

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

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|----|-------------------|--|-------|
| 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 | _____ |

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| 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

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|-----|----------------------|--|-------|
| 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

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|-----|--------------------|--|-------|
| 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. | _____ |

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| 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

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|-----|--------------------|---|-------|
| 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-SESSION-NESS | _____ |
| 11. | Tape 6211C01 | MISSED MISSED WITHHOLDS | _____ |

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| 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 at 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

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|-----|------------------|--|-------|
| 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

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|----|---------------------------------|---|-------|
| 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. | _____ |

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| 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

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|-----|-------------------|--|-------|
| 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. | _____ |

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| 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

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|----|--|---|-------|
| 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

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|----|-------------|--|-------|
| 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.