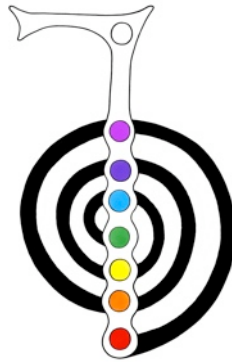


# Shoden

## 1st Degree Reiki Ryoho Practitioner

### Hands on Healing



## The First Noble Truth

### 1. Existence is Unhappiness

When we separate our consciousness from Love and from God we enter the "Mode of Ignorance". The Mode of Ignorance is a state of ignoring Love, Our Own Divine Nature and ignoring Our One Creator. In the Mode of Ignorance, the ego becomes attached to the material world and is carried along in the current of inertia. In the Mode of Ignorance we merely exist and drift along in the current (Inertia) of the material world. As we flow along with and interact with the inertia of the environment, the world and the universe around us, we experience suffering and unhappiness (Tamas).

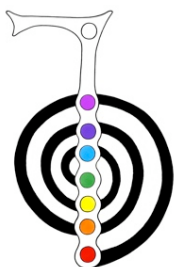
## The First Truth of The Great Law

(Taught by Yeshua)

### 1. The Lord Our God is One Lord

Our One Creator is known by many names and forms throughout the world. Each name and form brings the light of Truth to that part of humanity in a way that can be understood by that particular culture. As the consciousness of Love on earth grows, the knowledge of Truth is shared throughout the world. As we openly examine the Truth from all over the world we begin to realize that All Truth is One. We come to know that there is One Creator who has many names and faces teaching the same lessons to every part of humanity. As we embrace the Truth, Separation is gone and we experience Happiness and the Oneness of God.

## 1. Shoden- 1st Degree Reiki Ryoho Practitioner



The First Degree Attunement of Shoden opens the flow of Reiki Energy in and through the Physical Body or "Acting Body" and its Seven Systems and Five Senses for Hands on Healing.

By establishing a permanent connection with Our One Creator, The First Degree Attunement of Reiki Ryoho begins healing the separation between the Practitioner and Our One Creator.

The Cho-Ku-Rei (Chakra Ray) is an ancient symbol known as Logos of the Circle Seven. Working with this symbol and its knowledge begins the grounding of the Seven Elements of Knowledge in and through the Reiki Practitioner.

Through Reiki Practice there is an entering into the Presence of God. The Flow of Healing, Peace, Abundance, Joy, Love and Happiness begins.

## Principles/Concepts of Reiki Ryoho

口	心	朝	業	心	今	萬	招	改心
に	に	夕	を	配	日	病	福	善身
唱	念	合	は	す	丈	の	の	日
へ	じ	掌	げ	な	け	靈	秘	井
よ		して	め	感	は	薬	法	靈
			人	謝	怒			氣
			に	し	る			療
			親	て	な			法
			切					教
			に					義

### *The Secret Method to Invite Happiness- The Miracle Medicine for All Diseases*

For today only, do not be angry.  
Do not be anxious, and be grateful  
Work hard and be kind to others.  
Gassho\* and repeat them in your mind  
at the beginning and the end of each day.

Usui Reiki Ryoho - Improve your mind and body  
Founder  
Mikao Usui

\* "Gassho" means "hands together". Hold your hands together in prayer position, in front of the chest, at the heart, like "Namaste".

Note by Richard Rivard: "It was previously thought that the Affirmations were derived from the words of the Meiji Emperor, but on my trip to Japan in November 2000 I learned the following from Hiroshi Doi-sensei in his Reiki Master class."

"Usui Sensei created (the) Gokai (the 5 principles) getting hints from a book "Kenzon no Gebri" written by Dr. Bizan Suzuki (published in March, 1914.) The book says "Just for today, do not get angry, do not feel fear, be honest, work hard, and be kind to others." (Richard Rivard- <http://www.threshold.ca/reiki/Usui-Gainen.html>)

(above graphic and text from Writer: Andrew Bowling Usui Reiki Master/Teacher)

[\(http://www.usuireiki.fsnet.co.uk/\)](http://www.usuireiki.fsnet.co.uk/)

(SPECIAL NOTE: These pages are a new translation of the Japanese document and NOT taken from any book.)

(This is a copy of Ms. Koyama's own manual.)

(Those who have seen the Hayasi manual will notice the similarities, also from the notes taken by Takata student.)

(The Guide to Method of Healing was written by Hayashi at Usui's request. It was used by Usui also, but of course he did not live long after meeting Hayashi.)

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## *The Pathway of Nirvana*

### *I. Those whose mind is well grounded in the Seven Elements of Knowledge*

*Salome taught the lesson of the day. She said, All times are not alike. Today the words of man may have the greatest power; tomorrow woman teaches best. In all the ways of life the man and woman should walk hand in hand; the one without the other is but half; each has a work to do.*

*But all things teach; each has a time and season for its own. The sun, the moon have lessons of their own for humanity, but each one teaches at the appointed time. The lessons of the sun fall down on human hearts like withered leaves upon a stream, if given in the season of the moon; and so with lessons of the moon and all the stars.*

*Today one walks in gloom, downhearted and oppressed; tomorrow that same one is filled with joy. Today the heavens seem full of blessedness and Hope; tomorrow Hope has fled, and every plan and purpose comes to naught. Today one wants to curse the very ground on which he treads; tomorrow he is full of Love and praise. Today one hates and scorns and envies and is jealous of the child he Loves;*

*tomorrow he has risen above his carnal self, and breathes forth gladness and good will.*

*A thousand times people wonder why these heights and depths, these light hearts and these sad, are found in every life. They do not know that there are teachers everywhere, each busy with a God-appointed task, and driving home to human hearts the truth. But this is true, and every one receives the lessons that he needs.*

*And Miriam said, Today I am in exaltation great; my thought and all my life seem lifted up; why am I thus inspired?*

*Salome replied, This is a day of exaltation; day of worship and of praise; a day when, in a measure, we may comprehend our Father-God. Then let us study God, the One, the Three, the Seven.*

*Before the worlds were formed all things were One; just Spirit, Universal Breath. Spirit breathed, and that which was not manifest became the Fire and Thought of heaven, the Father-God, the Mother-God. When the Triune God breathed forth, lo, Seven Spirits stood before the throne. These are the Elohim, creative spirits of the universe. These are they who said, Let us make man and woman; and in their image man and woman were made.*

*In early ages of the world the dwellers in the farther East said, Tao is the name of Universal Breath; and in the ancient books we read, no manifesting form has Tao Great, and yet he made and keeps the heavens and earth. No passion has our Tao Great, and yet he causes sun and moon and all the stars to rise and set. No name has Tao Great, and yet he makes all things to grow; and brings in season both the seed time and the harvest time. And Tao Great was One; the One became the Two; the Two became the Three, the Three evolved the Seven, which filled the universe with manifests.*

*Tao Great gives unto all, the evil and the good, the rain, the dew, the sunshine and the flowers; from his rich stores he feeds them all. And in the same old book we read of man: He has a spirit knit to Tao Great; a soul which lives within the Seven Breaths of Tao Great; a body of desires that springs up from the soil of flesh.*

*Now spirit Loves the pure, the good, the true; the body of desires extols the selfish self; the soul becomes the battle ground between the two. Blessed is the one whose spirit is triumphant and whose lower self is purified; whose soul is cleansed, becoming fit to be the council chamber of the manifests of Tao Great. (Aquarian Gospel Ch. 9:1-30)*

## *Innocence*

*The Master Yesbua said: "Be in the world, but not of the world."*

*We come into this world through the East Gate of Heaven.*

*New Born and Innocent, we rise with the sun at Dawn in the springtime of our Life.*

*In Innocence we Trust in Love.*

In Innocence we Love everyone around us.  
In Innocence we Trust in Love day by day through our childhood years.  
In Innocence we practice Reiki.  
As we learn to trust in Love throughout our lives the Mode of Innocence remains open to us.

