New Member Application Process

Note: If a computer, tablet or other online access isn’t available to you, please contact our Membership Team at the office so they can assist you to join by alternative means.

Step 1. Choose member category:

1. Review and choose the member category [See Definitions of the Reiki Australia Membership Categories in the box below];

Step 2. Gather your supporting documents:

1. Gather the required supporting documents & scan to pdf [NO photos, jpg, gif]:
   - Copy of Photo ID [ie Driver’s License];
   - Reiki Certificates [JP or Commissioner of Declarations certified];
2. Professional categories only [not Associate], please include:
   - First Aid Certificate;
   - Insurance Certificate of Currency covering Reiki [if available or after application].

Step 3. Commence application process online:

- A NEW membership application attracts a non-refundable administrative fee of $40.
- Visit Reiki Australia’s Member Portal
  - [https://reikiaustralia.wildapricot.org/Join-us/](https://reikiaustralia.wildapricot.org/Join-us/)
  - Or via the links available on the website www.reikiaustralia.com.au
- Make your payment with either a credit card or request an invoice and emails will automatically guide you through the process.
- You’ll receive your first email with further instructions;
- Begin completing your member profile by completing the information fields that apply. You must complete some ‘Mandatory Questions’ and you’ll be prompted of these automatically if necessary;
- Complete the supplementary form which will be emailed to you automatically. This form is to be returned with all other supporting documents. [The supplementary form is required as some information relating to an application cannot be entered via the online system and there is a legal declaration that requires a signature].
Step 4. Membership application review process:

➢ The Membership Team will review your application and documentation and update your member profile in the Member Portal.
➢ Photo ID [ie Driver’s License or other] is required with supporting documentation to comply with legal and insurance requirements.
➢ Application information and Reiki training certificates will enable approval or may need confirmation of questions to the Membership Team who will contact you.
➢ Upon approval, an email with your Membership Number and information about Professional Indemnity Insurance will be provided if not already in place.
➢ Insurance Certificate of Currency must include ‘Reiki’ and if you’re a Reiki teacher, it must cover ‘teaching’. When available, please upload to your profile and advise the Membership Team.
➢ Application process is to be completed by you [providing relevant requirements as requested] within 6 weeks or a new application fee may apply to continue.
➢ Application approval is dependent on meeting those requirements relevant to the membership category being applied for.
➢ You can always contact Membership Team for assistance if required by:
  o Email membership@reikiaustralia.com.au
  o Phone office on 07 5476 3331 or leave a message for a call back.

NOTE: Professional categories Reiki Practitioner and Combined Reiki Practitioner & Master/Teacher need to participate in activities that qualify for Continuing Professional Development [CPD] points per year.

Definitions of the Reiki Australia Membership Categories

For anyone trained in Reiki:

• **Associate Member**: member not recognised by RA as having a public practice. [Non-professional, volunteer or not, any level of training or type].

Suitable for those interested in professional membership:

• **Reiki Practitioner**: entry level professional member, must provide 10 treatment logs over first 12 months of membership, current Professional Indemnity insurance, first aid certificate [currently have 6 months to attain - need to provide date of training].
• **Reiki Master/Teacher**: Requires Professional Indemnity insurance only, has a public profile teaching practice only and First Aid is highly recommended.

• **Combined Reiki Practitioner & Master/Teacher**: entry level professional member, must provide treatment logs over first 12 months, current Professional Indemnity insurance, first aid certificate [*currently have 6 months to attain - need to provide date of training*].

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Additional professional membership options [subject to requirements, please enquire]:

• **Accredited Reiki Treatment Practitioner [ARTP]**: This membership category recognises a professional member of Reiki Australia for adhering to a higher standard of practice, who has provided treatment logs over 12 months, who holds current Professional Indemnity insurance and a current first aid certificate; completion of Unit 1 of Professional Development for Reiki Treatment is required for ARTP membership, unless the member is qualified and currently working in another Health Training Package modality.

• **Combined [ARTP] and Master/Teacher**: professional member recognised for higher standard of practice, provide treatment logs over past 12 months, current Professional Indemnity insurance, first aid certificate; completion of Unit 1 of Professional Development for Reiki Treatment is recognised as qualification for ARTP membership.

If you have any queries about this process, please contact the membership team for more information.

Thank you.