

# VALIDATION PACK

## CPD COURSE PROVISION



**UK REIKI  
FEDERATION**

Applicant: .....

Course Title: .....

## **What We Can Offer**

The UK Reiki Federation is able to provide a review of proposed CPD courses for Reiki Practitioners.

The UK Reiki Federation will arrange for a qualified Assessor to evaluate the proposed CPD course and to either provide confirmation that the course can be accepted into the Directory of Approved Courses, or to provide the teacher with feedback when it cannot be included. On acceptance a Certificate of Verification will be issued by the UK Reiki Federation, and the Course will be eligible for entry in the UK Reiki Federation's Directory of Approved Courses. Courses for CPD, and will be approved for a period of three years

## **What The Teacher/Centre Should Be Aware Of**

All those submitting course details for review and verification should aim to provide information to indicate that the course would be suitable as CPD for a Reiki Practitioner. The submission should include a syllabus or list of topics to be covered, methods of training/teaching, documentation to be provided to candidates and any certification to be issued.

Both in person and distance learning courses may be considered.

## **What Information Is Required?**

The Teacher/Centre will need to complete the Course Review and Verification forms included in this pack, and provide a copy of the full syllabus for the proposed course, and evidence that they are qualified or experienced to run the course.

## **Cost**

The cost for this service is £120 per course to be reviewed.

## **How To Get Your Course Reviewed And Verified?**

1. Complete Course Review and Validation forms
2. Provide course syllabus
3. Provide CV or qualification certificates
4. Provide sample manual/handouts
5. Send cheque made payable to the "UK Reiki Federation", to:

CPD Course Review & Verification  
UK Reiki Federation  
2d Fitz Gilbert Court  
Castledown Business Park  
Ludgershall  
SP11 9FA

**Email:** [education@reikifed.co.uk](mailto:education@reikifed.co.uk)

*We will aim to provide feedback within 28 working days.*

## Request For Review & Validation Of CPD Course

<b>Teacher Name:</b>	
<b>Course Title:</b>	
<b>Training Centre Name <i>(if different)</i>:</b>	
<b>Address for correspondence:</b>	
<b>Location of Training if different from above:</b>	
<b>Contact Telephone Number</b>	<i>Landline:</i> <i>Mobile:</i>
<b>Email address:</b>	
<b>Website:</b>	

## CPD Course Information Form

<b>Course Title:</b>	
<b>Course Provider/Main Tutor:</b>	
<b>Proposed duration of study:</b>	
<b>Method(s) of delivery:</b>	
<b>Course Contact Hours:</b>	
<b>Directed Learning Hours:</b>	
<b>Sample of manual or handouts to be provided:</b>	
<b>Pre-requisites of course:</b>	
<b>Assessment criteria to be used prior to certification (<i>if any</i>):</b>	
<b>Type of certification to be issued:</b>	
<b>List of topics to be included:</b>	

## Checklist of documents required

*Please send the following:*

- Review and Validation form fully completed
- Course information form fully completed
- Syllabus
- CV or qualification certificates
- Sample manual/handouts

- Cheque No ..... (for £120)

*For alternative methods of payment contact the UK Reiki Federation office.*

CPD Course Review & Verification  
UK Reiki Federation  
2d Fitz Gilbert Court  
Castledown Business Park  
Ludgershall  
SP11 9FA

**Phone:** 01264 791441

**Email:** [enquiry@reikifed.co.uk](mailto:enquiry@reikifed.co.uk)

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