

Guidelines for Jikiden Reiki Teachers

This document is compiled by the Jikiden Reiki Institute. The aim is to achieve clarity by providing more thorough guidelines for Jikiden Reiki teachers to follow around the world. These will be reviewed periodically and kept up to date.

1. Guidelines for using media on the internet

Using online video media / Posting to social platforms

Here, we clarify what you can/cannot do when using internet media which was not readily available at the time the Institute was established, and we have been doing our utmost to uphold the traditional way of teaching Reiki, so we would like everyone to be mindful when uploading digital media.

① Online activities **NOT PERMITTED** on Zoom, YouTube, Facebook or any online platform:

- (1) Teaching **any part** of the Jikiden Reiki curriculum
- (2) Sharing Shirushi, Jumon or Kototama, presented in any way on the screen
- (3) Demonstrating practical procedures such as Kekko, Hatsurei ho, Seiheki, Enkaku(distant Reiki)
- (4) Sharing any content of the textbook or other materials provided by the Institute including your Japanese certificate
- (5) Sharing important historical Reiki documents from Usui/Hayashi senseis' time: photos, certificates or Gokai scroll, etc.
- (6) Online Reiju

There is no way of conducting Reiju online, but we have found a couple of teachers offering online Reiju under the name of Jikiden Reiki which is not part of our practice.

- (7) Giving Enkaku Reiki (distant Reiki) during an online connection

It is not necessary to be connected online to practice Enkaku Reiki and doing so may give people the wrong idea about what is needed to do this. If you use an online platform to communicate before and after the treatment that is acceptable, but please switch it off before starting the session.

② Things (items) **NOT PERMITTED** to be posted/shared to any social media (Facebook, Instagram or via Twitter, etc. including your personal website, blog, etc.)

(1) Any teaching materials/contents including Shirushi, Jumon, Kototama, historical documents or photos of Usui/Hayashi/Chiyoko senseis provided by the Institute.

(2) A photo of the Gokai scroll/frame/fan in **full** view.

Be careful when you take snapshots of your seminar/session room, ensure that you don't have it unintentionally in **full** view in the background. To be precise, the image of the Gokai scroll/frame/fan should be more than 2/3rds covered (2/3rds of the actual Gokai calligraphy). If it is completely visible, even far in the background, you must still blur the image before posting.

(3) A photo of the Shihan lineage poster that teachers can purchase at the Institute

(4) Photos from the class that reveal any seminar contents

(e.g. anything written on the whiteboard, etc.)

Group photos and photos of scenes from hands-on practice around the table, Reiki Mawashi or Reiki Okuri are **acceptable**, but photos taken during Seiheki treatment, Enkaku treatment practice, Kekko practice or Hasurei ho are not permitted.

(5) Any photo of the Japanese certificate

Please blur the image if you have to upload it to the internet. English certificates can be shown as a proof of your practicing/teaching license, though we do not encourage this and ask that you to be mindful of publicizing it too much.

(6) Photos/videos taken from within the seminar rooms of the Jikiden Reiki Institute in Kyoto and Tokyo, with the exception of a group photo or a photo you have permission from Tadao Yamaguchi to publicize

(7) Any part of the DVD "The Story of Chiyoko Yamaguchi", Chiyoko Yamaguchi reciting Gokai and any part of the music from the Jikiden Reiki original CD, even as background music for your own movie. Also any photos from the booklet that come with the DVD and the CD

Although the internet is very convenient, and can be effective, remember that 'touch' between the teacher and student is an essential element for Reiki training, so try your best to have in-person based communications, not overly relying on this media. Please ensure your students understand and agree to follow these guidelines as well.

2. Clarifying frequently asked questions about conducting seminars

We would like to address 'frequently asked questions' from teachers by clearly stating the regulations here, in order to avoid further inconsistency.

Guidelines regarding seminar fees

① Set seminar fees

- (1) You must charge the fee designated by the Institute for classes given in each country. Changing the fee at your own discretion is not permitted. If unsure, please contact us at the Institute.
- (2) If you teach in another country, you must charge the fee set there. Contact us to clarify this.
- (3) If a fee is not set in your country (because you are the first teacher there) contact us and we will assign the fees, aligning them with those set in Japan.

