

To all Level Two Lead Trainers and Administrators:

Sat Nam,

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. The Level Two Contract must be submitted at least **4 months** prior to the program start date.
2. There are 5 modules to be completed before receiving a Level Two Practitioner Certificate.
3. **IMPORTANT: All 5 modules cannot be taken in a time period of less than 2 years.** Since each **module is actually a 96 day course** (6 days of classroom - 50 hours and 12 hours at least of home study spread over 90 days) and requires a commitment of that length of time, this is a reasonable time frame. Please emphasize this to students as many of them have not understood this time requirement.
4. PR/advertising needs to be reviewed by KRI BEFORE it is released to the public.
5. Level One Instructor certification is a prerequisite 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.
6. Remember for US and Canadian Level Two programs, the DVDs, UPS Ground shipping, and use of the manuals is included in the per student fee. You will pay for the printing and binding of the manuals. You are encouraged to put both manuals in one binder.
7. Manuals: Once you are ready to print the manuals, contact KRI for the password. The manuals are available electronically on the KRITeachings.org website.
8. 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.

9. Once you are sure about how many DVD sets you will need, fill out the Level 2 Product Shipment Form and send it to Sarb Jit Kaur's attention at KRI. We normally ship UPS Ground so **you will need to order early enough so that they arrive on time.** KRI prefers not to ship extra sets, but 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 the programs responsibility.
10. The first time you offer a particular Level Two module, KRI will provide up to 3 DVD sets (Fill out the Level 2 Trainer Order Form) and allow up to 3 sets of manuals to be printed for your teacher trainer team.
11. Payment to KRI is expected within 30 days after the start date of the Level Two program. Please provide a Student Contact list as well at this time.
12. Some important information about the Home Study segment of the program: 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.
13. KRI requires the following forms for each student be submitted to KRI for our files:
 - a. The "Certification Requirements Form."
 - b. The graded exam answer sheet (Not the full exam!)
 - c. The Letter of Completion
14. 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.
15. In order to certify, participants have up to one year from the last classroom day of the module to finish the requirements.

16. 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.
17. 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.
18. 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.
19. **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/>
20. **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.
21. **NEW**: 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!