## *The Symbols of Reiki Ryoho*

Dr. Usui was a teacher as well as a student of Reiki. Originally, the Reiki Symbols were not used in passing attunements by Dr. Usui. The Symbols were for learning the principles of Reiki and The Path of Reiki. The Symbols were incorporated into the attunement process by Hawayo K. Takata as she brought Reiki to the west. She simplified the meanings of the symbols for use in the west to make it easier for Reiki to spread.

Mrs. Takata actually did an extraordinary thing when she combined the symbols with the attunement. By applying the Attunement Energy of Reiki with the symbols that teach the path of Reiki, it is possible to bring healing to the understanding of Reiki in the Reiki Community itself. As Reiki is practiced worldwide the understanding of Reiki grows naturally as the Collective Conscious of The Reiki Community is opened to and shares the deeper meanings of Reiki Ryoho.

The Symbols of Reiki Ryoho connect us with energy and information that is so ancient it predates any written language. The Symbols are like ancient cave drawings from the Heart Cave of Humanity. Within this Heart Cave is the secret chamber of our Collective Conscious and Collective Unconscious.

The Symbols are like star maps of the inner Cosmos of Collective Consciousness sometimes called Akasha. The symbols are preserve the knowledge of the primordial energy systems of Creation and their evolution into the anatomical structures of the material universe as well as the path of their return.

The symbols in many different forms have appeared and disappeared throughout history. The symbols always seem to reappear just when humanity is ready to understand more about them and their origin. The clarity of the symbols depends upon the depth of the inner vision of humanity. The Reiki symbols are keys that connect us with Reiki energy at the Collective Conscious and Collective Unconscious levels.

## *Akasha*

*Akasha is a Sanskrit word, and means primary substance, that out of which all things are formed. According to the Aquarian philosophy, it is the first stage of the crystallization of spirit. This philosophy recognizes the fact that all primordial substance is spirit; that matter is spirit moving at a lower rate of vibration, becoming, as one master expressed it, a coagulum.*

*This Akashic, or primary substance (Prana, Ki), is of exquisite fineness and is so sensitive that the slightest vibrations of an ether any place in the universe register and indelible impression upon it. This primal substance is not relegated to any particular part of the universe, but is everywhere present. It is in very fact the "Universal Mind" (Collective Conscious, Collective Unconscious) of which our metaphysicians speak.*

*When the mind of man is in exact accord with the Universal Mind man enters into a conscious recognition of these Akashic impression and may collect them and translate them into any language of earth with which he is familiar. (Aquarian Gospel of Jesus the Christ- p.10- transcribed by Levi Dowling)*

## *The Living Symbols*

All written languages are based on the two principles of Black Fire and White Fire. Black Fire is the actual letter or symbol form and White Fire is the space around the letter/symbol that illuminates it. If a page was all Black Fire the whole page would be black. If a page was White Fire the whole page would be white. Together

In Divine Nature Black Fire and White Fire can be seen at dawn and sunset. At dawn and at sunset all shapes are black but illuminated by the light behind them. As the sun rises we enter the White Fire of the day and as the sun sets we enter the Black Fire of the night. This concept of black/white, night/day and form/illumination is the nature of Yin/Yang which in Hebrew is called Torah.

The letters of alphabets of descriptive languages are not individually uplifting but derive their Torah nature when combined into words, phrases, sentences and ideas that connect with the Divine. The Black Fire becomes the literal meaning of the text. The White Fire represents the ideas that go beyond the literal meaning. The White Fire becomes the messages we read between the lines.

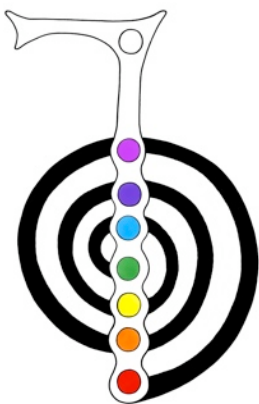
There is much more White Fire on a page. This seems to suggest there is much more importance in between the lines. In this way Our One Creator can teach us on many levels with the same text. One day, through the text we are taught one lesson. On another day through the same text we are taught a much deeper message. Thus, the Torah is called the Living Word because of God's Living Presence in and through it.

Beyond descriptive alphabets there is a symbol/letter alphabet in which each letter is a living symbol/letter that has a connection with the Divine. The Symbol/Letters have many layers of healing and understanding. The Hebrew alphabet is one such alphabet that is composed of 22 Living Symbol/Letters. Each letter has a connection with the Divine for healing and teaching. The letters are also combined to make words, phrases, sentences and ideas that are functional on two distinct levels. They have living descriptive meaning as phrases, sentences and ideas as well as the meaning of the living letters individually.

The Healing and Attunement Language of Reiki Ryoho is such a Living Symbol/Letter Language that has both single letter connection with the Divine as well as a combined Symbol/Letter communication with Our One Creator. Each Symbol/Letter is composed of the Black and White Fire of the Torah.

There are Four Symbols that are commonly used in Reiki Ryoho. Each symbol is like a letter in an ancient, almost forgotten, healing and attunement language. As a person works with and studies the symbols, knowledge of the Healing and Attunement language begins to emerge into one's consciousness. This language is a tool to help us connect our inner selves with Our One Creator who is the Highest Source of Love and Understanding

## Logos of the Circle Seven (Cho-Ku-Rei)



The most common name of the symbol at the left is the "Power Symbol". The Japanese name for this symbol is "Cho-Ku-Rei" which literally means "Royal Command". A Command is a word that Creates an effect. It is the Royal Command of Our One Creator. The "Royal Command" is the "Living Word" that Creates all that is Life.

This symbol is ancient and predates written languages. One old name for this symbol is "Logos of the Circle Seven". The "Logos" is "The Living Word". The Circle of the Seven shows the relationship of the Seven Chakras as well as the Seven Parts of our subtle anatomy. The Living Logos (Word) is made flesh and dwells within us. Everyone breathes the Breath of God every day and night whether they know it or not.

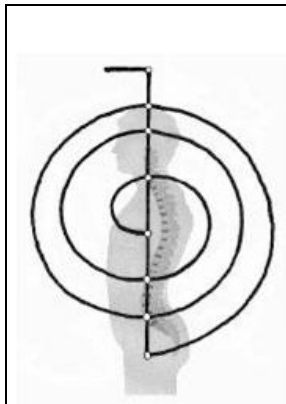
The Logos or Word is also called "OM", the faithful and true witness, the beginning of the Creation of God. OM is composed of three letters "A-U-M". AUM is sometimes pronounced "AMEN", AMIN or HUM. OM is symbolized by the "O" at the top of the symbol.

