

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 JANUARY 1972  
ISSUE VIII

Remimeo  
Scient Orgs  
Academies  
Level 4  
Students

(HCO P/L 9 Nov 1971 Issue II  
amended re W/C requirements)

SCIENTOLOGY LEVEL 4 STANDARD ACADEMY  
CHECKSHEET

(HAA) HUBBARD ADVANCED AUDITOR

THIS COURSE CONTAINS KNOWLEDGE VITAL TO SUCCESSFUL  
LIVING.

PREREQUISITE: Provisional Class 3. (The student must also  
have completed Word Clearing Method No. 1.)

ORGANIZATION: \_\_\_\_\_

STUDENTS NAME: \_\_\_\_\_

DATE STARTED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

This checksheet contains the vital survival knowledge  
of Scientology level four technology.

It deals with the technology of "Rightness & Wrongness" -  
the fixed solution or "Service Facsimile."

REQUIREMENTS:

Students on this course are to have done the Academy  
Level Three Course and its prerequisites.

*Full study tech per Student Hat is to be used through-  
out this course. Word Clearing Method 2 on all materials  
is not required. Standard classroom word clearing methods  
are required. It is the student's responsibility to ensure  
his twin continues as an "F/Ning Student" throughout (Ref:  
HCOB 29 June '71 "Word Clearing Series 7, Steps to Speed  
Student Product Flow".)*

This action is vitally important as misunderstood words  
are the ONLY reason a person gives up study or has trouble  
learning or understanding and applying correctly what he  
has learned.

CERTIFICATE:

Completion of this checksheet entitles you to a  
"Provisional Hubbard Advanced Auditor Certificate."

When you have completed through Class IV training you  
will be required to Intern in this Organization under the  
professional guidance of our Technical Experts. Once you  
can then apply the processes of this level flublessly you  
will be awarded your full permanent Hubbard Advanced Auditor  
Certificate.

There is a lot of data in this course therefore you are requested to study evenings and weekends.

Study the data in checksheet order. Do not go past a word you do not understand. Use a dictionary and for Scientology terms use a Scientology dictionary and refer to the Symbols and Definitions list (HCOB 23 Aug '65 - Abbreviations and Symbols of Dianetics and Scientology).

\*-rating = 100% knowledge and understanding and ability to apply the data.

0-rating = read and listened to the data and understanding of the data.

Those items not marked \*-rate are 0-rated.

A demonstration of any of the materials may be requested.

The checksheet is one time through materials and practical.

Attest the zero-rate (0) items yourself in the space opposite the item.

Your course twin attests the star-rate (\*) items in the space provided when he has given you a checkout and is sure you understand the data and its application.

We wish you a very successful course.

Start.

Academy Three Checksheet has been done.

\_\_\_\_\_  
CHECKED  
OUT

A. ORIENTATION SECTION

- \* HCO PL 15 Jun 70 Keeping Scientology Working \_\_\_\_\_
- \* HCO PL 17 Jun 70 Technical Degrades \_\_\_\_\_
- 0 HCO PL 19 Apr 65 Ethics Training and \_\_\_\_\_  
Processing Regulations \_\_\_\_\_

B. POINTS SYSTEM

- 0 HCO PL 17 May 71 Study Points and Conditions \_\_\_\_\_  
Issue II \_\_\_\_\_

C. BOOKS - To be read by end of course.

- Handbook for Preclears \_\_\_\_\_
- Scientology Clear Procedure \_\_\_\_\_

D. CHARTS

- 0 Classification & Gradation Chart \_\_\_\_\_
- 0 HCO B 25 June 70 - Expanded Lower Grades  
Chart of Abilities Gained and Inabilities  
Lost \* Level IV Section \_\_\_\_\_
- 0 1951 Hubbard Chart of Human Evaluation &  
Dianetic Processing - Large \_\_\_\_\_

E. SCALES

- 0 HCO B 22 Apr 59 Old & New Reality Scale \_\_\_\_\_
- 0 HCO B 25 Sept 71 Tone Scale in Full \_\_\_\_\_

F. GENERAL COURSE DATA

- 0 HCO PL 10 Feb 66 Tech Recovery \_\_\_\_\_
- 0 HCO PL 14 Feb 65 Safeguarding Technology \_\_\_\_\_

G. TA

- HCO B 24 Oct 71 False TA \_\_\_\_\_

H. STYLES

- 0 HCO B 6 Nov 64 Styles of Auditing \_\_\_\_\_
- 0 HCO B 18 Apr 65 How to Apply Level Processing \_\_\_\_\_

I. PC DATA

- 0 HCO B 3 Mar 69 Case Gain Completing Levels \_\_\_\_\_
- 0 HCO B 8 Jun 70 Low TA Handling \_\_\_\_\_

