

Sat Nam Level Two Lead Trainers and Administrators,
There are a few things you need to be aware of when administrating and running a level two module.

IMPORTANT information follows, **so please read through this carefully!**

1. There are 5 modules to be completed before receiving a Level Two Practitioner Certificate.
2. **IMPORTANT: All 5 modules cannot be taken in a time period of less than 2 years.** We recommend taking modules at least 6 months apart. Each **module is actually a 96 day course:** 6 days of classroom (50 hours) + 90 days of home study (at least 12 hours) = 62 hours. This requires a commitment of that length of time so please emphasize this to students so they understood this time requirement.
3. **PR/advertising** needs to be reviewed by KRI BEFORE it is released to the public.
4. **Pre-requisite:** Level One Instructor certification is a pre-requisite for any student participating in a Level Two Program. The Level Two Program has the powerful transformational impact to a large extent because of the experience, knowledge and caliber, Level One Instructors have. Exceptions may be made, if the Lead Trainer determines that any “guest students” will not dilute the impact of the course. **Important:** The course PR cannot state this fact.
5. **Manuals:** Once you are ready to print the manuals, contact KRI for the password. The manuals are available electronically on the KRITeachings.org website.
6. **Copyright issues:** The manuals display copyrights on every page. Most printers will request that you fill out a form that states you have received permission to copy the manuals. They need legal coverage that’s all. If you are still having trouble, contact KRI directly and we will help.
7. **DVD order:** Once you are sure about how many DVD sets you will need, fill out the Level 2 Product Shipment Form and send it to Vanessa’s attention at KRI. The DVD cost is \$72.00 USD per set and payment for the DVDs is made at the time you place your order. We ship UPS Ground so **you will need to order early enough so that they arrive on time.** KRI does not accept the return of unused DVD sets. Remember students don’t necessarily need the DVDs until the home

study segment begins. If DVDs need to be expedited the cost of shipping will be added.

8. **Royalty Payment** to KRI is expected within 30 days after the start date of the Level Two program. Please note: repeat students pay the 10% royalty for use of the teachings. Please provide a **Student Contact list** as well at this time.
9. **Home Study Information:** Each Home Study group must have a group leader. If the course is a small one, one of the program Trainers may need to be a group leader. Group leaders should be pre-selected from the registrants and should be responsible take-charge types. 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. Also provide them with the Home Study support material located on the KRITeachings.com website. There is a READ FIRST letter to the Lead Trainer that should be read for more details.

Home study assignments are:

- At least 6 hours of reading Yogi Bhanjan transcripts, watching the videos and practicing the meditations given in the videos.
- At least 3 hours answering and/or discussing the study questions and projects.
- At least 3 conference calls or group meetings
- At least 40 days of journaling in the format described in the home study guide
- Completion of 90 days of the assigned meditation for the course
- Completion of the exam questions

10. **KRI requirements:** The following forms for each student are to be submitted to KRI:

- a. The “Certification Requirements Form.”
- b. The graded exam answer sheet (Not the full exam!)
- c. The Letter of Completion

11. **Exam:** If a participant does not pass the exam, there is another option. Please see the document titled **L2 Exam Policy** for details. This course is about self transformation not about how well you did on an exam. The important thing is whether they understood the material presented.

12. **In order to certify**, participants have up to one year from the last classroom day of the module to finish the requirements.

13. It is important to inform the students that they are responsible for keeping track of the modules they have taken by filling out the “Level 2 Practitioner Certification Form” as they take the modules.
14. You as Lead Trainer (or your course administrator) should **keep the following documentation**: graded exam, copy of the Letter of Completion, Registration and Release Form, etc. **at least three years** and if possible longer.
15. Please look at the curriculum support material located at the KRITeachings.com website. This material is designed to provide you with important details of the Level Two module you will be teaching.
16. **The Letter of Completion** issued to each student once they have completed the requirements is delivered electronically by you or your administrator. Please notify KRI once the participants start to complete the requirements and we will provide the template. Each student’s Name (**legal and spiritual**), Lead Trainer, Location, Course Dates and Module will be entered. Then a PDF will be created and the letter will be emailed to the qualifying student along with the Level 2 Practitioner Certification Form. Copies of this Letter of Completion for each student are made for your records and also to send on to KRI with the Certification Requirement Form. PDF Creator is available free at <http://sourceforge.net/projects/pdfcreator/>
17. **SUMMARY**: KRI needs only 3 forms for each certifying student: 1) the Letter of Completion, 2) the Certification Requirements Form and 3) the graded answer sheet.
18. Please make sure to fill out a L2 Student Contact list when collecting the forms for the certifying students. Send this to KRI electronically and we can use this to update contact information for these students as well as for updating their Level Two status in our database.

Always feel free to contact us at KRI if any other questions arise!