*Japanese poet and philosopher, Masahisa Goi (1916-1980) writes about the Cho-Ku-Rei in his work, "The Future of Mankind." Goi Sensei explains the Cho-Ku-Rei as such: "In the beginning, Great God took His Body, His Light, and divided it into various rays of Light. He then functioned 7 Rays of Light to operate as the power source of human beings. These 7 rays of origin, which I call Cho-Ku-Rei (direct spirits from God), are the image of God working in this world of mankind." (from p.17 of Reiki Masters Handbook by Dr. Robert E. Zee and T. Ramacus)*

# Layers Upon Layers

Everything that has anything to do with us as human beings has a connection to some part of our anatomy. The understanding of the total anatomy of a human being is the key to understanding all knowledge, all truth and all healing. How can a person either understand or achieve total healing without knowing what a total, complete, whole human being really is?

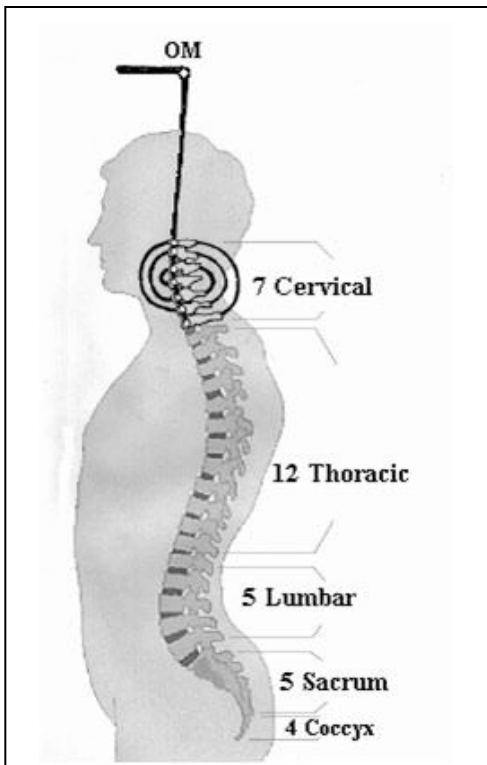
Have you ever thought about how you came to experience everything there is? Is the Self all you are, or is there something more? The path of remembrance is a journey of curiosity about what life actually is. As you become curious about life, the synchronicity of coincidences increases, and you begin to remember. The Living Symbol of the Logos of the Circle Seven has many layers of meaning. As we study it more of the Divine Knowledge about ourselves and Our One Creator are revealed.



## Full Size Cho-Ku-Rei

This illustration shows the "Full Size" "Cho-Ku-Rei" and gives a general, not exact, idea of how the full size Cho-Ku-Rei fits on the body.

Note: The spiral to the center ends at the Heart Chakra of OM where it enters the Heart within the Heart, The Sacred Heart. The Creation Begins in OM and ends in Heart of OM



## Symbolism in the Skeletal System

The Logos OM creates the individual being (The Head).

The individual being enters the Seven Energies of The Elohim (7 Cervicals) that uphold the universe.

The Individual being incarnates through the 12 constellations of the Zodiac (12 Thoracic).

The Individual Being through the 5 Senses (5 Lumbar) experiences the world.

The Individual being from the hips down walks on their path on earth.

From the Hips Down:

(5 Sacrum)

S1- Higher Self

S2- Will

S3- Spirit

S4- Soul

S5- Mind

(4 Coccyx)

Co1- Atmic Body (OM)- Divine Self- Divine Conscious/Divine Unconscious

Co2- Feeling Body (Causal Body) Cosmic Conscious/Cosmic Unconscious

Co3- Thinking Body (Subtle Body)- Collective Conscious/Collective Unconscious

Co4- Acting Body (Gross Body)- Conscious/Unconscious

Note: In the full size Cho-Ku-Rei illustration we notice that the spiral of the Cho-Ku-Rei ends at the 4th Chakra at the Heart of OM.

The spiral of the Cho-Ku-Rei in the neck ends at the Cervical #4. C4 is just behind the Larynx (Voice Box). What an appropriate place for the Living Word of the Logos to be. These two clues tell us we should speak from the heart, the Heart that is Unconditional Love.

	<h3 style="text-align: center;">The Logos</h3> <p>This illustration Shows that from OM, the Logos, all beings and all things are Created. The Logos powers the Circle of the Seven Primordial Energies that sustain the Universe and everything in it. The Seven Spiritual Energies are called the Elohim, Seven Spirits of God, or The Seven Sages. Their pattern is reflected in the Seven Heavens, Seven Virtues, Seven Parts of our Subtle Anatomy, Seven Endocrine Glands, The Seven Bodily Systems, The Seven Colors of the Rainbow, The Seven Chakras etc.</p> <p>The Black and White numbers represent the yin/yang energies of the Seven Parts of the Subtle Anatomy of each individual which are:</p> <ol style="list-style-type: none"> <li>1. Body</li> <li>2. Mind</li> <li>3. Soul</li> <li>4. Spirit</li> <li>5. Will</li> <li>6. Higher Self</li> <li>7. Sacred Heart</li> </ol>
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The Elohim	Rays	Virtues	Subtle Anatomy	Chakras	Bodily Systems	Endocrine
God	Violet	Alignment	Sacred Heart	Sahasrara	Endocrine	Pineal
Holy Spirit	Indigo	Humility	Higher Self	Ajna	Brain and Nerve	Pituitary
Christ	Blue	Compassion	Will	Visuddha	Skeletal	Thyroid/Para-
OM	Green	Balance	Spirit	Anahata	Muscular	Thymus
Love	Yellow	Acceptance	Soul	Manipura	Respiratory	Adrenal
Faith	Orange	Sharing	Mind	Svadhithana	Digestive	Pancreas
Hope	Red	Grounding	Atmic Body	Muladhara	Circulatory	Gonads

### The Divine Blueprint

The Atmic Self is beyond duality but carries within it the pattern of The Transcendental Nature of Our One Creator.

The OM transforms itself as it flows on the path through the chakra bodies of the personalities of the Godhead. When it reaches the Red Root of Miriam and Yeshua the Atmic Being becomes two, the individual Woman (black) and Man (white) of the inward spiral that spirals them through the world until they reach the heart of hearts and meet again and become One in the Heart of OM, the Heart of Home.

This is what is called the Twinship of Woman and Man. That each woman and each man are but half of the same Atmic Being. The Atmic being is patterned after the Atmic Being of the personalities of the Godhead. Each woman and each man has only One True Love who is their Twin. They both come from the same egg, the same Logos, the same seed of the Divine.

Personalities of the Godhead (Ascended Masters)	Primordial Rays	Gifts	Virtues	Divine Manifestation	Subtle Anatomy of Our One Creator
Miriam/Yeshua	Golden Light	Salvation	Healing	Presence	Atmic Body
Yasodhara/Buddha	White Light	Enlightenment	Peace	Guidance	Mind
Uma/Brahman	Clear White Light	Service	Abundance	Blessing	Soul
Radharani/Krishna	Secondary Clear Light	Grace	Joy	Anointing	Spirit
I AM THAT I AM (Shakti/Shiva)	Primary Clear Light	Surrender	Love	Love	Will
Unmanifested One	Invisible Light	Remember	Life	Knowledge	Higher Self
Melchizedek	Silver Violet Light	Home	Friendship	Yoga/Union	Sacred Heart

OM, The Logos is the Heart of Home, the Heart of Love. "OM" is the Healing Word of Power given by the Great Masters throughout the ages.

In the Beginning was The "Word", The "Logos".  
 The "Word" was with God and the "Word" was God.  
 The "Word" was made flesh and dwells within us.

The "Royal Command" is that we Love Our One Creator with our whole being and also Love the Stranger as ourself.

