

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 OCTOBER 1971
(Cancels HCO PL 15 Apr '71 HQS Course Checksheet)

Remimeo Revised and Reissued 22 April 72
HQS Course (Correction in Script
HQS Course Supervisors v. 7, No. 14)
Div 6 Dept 17 Hats

HQS COURSE CHECKSHEET

NAME _____ DATE _____

ADDRESS _____

ORGANIZATION _____

REQUIREMENTS:

BOOKS: The Problems of Work
Fundamentals of Thought
Scientology 0-8
Dianetics '55
Self Analysis
Scientology Dictionary

Only the chapters on this checksheet are part of this course. You may read the remainder of the books in your own time or after completion of the course. (Available from the bookstore)

PENS: Blue or black

PAPER: Full size, lined or blank note paper

Upon satisfactory completion of this course, the student will be awarded a Hubbard Qualified Scientologist Certificate.

The HQS Certificate does not authorize the right to teach the HQS Course. It does authorize graduates to run the processes on this checksheet outside the organization.

IMPORTANT NOTE: Do not go past any words you do not understand. Always look them up using the Glossary at the back of your Course pack, the Scientology Dictionary or an English Dictionary and put the word into a few sentences of your own so that you are certain you understand the word. Then go back to just before the word and continue reading.

This is your H. Q. S. Course Checksheet. Each item is marked off with initial and date as you go along. Theory materials are signed off by the student as an attestation that he has read, understands and can apply. Items on the checksheet marked as drills, clay demonstrations and practical must be signed off by the Supervisor of the Course.

If you come to an item marked "After Class Practical" and it is not after Class time yet, you may go on to the next items

on the checksheet until it is after class time. The "After Class Practical" item is then done directly after class and the report on the results is handed in to your Supervisor first thing the next morning. Other than for this exception, all items are done one by one in the order they are given on the checksheet.

SPECIAL NOTE:

Those students on the New Life Without Drugs Programme are required to do Training Drills 0-9 on a gradient 2-3 times.

WHAT DOES THIS COURSE DO?

1. It teaches one how to correctly study and what are the mechanics of learning any subject.
2. It tells you what Scientology is and its background.
3. It makes a person able to confront, intend and control anything in life.
4. It tells you how to become more efficient, how to handle confusions in life and how to prevent exhaustion.
5. You will learn how to handle people, how to increase understanding.
6. It gives basic data on what man and this universe consist of, and what exactly is a person's mind.
7. It enables a person to gain better control of his body, better communication with his environment, an improved memory and teaches one how to do this so that he can help others achieve this.
8. It assists in relieving a person of the need for drugs or alcohol.

A. STUDENT ORIENTATION SECTION

- | | | | |
|----|--------------|------------------------------------|---|
| 1. | INTRODUCTION | at front of Scientology Dictionary | _____ |
| 2. | HCO PL | 7 May 69 | Students Guide to Acceptable Behavior _____ |
| 3. | HCO B | 26 Oct 70 | Definition of a Student _____ |
| 4. | HCO B | 27 Oct 70 | The Intention of a Student _____ |
| 5. | HCO B | 16 Oct 68 | Supervisor's Duty _____ |
| 6. | HCO PL | 24 Oct 68 | Running the Class _____ |
| 7. | HCO PL | 21 Oct 71 | Study Points of the HQS Course _____ |
| 8. | HCO B | 19 Jun 71 | Study Definitions for the TR Course _____ |
| 9. | HCO B | 25 Oct 71 | Drug Drying Out _____ |

B. WHAT SCIENTOLOGY IS

1. Look up the word "Scientology" in the Scientology Dictionary and make up a few sentences with it until you are happy that you understand it. _____
2. Look up the word "Scientologist" in the Scientology Dictionary and make up a few sentences with it until you are happy that you understand it. _____
3. Life of L. Ron Hubbard _____
4. My Philosophy by L. Ron Hubbard _____
5. The Meaning of Scientology _____
6. The Code of Honor _____
7. The Aims of Scientology _____
8. HCO PL 14 Feb 65 Safeguarding Technology _____

