

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 2 MARCH 1981

Limited
Distribution
Class IV orgs and above,
qualified to deliver HRD training.

**HUBBARD HAPPINESS RUNDOWN
AUDITOR COURSE**

NAME: DATE STARTED:

DATE COMPLETED:

PREREQUISITES: Class I auditor or above,
Purification Rundown done,
Objectives or SRD done.

LENGTH OF COURSE: 2 weeks full time

PURPOSE: The purpose of this course is to train an auditor thoroughly in the basics of auditing and on the Happiness Rundown.

STUDY TECH: Full use of all Study Tech is required during this course. No going by misunderstood words; no Verbal Tech; study for application; demonstration and clay demos of important principles and drilling of processes/ commands, all are required.

CERTIFICATE: The graduate is awarded the certificate of HUBBARD HAPPINESS RUNDOWN AUDITOR (PROVISIONAL).

BASIC REFERENCES: The student is required to own his own copies of the HRD course pack, the tapes and the booklet, "The Way to Happiness", as these materials will be needed after the course as well as during the course.

A. ORIENTATION

1.	HCO PL 7 Feb 65	KSW Series 1, KEEPING SCIENTOLOGY WORKING	_____
2.	Demo	Demonstrate why constructive ideas seldom get group agreement.	_____
3.	HCO PL 17 Jun 70R	TECHNICAL DEGRADES	_____
4.	HCO B 22 Jan 77	IN-TECH, THE ONLY WAY TO ACHIEVE IT	_____
5.	HCO B 13 Sep 65	OUT TECH AND HOW TO GET IT IN	_____

6.	Demo	Demonstrate what a skilled auditor applies the Tech to.	_____
7.	HCO B 21 Sep 65	OUT TECH	_____
8.	HCO B 9 Feb 79	HOW TO DEFEAT VERBAL TECH	_____
9.	HCO B 15 Feb 79	VERBAL TECH: PENALTIES	_____
10.	Demo	Show how a technical interpretation could be imparted under the guise of "giving a checkout".	_____

B. STUDY TECH

1.	HCO B 13 Oct 79	CONCEPTUAL UNDERSTANDING	_____
2.	Drill:	Clear a word (Any word) until you understand it conceptually.	_____
3.	HCO B 14 May 80	DEMONSTRATIONS	_____
4.	HCO PL 4 Apr 72R III	ETHICS AND STUDY TECH	_____
5.	HCO PL 24 Sep 64	INSTRUCTION AND EXAMINATION RAISING THE STANDARD OF	_____
6.	HCO PL 4 Oct 64	THEORY CHECKOUT DATA	_____
7.	Drill:	Check your twin out on the above issue.	_____
8.	HCO PL 8 Mar 66	HIGH CRIME	_____
9.	HCO B 7 Aug 79	FALSE DATA STRIPPING	_____
10.	Drill:	Find an actual false datum from your experience in life. Tell it to your twin.	_____

C. BASIC AUDITING

1.	*HCOB 19 Jun 80	THE AUDITOR'S CODE	_____
2.	PAB 38, 29 Oct 54	THE AUDITOR'S CODE 1954	_____
3.	PAB 39, 12 Nov 54	THE AUDITOR'S CODE 1954 (Concluded)	_____
4.	HCOB 19 Jun 80	THE AUDITOR'S CODE	_____
5.	* HCOB 16 Aug 71RA	TRAINING DRILLS REMODERNIZED	_____
6.	Clay Demo:	How the ARC triangle relates to a session.	_____
7.	HCO B 18 Apr 80	TR CRITICISM	_____
8.	*HCO B 23 May 71 X	COMM CYCLE ADDITIVES	_____
9.	Demo:	What happens to a pc if the auditor enters Comm Cycle Additives.	_____
10.	*HCO B 5 Apr 80	Q & A, THE REAL DEFINITION	_____
11.	Demo:	Q & A.	_____

12.	HCO B 23 May 71R I	THE MAGIC OF THE COMMUNICATION CYCLE	_____
13.	HCO B 23 May 71R II	THE TWO PARTS OF AUDITING	_____
14.	Clay Demo:	Show an auditor and pc in communication.	_____
15.	Clay Demo:	An auditor doing something for the pc.	_____
16.	HCO B 23 May 71 III	THE THREE IMPORTANT LINES	_____
17.	Clay Demo:	The "Itsa Maker line".	_____
18.	Clay Demo:	The "Itsa line".	_____
19.	Clay Demo:	The "What's-it line".	_____
20.	HCO B 23 May 71R IV	COMMUNICATION CYCLES WITHIN THE AUDITING CYCLE	_____
21.	Clay Demo:	How the auditor restimulates charge.	_____
22.	Clay Demo:	How the pc gets rid of the restimulation.	_____
23.	Clay Demo:	What happens if the pc doesn't get to answer the question.	_____
24.	HCO B 23 May 71R V	THE COMMUNICATION CYCLE IN AUDITING	_____
25.	HCO B 23 May 71 VI	AUDITOR FAILURE TO UNDERSTAND	_____
26.	Tape 6108C29	BASICS OF AUDITING	_____
27.	Tape 6109C05	PRINCIPLES OF AUDITING	_____
28.	Tape 6208C21	BASICS OF AUDITING	_____
29.	Tape 6209C18	DIRECTING PC'S ATTENTION	_____
30.	Clay Demo:	In-session	_____

