Student Teacher completed 100 documented sessions.
2. Taught six Reiki I & II classes, with a minimum of 18 students.
3. Sent ten “Client Review Form for Reiki Session” forms to the program’s Co-Directors found on page 51 of the LRMTTP Manual This form is also available as a google form.
4. Submitted a written Reiki paper. (See guidelines in LRMTTP Manual.)
  - Sent to Co-Directors.
  - Completed at least one month before co-teaching.
5. Passed the written exam.
  - Completed at least one month before co-teaching.
  - Administered by Co-Directors of LRMTTP.
6. Reviewed a Mentor Teacher taught Reiki I & II class before co-teaching.
7. Reiki I & II class co-teaching completed.

8. Mentor Student Report submitted to Co-Directors to verify meeting requirements.

**Requirements to teach Reiki Master classes:**

1. The Student Teacher taught six Reiki I & II classes, with a minimum of 18 students.
2. Taught three Master classes with a minimum of nine students.
3. Reviewed class with the Mentor Teacher before co-teaching.
4. Co-taught class with the Mentor Teacher.
5. Submitted Mentor Student Report to LRMTTP Co-Directors for verification of meeting requirements.

**Requirements to teach Karuna Reiki® Master classes:**

1. Completed six Reiki I & II classes with a minimum of 18 students.
2. Completed three Master classes with a minimum of nine students.
3. Completed three Karuna Reiki® classes with a minimum of nine students.
4. Reviewed class with the Mentor Teacher within six months of co-teaching.
5. Co-taught class with the Mentor Teacher
6. Submitted Mentor-Student Report to LRMTTP Co-Directors for verification of meeting requirements.

The Student Teacher must complete all classes, from Reiki I & II through Karuna Reiki® Master, within four years.

**Upon Completion of Requirements to Teach Usui/Holy Fire® Reiki I & II classes**

1. The Mentor Teacher will complete an evaluation of the Student Teacher using the same Class Review form used by Reiki class students.
2. The Student Teacher will complete a final Mentor Student Tracking Form, with all requirements fulfilled, for review and verification of completion.
3. The Mentor Teacher will email the evaluation to the Co-Directors. The Student Teacher emails the final Mentor Student Tracking Form to the Co-Directors informing them of completing all requirements. The Mentor Teacher will send the Co-directors information about the student's achievements for the Facebook post and email to the other LRMTs. Additionally, if available, send a photo of the Mentor Teacher and Student Teacher for the Facebook post.
  - a. Karen and Colleen will inform Carolyn Musial of completion.
  - b. Karen will create a Facebook post on the ICRT page announcing completion with the Mentor Teacher and Student Teacher's picture.

- c. Carolyn will email Tammy Hilla, Corey Bippes, and all LRMTs of completion.
  - d. Carolyn will send the LRMT Professional Contract to the Student Teacher for signature.
  - e. Tammy will set up a reiki.org site for the Student Teacher to register classes and students.
4. The Mentor Teacher will train the Student Teacher on entering classes and the [www.reiki.org](http://www.reiki.org) site (Tammy will assist).
    - a. Enter their classes.
    - b. Enter their students into the website.
    - c. How to print certificates.
    - d. How to print their rosters.
  5. Familiarize the Student Teacher with each section of the website.
  6. Train the Student Teacher on paperwork.
    - a. How to email their forms to Peace Place.
    - b. Complete instruction on paperwork for the Certificate of Completion.
  7. Let them know the cost of advertising, the deadlines, and the benefits. Suggest that they advertise their classes at least eight months before class.
  8. Inform the Student Teacher whom to contact for help and the email addresses of other Mentoring Guide contacts.
    - For help with the reiki.org website and Holy Fire® certificates, contact Tammy Hilla at [tammy@reiki.org](mailto:tammy@reiki.org).
    - The Director of Licensed Reiki Master Teachers, Carolyn Musial, at [carolyn@reikicare.com](mailto:carolyn@reikicare.com).
    - The Executive Director of Licensed Reiki Master Teachers, Michael Baird, at [holyfirereiki@pm.me](mailto:holyfirereiki@pm.me).
    - Co-Director of Licensed Teacher Training Program, Karen Harrison at [karen@karenharrison.net](mailto:karen@karenharrison.net).
    - Co-Director of Licensed Teacher Training Program, Colleen Benelli at [colleen@reikilifestyle.com](mailto:colleen@reikilifestyle.com).
    - President of ICRT, William Rand at [williamreiki@gmail.com](mailto:williamreiki@gmail.com).
  9. Review the requirements for the next level of training, Reiki Master and Karuna Reiki® Master levels. Establish ongoing mentoring expectations.
  10. Inform Tammy at [tammy@reiki.org](mailto:tammy@reiki.org) so she can change the Student Teacher's monthly payments.

We look forward to the continuing success of our Licensed Reiki Master Teacher Training Program and encourage you to reach out to us with questions you may

have about the information presented in this *Mentoring Guide for Mentors and Student Teachers*.