

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

Remimeo
BPI
Franchise

HCO POLICY LETTER OF DECEMBER 11, 1964.

FULL TABLE OF COURSES AND CLASSIFICATION

CLASSIFICATION CORRECTION

Due to various recommendations of National Committees it has become necessary to maintain a sliding scale of fees for training and for more vital reasons, to make HAS a fully accredited Academy Course.

This alters recently released Classification data.

There is a Class Zero. Examination for Classification will take place on the same basis as for any other class.

This makes the following complete training certificate and Classification Schedule. This changes conflicting policy earlier released and finalizes certification and classification.

COURSE CALCULATION ALL COURSES

An "Academy day course" shall be four weeks long, five days per week, 8 hours of on course time per day minimum. (Excludes lunches and breaks). An evening course must contain 160 hours of actual course time, (no breaks included.) This means 52 evenings of three hours each or any other means of getting 160 hours of instruction in evenings.

A weekend course must contain 160 hours of course time. (No breaks or lunch or dinner time included.) This can be 16 weekends of 10 hours per weekend or any other multiple that gives 160 hours on weekends.

An organization may not have both an evening and a weekend course unless they have 300 students routinely in their Academy. They have to choose one or the other by local choice. Weekend courses are usually more successful than evening courses in terms of student ability as the student is fresher and has more consecutive class hours. A day course is usually far more productive of student skill.

COURSE DEFINED

An Academy Course then hereafter means 160 hours of Class Instruction to Certificate for all Levels Zero to IV.

CERTIFICATION AND CLASSIFICATION TABLE

The PE Course is not an Academy Course. It however may continue to be taught.

First enrollment, Level Zero. No prior examination. 160 course hours duration. Certificate Hubbard Apprentice Scientologist. Awarded without examination.

First Classification: Prior to entering the next course (hours or weeks or months before) the student must take a written and practical examination for CLASS ZERO. If the student passes he is at once awarded his Classification by HCO and it is sealed on his HAS Certificate or given by letter and then sealed.

Second Course. Level I. Hubbard Qualified Scientologist. Prerequisite, HAS course and certificate. No prior classification required. 160 course hours duration. Certificate awarded without examination: Hubbard Qualified Scientologist.

Second Classification: Prior to entering the Level II course, hours or months, the student must take his written and practical Classification examination for Level I. On passing he is at once awarded his Class I Classification and it is certified by HCO letter or stamped and sealed on his certificate. If the student has not passed a prior classification exam and is not Class 0 yet, this second examination is the Class 0 examination and on passing it he has Class 0 awarded by HCO by letter or stamped and sealed on his highest certificate. He may also take his Class I examination as soon afterwards as he sees fit.

Third Course Level II. 160 Academy hours. At course end, regardless of class as usual, he is awarded his certificate without examination as Hubbard Certified Auditor.

Third Classification, Class II. Prior to entering his fourth course, hours or months the student may take his Classification examination for Class II. If passed it is signified as usual by HCO. If the student has no classification up to this point, this examination is for Class 0. If he has no Class I yet, it is for Class I. He may take the other higher classification examinations as soon as he wishes.

Fourth Course, Level III. 160 Academy hours. On completion, awarded certificate without examination as Hubbard Professional Auditor.

Fourth Classification, Class III. Prior to entering his fifth course, Level IV, hours or months, the student may take his classification examination for Class III. If he has no classification to this time, the same procedure as earlier is followed.

Fifth Course, Level IV. This like all other courses may be entered whether the student has passed his examinations or not. After 160 Academy Course hours, the student, without examination, is given his Hubbard Clearing Scientologist Certificate.

Fifth Classification, Class IV. Prior to his entering an R6 course a student, after January 1, 1968, must bring all his classifications up to Class IV before entering an R6 course, whether this is done at an organization or at Saint Hill, and no matter where the R6 course is taught.

Sixth Course, Level VI. Without training hours limit, but with a minimum of 400 course hours, the student completes the course by a completion of all check sheets or additional work assigned, and results in an award of Hubbard Senior Scientologist.

Sixth Classification, Class VI. Examination given before the end of the Sixth Course and if passed, an award of Provisional Class VI is given by notification permitting the student to audit Class VI materials. When a successful period of observed auditing ensues, the Classification is confirmed as Class VI and the fact is attested by letter or by sealing and stamping the certificate. If the auditing period is not successful or for any other detrimental reason, the provisional classification may be retained. If the reasons are very detrimental, the provisional classification may be withdrawn. This however cancels no earlier classification.

TABLE OF AUTHORIZED COURSES.

Field Auditor: PE Course. Curriculum as taught in Central Orgs over the years, based on the Dublin Personal Efficiency Course.

Franchise Holder: PE Course. Already granted permissions to teach HAS and HQS expire on January 1, 1966. Curriculum until then must exactly follow recent HCO Bulletins outlining these two courses. HCO must give all Classification examinations to Franchise holder students.

City Office: PE Course permitted but not required. HAS, HQS and HCA. Permission to teach HCA expires January 1, 1966, at which time City Offices will teach only HAS and HQS.

Central Organizations: PE Course may be taught but is not recommended for Central Orgs. Must teach HAS, HQS, HCA, HPA and HCS Courses. A Central Organization will be reviewed on its student record on January 1, 1968 to establish the possibility of its teaching an HSS Course but permission not guaranteed and only one will be granted in a national area, if granted.

OBVIOUS CONCLUSION

From the above it will be obvious that active Field Auditors are expected to become Franchise Holders in the future, that Franchise Holders will become City Offices, that City Offices will become Central Organizations and the national headquarters will become, eventually, a university. Aside from an expectancy that Field Auditors will continue to become Franchise Holders, no drastic upgrade is expected until after January 1, 1966.

Auditors equipped to do so, on becoming Franchise Holders may still apply for permissions to teach HAS and HQS but these permissions all expire for Franchise Holders on January 1, 1966. On or before that date a new type of PE Course will be released for Franchise Holders to teach. And there is a possibility that Franchise Holders may be newly granted permission to teach HAS on January 1, 1966 depending entirely upon their teaching record with HCO WW.

As Field Auditors were teaching only a PE Course as an HAS Course, this is more a change of name than a refusal to permit them to teach. They may go on teaching the same course, but must call it a PE Course and must not call it an HAS Course.

Whether or not a City Office goes on teaching the HCA Course after January 1, 1966 depends entirely upon its activity. This matter also is subject to review on January 1, 1966.

Franchise Holders who are behind-hand in their contributions to HCO WW are, as always, subject to franchise suspension or cancellation. If a franchise is suspended, teaching in progress may go on but no further students may be enrolled. If a franchise is cancelled, the existing students may be graduated, but will be very vigorously examined as to teaching quality or a poorly scheduled and careless course can be a grounds for cancellation if not mended when called to the Franchise Holder's attention.

A Central Organization or City Office, Until January 1, 1968, may teach any course they are allowed to anyone enrolling, regardless of former certification. This is to the end of improving auditing skill. They may not, after January 1, 1965, teach and special or data courses other than their regular Academy Courses at the specified rates.

Until January 1, 1968, then, the policy of not retraining auditors is waived. Until January 1, 1968 any student enrolling for any course in the period from January 1, 1965 to January 1, 1968, regardless of training prior to January 1, 1965, may be directed into any lower course being taught at the Academy wholly and only at the discretion of the Director of Training. This is to resolve the impossibility of teaching someone at current Level IV who has not been well grounded, for instance, in Level III. Adjustment of training will have to be done until Jan 1, 1968 certainly, until the bulk of training activities have cared for gaps in an auditor's education prior to January 1, 1965.

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