D. RUDIMENTS

1.	Clay Demo:	ARC break	_____
2.	Clay Demo:	PTP	_____
3.	Clay Demo:	Missed withhold	_____
4.	Clay Demo:	Overt	_____
5.	Clay Demo:	Invalidation	_____
6.	Clay Demo:	Evaluation	_____
7.	Tape 6411C10	PTPs, OVERTS AND ARC BREAKS	_____
8.	*HCO B 7 Sep 64 II	PTPs, OVERTS AND ARC BREAKS	_____
9.	HCO B 4 Apr AD15	ARC BREAKS AND MISSED WITHHOLDS	_____
10.	Tape 6101C24	(Presession 38) WITHHOLDS AND IN-SESSIONNESS	_____
11.	Tape 6211C01	MISSED MISSED WITHHOLDS	_____

12.	Demo:	What happens if you audit over an ARC break.	_____
13.	Demo:	What happens if you audit over a PTP.	_____
14.	Demo:	What happens if you audit over a MWH.	_____
15.	*HCO B 17 Mar 74	TWC CHECKSHEETS - TWC, USING WRONG QUESTIONS	_____
16.	Drill:	6 Ruds to F/N	_____

E. FLOATING NEEDLES AND END PHENOMENA

1.	HCO B 20 Feb 70	FLOATING NEEDLES AND END PHENOMENA	_____
2.	*HCO B 21 Mar 74	END PHENOMENA	_____
3.	Clay Demo:	The end phenomenon of a rudiment.	_____
4.	Clay Demo:	The end phenomenon of an L1C line.	_____
5.	Clay Demo:	The end phenomenon of an L1C.	_____
6.	Clay Demo:	The end phenomenon of a major process.	_____
7.	Clay Demo:	Overrun of an F/N.	_____
8.	HCO B 18 Mar 74R	E-METERS, SENSITIVITY ERRORS	_____
9.	HCO B 2 Dec 80	FLOATING NEEDLE AND TA POSITION MODIFIED	_____
10.	HCO B 8 Oct 70	PERSISTENT F/N	_____
11.	HCO B 3 May 80	PC INDICATORS	_____

F. STRAIGHTWIRE AND VALENCES

1.	ABILITY Major 4	STRAIGHTWIRE	_____
2.	*Article Two of Ability Major 4	"Straightwire".	_____
3.	HCO B 23 May 71R VIII	RECOGNITION OF THE RIGHTNESS OF THE BEING	_____
4.	Clay Demo:	Additives to a being.	_____
5.	*HCO B 2 May 58	BEINGNESS AGAIN	_____
6.	Clay Demo:	Valence	_____
7.	HCO B 29 May 58	STANDARD CLEAR PROCEDURE AND AN EXPERIMENTAL ROAD: CLEARING BY VALENCES	_____
8.	Clay Demo:	Basic personality.	_____
9.	Clay Demo:	The adoption of a valence.	_____

10.	Demo:	The definition of "Valence" from Tech Dictionary (all parts).	_____
11.	Define:	Valence closure (Tech Dict).	_____
12.	Define:	Valence shift (Tech Dict).	_____
13.	Tape 5410C07	ELEMENTARY STRAIGHTWIRE	_____
14.	Tape 5405C03	VIEWPOINT STRAIGHTWIRE	_____
15.	HCO B 18 Nov 59	1 ST MELBOURNE ACC MATERIAL	_____
16.	Demo:	Valence Differentiation.	_____
17.	HCO B 29 Jul 80	CRIMINALS AND PSYCHIATRY	_____
18.	Demo:	The effect on Man of the idea that he is an animal.	_____
19.	HCO B 30 Jul 80	THE NATURE OF A BEING	_____
20.	HCO B 19 Dec 71	D OF P OPERATES BY OCAs	_____
21.	Demo:	How removing valences changes the OCA.	_____
22.	Clay Demo:	Key-In	_____
23.	Clay Demo:	Key-Out	_____
24.	Clay Demo:	How straightwire technique produces a key-out.	_____