J. AUDITOR MUST NOTS

- 0 HCO B 7 Apr 64 All Levels Q & A \_\_\_\_\_
- 0 HCO B 5 Dec 66 Letting the Pc Itsa \_\_\_\_\_
- 0 HCO B 7 May 69 5 GAES \_\_\_\_\_
- 0 HCO B 4 July 69 Auditing of OT III Pcs \_\_\_\_\_

K. THEORY OF SERVICE FACSIMILES

- \* HCO B 22 Jul 63 You Can Be Right \_\_\_\_\_
- \* HCO B 1 Sep 63 Clearing Clearing Clearing  
Routine Three SC \_\_\_\_\_
- \* HCO B 16 Oct 63 R3SC Slow Assessment \_\_\_\_\_
- \* HCO B 23 Aug 66 Service Facsimile \_\_\_\_\_
- \* HCO B 30 Nov 66 Assessment for Service Facs. \_\_\_\_\_

Tapes

27 Aug 63 Rightness and Wrongness \_\_\_\_\_  
4 Sept 63 How to find a Service Fac \_\_\_\_\_

Demonstrate in Clay:

- (1) A Service Facsimile in action \_\_\_\_\_
- (2) Computation \_\_\_\_\_
- (3) Full R35C action \_\_\_\_\_

Tape 1 Jan 60 Responsibility \_\_\_\_\_

L. JUSTIFICATIONS

- \* HCO B 21 Jan AD10 Justification \_\_\_\_\_
- \* HCO B 7 July 64 Justifications \_\_\_\_\_
- 0 HCO B 8 July 64 More Justifications \_\_\_\_\_
- \* HCO B 10 July 64 Overts, Order of Effectiveness \_\_\_\_\_
- \* HCO B 26 Dec 68 Third Party Law \_\_\_\_\_

Demonstrate in Clay:

- (1) A justification. \_\_\_\_\_
- (2) How running overt justifications works. \_\_\_\_\_

M. S&D SECTION

- \* HCO PL 7 Aug 65 Suppressive Persons, Main Characteristics of \_\_\_\_\_
- \* HCO B 8 Nov 65 Suppressives & Hidden Standards \_\_\_\_\_
- \* HCO B 24 Nov 65 Search & Discovery Ethics Type Cases PTSes \_\_\_\_\_
- \* HCO B 28 Jan 66 S&D Data - How a Suppressive Becomes One \_\_\_\_\_
- \* HCO B 5 Feb 66 S&D Warning \_\_\_\_\_
- \* HCO B 10 Jun 66 S&D Commands \_\_\_\_\_
- \* HCO B 10 Jun 66 S&D The Missed Item \_\_\_\_\_
- \* HCO B 20 Jun 66 The Type 2 PTS \_\_\_\_\_
- \* HCO B 27 Sep 66 The Anti Social Personality The Anti Scientologist \_\_\_\_\_
- \* HCO B 28 Nov 67 Key S&D Question \_\_\_\_\_
- \* HCO B 13 Jan 68 S&D's \_\_\_\_\_
- \* HCO B 19 Jan 68 S&D's by Button \_\_\_\_\_
- \* HCO B 12 Mar 68 Mistakes, Anatomy of \_\_\_\_\_
- \* HCO B 16 Aug 69 Handling Illness in Scientology \_\_\_\_\_

Demonstrate in Clay:

- (1) Relationship of an SP to a PTS. \_\_\_\_\_
- (2) Full S&D procedure \_\_\_\_\_

Tape 2 Aug 66 Suppressives and GAEs \_\_\_\_\_

**N. DRUG DATA**

|  |   |       |       |
|--|---|-------|-------|
| HCO B 8 Jan 69   | Drugs, Insanity, Non-compliance and Alter is      | _____ | _____ |
| HCO B 12 Mar 69  | Physically Ill Pcs & Pre OTs with a Note on Drugs | _____ | _____ |
| HCO B 27 Jul 69  | Antibiotics                                       | _____ | _____ |
| HCO B 17 Oct 69  | Drugs, Aspirins & Tranquilizers                   | _____ | _____ |
| HCO B 15 Jul 71  | C/S Series #8R Drug Handling                      | _____ | _____ |
| HCO B 7 Jul 71   | Resistive Cases Drug Handling                     | _____ | _____ |
| HCO B 19 May 69  | Drug Alcohol Cases, Prior Assessing               | _____ | _____ |
| <u>Demonstrate in Clay the rehab part of the drug rundown.</u> |   |       |       |
| HCO PL 1 Nov 71<br>Issue III                                   | C/S and Auditor Processing Requisites             | _____ | _____ |

**O. REMEDY SECTION**

|                 |   |       |       |
|-----------------|---|-------|-------|
| HCO B 9 Nov 67  | Rev. Aud: Rem A, B, & S&Ds                        | _____ | _____ |
| HCO B 13 Sep 68 | Rem. B  | _____ | _____ |
| HCO B 24 Jul 69 | Seriously Ill Pcs                                 | _____ | _____ |
| HCO B 16 Aug 69 | Handling Illness in Scientology                   | _____ | _____ |
| HCO B 23 Nov 69 | Student Rescue Intensive                          | _____ | _____ |
| HCO B 4 Feb 70  | Pc Application for Major Actions                  | _____ | _____ |
| HCO PL 4 Feb 70 | Pc Application form for any Major Auditing Action | _____ | _____ |
| HCO B 13 Feb 70 | High TA, Full Handling of                         | _____ | _____ |
| HCO B 22 Mar 70 | Exteriorization & High TA                         | _____ | _____ |
| HCO B 11 Apr 70 | Auditing Past Exterior                            | _____ | _____ |
| HCO B 21 Apr 70 | 2 Way Comm C/S's                                  | _____ | _____ |
| HCO B 8 Jun 70  | Low TA Handling                                   | _____ | _____ |
| HCO PL 7 Apr 70 | Green Form (Amended 8.8.70)                       | _____ | _____ |
| HCO B 5 Jul 71  | C/S Series 49 Assists                             | _____ | _____ |
| HCO B 25 Jul 71 | C/S Series 53 Short Hi TA Assessment C/S          | _____ | _____ |
| HCO B 15 Dec 68 | L4B (Amended 8 Mar 71)                            | _____ | _____ |

**P. PROCESSES FOR LEVEL IV**

(Full bulletin, PAB or book page mentioned including process to be read.)

Reference: HCOB 17 June 70 - Various 0-IV Processes Pg. 38-40.

Effect Production Process  
Book of Case Remedies Pg. 36 Rem AS \_\_\_\_\_

|                                |                         |       |
|--------------------------------|-------------------------|-------|
| Certainty Process              |                         |       |
| Book 8-8008                    | Certainty Processing    | _____ |
| Electing Cause                 |                         |       |
| Book Creation of Human Ability |                         |       |
|                                | Pg. 161 R2-66           | _____ |
| Overt Justification (O/J)      |                         |       |
| HCO B 7 July 64                | - Justifications        | _____ |
| Process S-2 Valence Process    |                         |       |
| HCO B 21 June 59               | - HGC Allowed Processes | _____ |
| Level IV Triple & Havingness   | - HCOB 17 June 70       |       |
| Various 0-IV Processes         | Pgs. 39-40              | _____ |

Q. CASE SUPERVISION

|                             |                             |                                   |       |
|-----------------------------|-----------------------------|-----------------------------------|-------|
| HCO B 23 Aug 71             | C/S Series 1                | Auditors Rights                   | _____ |
| HCO B 12 Jun 70             | C/S Series 2                | Programming of Cases              | _____ |
| HCO B 19 Jun 70             | C/S Series 7                | C/S Q&A                           | _____ |
| HCO B 25 Jun 70<br>Issue II | C/S Series 12               | Glossary of C/S Terms             | _____ |
| HCO B 16 Aug 70             | C/S Series 15               | Getting the F/N to Examiner       | _____ |
| HCO B 6 Oct 70              | C/S Series 19               | Folder Error Summaries            | _____ |
| HCO B 10 Nov 70             | C/S Series 21               | C/S Responsibility for Training   | _____ |
| HCO B 5 Mar 71              | C/S Series 25               | The Fantastic New HGC Line        | _____ |
| HCO B 19 Mar 71             | C/S Series 30               | C/Sing Auditor C/Ses              | _____ |
| HCO B 9 Jun 71<br>Issue II  | C/S Series 42               | C/S Rules Complete Cycles         | _____ |
| HCO B 31 Oct 71             | Addition to C/S Series 44   | R                                 | _____ |
| HCO B 19 Jul 71             | C/S Series 52               | Interns                           | _____ |
| HCO B 8 Aug 71              | C/S Series 55               | The Ivory Tower                   | _____ |
| HCO B 1 Sep 71<br>Issue I   | A C/S as a Training Officer |                                   | _____ |
| HCO B 15 Sep 71             | C/S Series 60               | The Worst Tangle                  | _____ |
| HCO B 22 Sep 71             | C/S Series 61               | The Three Golden Rules of the C/S | _____ |
| HCO B 28 Sep 71             | C/S Series 62               | Know Before You Go                | _____ |
| HCO B 5 Oct 71              | C/S Series 64               | F/Ning Auditors                   | _____ |