The "Royal Command" is To Love, as We are Loved by Our Creator. This is the Golden Rule.

The Logos of the Circle Seven opens the East Gate of our Heavenly Home. The Logos of the Circle Seven connects us with the Reiki Angels of the East, Sophie and Uriel. Sophie and Uriel are The Archangels of Miriam and Yeshua and our Guardian Angels.



## Drawing The Cho-Ku-Rei



Draw the symbol like in the illustration. The symbols can be drawn in the palms of the hands before a treatment to increase the flow of Reiki. Trace the symbol in your hand with your finger and tap the palm of the hand three times to send it in.

### Return to Happiness

The First Degree Attunement of Reiki Ryoho is very easy and establishes a permanent connection between the First Degree Practitioner, Love and Our One Creator. The First Degree Attunement begins the process of healing the Separation that causes unhappiness. As the First Degree Practitioner surrenders to Love, through the practice of Reiki, she/he connects with and enters the Presence of Our One Creator, the Source of Reiki. Through the practice of Reiki, the Reiki Practitioner begins to Re-member and return to her/his own Divine Nature and experience happiness.

The First Degree Attunement of Reiki Ryoho opens the Flow of Reiki Energy in and through the First Degree Practitioner for healing and personal growth. The First Degree attunement attunes the Seven Systems and Five Senses of the Body to the flow of Reiki.

### Beginning Reiki

There are no set in rules for beginning Reiki. The most important thing is to practice and gain experience for your self.

*During the Reiki Attunement or after being attuned in Reiki you may notice "Sensations of energy, light, colors, or just feelings of general positivity and peace, or you may experience particularly vivid dreams. However it is perfectly ok to have noticed nothing unusual yet, as these sensations are not an indication that the attunements have been given. We each experience the Reiki Energy in our own unique way, and you may only start to experience it consciously after some practice."*

*Unlike other spiritual healing methods, Reiki sessions should always involve NO effort from the healer to send or direct energy. This ensures that the energy uses it's own intelligence to guide itself. After you have been attuned to Reiki, healing energy will naturally begin to flow as soon as you place your hands on anyone or anything AND have the INTENT to heal. It will flow completely automatically and always with positive and beneficial effects.*

*If you start concentration on sending or directing energy, it will reduce the optimal flow. Greatest success will occur just by allowing it to work by itself. Always remain relaxed and detached from the process, allowing your intent to maintain the flow. It is important to remember that with Reiki there is nothing you can do wrong. Reiki will take care of everything. Relax and enjoy! Trust in Reiki. ("Healing With Reiki" by Ariane McMinn and Colin Jones)*

## Intent to Heal

Intent to heal is as easy as placing your hands on yourself or someone else. Some people feel it necessary to ask the Reiki to Flow. Some people like to raise their hands up above their head palms up and visualize the Reiki flowing down into them to begin the flow. Some people place their hands in prayer position at their heart or on top of their head to start the Flow of Reiki. Some people even clap their hands together and say "Reiki On" to start it to flow. It is not necessary for you to perform an elaborate ceremony to get Reiki to flow.

If you wish to help someone and have their permission to place your hands on them to give them Reiki, that is all the "Intent to Heal" you need. Some people feel Reiki Energy right away and for others it takes practice to feel it. It is not necessary to feel it for it to be working. It is not necessary for the person receiving it to feel it for it to be working. The more you practice the more it will flow.

Surrender is The First Key of Reiki. Surrender means to allow Reiki to guide you and the healee into the greatest healing. We remain alert and aware as we Surrender to the Reiki Healing Energy. We enter the path of Reiki as we Trust and have the little bit of willingness to allow Reiki to guide us.

## The Self Treatment

*Giving yourself healing is a very important aspect of Reiki. We very strongly advise that you perform self healing regularly, preferably daily. As well as improving your health, it will balance and center your mind/ body/ spirit system, thereby allowing for a dramatically increased flow of Reiki energy during healing sessions. Most importantly, it will definitely increase your inner guidance, helping you to pilot everyday situations more successfully, and provide guidance for your growth when appropriate. ("Healing With Reiki" by Ariane McMinn and Colin Jones)*

The basic self treatment hand positions are as follows:

1. Hands overlapping on the top of the head
2. One hand on the forehead, the other hand on the back of the head midway between the crown of the head and the base of the skull
3. Hands resting on the eyes
4. Hands resting on the ears
5. One hand on the upper chest and the other on the solar plexus (where the ribs come together)
6. Hands on the hip area

Relax in each position 2-5 minutes. Practice these positions until they are familiar and you have some confidence. Gradually let your hands be guided by your intuition. As you practice and have a little patience you will gain experience and begin to trust your inner guidance. You cannot really make a mistake. Your healing sessions are always watched over by the Divine to ensure that your efforts will always be rewarded.

It is impossible to place your hands in exactly the same positions on yourself as when doing a full treatment on someone else. Be creative and remember as long as the hands cover the same areas as the full treatment, it will be a full treatment.

Begin a self-treatment with the same respect and reverence you would when giving Reiki to someone else. Bring your hands into "Namaste" Position at the heart and bow gently. Silently ask for the Reiki to Flow into and through you. You may also ask for your Reiki Guides, and Reiki Angels, Our One Creator to be present, and direct the Reiki treatment.

## Healing Others

*After you have practiced the self healing procedure until it becomes natural and comfortable, you may begin working with others. Be confident in your abilities, and have Faith that Reiki will be looking after the procedure and ensuring its success. You may like to start with willing family members and friends. Even if there's nothing physically wrong with them, they will receive relaxation from the process and will gain more harmony and other non-physical benefits.*

*It is not appropriate for you to promise any specific results from the sessions, as the healing process is always unique and unpredictable. You can however promise the Reiki definitely provides benefits for everyone who receives it.*

*Both the healer and the receiver simultaneously benefit from the healing session. The more Reiki sessions you give, the more natural harmony you will experience in you own life. You can even give Reiki sessions to plants and animals.*

*During the healing, both you and the receiver may feel sensations of heat, cold, vibration, tingling, etc. Sometimes the healer and the receiver experience opposites, e.g. the healer may experience feelings of heat while the receiver experiences cold. Also the sensations may not be felt immediately- they may only be noticed later in the day or may even surface during the following week.*

*Other times there will be no experiences at all. Whether or not any obvious sensations are experienced, you can rest assured that the energy has flowed correctly and effectively. Due to Reiki's intelligence you can always be sure that the session has been a very beneficial gift for the receiver. You will find this yourself through practice.*

*Don't be disappointed if your healing produces no noticeable effect at first. Ultimately the healing process relies on the receiver forgiving past hurts and letting go of repressed negativity, either at a conscious or unconscious level. The Reiki healing sessions will always be working automatically towards resolving these deeper problems. Meanwhile the external symptoms will usually be reduced, but sometimes this takes longer and is not an indication that Reiki's inner transformation work is ineffective. Everybody's healing process is unique. ("Healing With Reiki" by Ariane McMinn and Colin Jones)*

## *The Reiki Treatment*

The Reiki treatment is a most rewarding experience for both the practitioner and the healee. It's always different and no description can truly represent the awe that the experience can inspire. It's a joy to both give and receive a Reiki treatment. The more you work with Reiki the deeper it gets and the more it flows.