② Revision of seminar fees

We will review the fees every two years (in April 2022, 2024...) and revise them if necessary according to the currency exchange rate/inflation. All fees will be based on those set in Japan.

③ Any form of discounts prohibited

- (1) We are aware that there have been cases where teachers have given course discounts for various reasons; for school students, friends, early birds, two for one, and so on. Those cases have caused confusion among other teachers, students and prospective students who are looking for a class. Having observed the confusion and lack of consistency/fairness, we are now firm in stipulating that teachers **NOT approve any form of discount on the course fees.**

④ Adding travel expenses and other expenses

This is for teachers who give classes in areas away from their home. Here are our updated guidelines regarding adding travel and some other expenses.

(1) For travel expenses

- for teaching inside their own country: **Not** approved
- for teaching abroad: **Approved**✕

✕It is on the condition that the extra expenses are clearly presented as separate from the class fee in an advertisement. The amount charged should be a one-off payment of no more than the repeat fee for one part of the seminar per student, regardless of how many parts of the class they are taking with you (e.g. as of Jan. 2022, ¥5000 in Japan, \$50 in the US, €50 in Europe, £ 30 in the UK).

- (2) Adding all the other expenses to the seminar fee e.g. renting a seminar room, meals, etc :
Not approved (Home and abroad and with any reasons)

Setting the regulations above doesn't mean we are promoting that teachers teach abroad or outside your area. We encourage you to teach in the area where you are able to provide ongoing support to your students after the class.

Criteria for teaching students

⑤ Guidelines for teaching young students

We have set an age restriction for children to attend a class.

- (1) A student has to be **13 years of age or older** and **if under 18 must attend with a parent/ guardian who has already completed the course. It is also approved when the teacher of the class is his/her parent or guardian.**
- (2) Please follow this age restriction based on the Japanese standard, even though the concept of appropriate age might differ in each country.
- (3) When you feel there is a necessity to teach a younger (under 13) student due to extenuating circumstances, please contact us for further guidance and our decision on eligibility.

⑥ Maximum number of students in a class

We have set a maximum number of students in each class.

- (1) When teaching a class by yourself, the number of students must not exceed six including repeaters in the number.
- (2) If teaching seven or more students in one class, you must have at least one helper who is a teacher (Shihankaku/Shihan of Jikiden Reiki) to assist you. With one helper, you can have up to ten students.
- (3) With more than eleven students (up to sixteen) you need at least two teachers to help you.
- (4) There should not be more than seventeen students in one class, with the exception of Tadao Yamaguchi and Frank Arjava Petter's classes as they may need to have more people to accommodate repeaters for Shihan /Shihankaku classes.

⑦ Changing the number of Reiju in each level is prohibited

- (1) As mentioned clearly in the Shihankaku and Shihan manuals, the number of Reiju in each level is fixed: **three Reiju in Shoden and two Reiju in Okuden, giving a total of five.** You are not permitted to modify the number of Reiju given.

3. Guidelines for promoting yourself and your classes

Below illustrates how teachers can present themselves by using the Jikiden Reiki lineage, name or trademarks for their own promotion.

① Using the Jikiden Reiki lineage (teacher lineage)

(1) You have to be a **teacher** (Shihankaku, Shihan, and Daishihan of Jikiden Reiki) in order to be listed in the Jikiden Reiki Teacher lineage: You can present yourself in one of the lineages as demonstrated below.



(2) For your students at **practitioner** level (Shoden or Okuden levels), they are not considered to belong to the teaching lineage yet, so they cannot use the lineage tree on their own website, flyer, etc. for the promotion of their activities. **Please pass this on to your practitioner level students.** They can however say, their teacher is (teacher's name), whose lineage is x-y-z, but not show themselves in that lineage.

Using trademarks and the name of Jikiden Reiki

Please bear the following in mind when making decisions involving use of the Jikiden Reiki name and trademarked images. There may have been situations in which guidance has been different or inconsistent in the past, or that there was no obvious position regarding certain topics. **Regardless of this**, please adhere to the following rules going forward. For those who have been teaching or practicing for a while, please review your website and online presence to adjust or remove anything not aligned with these guidelines. We would appreciate it if you could update the contents of your website at your earliest convenience, thank you.