R. THEORY RE PRACTICAL

- \* HCO B 17 Apr 61 Training Drills Modernized \_\_\_\_\_
- HCO B 15 Aug 71 TR Course Bugs Handling \_\_\_\_\_

S. TRs \*Starrate Section\*

- \* 0. \_\_\_\_\_ \* 3. \_\_\_\_\_
- \* 1. \_\_\_\_\_ \* 4. \_\_\_\_\_
- \* 2. \_\_\_\_\_ \*MUTTER TR \_\_\_\_\_

(HCOB 10 Oct 65)

T. METER DRILLS \*Starrate Section\*

HCO B 10 Dec 65 E-Meter Drill Coaching \_\_\_\_\_  
 From Book of E-Meter Drills:

- |           |            |            |
|-----------|------------|------------|
| *1. _____ | *10. _____ | *19. _____ |
| *2. _____ | *11. _____ | *20. _____ |
| *3. _____ | *12. _____ | *21. _____ |
| *4. _____ | *13. _____ | *22. _____ |
| *5. _____ | *14. _____ | *23. _____ |
| *6. _____ | *15. _____ | *24. _____ |
| *7. _____ | *16. _____ | *25. _____ |
| *8. _____ | *17. _____ | *26. _____ |
| *9. _____ | *18. _____ | *27. _____ |

Tapes - Grade IV Processes by a Flag Class  
Class XII Auditor. \_\_\_\_\_

U. AUDITOR TRAINING DRILLS

- \* TR4000-1 (Student Rescue Intensive) \_\_\_\_\_
- \* TR4000-2 (Student Rescue Intensive Bullbaited) \_\_\_\_\_
- \* TR4000-3 (Green Form) \_\_\_\_\_
- \* TR4000-4 (Green Form Bullbaited) \_\_\_\_\_
- \* TR4000-5 (Green Form 40) \_\_\_\_\_
- \* TR4000-6 (Green Form 40 Bullbaited) \_\_\_\_\_
- \* TR4000-9 (L4B) \_\_\_\_\_
- \* TR4000-10 (L4B Bullbaited) \_\_\_\_\_
- \* TR4000-11 (3 S&D's) \_\_\_\_\_
- \* TR4000-12 (3 S&D's bullbaited) \_\_\_\_\_
- \* TR4000-13 (Remedy AS) \_\_\_\_\_
- \* TR4000-14 (Remedy AS bullbaited) \_\_\_\_\_
- \* TR4000-15 (Certainty Process) \_\_\_\_\_
- \* TR4000-16 (Certainty Process Bullbaited) \_\_\_\_\_
- \* TR4000-17 (R2-66) \_\_\_\_\_
- \* TR4000-18 (R2-66 Bullbaited) \_\_\_\_\_

- \* TR4000-19 (Overt Justification Process) \_\_\_\_\_
- \* TR4000-20 (Overt Justification Process Bullbaited) \_\_\_\_\_
- \* TR4000-21 (Grade IV Triples) \_\_\_\_\_
- \* TR4000-22 (Grade IV Triples Bullbaited) \_\_\_\_\_

STUDENT COMPLETION:

I have completed the requirements of this checksheet and I know and can apply this material.

STUDENT ATTESTS: \_\_\_\_\_ Date \_\_\_\_\_

SUPERVISOR: I have trained this student to the best of my ability and he has completed the requirements of this checksheet and knows and can apply the checksheet data. \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ Date \_\_\_\_\_

STUDENT EXAMINER: Meter checks attestation for false and checks suppress.

Pass \_\_\_\_\_ Flunk \_\_\_\_\_

EXAMINER: \_\_\_\_\_ Date \_\_\_\_\_

Student given Written/Practical Exam

Pass \_\_\_\_\_ Flunk \_\_\_\_\_ Marks \_\_\_\_\_

EXAMINER: \_\_\_\_\_ Date \_\_\_\_\_

Student passes requirements (after Cramming etc if necessary).

CERTS AND AWARDS: Provisional Class 4 Certificate issued.

C & A: \_\_\_\_\_ Date \_\_\_\_\_

SUCCESS: Passes Success questions and Success Story written.

SUCCESS OFFICER: \_\_\_\_\_ Date \_\_\_\_\_

Student routed to Registrar to sign up for Class IV Internship.

REGISTRAR: Student signed up for Class IV Internship and routed on Standard routing form.

REGISTRAR: \_\_\_\_\_ Date \_\_\_\_\_

Training & Services Aide  
for  
L. RON HUBBARD  
FOUNDER