

YOUR HK ID NUMBER

Your Benefits

Fill out this form and send it directly to the Health Kinesiology home office. Please note that you must indicate which information is to be shown on the HK web site by marking the on each section of the Contact Information section. We will send you, by mail or email, your HK ID number and Password(s) which will allow you to:

- a. Access files in the HK Students Section of the HK website.
- b. Download the latest version of the HK class manuals for those classes you have taken (pdf format only). Parts of many manuals are produced in color in the original but most manuals given in class will be only in black & white.
- c. Download other materials appropriate for the classes you have taken. (For example, the HK Glossary, an updated Words List for HK 3, or new Sources of materials for HK 2.)
- d. Update your Contact Information (coming soon).
- e. Receive referrals for prospective clients, if you wish. We will offer name, phone, email, city, but not addresses. We reiterate: HK will never sell, trade, give away, or use for non-HK purposes any information you give us. We respect your Privacy and Wishes. We do take precautions on the HK web site to prevent your information from being copied *en mass* by special programs used for that purpose.

Please note: This Record Form is intended only for your Official HK Classes. If you want to include other appropriate training do so with only one summary entry on the bottom line of the Form. "hours=xxx". This would be the *total* of all other hours. You may send us an update at any time.

We must have your signature, so mail, fax, or email a scanned copy of your forms to the HK home office. See an additional online option on the next page. We do not need these two instructions pages!

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Canada

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email: forms@subtenergy.com or hk@subtenergy.com

As the HK Student section of the website develops you will not only be able to download to your computer the most current version of the class manuals, but also some other materials. Certain of these will be free in a black & white version or for a small fee you will be able to obtain the color version. For us to send you an already printed paper copy is much more expensive due to cost of printing and shipping, not to mention the labor involved, but that option will usually be available also. Many of the files are very large because of the graphics. Most files will be in pdf format, and are intended to view on screen or, for some, print with a laser printer. Non-laser printing may not have the full clarity and quality. All HK Teachers are asked to send appropriate additional materials to be placed on the website for all HK students to download. If you have received something in class you think all HK students should know about ask them to forward it to us. Be mindful of copyright issues—we must have written permission from the copyright holder to post the material.

Most customized materials, such as the *Practitioner Manuals*, will not be available on-line, as the actual printing and binding is specially done and customized for you.

There will also be a *By Subscription* section with important information available in no other way, not even in classes or lectures.

The latest information about becoming Certified as an HK Practitioner, becoming an authorized HK Teacher, and so on will also be on line. Certain materials for Practitioner Certification require paying the Application Fee before you can get them.

You can also send files to us online at the web site. Ask us for the procedure if you have something to send us. Afterwards you *must* send us an email saying it is there, as we do not routinely check. If this feature is abused it will be turned off.

Other things will be added over time.

If you have taken several HK classes other than this one you should also fill out the class attendance form indicating which class, the teachers, the dates, and the locations, if you have not already done it, so that we may be certain our records are up to date and that you will have access to all the appropriate information on the web site. Please send this information directly to the HK Office so we may receive it faster.

Also, for referrals we need to be able to indicate the amount of HK training you have received. For now Referrals are free. We want to keep it that way by using the web site for prospective clients to directly find which practitioners are available. We get MANY requests, from various countries.

If you want to have an enhanced Referral page you may include a color photo and a description of your work. We must charge a small fee for this.

This on-line referral service requires us to change our database program and to change the host for our website as well as to make other changes to our web pages, so it is taking some effort. Please do your part by sending us this information now.

This Form will be available in every HK course manual and online. Ask your teacher for it.

Feel free to pass this information to other HK students, as not everyone will receive it directly.

WEB Access & Referrals Information Form

➔ ➔ **PLEASE PRINT CAREFULLY!!** Fill out completely even if you have done so before.

name (include any title)	first Last	today's date dd/month/year	
preferred contact address circle: work home			
<input type="checkbox"/> city		state / prov / county	
<input type="checkbox"/> country		postal code	
secondary contact address circle: work home			
<input type="checkbox"/> city		state / prov / county	
<input type="checkbox"/> country		postal code	
<input type="checkbox"/> email			
<input type="checkbox"/> web page			
<input type="checkbox"/> home telephone		<input type="checkbox"/> home fax	
<input type="checkbox"/> work telephone		<input type="checkbox"/> work fax	
<input type="checkbox"/> mobile / handy / cell		<input type="checkbox"/> other email	
<input type="checkbox"/> other telephone		<input type="checkbox"/> other (specify)	
Have you been <i>Certified</i> as an <i>HK Practitioner</i> ? (circle one) Yes No When? By Whom?			
Please indicate with <input checked="" type="checkbox"/> which locations you wish us to make available on the website.			
I wish to receive <i>Client Referrals</i> directly or via the HK web site: (circle one) Yes No			
Do you want a photo included with your referral information? Yes No (email us a good color photo)			
I have practiced HK for ____ Years.	I specialize in:		
Any other information you want to add?			
I Agree, with this Contract: that all materials I obtain from the HK web site or through HK Courses are for my own personal use only and I will not give away, sell, share, copy, or otherwise violate the International Copyright terms as set forth in Canada or the USA. Furthermore, I will keep all access codes and passwords confidential and will not share them with anyone. I understand that codes will change periodically and I must keep HK informed of address changes in order to stay updated.			
I Agree	Signature:		
Form Updated: 10 Dec 2004	Print Name:		

This Class	Dates	Location	Teacher	Hours