## *The Golden Rule*

Most people choose to give Reiki Treatments freely to your family and friends. In the beginning you may choose to give Reiki Treatments for a Love offering or perhaps trade Reiki Treatments for other services. You may decide to offer Reiki Treatments on a sliding scale or choose to work at a professional level and establish a fee for your services. The only rule in Reiki is the "golden rule"- to treat others the way you would like to be treated.

## *The Reiki Room*

The Room in which you do a Reiki treatment should be distraction free if possible. Light in the room should not be too bright or too dark but should feel warm and comfortable. If music is used it should be soothing and peaceful. The Reiki table should be set at a height that makes you comfortable when standing using the hand positions. Sitting in a chair is good for working with the hand positions used on the head.

Some people choose to remove any metal (rings, watches, etc.) before giving a Reiki treatment. This is a personal preference. Reiki treatments work with or without jewelry.

## *The Full Treatment Hand Positions*

Briefly explain the hand positions to the healee before a treatment so there are no surprises of where your hands are being placed. Assist the healee on to the Reiki table if necessary and make sure they are comfortable.

Have a small blanket for the healee if they would like to be covered. (a yoga blanket will do, cover the feet, legs and body up to the upper chest, until they are comfortable).

Stand facing the healee and bring your hands into "Namaste" Position at the heart and bow gently toward the healee and say "Namaste" Silently. Silently ask for the Reiki to Flow into the Healee. Ask for your Reiki Guides, and Reiki Angels and Our One Creator to be present, and direct the Reiki treatment. The Reiki Treatment is a cooperative effort of our, Reiki Guides, Reiki Angels, Our One Creator, the Reiki Practitioner and the Healee.

*Note: The gesture (or mudra) of Namaste is a simple act of bringing together both palms of the hands at the heart, and lightly bowing the head. Namaste means: The Spirit in me greets the Spirit in you and together we greet Our One Creator. Bowing of the head brings the Third Eye Chakra (Humility) closer to the Throat Chakra (Compassion), to the Heart Chakra (Balance) and The Heart of Hearts (Where the Self meets Divine Love) to be of service.*

*Submitting oneself in Service and Love to another, with complete humility.*

*Namaste is composed of the two Sanskrit words, nama, and te. Nama means, "to bend, bow, sink, incline, stoop" and Te means "you" The word nama is two part, na and ma. Na signifies "negation" and ma represents "mine". To let go of the ego. Namaste is pronounced "nab-mab-STAY"*

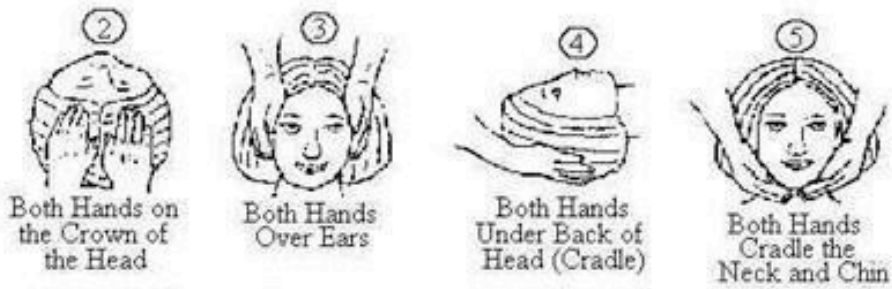
The hands should simply rest comfortably in each position, not pressing down or too light. A "Full Treatment" consists of the use of all the hand positions in the First Round, Second Round and Third Round (illustrations below). A full treatment takes about an hour to an hour and a half. The full treatment is very good for healing as well as balancing all the anatomical systems, meridians, subtle anatomy etc. It is also good as a preventative maintenance.

The hands should always be lifted, not dragged from one position to another. The fingers should be kept together, not spread out, although there can be exceptions. Move one hand at a time, always keeping one hand in contact with the healee so there is an uninterrupted flow of energy in each round. Each position should last two to three minutes unless you feel your hands change in the way they feel. If your hands become hot, cold, tingle, vibrate etc. at a certain hand position, let them remain there a little longer until they feel normal. Mainly in the beginning pay attention to how your hands feel in each position and trust your Reiki Intuition as to how long to stay in each position.

Always be there to assist a person when they turn over to be on their stomach for round three positions. The massage or Reiki table is narrow and the healee may be in a very relaxed state by this time.

When the round three hand positions are finished step back, place your hands together palm to palm in front of your solar plexus and bow toward the healee and say "Namaste". This gesture ends your part of the treatment. Your higher self bows in respect and recognition of the healee's higher self and the Reiki source and the connecting of the two. The rest of the treatment and how long it lasts is now between the healee and the Reiki source.

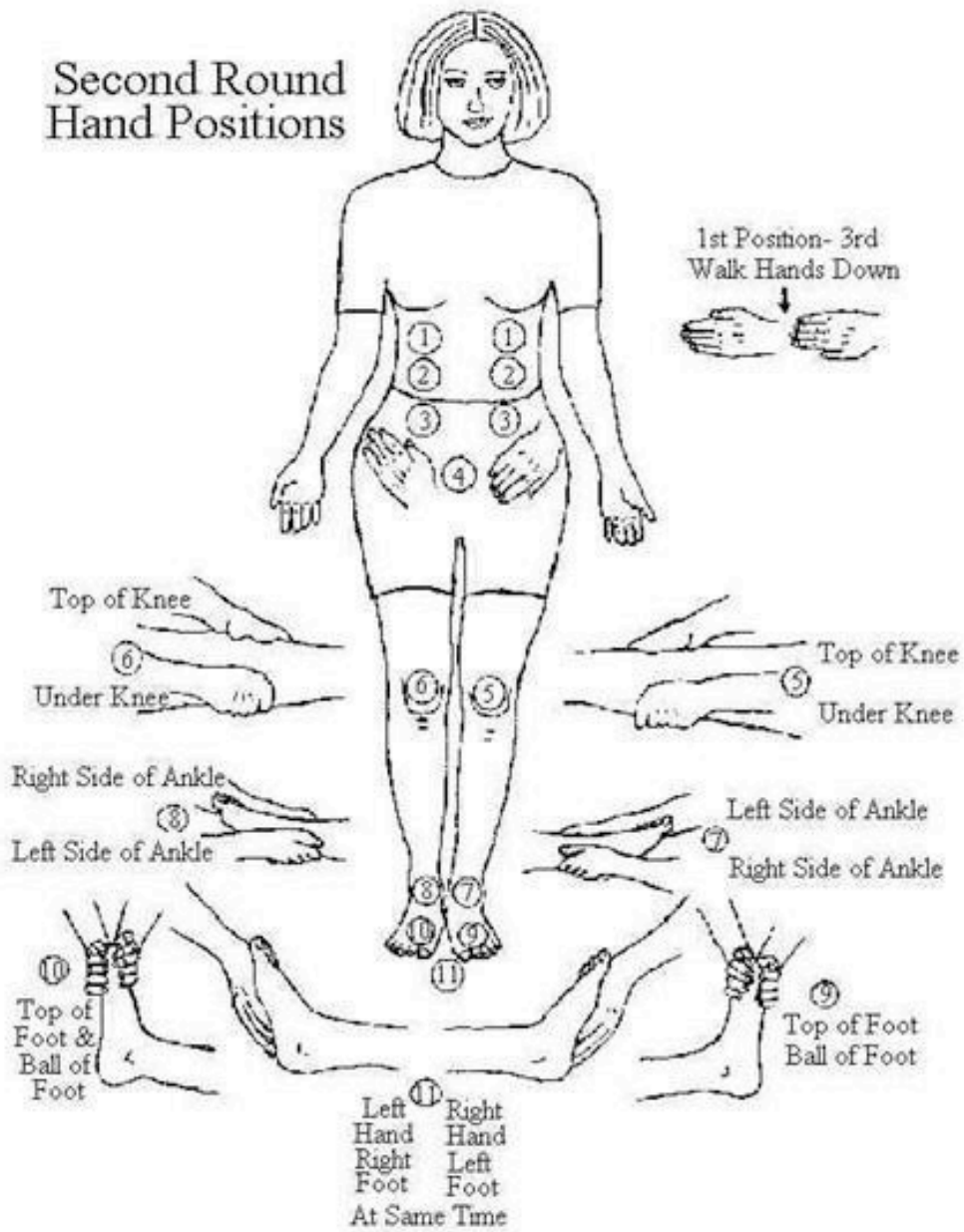
Tell the healee you are finished and if your client has fallen asleep tap gently on the shoulder to awaken him or her. Give the healee a few minutes to sit up and return to normal consciousness. Offer a glass of water and get one for yourself also. Remember to wash your hands after the treatment is finished. You may be led to share with the healee about what you experienced during the treatment. Also let your client share with you, if he or she wishes, what was experienced during the treatment.



