

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

HCO Secs
HCO Board of
Review
Central Orgs.

HCO POLICY LETTER OF OCTOBER 19, 1962.

PREPARATION OF HPA/HCA CERTIFICATES

No HPA/HCA graduate should be considered released from the Academy until he has fully completed Course requirements and he has passed his Oral and Written examinations and has satisfactorily completed his Certificate Application Form. Delays in completing these last three items should be minimal.

Providing his Course fees have been fully paid, or satisfactory arrangements have been made for completing payment, on the day that he is released from the Academy the new Graduate is to be handed his HPA/HCA certificate.

Therefore, instead of waiting until Course completion for preparation of certificates as previously, on date of commencement of HPA/HCA Course a despatch is written by the Director of Training to the HCO Board of Review giving the full names of the new students who have commenced on Course.

HCO Board of Review will then proceed immediately with the preparation of these certificates. This follows the normal procedure except that after I have signed them and sent them back, they are placed in the Valuable Documents Safe and remain there until date of issuance. They are NOT to be embossed with the HASI Seal until the date on which the certificates are actually handed to the new graduates.

Delays in certificate issuance are to be obviated completely.

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L. RON HUBBARD