C. SCIENTOLOGY STUDY SECTION

1. HCO B 25 Jun 71 Barriers to Study _____
2. HCO B 11 Oct 67 Clay Table Training _____
3. HCO B 6 Jul 71 Clay Demo Errors _____
4. HCO B 30 Oct 70 Clay Demos _____
5. Clay Demo: Using the data in (2), (3) and (4) above, do a clay demonstration of:
 A. A pencil _____
 B. A Book _____
6. HCO B 23 Feb 71 Gradient Scales _____
7. Clay Demo: A gradient scale for learning how to run. _____
8. HCO B 1 Jul 71 The Three Types of Word Clearing _____
9. HCO B 31 Aug 71 Confused Ideas _____
10. Clay Demo: From the data in (1), (8) and (9) above do a clay demonstration of a misunderstood word and how it effects a person. _____
11. HCO PL 16 Mar 71 What is a Course? _____

D. TRAINING DRILLS 0-4

1. HCO B 16 Aug 71 Training Drills Modernized _____
2. HCO B 16 Aug 71 Breakthrough TR Course _____
3. HCO B 2 Jun 71 Confronting _____
4. HCO B 16 Aug 71 Training Drills Modernized:
 Section on OT TR 0 Confronting _____
5. Clay Demo: The purpose of OT TR 0 _____
6. Drill: OT TR 0 being there comfortably and confronting _____

7. HCO B 16 Aug 71 Training Drills Modernized:
Section on TR 0 Confronting _____
8. Clay Demo: The purpose of TR 0 Confronting _____
9. Drill: TR 0 Confronting _____
10. After Class Practical:
 - A. After class, observe various people and how well or badly they confront. _____
 - B. Write up the results for your Supervisor. _____
11. HCO B 24 May 68 Coaching _____
12. HCO B 16 Aug 71 Training Drills Modernized:
Section on TR 0 Bullbait _____
13. Clay Demo: The purpose of TR 0 Bullbait _____
14. Drill: TR 0 Bullbait _____
15. HCO B 21 Jun 71 What is Communication? _____
16. Clay Demo: The Communication Formula _____
17. Book: Dianetics '55, Chapter VII "Communication" _____
18. After Class Practical: Talk to the people you meet and observe the various parts of the Communication formula. Write up the results for you Supervisor. _____
19. HCO B 16 Aug 71 Training Drills Modernized:
Section on TR 1 Dear Alice _____
20. Clay Demo: The purpose of TR 1 Dear Alice _____
21. Drill: TR 1 Dear Alice _____
22. HCO B 7 Aug 65 Premature Acknowledgements _____
23. HCO B 16 Aug 71 Training Drills Modernized:
Section on TR 2 Acknowledgements _____
24. Clay Demo: The purpose of TR 2 Acknowledgements _____
25. Drill: TR 2 Acknowledgements _____
26. After Class Practical: Practice your TR 1 and TR 2 in various conversations. Write up the results for your Supervisor. _____
27. HCO B 16 Aug 71 Training Drills Modernized:
Section on TR 3 Duplicative Question. _____
28. Clay Demo: The purpose of TR 3 Duplicative Question _____
29. Drill: TR 3 Duplicative Question _____
30. After Class Practical: Practice your TR 3 in various conversations and situations you come across. Write up the results for your Supervisor. _____
31. HCO B 16 Aug 71 Training Drills Modernized:
Section on TR 4 Preclear Originations _____
32. Clay Demo: The purpose of TR 4 Preclear Originations _____

33. Drill: TR 4 Preclear Originations _____
 34. After Class Practicals: Practice your TR 4 in various conversations and situations you come across and write up the results for your Supervisor. _____
 35. Book: Dianetics '55! Chapter IX "Two Way Communication" _____
 36. Clay Demo: Two Way Communication _____
 37. Practical: Write up examples of Two Way Communication and hand in to your Supervisor. _____
 38. After Class Practical:
 - A. Observe how Two Way Communication works in talking to some people. _____
 - B. Use Two Way Communication in talking to someone and write up the results for your Supervisor. _____
- E. AFFINITY, REALITY AND COMMUNICATION**
1. Book: Fundamentals of Thought Chapter 5 "The ARC Triangle" _____
 2. Clay Demo: The ARC Triangle _____
 3. Book: Problems of Work, Chapter 6 "Affinity, Reality and Communication" _____
 4. Clay Demo:
 - A. Affinity _____
 - B. Reality _____
 - C. Communication _____
 5. Practical: From the data in (1) and (3) above, write up 5 or 6 examples of how you could use the ARC Triangle to handle situations in life. Do this until you are happy you can use the ARC data and then get the Supervisor to check your examples. _____
 6. Practical: Now actually use the data on the ARC Triangle. USE the communication corner of the triangle to bring up the other two corners. Do this on another student or person without telling them what you are doing. Write up what you did and the result and get it checked by the Supervisor. _____
 7. After Class Practical: Use the ARC Triangle data on a person you know and increase the ARC between you and that person. Write up what you did and observed and get it checked by the Supervisor. _____
- F. CYCLE OF ACTION:**
1. Book: Problems of Work Chapter 4 "Secret of Efficiency" _____