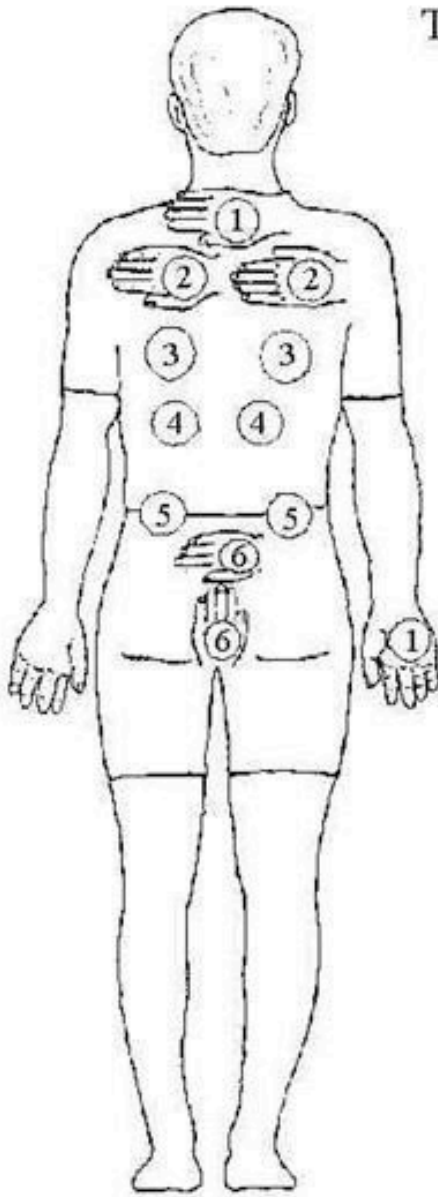
## First Round Hand Positions



# Second Round Hand Positions



## Third Round Hand Positions



1. Right Hand at Base of Neck  
Left Hand Palm to Palm  
on Upturned Hand
- 2 - 5. Walk Hands Down as Many  
Positions as Needed
6. End With T- Position

### *The Spot Treatment*

A full Reiki treatment is not always what is needed. A spot treatment may be used for a specific pains or ailments. Spot treatments are probably the most common treatments. Place your hands on the affected area, for as long as necessary. Sometimes you may find it necessary to place your hands near but not directly on the area that needs healing. A Spot treatment may consist of only one position or several positions. Pay attention to how your hands feel in different positions and trust your Reiki Intuition to guide your hands to where they need to go.

Begin a spot treatment in the same way you would do a full treatment. Stand facing the healee and bring your hands into "Namaste" Position at the heart and bow gently toward the healee and say "Namaste" Silently. Silently ask for the Reiki to Flow into the Healee. Ask for The Reiki Source, Reiki Guides, and Reiki Angels to be present, and direct the Reiki treatment.

## *Questions from Gaylen*

Q. I wish someone would address the question "How do I know I'm doing this right?" The obvious answer would seem to be to assess whether or not the people we practice Reiki on are healing. However, not all healing is outward and physical. Assessment is subjective. Healing is multi-faceted.

A. You are doing very well at answering your own question. Your intuition is working very well. You can't really do it wrong because it is the Reiki Energy that is doing the healing not us. Each person receives what they need including the Reiki Practitioner. As we surrender to the process of Reiki we learn through patience to trust our intuition and to trust that healing is taking place even if we are not aware of it at that particular time.

Q. The second part of the question would be "If I'm doing this correctly, am I effective? Could I be more effective?" Constantly striving to learn, to practice, to ask for better skills and gifts is my answer to that, BUT it doesn't do much for my confidence level. My biggest question is sort of a combination of the above: "Am I good at this? Am I good enough to continue practicing?" I don't ever want to hold myself up to be something I'm not. If Reiki is not my "thing" Or my Destiny, I need to send my clients to a "specialist" in Reiki. It feels like my thing. I feel like it's in my future. How do I know? If I listen to my gut, I feel great about it.

My head wants proof. My heart is not available for comment at this time. Your advice to follow intuition has been a godsend to me. My intuition "takes over" when I do Reiki. I am extremely uncomfortable when I don't follow it. After reading your materials, I feel a lot better about "abandoning" the accepted hand placements. Do you think others have these questions? Are they something you would feel comfortable addressing in your book if you felt led to do so?

A. When the intuition takes over during a treatment this shows that you are on the Path of Reiki, that you are connected to Reiki. As you surrender to the Healing Energy of Reiki by trusting your intuition during the Reiki treatment you are setting aside the ego and letting the Reiki flow through you as well as reveal to you who you really are. Your heart knows and connects with the Reiki and gives you the answers. By letting your heart be led by your Intuitional Reiki, your head and your mind will experience enough to eventually let go and have Faith in your heart of hearts and in your purpose with Reiki.

For the beginner the full treatment hand positions are to help the practitioner gain some confidence in placing their hands on the healee while their intuition begins to develop. Once the practitioner begins to be guided through their intuition they may be guided to use only one two or several hand positions during a treatment. As the intuition further develops standard hand positions of the full treatment become optional choices.

There will be times that your intuition leads you to do a full treatment, perhaps not in the same order as the charts below but still using all the hand positions. The receiver may need a general uplifting and balancing of their whole system and not just healing in a certain area. Intuition!!



# *Specific Ailments Can be Treated Hand Positions Below*

*(Writer: Andrew Bowling Usui Reiki Master/Teacher)*

*(<http://www.usuireiki.fsnet.co.uk>)*

*(SPECIAL NOTE: These pages are a new translation of the Japanese document and NOT taken from any book.)*

*(This is a copy of Ms. Koyama's own manual.)*

*(Those who have seen the Hayasi manual will notice the similarities, also from the notes taken by Takata student.)*

*(The Guide to Method of Healing was written by Hayashi at Usui's request. It was used by Usui also, but of course he did not live long after meeting Hayashi.)*

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PAGE 19-42

## *2. A Guide To Method of Healing*

### *1. Basic treatment of body parts*

\*Head area - Forehead (hairline), general area, temples (temple) general area (of the head).

Back of the head area - neck area, crown area, stomach, intestines.

Lowering Fever - Same as above (head area), however, treat the source of the disease itself.