② Guidelines around the use of Jikiden Reiki trademarks

- (1) The term 'Jikiden Reiki' and the Jikiden Reiki vertical and horizontal kanji, along with the English images are all trademarks belonging to the Institute in Japan.
- (2) Once you have taken Jikiden Reiki training and are offering "Jikiden Reiki treatments", you can refer to them as Jikiden Reiki treatments.
- (3) Once you have taken Jikiden Reiki training, you are qualified to call yourself a Jikiden Reiki practitioner.

If you wish to use the words Jikiden Reiki in a business name, website domain name (URL), email address, or in your social media account names, the following must be adhered to. The general theme for the following guidelines is **not** to present yourself in a way which could be confused with the official Jikiden Reiki organization, or as an official branch of it. Nor suggest that you are **THE** Jikiden Reiki teacher or practitioner in any given geographical location, such as a country, region or city.

- (4) It is okay to use the term Jikiden Reiki if combined with your name, for example, 'Jikiden Reiki with Sam Jones'.
- (5) We ask you not to use "Jikiden Reiki" + 'Location' (e.g. 'Jikiden Reiki London')
- (6) If you wish to combine it with a location name, again, add your name. (e.g. 'Jikiden Reiki with Sam Jones London')
- (7) Do not use the term Jikiden Reiki with a word such as school, institute, academy, branch, association, or anything that could be construed as an official connection or a teaching centre which is a part of the Institute.
- (8) We ask that the term Jikiden Reiki is not used with another word or phrase. However, some terms would, at this time be accepted, and we are aware in the past a variety of combinations have and are still being used. If you are unclear, contact the Institute through Ikuko Hirota at overseas@jikiden-reiki.com for more specific one-to-one guidance.
- (9) If you use the word Jikiden Reiki in social media names and addresses, if it also has your name with it, such as 'facebook.com/JikidenReiki_with_James_Brooks', that's okay.
- (10) If you use the word Jikiden Reiki in your email address, if again, it has your name with it, such as 'JikidenreikiwithStephThomas@outlook.com', that is okay.
- (11) If you use the term Jikiden Reiki in a heading or more than just body text, we would like you to use the registered trademark® at the end. For the trademarked Jikiden Reiki kanji/English

images. If using the trademark name/logo on a website, please link it to our website (<https://www.jikiden-reiki.com/en/>)

- (12) Only teachers are permitted to use the trademarked Jikiden Reiki Japanese kanji horizontal or vertical images, or the English written Jikiden Reiki trademark image. **Shoden or Okuden level practitioners are not allowed to use them.**
- (13) Please do not present yourself as an official branch of the Jikiden Reiki Institute, we request the use of the term '**Authorised**' Jikiden Reiki teacher. You can refer to your trainings as '**Certified**' Jikiden Reiki training/courses by the Jikiden Reiki Institute.
- (14) If you promote different Reiki styles or other healing modalities along with your Jikiden Reiki activities, please have a separate website or separate page within your website (or other promotional materials) for Jikiden Reiki to avoid confusion. **Please remember that you are not to teach Jikiden Reiki in a mixed form with other Reiki modalities.**
- (15) When using the hashtag Jikiden Reiki (#JikidenReiki, etc.), please do not post the contents that is containing information of other Reiki or other healing methods to avoid confusion.

In the hope that Jikiden Reiki will continue to expand while maintaining integrity, we are bringing these rules to light so that teachers can refer to them when they are engaging in Jikiden Reiki activities. For questions, feel free to contact the Institute at overseas@jikiden-reiki.com. We politely ask that when a question arises please do not discuss it only between teachers, as this may cause more confusion and any answers/decision will not be shared globally. You are always welcome to contact us directly for your concerns. Thank you very much for your cooperation, support and help in spreading Jikiden Reiki around the world.

Thank you for your attention and cooperation.
Tadao Yamaguchi
Jikiden Reiki Kenkyukai (Institute)