2. Practical: Write up five examples of the cycle of action of life that you have observed in your environment. _____
3. Practical: Observe in your environment and write down several examples of START-CHANGE-STOP. _____
4. Practical: Perform the actions of START-CHANGE-STOP. _____
5. After Class Practical: After class, or at your job, be aware of the cycles of action that you perform. Make sure that you complete them and give yourself a validation for completing it. Notice whether you feel better for completing cycles of action. Write it up for your Supervisor. _____

G. HANDLING CONFUSION

1. Book: Problems of Work Chapter 2 "Handling the Confusions of the Work-A-Day World" _____
2. Clay Demo: Confusions and the Stable Datum _____
3. Practical: Write up a few examples of confusions you have observed and indicate what could have been a stable datum. _____
4. After Class Practical: Find some areas of confusion:
 - A. Pick a stable datum _____
 - B. Align other particles to your stable datum _____
 - C. Resolve the confusion _____
 - D. Write down these actions and turn them into your Supervisor. _____

H. EXHAUSTION

1. Book: Problems of Work Chapter 7 "Exhaustion" _____
2. Clay Demo: Why a person becomes exhausted _____
3. After Class Practical: Take a walk and look at your environment. Write up your observations and reactions. Show them to the Supervisor. _____

I. TRAINING DRILLS 6-9

1. HCO B 7 May 68 Upper Indoc TR's: Section on TR 6, 8-C _____
2. Clay Demo: The purpose of TR 6, 8-C _____
3. Drill: TR 6, 8-C _____

4. After Class Practical: Practice your 8-C in various ways on various friends and situations. Write up the results for your Supervisor. _____
5. HCO B 7 May 68 Upper Indoc TR's: Section on TR 7 High School Indoc _____
6. Clay Demo: The purpose of TR 7 High School Indoc _____
7. Drill: TR 7 High School Indoc _____
8. After Class Practical: Practice your High School Indoc on various friends and situations. Write up the results for your Supervisor. _____
9. HCO B 7 May 68 Upper Indoc TR's: Section on TR 8 Tone 40 on an Object. _____
10. Clay Demo: The purpose of TR 8 Tone 40 on an Object. _____
11. Drill: TR 8 Tone 40 on an Object _____
12. HCO B 7 May 68 Upper Indoc TR's: Section on TR 9 Tone 40 on a Person _____
13. Clay Demo: The purpose of TR 9 Tone 40 on a person. _____
14. Drill: Tone 40 on a Person. _____
15. After Class Practical: Use Tone 40 in various situations. Write up a report for your Supervisor _____

J. TONE SCALE

1. Book: Scientology 0-8 Chapter 5 (VI) "The Emotional Tone Scale" _____
2. HCO B 25 Sep 71 Tone Scale in Full _____
3. Book: Self Analysis Pages 22-27 _____
4. Practical: Write up examples of incidents involving people which demonstrate the display of each of the emotions on the "being plus body" range of the scale. Each example is to show a different emotion in effect. _____
5. Practical: Demonstrate using your body for your twin each of the emotions on the "being plus body" range of the scale. _____
6. Practical: Do the above over and over again until you are sure you can distinguish one emotion from the other. Have Supervisor check you out. _____
7. Practical: Write up examples of incidents involving people which demonstrate the being dramatizing emotions from the very bottom of the scale, up to failure, at 0.0 on the scale. _____
8. Practical: Do the above over and over again until you are sure you can distinguish one emotion from another. Hand this in to your Supervisor. _____
9. HCO B 26 Oct 70 Obnosis and the Tone Scale _____

10. Practical: Go out into the street and pick out all the various emotions in the people you observe. Hand in your observations to your Supervisor. _____
11. Practical: Go out into the street and stop some people and ask them a few questions. Spot the social tone level and chronic tone level of each person you talk to. Write up each one. Hand in to your Supervisor. _____
12. Practical: Do No. 11 over and over again until you are sure you can spot each person's tone level, social and chronic. Write up the results for your Supervisor. _____
13. After Class Practical: Talk to a few of your friends and spot their tone levels. Communicate to them $\frac{1}{2}$ to 1 tone level above theirs. Observe the results. Bring them up to enthusiasm by doing this. Write up your results for your Supervisor. _____

