

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

Remimeo
Students

HCO POLICY LETTER OF 16 MAY, 1965.

ISSUE III

TECH DIVISION

ACADEMY
COURSES

GENERAL REMARKS

ZERO COURSES

HUBBARD RECOGNIZED SCIENTOLOGIST

On all new check sheets of Zero Courses, include the following on both the (Theory) Certificate Course and the (Practical) Classification Course:

- (1) E-Meter Tone Arm.
- (2) Analysis of Case Condition by Tone Arm.
- (3) HCO Policy Letter of Apr 2, 1965 and (on Classification Course) drills for same.

TRS WITH METER

All Academy TRS will now be done with an E-Meter before the student and his coach holding the cans, whether the Meter is being used or not.

AUDITORS REPORT

All Academy TRS and auditing for supervisor inspection must have an Auditor's report form close to the student's hand, whether kept or not.

Materials on how to keep an Auditor's Report must be included on both Zero Courses (Certificate and Classification).

If a report is actually written during the drill or session the student must be made to put it carefully in a folder and file it.

This is all part of his training.

FIRM POLICY

A student must be trained only with the tools of his trade to hand.

Therefore in an Academy the Supervisor must not omit what an auditor actually uses in sessions whether it is covered in the levels training or not.

This therefore includes a card table, a ball point, as well as a Meter and a "preclear" and an Auditor's Report.

Do NOT let a student be trained with the tools absent. In upper levels the unfamiliarity of the tools causes them to stumble.

Academies may not supply Meters or give away Auditor's report pads work sheets or ball points. If no Meter is available use a similarly coloured and shaped box with a dial painted on it and cards and cans attached and urge the student to get a Meter. The Academy furnishes card tables and chairs. An Academy must not use solid desks or solid tables in training as they are too hard to move about and too expensive.

ZERO VOCABULARY

The 13 word Vocabulary belongs in the Beginning Scientology Course.

A Zero student is expected to learn all common Scientology words in current use up to the number of 200.

ZERO CERTIFICATE COURSE

A student is supposed to study evenings and week ends during the day-Zero Certificate Course - and any day-Certificate Course. The evening student is supposed to study on week ends during the Evening Certificate Course and evenings on the Week End Certificate Course. Those not so studying must be reported to Ethics. Supervisors must assign what is to be studied off course.

This is true of all Certificate Courses.

Classification Course students must frequent the Free Scientology Centre when not in class in those periods assigned to study in the Certificate Course. If not in action at the Free Scientology Centre, the student is expected to be gathering his Auditor's reports elsewhere for presentation to the Examiner as Examination is to occur at the exact end of the Classification Course completed check sheet, no matter when that occurs.

EXAMINATIONS

Zero Certificate Exams and all other Certificate Exams consist of verifying that the data was actually studied.

ZERO CLASSIFICATION

Exams are by written Exam and by inspection of the submitted auditing reports.

Where there is not yet a Department of Review, the student who fails is returned to Course. It will be found however that this is a very catastrophic procedure and a Review Cramming Section should be instituted as soon as possible. When it is there, an Examiner never returns the student to Course but sends to Review.

TWIN CHECKING

Twin Checking proceeds with the slight change that the twins are not coauditors, but may assist each other by auditing if they wish but not with regular sessions on Course time.

Twins are for Theory Checking on the Certification Course and for Practical Drills on the Classification Course.

Until all check sheets and materials are to hand the D of P must cope. Additions to a check sheet may be written in on old check sheets but not while the student is on it, and only for the next student to be given it.

ZERO COURSE

The basic point of Zero today is Find the Auditor. "Look at me who am I?" "Who would I have to be to audit you?" is the type of process that best defines the Level - Recognition.

L. RON HUBBARD

LRH:mh

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