

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Academics  
Sthil Students

HCO POLICY LETTER OF FEBRUARY 13, 1963  
ISSUE II

Tech Dir  
D of P  
D of T  
Acad Admin  
D/N HCA Theory Inst.  
D/N HCA Pract. Instr.  
D/N HCA Aud. Instr.  
Class 2 Instrs.  
HCO Area Sec  
Org Sec

ACADEMY TAUGHT PROCESSES

The following processes must be taught in all Academies:

1. The CCHs.
2. Assists.
3. ARC Straight Wire.
4. General O/W.
5. Pulling Missed Witholds.
  
6. Assist type Prepchecking using Suppress and Invalidate buttons only using a time period.
  
7. General Repetitive Prepchecking against a specific time period, big Mid Ruds and 18 button prepchecks.
  
8. Specific Repetitive Prepchecking against a subject (auditing, listing, Item or  
9. A Problems Intensive, Goal).
10. Routine 2-12A.
11. Routine 3-M.

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It is recommended that all these are not taught in one course.

An HPA/HCA certificate should include up to 9 above (Problems Intensive).

A higher level course should take in Routines 2 and 3 (BSen or Hubbard Clearing Scientologist).

The higher course need not be a completely separate course but run along with the usual Academy Course on different check sheets.

A Saint Hill Graduate must be in close supervision of a course teaching Routines 2-12A and 3. 2-10 and 2-12 are now included as 2-12A.

HPA/HCA's of earlier years, certificate in hand, may be entered as trying for BSen or HCS (U.S.) even though passing the Prepcheck materials as well as Routines 2 and 3.

No Classification may be assigned by reason of course attendance and examination only. Time on Staff or Saint Hill training are required for a Valid Classification even though "Valid for 2-12" is stamped on a certificate.

With processes settling down we can get our house in order.

LRH:dr:pc  
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