Eye - eye, inner eye corner, outer eye corner, neck area, Cranial vertebrae - C1, 2, 3.

Nose - nose bone, nose flares, between eyebrows, neck area, Cranial vertebrae - C1, 2, 3.

Ear - ear canal, front part and back part of ear, Cranial vertebrae - C1.

Mouth - cover mouth without touching lips.

Tongue - top side of tongue, root of the tongue (most likely from the outside, neck, under the chin).

Throat - thyroid cartilage, neck area.

Lung - lung area, back, inside of shoulder blade, Thoracic vertebrae T2, T3, T4, T5 T6.

Heart - heart area, Cranial neck vertebrae, C5, C6, C7. Thoracic vertebrae, T1, T2, T3, T4, T5.

Liver - Liver area, Thoracic vertebrae T8, T9, T10. (Especially right hand side)

Stomach - stomach area, Thoracic vertebrae T4, T6, T7, T8, T9, T10

Intestine - ascending colon, transverse colon, descending colon area, small intestine area, (navel point area), Thoracic vertebrae T6, T7, T8, T9, T10, Lumber vertebrae, L2, L3, L4, L5, buttocks.

Bladder - bladder area, Lumber vertebrae L4, L5.

Uterus - uterus area and both sides of it, Thoracic vertebrae T9, T10, T11, T12, L1, L2, L3, L4, L5, sacrum, coccyx.

Kidney - Kidney area, Thoracic vertebrae T11, T12

Half Body Treatment - neck muscles, shoulders, back muscles, both sides of the vertebrae, waist area, hip area.

(This is called 'Hanshin Chiryō' This is done on the back. Rub along the areas indicated above See Techniques pages - Ketsueki Kokan-ho)

Tanden treatment - under the navel, the area 3 finger widths down. (see Techniques)

### *2. Nerve Disease*

Nerve Weakness - head area, eye, heart, stomach, intestines, reproductive organs, affected area, half body.

Hysteria- same as before (above)

Cerebral Anemia - head, stomach and intestine, heart.

Cerebral Hemorrhage- same

Meningitis? Same

Headache - head area \* (especially temples)  
 Insomnia - head area \* (especially back of head)  
 Dizziness - head area \* (especially forehead area)  
 Cerebral Apoplexy (palsy) - head area \* (especially affected side) heart, stomach and intestine, kidney, paralyzed area.  
 Epilepsy - Head area \*, stomach and intestines  
 Dancing Disease (Chorea) - head area \*, heart, affected area, palms, sole of feet, half body.  
 ("pseudo"?, symptoms: eyes are bulging out) head area \*, eye, thyroid, heart, uterus, half body.  
 Nerve Pain (Paralysis) - head area \*, stomach and intestine (improve bowel movement) affected area  
 Hiccups - diaphragm, forehead, Cranial vertebrae C3, C4, C5  
 Laryngitis - forehead and temples, (mainly left hand side), throat area.  
 Pain in neck, head area, elbow, thumb  
 Tinnitus - ears, head area

### *3. Respiratory Diseases*

Bronchitis - Bronchi, Trachea, coughing, throat, chest area, affected area  
 Asthma - Head area, chest area, heart cavity, throat, nose, heart  
 Tuberculosis - Head area, lung area, stomach and intestines, heart, Tanden  
 Pleurisy - Head area, affected area, stomach and intestines, Tanden  
 Pneumonia - Head area, heart, affected area, Tanden????  
 Hemoptysis - Affected lung area  
 Nose - Bleed Nose  
 Ozena - Nose, forehead or depression of chin

### *4. Digestive System Diseases*

Various diseases of esophagus - Esophagus, heart cavity area, stomach, intestines  
 Stomach diseases: Gastritis, gastric ulcer, stomach cancer, stomach convulsion, dilation of stomach, grstaoptosis -Head  
 Area, heart cavity area, stomach and intestines  
 Inflammation of the intestine, intestine ulcer, diarrhea, constipation, etcetera - Stomach and intestines  
 Appendicitis - Affected area (mainly right hip bone cavity), head area\*, stomach and intestines  
 Parasite in intestines - Head area\*, intestine  
 Hemorrhoids - Anus  
 Abdominal edema - Head area\*, Belly area  
 Peritonitis - Head area, affected area, Tanden???  
 Jaundice - Head area, stomach, intestines, liver, heart  
 Cholelithiasis - Liver (where pain is), stomach and intestine  
 Hernia - Affected area (herniated part), intestine wall

### *5. Circulatory/Cardiovascular Diseases*

Myocarditis - Head area, heart, liver, kidney, bladder  
 Endocarditis - Heart  
 Edema - Heart, liver, kidney, bladder  
 Arteriosclerosis - Head area, heart, kidney, stomach and intestines, Tanden  
 High Blood Pressure - Same as before  
 Crest Heart Disease?? - Head, heart, stomach and intestine, area of pain  
 Beri Beri - Heart, stomach and intestines, leg area

### *6. Metabolic and Blood Diseases*

Anemia - Treat source of disease, head\*, heart, kidney, stomach and intestine, half body  
 Purpura - Head area, heart, kidney, stomach and intestine, spots, Tanden?  
 Scurvy - Head area, lung area, heart, kidney, stomach and intestine, half body, Tanden?  
 Diabetes - Head area, heart, liver, pancreas, stomach and intestine, kidney, bladder (half body rub upwards against vertebrae)  
 Fat \_\_\_\_ (obesity)? - Heart, kidney, stomach and intestines, half body  
 Arthritis? - Heart, kidney, bladder, stomach and intestine, Tanden?, pain area  
 Heat Stroke - Head area, heart, chest area, stomach and intestine, kidney, Tanden?

### *7. Urinary Diseases*

Nephritis - Kidney, heart, bladder, Stomach and Intestines  
 Pyelitis - Kidney, bladder, Tanden  
 Kidney Stones - Kidney, stomach, intestines, bladder, pain area  
 Uremia - Head area, eyes, stomach, intestines, heart, kidney, bladder, Tanden  
 Cystitis - Kidney, bladder  
 Bladder Stones - Kidney, bladder, pain area  
 Bed Wetting - Head area (crown area) bladder, kidney  
 Anuria - Kidney, bladder, urethra

### *8. Surgical and Dermatological Diseases*

Wound - Affected area (if excessive bleeding, use technique to stop bleeding)  
 Fire burn - Ice burn Affected area (treat with a distance until pain goes away)  
 Sprain, Blow - Affected area  
 Inflammation in Lymph Glands - Affected area, Tanden  
 Fracture - Affected area (five Reiki over fixed bandage)  
 Splinter - Affected area  
 Dislocation - Affected area  
 Periostitis, Osteomyelitis, Arthritis, Muscle inflammation - Affected area, Tanden  
 Muscular Rheumatism - head area, pain area, stomach, intestines, (enhance the bowel movements)  
 Vertebrae, Caries (TB of the spine) - Head area, affected area, Tanden  
 Scoliosis - affected area  
 Pain in Vertebrae Marrow (lupus?) - Heart cavity diaphragm\*, head area, Tanden, pain and troubled area  
 Unconsciousness - Heart, Head area, drowned person - let them throw up water  
 Various Rashes, Hives - Tanden, affected area  
 Allergy - Stomach, intestines, Tanden, affected area  
 Baldness - Head area, stomach, intestines, affected area, Tanden  
 Hansen's Disease (Leprosy) - Head area, stomach, intestines, Tanden, affected area, bladder  
 Fungus Poison - Head area, stomach, intestines, Tanden, affected area

