

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

Sthil Students. HCO POLICY LETTER OF MAY 21, 1962.

Academies.

TRAINING
CLASSES OF AUDITORS.

(Revised from HCO Policy Letter of 14 May 1962).

The following outline of materials is to be used for compiling check sheets and gives the fundamental skills and understandings by class for Academy HPA/HCA, Class II, and Saint Hill Courses.

An Academy HPA/HCA teaches up to Class IIa which is the equivalent of HPA/HCA and results in the award of that certificate. The highest level of skill of an HPA/HCA is expected to be repetitive processes, assists, and the CCH's combined with Prepchecking.

Anyone retreading at an Academy should be considered to need all check sheets for Class II skills. This is the Academy Class II Course.

While this material will be set out in full in future lectures and HCO Bulletins, Academies should begin by using what they have to hand.

Class IIIa and IIIb material is to be taught at Saint Hill in addition to Class II skills.

This outline is released so that instructors can proceed with what materials they have, converting to this outline at once and using new materials being released to keep their check sheets up to date.

It will be noted that all sections of a class are concurrent with each other and are not taught consecutively. The auditing section lags only a bit behind the other two.

Class Ia: It is expected that the student know the basics of Scientology and be able to do duplicative processes.

Theory Section: Auditor's Code, E-Meter Essentials, Basic Scales, Dynamics.

Practical Section: Complete CCH Section of HCO Policy Letter of May 3, 1962.

TR 0, 1, 2, 3, 4. Model session. The complete E-Meter check Items on HCO Policy Letter of May 3, 1962.

Auditing Section: Op Pro by Dup and SCS. Assists.

Class Ib: It is expected that the student be able to do a good session with an E-Meter and repetitive formal processes.

Theory Section: Communication Formula. E-Meter Tapes, tapes on the theory and attitudes of an auditor, Code of a Scientologist. Basic materials on ARC and ARC straight wire. Havingness.

Practical Section: Model session section of HCO Policy Letter of May 3, 1962.

Auditing Section: ARC straight wire done in Model session. Havingness. Repetitive formal processes.

Class IIa: It is expected that a student be able to get good results with Prepchecking and CCH's.

Theory Section: HCO Bulletins and Tapes on Prepchecking. Tapes on CCHs. Axioms.

Practical Section: Handling PC part of HCO Policy Letter of May 3, 1962. Pertinent items of the Practical Processes Section of HCO Policy Letter of May 3, 1962.

Auditing Section: Prepchecking by HCO Policy Letter forms and HCO Bulletin of May 10, 1962 and CCH's. (The Prepchecking is done in conjunction with CCH's, some of one, some of the other alternately.)

Class IIb: It is expected that the student have a complete command of the fundamentals of sessions and E-Meters at an advanced level.

Theory Section: Auditor's Code, E-Meter Essentials, Havingness, E-Meter Tapes.

Practical Section:

TR's: TR 0, TR 1, TR 2, TR 3, TR 4.

E-Meter: Trimming, On-Off Switch, Sensitivity Knob, Tone Arm Handling, Needle Pattern Reading, Nul Needle, Theta Bops, Rock Slams, Falls, Rises, Speeded Rise, Speeded Fall, Slowed Rise, Slowed Fall, Ticks, Free Needle, Stuck Needle. Body Motion, Tiny Reads, Testing for a Clean Needle, Finding Hav Process.

Model Session: Script; Beginning Rudiments; End Rudiments; Rudiment Doingness: Room, Auditor, W/H, PTP, Untruth etc, Influence, Commands, Session W/H's, Auditor, Room. And other drills as required.

Auditing Section: None.

Continued

Class IIc: It is expected that the student have a theoretical and practical level command of processes for this lifetime and be able to audit a skilled Model Session with havingness and be able to keep all rudiments in.

Theory Section: Basic HCO Bulletins and Tapes on Prepchecking and the CCH's, Axioms, Basic Rudiment Processes, Tapes and Bulletins.

Practical Section:

CCH's: CCH 1, CCH 2, CCH 3, CCH 4.

Two-Way Comm: Drill.

Handling PC: Detecting Missed W/H's, ARC Breaking Pc's, Getting Off Missed W/H's, Getting Off Invalidations, Q and A-ing with Pc.

Practical Processes: ARC break action by goals, Finding Overts, Forming What Questions: When, All, Appear Who System, Fending Bottom of Chain, Cleaning a Needle Reaction, Cleaning a Dirty Needle.

Auditing Section: Beginning Ruds, Locating Havingness process and running it, and End Rudiments (1 hour sessions only) Short Sessioning.

Class IIId: It is expected that the student acquire a high level skill in handling the CCH's and Prepchecking and administer these perfectly in an auditing session.

Theory Section: Completion of CCH and Prepchecking Bulletins and Tapes.

Practical Section: Getting pc into Session, Getting pc Out of Session, Controlling pc's attention, Holding up against pc's suggestions, Creating R Factor, Holding Constant Against Adversity. And other drills as required.

Auditing Section: Prepchecking and CCH's. Form 3 and Form 6A completed.

Class IIIa: It is expected of a student to have a theoretical and practical command of the basics of assessment.

Theory Section: Basic bulletins and tapes on Assessments. Problems Intensive, Advanced HCO Bulletins and Tapes on Rudiments.

Practical Section: Pre-Hav Assessment, Listing, Testing Completeness, Nulling, Checking, Getting Missed W/H's Off, Getting Item Invalidations off, Room End Rud, Getting Suppressions off, Cleaning Needle Reaction, Cleaning Dirty Needle, Getting more goals or items. And other drills as required.

Auditing Section: None.

Class IIIb: It is expected of a student to have a high level command of the theory and practical aspects of Class III skills and be able to audit by assessment.

Theory Section: Further Bulletins and Tapes on Assessments, Basic Routine 3 process bulletins and tapes.

Practical Section: Getting pc into Session, Getting pc out of Session, Controlling pc's attention, Creating R Factor, Holding up against pc's suggestion, Holding Constant against adversity. And other drills as required.

Auditing Section: Dynamic assessment, Pre-Hav Assessment, Problems Intensive.

Class IIIc: It is expected of a student to have a high level command of Routine 3 processes and to audit them with skill.

Theory Section: Routine 3 processes as given in Tapes and Bulletins. Auditing and auditing attitudes.

Practical Section: Review of any weakness in Practical and other drills as required.

Auditing Section: Current Routine 3 process.