K. THE EIGHT DYNAMICS

1. Book: Fundamentals of Thought Chapter 4 "The Eight Dynamics" _____
2. Practical: Draw the Eight Dynamics as concentric circles. Write your own name in the middle as first dynamic and write the names of objects, etc, that are real to you in your daily life, in the circles that represent your other dynamics, hand in to your Supervisor. _____
3. Practical: Draw the Eight Dynamics as circles again, and this time write in the name of another person you know in the center circle and write in the things you know are real to him or her in the other dynamic circles. Do this with different people until you can recognize the eight dynamics from other people's viewpoints. Hand this in to your Supervisor. _____

L. THE PARTS OF MAN

1. Book: Fundamentals of Thought Chapter 7 "The Parts of Man" _____
2. Clay Demo: Demonstrate the body. _____
3. Clay Demo: Demonstrate the body plus the thetan. _____
4. Clay Demo:
 - A. Demonstrate the Reactive Mind _____
 - B. Demonstrate the Analytical Mind _____
 - C. Demonstrate the Somatic Mind _____
5. Practical: Draw the parts of man and how they relate to each other. Hand this in to your Supervisor. _____

6. HCO B 22 Oct 71 Exteriorization _____
7. Clay Demo: What is Exteriorization _____

M. CO-AUDITING SECTION A

1. HCO B 30 Sep 71 Auditing _____
2. HCO B 30 Apr 69 Auditor Trust _____
3. HCO B 30 Apr 71 Auditing Comm Cycle _____
4. Clay Demo: Demonstrate the Auditing comm cycle. _____
5. HCO B 17 Oct 62 Auditor Failure to Understand _____
6. HCO PL 1 Jul 65 Comm Cycle Additives _____
7. Clay Demo: Demonstrate 2 Comm cycle additives and how they effect the PC. _____
8. HCO PL 27 May 65 Processing _____
9. HCO PL 14 Oct 68 The Auditors Code _____
10. HCO PL 2 Nov 68 The Auditors Code _____
11. HCO B 16 Oct 71 Forcing a PC _____
12. HCO PL 17 Apr 70 An Auditor and "The Mind's Protection" _____
13. HCO B 5 Apr 71 Summary of how to write an Auditor's Report, Worksheets for HCS Co-audit _____
14. HCO B 21 Oct 71 Assists in Scientology _____
15. HCO B 22 Oct 71 Assists for Injuries _____
16. Practical: Do a Contact Assist on a doll, imagining it to have injured as arm or leg by running into the furniture. Run the Contact Assist until the somatic turns on and blows off and the pain is gone plus cognition. After completing the Assist, write up the Auditors report and worksheet for the session. _____
17. HCO B 22 Oct 71 Touch Assists _____
18. Practical: Do a Touch Assist on a doll who has an injured forehead. Run the Assist until the pain is gone and there is a cognition. Write up the Auditors Report and worksheets after successfully completing the Assist. _____
19. HCO B 7 Jun 69 How to Make a Person Sober _____
20. Practical: Do a Locational Havingness process on a doll imagining it to be intoxicated or high. After successfully completing process write up Auditors report for the session. _____
21. HCO B 1 Dec 65 CCH's _____
22. HCO B 7 Aug 62 Running CCH's _____
23. HCO B 6 Sep 62 CCH's: More Information _____

24. HCO B 5 Apr 62 CCH's; Auditing Attitude _____
25. HCO B 30 Sep 71 Drill - Model Session for CCH's
1 to 4 _____
26. Practical: Do CCH's 1 to 4 on a doll using CCH
1 to 4 Model Session and keeping report form and
worksheets at the beginning and end of the
session. _____
27. CO-AUDITING: CCH 1 to 4 with another student,
under supervision. Use CCH 1 to 4 Model Session
and full session reports as you go.
A. Audit CCH's 1 to 4 on another student _____
B. Receive auditing on CCHs 1 to 4 from
another student. _____
28. HCO B 30 Sep 71 CCH's 5, 6 & 7 _____
29. HCO B 30 Sep 71 Drills - Model Sessions for
CCH's 5, 6 & 7. _____
30. Practical: Do CCH 5 on a doll using CCH 5 Model
Session and keeping report form and worksheets at
the beginning and end of session. _____
31. CO-AUDITING: CCH 5 with another student under
supervision. Use CCH Model Session and full
session reports as you go.
A. Audit CCH 5 on another student _____
B. Receive auditing on CCH 5 from another
student. _____
32. Practical: Do CCH 6 on a doll using CCH 6 Model
Session and keeping report form and worksheets at
the beginning and end of session. _____
33. CO-AUDITING: CCH 6 with another student under
supervision. Use CCH Model Session and full
session reports as you go.
A. Audit CCH 6 on another student. _____
B. Receive auditing on CCH 6 from another
student. _____
34. Practical: Do CCH 7 on a doll using CCH 7 Model
Session and keeping report form and worksheets at
the beginning and end of the session. _____
35. CO-AUDITING: CCH 7 with another student under
supervision. Use CCH Model Session and full
session reports as you go. _____
36. A. Audit CCH 7 on another student. _____
B. Receive auditing on CCH 7 from another
student. _____
37. HCO B 4 Feb 59 OP. PRO. BY DUP _____
38. HCO B 30 Sep 71 Drill - Model Session for
Opening Procedure by Duplication
(Op. Pro by Dup.) _____

39. Practical: Do Op. Pro^w by Dup. on a doll using Op. Pro. by Dup. Model Session and keeping Report forms and worksheets at the beginning and end of session. _____
40. CO-AUDITING: Op Pro by Dup with another student, under supervision. Use Op. Pro. by Dup. model session and full session reports. _____
- A. Audit Op, Pro. by Dup. on another student _____
 - B. Receive auditing on Op. Pro. by Dup. from another student. _____

N. CO-AUDITING SECTION B

1. Book: Self Analysis by L. Ron Hubbard
Processing Section (pages 36 to 39) _____
Important How to Use the Disc (page 34) _____
2. HCO B 30 Sep 71 Drill - Recall Lists Model Session _____
3. Practical: Do Self Analysis Lists on a doll using Model Session for Recall Lists and keeping report forms and worksheet as you go. _____
4. CO-AUDITING: Self Analysis Lists with another student, under supervision. Use Model Session and full session reports as you go. Alternate sessions as PC/Auditor on the processes. _____
5. CO-AUDITING is done until you are certain of your ability to audit and until case gain is real to you as a pc on the above processes. (Session reports of the sessions you give and receive will be kept in folders with the correct names on them.) _____

O. YOU AS A SCIENTOLOGIST

1. HCO PL 21 Oct 71 You as a Scientologist _____
2. Clay Demo: The four products of a Scientologist in examples of how you would produce them as a Scientologist. _____
- A. Disseminated Knowledge _____
 - B. Purchased Books _____
 - C. Environmental Control _____
 - D. A Cleared Planet _____
3. Practical: Write up various ways you can produce the four products of a Scientologist using the knowledge of this course. Hand in to your Supervisor. _____
4. Practical: Go to the Bookstore and find out about Memberships and their privileges. Buy one if you like. _____

5. HCO PL 28 Apr 71 Books are Dissemination _____
6. Practical: Buy a copy of Dianetics: The Modern Science of Mental Health and go out and sell it to a new person. Write up results for your Supervisor attaching receipt of sale with buyer's name and address. _____
7. Practical: Go to the Director of Hatting Scientologists and have him conduct you on a tour of the Organization showing you what services are given and their results. _____
8. HCO PL 9 May 65 Field Auditors Become Staff _____
9. HCO PL 15 Oct 65 Field Staff Member _____
10. Practical: Take some paper and write up an imaginary selection with the right number of copies putting at the top of each copy who they should be sent to or kept by. _____
11. HCO PL 27 Sep 70 Cutative Prices _____
12. HCO PL 23 Oct 65 Dissemination Drill _____
13. Drill: Do the Dissemination Drill with another student until you are sure that you can disseminate to a new person. _____
14. Practical: Go out and select a new person for an Org Service using selection slips. Bring that person into the Organization to see the Registrar. _____
15. HCO PL 21 Oct 71 The Statistics of a Scientologist _____
16. HCO PL 21 Oct 71 The Organizing Board of a Scientologist _____
17. HCO PL 5 Feb 69 The Code of a Scientologist _____

Student's signature

Supervisor's signature

Examiner's signature
OK to issue certificate

Certs & Awards signature
Cert issued

Lt Cnldr Diana Hubbard
Distribution Aide

for

L. RON HUBBARD
FOUNDER