### *9. Pediatric Diseases*

Colic (night crying) - Head area, stomach, intestines  
 Measles - Head area, stomach, intestines, heart, rashed area  
 German Measles - Same as before  
 Whooping Cough - Head area, stomach, intestines, heart, lung, throat, heart cavity area  
 Polio - head area, stomach, intestines, vertebrae numbness area  
 Tonsillitis - Affected area

## 10. *Gynecological Diseases*

Various Diseases in the Uterus - Uterus area

Through Pregnancy - Uterus, (If you treat the womb, the fetus grows healthy and delivery is easy)

Time of Delivery - Sacrum area, lower abdomen area

Morning Sickness - Head area, uterus, stomach, Intestines, diaphragm

Various Symptoms On Mother's Breast - Breast

Intrauterine Pregnancy) - Head area, uterus, Pain area

## 11. *Contagious Diseases*

Typhoid Fever - Head Area, Heart, stomach, intestines, spleen, Tanden, (be careful with attached disease and treat it)

Paratyphus - Same as before

Dysentery - Head area, Heart, stomach, intestines, Tanden

Infant Diarrhea - Same as before

Diphtheria - Head area, throat, heart, chest area, stomach, intestines, kidney, Tanden, (inject blood serum)??

Cholera - Head area, stomach, intestines, heart, Tanden

Scarlet Fever - Head area, mouth, throat, heart, stomach, intestines, kidney, Tanden, scarlet colored area

Influenza - Head area, heart, lungs, stomach, intestines, Tanden, Half body, pain area

Epidemic Cerebrospinal Meningitis - Head area, neck area, eyes heart, stomach, intestines, kidneys, bladder, spinal cord, (mainly cerebral vertebrae), Tanden, hard area, or stiff area.

Malaria - Head area, heart, stomach, intestines, liver, spleen, Tanden, you better treat about 1 hour before convulsion

St. Anthony's Fire (Crysipelas) - Head area, heart area, stomach, intestines, Tanden, affected area

Tetanus - Head area, heart area, stomach, intestines, Tanden, wound area, pain area.

# *The Attunement Procedure*

## *Attunement/Initiation/Anointing Of First Degree Reiki Ryoho*

### *Preparation for the Student*

Begin your day with ease and continue in your easy, calm and peaceful way. Think about and be thankful for the precious gift of the Attunement you are receiving. You may choose to pray, meditate, and dedicate the receiving of your attunements to be in Love and service for your family, your friends, all humanity and yourself. Feel and perceive the energy coming to you in the here and now as you prepare for and receive your attunement. Now is a very personal time of preparation. Prepare The Way with Ease and Peace. At the appointed time of here and now, sit in a comfortable, quiet place and receive your attunement.

### *The Attunement*

Your Reiki Teacher holds you in Her/His thoughts and prayers and An Attunement Link with Our One Creator is opened and established with you. Our One Creator attunes your whole being in the Love and Light of Reiki. Receive and Experience your Attunement with ease.

Through The Attunement Link with Our One Creator, you receive your attunement. Our One Creator opens and establishes a permanent conscious connection with you. Through the Attunement Link with Our One Creator, a permanent Attunement in Reiki is given to you. A permanent conscious connection with the Love and Light of Reiki and Our One Creator is opened within you.

### *Preparation for the Teacher*

Begin your day with ease and continue in your easy, calm, peaceful way. Think about and be thankful for the precious gift of the Attunement you are to share. You may choose to pray, meditate, and dedicate the sharing of the attunement to be of service to your student, to family, friends, all humanity and yourself. Feel and perceive the energy coming to you as you prepare for and give the attunement. If you have not memorized the Attunement Procedure you can read it out loud to your student.

**Choose a quiet place for the attunement.**

The Attunement Procedure need not be memorized, but can be read aloud.

The Student may be seated in a comfortable chair.

# Shoden

## The First Decree Attunement of Reiki Ryoho

The Teacher stands in front of the Student, facing the Student.



*The Teacher Draws the Cho-Ku-Rei symbol in the air and sends it into the student. (Optional but recommended)*

The Teacher sets the intent by reading the following prayer out loud.

*Our One Creator, we thank You for Your Presence, Your Guidance, Your Blessing, Your Anointing and Your Love in our First Degree Healing Attunement of Reiki Ryoho.*

Pause for a few moments.....then move to the left side of the student.

The Teacher stands on the left side of the student facing the same way as the student. The Teacher places her/his right hand on the left shoulder of the student.

Read the Following Prayer out loud.

*Our One Creator, through our Faith in You, We pray you open and establish Your Attunement Link with us.*

...Pause...for the link to be established

Read to the Student...

*Our One Creator, We thank You for opening and establishing Your Attunement Link with us. We pray You also open and establish a permanent conscious connection with Students Name. Our One Creator, through our Faith in You, We pray You give, here and now, to \_\_\_\_\_, Shoden, the First Degree Attunement of Reiki Ryoho.*

*\_\_\_\_\_take a few minutes to receive and experience the Attunement Energies in and through your whole being.*

...Pause... for attunement energies to be given to the student.... Wait for a feeling of Completion.....

Read to the Student...

*Our One Creator, we acknowledge and we thank You for Your full attunement and activation of Shoden, the First Degree of Reiki Ryoho in and through \_\_\_\_\_'s whole being.*

*We thank You for opening and establishing our permanent attunement and conscious connection with You. We thank You for your continual Presence, Guidance, Blessing, Anointing and Love in Your Healing Attunement and in our lives.*

...Pause... for a few moments then return to the front of the Student. Turn and face the Student....

*Our One Creator, we thank You for Your continual Healing, Peace, Abundance, Joy, Love and Happiness, on our path of Reiki and in our Lives.*

*The Teacher then bows to the student and says: "Namaste"*

*Then the Student bows and says: "Namaste".*

## Recommended Reading

There are many helpful books on Reiki. Each teacher has something to share and it is a good idea to read and study different sources of information on Reiki.

1. The Original Handbook of Dr. Mikao Usui: The Traditional Usui Reiki Ryoho Treatment Positions and Numerous Reiki Techniques for Health and Well-Being by Arjava Petter. A Good reference book with pictures of the Hand Positions and other helpful information.

2. The Hayashi Reiki Manual: Traditional Japanese Healing Techniques from the Founder of the Western Reiki System by Frank Arjava Petter- Tadao Yamaguchi- Chujiro Hayashi. A Good reference book with pictures of Hand Positions and other helpful information.

3. Essential Reiki by Diane Stein. A lot of information you won't find anywhere else. A more modern approach to Reiki, Symbols and attunements.

4. Reiki and the Healing Buddha by Maureen Kelley. Excellent Reference book. Her study of the four Usui Reiki Symbols is great and will give many insights into understanding them. A scholarly book. All of the symbols in this text can be found in her book.

If you wish to be formal in your Reiki Treatments a Client Information Form may be used, sample below.

### Client Information Form

I, the undersigned, hereby understand that the Reiki session given to me is not a substitute for medical, or psychological diagnosis, and treatment. I also understand that Reiki practitioners do not diagnose conditions, nor do they prescribe medications, perform medical treatment, or interfere with the treatment of any licensed medical professional. It is recommended that I consult my physician in regards to any medical or psychological ailment I may have.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Fee: \_\_\_\_\_

Progress and session record: