HUBBARD COMMUNICATIONS OFFICE                                    ( Issued HCO WW-Re-issued HCO DC)
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## STAFF THETA CLEARING COURSE

Here are some notes on how to run Staff Theta Clear Courses, sent in by John Damonte, Director of Processing, London.

THE IMPORTANT POINT IS TO KEEP UP WITH the preclear's growing ability and willingness to confront his O/Ws. Do it every session.

### 1. SUPERVISOR'S DUTIES:

a.   Auditors taking part are responsible for their sessions.

b.   Sessions are not interupted by Supervisor:: but he will go around all teams and may advise auditors by slipping a note in his lap.

c.   The presence of the Supervisor is necessary so that he can answer questions on rundown or give an opinion at auditors requests during breaks.

d.   The Supervisor checks on teams requirements and sets the times.

e.   Supervisor will announce and give any necessary briefing about and changes in the rundown.

f.   Supervisor should ask the D of P for any information he requires about the rundown.

g.   Auditors should keep to the rundown and use Model Session procedure.

h.   When Auditor/Pc are drilling in Model Session and presession procedures, the Supervisor should help to get the team up to HGC standard in order to get into session.

### 2. HOW TO RUN SESSIONS AS PER HGC RUNDOWN

I.    Preclears are being run to complete the Sessions Times. Auditing time is precious to pc.

II.   No pc may be run on two-way comm, confront, help or other processes until a process has been found that remedies his hhavingness and brings the tone arm to clear read.
      In HGCs all Auditors do hereafter use Model Session form immediately that a Havingness and a Confront process are established for a particular pc. Thereafter all sessions shall be in Model Session form. The purpose of this is to get the rudiments covered to the end of obviating ARC breaks and PTPs, the only two things which can stall a case which has once gotten started.

III   O/Ws on the Auditor or other terminals may be considered a preliminary process as it assists duplication and therefore Havingness. IT IS NOT, HOWEVER, to be considered a Havingness process for the purposes of running a case.

IV    HAVINGNESS AND CONFRONT PROCESSES, mean't herein are those of the 1st Saint Hill ACC issued in contemporary bulletins.

V     Read and study carefully PRESESSION II, TONE ARM BULLETINS, POWERFUL PRESESSIONS ADDITIONS, THE PRESESSIONS OF 1ST SAINT HILL ACC (II to XXXV), REGIMEN 1 to 6, and any further bulletins revelant to the present rundown.

VI    Your pc is audited to regain his confidence and self-determinism; your aim is to clear him.

VII   All auditors must be conversant with Presessions I, II; Regimens 1,2,and 3; Model Sessions and Havingness assessments before being allowed to audit in this unit. They will get coaching to that end.

VIII  Do not Script-write your pcs case and ask relevant questions.

IX    Do not go on auditing over and ARC break or PTP, you have Model Session for that purpose; always get your sessions nicely cleaned up. This is predominately important.

### 3. SOME ADDITIONAL ITEMS TO ALL THE BULLETINS OF THIS RUNDOWN.

1.   The first main step is to establish a Havingness process that fits the case.

2. You start the session as per bulletin of Presession II and you try the Havingness processes given in various Bulletins. (the Presessions are numbered II to XXXV).

3. You select the Havingness process that gives you the best Tone Arm change and run it.

4. You will find the corresponding confront processes to be most suitable, but you are equally advised to know of the others in case your pc requires another confront process.

5. Read Bulletin of September 15, relating to Tone arm and know your meter well.

6. Keep your altitude up; do not discuss your Pc's case with any of the other participants.

7. Fill in reports legibly, keeping to processes run, T/As movements, technical opinions and omitting significances.

8. The times will be as per separate schedule or special announcements, 1st Saint Hill ACC's tapes will be played regularly.

9. As soon as you have established the right Havingness and Confront processes and then started Model Session, you run the selected Presessions until tone arm settles at clear read for a session before embarking into Regimen II or III.

10. If your pc has had a Havingness run on him, and you find him now sitting high on the meter with little change, you have not checked O/Ws, PTPs or ARC breaks thoroughly during your Model Session.          *process

11. Talking does tend to reduce a difficult pcs tone level.

12. No significance process moves a low graph case.

13. A pc is not enough there before he is consistently reading at Clear to do any thing but cut up his havingness with talk in the session. His postulates are not sticking yet - he ARC breaks unexpectedly.

14. In some cases, some confront processes could handle well PTPs or ARC breaks for somebody who reads off clear.

15. You are making the pc more self-determined. Some pcs may starve to be other-determined, so don't fall into that trap, stick to your rundown and wait for the tone arm changes to occur.

16. A case will not advance appreciably until the pc can remedy objective Havingness. This is your entrance point of the case. Read Bulletin of September 29. Don't omit your obnosis of a case, you can shift some cases that are bogging by not-ising everything, with; -
"What order was disobeyed?"
"What intention was not follwed?"

17. The rule is that is a tone arm does not shift more than one division on a meter dial in an hour you should try another presession.

18. If pc dramatises consistently, it is essential not to let him continuously dramatize; these are only circuits which are useless to run. Switch to Havingness directly dramatization happens.

19. If pc is getting havingness from a process and the case stalls, i.e., pc finishes at 2 and comes in again reading at 6; there is something in PT situation he can't duplicate (PTP or ARC break, Mest or Auditor). This adds up to overts. So check carefully but carefully. For example run: "What question shouldn't I ask you?" If he comes across with an overt or two, it works; don't stop there, it is a code break, carry on with the process and get more overts off. The only reason a case stalls is that the pc cannot duplicate or have something whether it be MEST the auditor, a PTP or whatever it is. Get it off and proceed with the Havingness process that remedies his havingness.

20. Another way to handle a case that really bogs is to run Regimen 6 on a MEST terminal that represents the terminal of his PTP.
The MEST terminals are to be found in the following: Matter, Energy, Space, Time, Form, Location and Motion. If any of these MEST terminals is unreal to the pc stick to the PT terminal, it will resolve it.

21. When checking for PTPs, ARC breaks, check thoroughly, if you persist well you will get a reaction on the meter.

Keep this rundown handy with all your bulletins. Watch for subsequent amendments.

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LRH:js:et:bs                                    Issued by: ROSAMOND HARPER
                                                HCO Technical Secretary WW