G. THE HAPPINESS RUNDOWN

1.	HCO B 24 Nov 80	HAPPINESS RUNDOWN	_____
2.	HCO B 14 Feb 81	HAPPINESS RUNDOWN, ADMINISTRATION AND DELIVERY	_____
3.	HCO B 12 May 80	DRUGS AND OBJECTIVE PROCESSES	_____
4.	Demo:	What objective processes do for a person.	_____
5.	Booklet:	THE WAY TO HAPPINESS.	_____
6.	HCO B 16 Feb 81	HAPPINESS RUNDOWN, COMMAND SHEETS, page 1 instructions	_____
7.	HCO B 9 Aug 78 II	CLEARING COMMANDS	_____
8.	HCO B 4 Dec 77	CHECKLIST FOR SETTING UP SESSIONS AND AN E-METER	_____
9.	*HCO B 24 Feb 81	HOW TO AUDIT THE HRD	_____
10.	HCO B 6 Nov AD 14	STYLES OF AUDITING	_____
11.	HCO B 12 Nov 64	DEFINITION PROCESSES	_____
12.	HCO B 16 Feb 81	HRD, COMMAND SHEETS, study the handling for step 5.	_____

13.	HCO B 16 Feb 81	HRD, COMMAND SHEETS, study handling for step 8.	_____
14.	HCO B 16 Feb 81	HRD COMMAND SHEETS, read through steps 000 through A-8, steps 1,1 through 1,10, steps 1,11 through 1,20.	_____
15.	*HCO B 27 Feb 81	C/S-ing THE HAPPINESS RUNDOWN	_____
16.	HCO B 15 Mar 81	HAPPINESS RUNDOWN AND NOTs PRE-OTs	_____

H. STUDENT AUDITING

1.	HCO B 21 Dec 79	AUDITOR ASSIGNMENT POLICIES	_____
2.	Doll Drill:	Rapidly drill the steps of the "morality" ("A-") questions from the Command Sheets until you are sufficiently familiar with them to audit another student. DO NOT HANG UP ON THIS DRILL AS THE COMMANDS ARE DRILLED IN THE NEXT SECTION OF THIS CHECKSHEET AFTER THE STUDENT HAS HAD THE EXPERIENCE OF AUDITING ONE OR MORE SESSIONS.	_____
3.	Doll Drill:	Rapidly drill the steps on the first precept from the Command Sheets, as above.	_____
		SUPERVISOR: Note that the above two drills take a total of 30 mins and if the students seek to spend longer at this point in the checksheet, send them off to audit.	
4.	Commence auditing another student on the Happiness Rundown (to be continued through the course).		_____
5.	HCO B 23 Jan 81	HAPPINESS RUNDOWN REPAIR LIST	_____

I. PRACTICAL

1.	Clay Demo:	The EP of the handling for step 5.	_____
2.	Clay Demo:	The EP of the handling for Step 8	_____
3.	Clay Demo:	What would happen if you over ran the key-out on step 5 or step 8.	_____
4.	Doll Drill:	Steps 1 through 10 on a doll, per the Command Sheets (Ref: HCO B 16 Feb 81 HRD Series #3), using fruit instead of a precept in the commands.	_____
5.	Doll Drill:	Steps -11 through -20 on a doll, per the Command Sheets, using fruit instead of a precept in the commands.	_____
6.	Doll Drill:	The Epilogue steps.	_____

7. Doll Drill: The HRD Repair List, HRD Series #6. _____

J. AUDITING PRACTICAL

1. Student is getting good results in student auditing. _____
2. Student is making case gain on and satisfied with own auditing on the HRD. _____

K. CASE HISTORIES

1. HCO B 16 Mar 81 HAPPINESS RUNDOWN CASE HISTORIES _____

L. STUDENT COMPLETION

I attest that I have completed the requirements of this checksheet and I know and can apply the materials.

STUDENT ATTEST: _____ DATE: _____

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

SUPERVISOR ATTEST: _____ DATE: _____

STUDENT ATTEST AT C & A: I attest: (a) I have enrolled on the course, (b) I have paid for the course, (c) I have studied and understand all the materials on the checksheet, (d) I have done all the drills required on this checksheet and (e) can produce the result required in the materials of the course.

STUDENT ATTEST: _____ DATE: _____

C & A: _____ DATE: _____

CERTS AND AWARDS:

Certificate of: HUBBARD HAPPINESS RUNDOWN AUDITOR (PROVISIONAL).

C & A: _____ DATE: _____

Route this form to Course Admin for filing in Student's folder.