BOARD POLICY LETTER

21 OCTOBER 1971RB ISSUE I REVISED 15 OCTOBER 1977

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HQS Course
HQS Course
Supervisors
Div 6 Dept 17

(Cancels BPL 23 March 1977, NEW HUBBARD QUALIFIED SCIENTOLOGIST COURSE CHECKSHEET and all other HQS Course Checksheets.)

HQS COURSE CHECKSHEET

NAME:	DATE:
ADDRESS:	
ORGANIZATION:	
REQUIREMENTS:	Books - THE PROBLEMS OF WORK FUNDAMENTALS OF THOUGHT SCIENTOLOGY 0-8 DIAMETICS 55! SELF ANALYSIS ABRIDGED SCIENTOLOGY DICTIONARY INTRODUCTION TO SCIENTOLOGY ETHICS

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.

INPORTANT 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 Abridged 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 HQS 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.

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. Look up the word "Scientology" in the Abridged Scientology Dictionary and make up a few sentences with it until you are happy you understand it.
- 2. Look up the word "Scientologist" in the Abridged Scientology Dictionary and make up a few sentences with it until you are happy you understand it.
- 3. HCO PL 7 May 69 STUDENT'S GUIDE TO ACCEPTABLE BEHAVIOR
- 4. B.P.L. 17 May 71RD STUDENT POINTS
- 5. HCO B 19 Jun 71 II STUDY DEFINITIONS FOR THE TR
- 6. HCO B 25 Oct 71 DRUG DRYING OUT

B. WHAT SCIENTOLOGY IS

- 1. LRH Biography
- 2. MY PHILOSOPHY by L. Ron Hubbard (Flag Information Letter)
- 3. THE MEANING OF SCIENTOLOGY
- 4. THE AIMS OF SCIENTOLOGY
- 5. HCO PL 14 Feb 65 SAFEGUARDING TECHNOLOGY

C. SCIENTOLOGY STUDY SECTION

- 1. B.T.B. 29 Oct 70RA DEMO KITS
- 2. B.T.B. 26 Oct 70 THE DEFINITION OF A STUDENT
- 3. DEMO: Using your demo kit, demonstrate what a student is.
- 4. B.T.B. 27 Oct 70 THE INTENTION OF THE STUDENT

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5.	DEMO: Using your der Intention of a studer	no kit, demonstrate what the
6.	HCO B 25 Jun 71	BARRIERS TO STUDY
7.	HCO B 11 Oct 67	CLAY TABLE TRAINING
8.	B.T.B. 6 Jul 71	CLAY DEMO ERRORS
9.	B.T.B. 30 Oct 70R	CLAY DEMO
10.	CLAY DEMO: Using the do a clay demonstrat:	e data in (7), (8) and (9) above, ion of: A) A pencil
		B) A book
11.	Look up the word "grad Dictionary.	adient" in the Abridged Scientology
12.	CLAY DEMO: A gradier	nt approach to learning how to run.
13.	B.T.B. 1 Jul 71	THE THREE TYPES OF WORD CLEARING
14.	HCO B 31 Aug 71	CONFUSED IDEAS
15.	CLAY DEMO: From the do a clay demonstration how it affects a pers	data in (6), (13) and (14) above, ion of a misunderstood word and
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 6 Apr 73R	GRADIENTS IN TRS
4.	HCO B 2 Jun 71	CONFRONTING
5.	HCO B 16 Aug 71	TRAINING DRILLS MODERNIZED: Section on OT TR 0
6.	CLAY DEMO: The purpo	ose of OT TR O.
7.		there comfortably and confronting.
8.	HCO B 16 Aug 71	TRAINING DRILLS MODERNIZED: Section on TR 0
9.	CLAY DEMO: The purpo	ose of TR 0 Confronting.
10.	DRILL: TR 0 Confront	
11.	AFTER CLASS PRACTICAL	<u>.</u>
	A. After class, observed or badly they com	erve various people and how well
	B. Write up the resu	ilts for your Supervisor.
12.	B.T.B. 24 May 68	COACHING
13.	HCO B 16 Aug 71	TRAINING DRILLS MODERNIZED: Section on TR 0 Bullbait
14.	CLAY DEMO: The purpo	ose of TR C Bullbait.
15.	DRILL: TR 0 Bullbain	
16.	HCO B 21 Jun 71	WHAT IS COMMUNICATION?
17.	CLAY DEMO: The Commu	unication Formula.
18.	BOOK: DIANETICS 55!	Chapter VII "Communication"
19.	and observe the vario	Talk to the people you meet ous parts of the Communication he results for your Supervisor.

Write up examples of Two Way Communication

Observe how Two Way Communication works in talking

Use Two Way Communication in talking to someone and write up the results for your Supervisor.

40. PRACTICAL:

В.

41.

and hand in to your Supervisor.

AFTER CLASS PRACTICAL:

to some people.

AF	FINITY, REALITY AND COMMUNICATION
	OK: FUNDAMENTALS OF THOUGHT, Chapter 5 "The ARC Langle"
	AY DEMO: The ARC Triangle.
BO	OK: PROBLEMS OF WORK, Chapter 6 "Affinity, Reality
CL	AY DEMO: A. Affinity
	B. Reality
	C. Communication
up to	ACTICAL: From the data in (1) and (3) above, write 5 or 6 examples of how you could use the ARC Triangle handle situations in life. Do this until you are ppy you can use the ARC data and get the Supervisor check your examples.
Tr to st do	ACTICAL: Now actually use the data on the ARC iangle. USE the Communication corner of the triangle bring up the other two corners. Do this on another udent or person without telling him what you are ing. Write up what you did and the result and get checked by the Supervisor.
a th	TER CLASS PRACTICAL: Use the ARC Triangle data on person you know and increase the ARC between you and at person. Write up what you did and observed and t it checked by the Supervisor.
-	CLE OF ACTION
Ef	OK: PROBLEMS OF WORK, Chapter 4 "Secret of ficiency"
in	ACTICAL: Write up 5 examples of the cycle of action life that you have observed in your environment.
se	ACTICAL: Observe in your environment and write down veral examples of START-CHANGE-STOP.
PR	ACTICAL: Perform the actions of START-CHANGE-STOP.
ba Ma va fe	TER CLASS PRACTICAL: After class, or at your job, aware of the cycles of actions that you perform. ke sure that you complete them and give yourself a lidation for completing them. Notice whether you el better for completing cycles of action. Write up for your Supervisor.
HA	NDLING CONFUSION
BO Co	OK: PROBLEMS OF WORK, Chapter 2 "Handling the nfusions of the Work-a-Day World"
	AY DEMO: Confusions and the Stable Datum.
PR ha	ACTICAL: Write up a few examples of confusions you we observed and indicate what could have been a able datum.
AF	TER CLASS PRACTICAL: Find some areas of confusion:
Ā.	Pick a stable datum.
В.	Align other particles to your stable datum.
С.	Resolve the confusion.
D.	Write down these actions and turn them in to

XHAUSī	TON
	PROBLEMS OF WORK, Chapter 7 "Exhaustion"
FTER (MO: Why a person becomes exhausted. LASS PRACTICAL: Take a walk and look at your ment. Write up your observations and reactions. The supervisor.
RAININ	IG DRILLS 6-9
HCC B	7 May 58 UPPER INDOC TRs: Section on TR 6, 8-C
CLAY DI	MO: The purpose of TR 6, 8-C.
	TR 5, 8-C.
wavs of	CLASS PRACTICAL: Practice your 3-C in various various friends and situations. Write up sults for your Supervisor.
	7 May 68 UPPER INDOC TRs: Section on TR 7, High School Indoc
CLAY D	EMO: The purpose of TR 7, High School Indoc.
DRILL:	TR 7, High School Indoc.
on var	CLASS PRACTICAL: Practice your High School Indocious friends and situations. Write up the s for your Supervisor.
	7 May 68 UPPER INDOC TRs: Section on TR 8, Tone 40 on an Object
B.T.B.	22 May 71R TR 8 - CLARIFICATION
CLAY D	EMO: The purpose of TR 8, Tone 40 on an Object.
DRILL:	TR 8, Tone 40 on an Object.
	7 May 68 UPPER INDOC TRs: Section on TR 9, Tone 40 on a Person
CLAY D	EMO: The purpose of TR 9, Tone 40 on a Person.
	TR 9, Tone 40 on a Person.
AFFER situat	CLASS PRACTICAL: Use Tone 40 in various ions. Write up a report for your Supervisor.
TONE S	
BOOK: Tone S	SCIENTOLOGY 0-8, Chapter 5 (VI) The Emotional cale
ноо в	25 Sep 71RA TONE SCALE IN FULL
nonk.	SELF ANALYSIS, Chapter 6 and "Hubbard Chart of
Human	Evaluation 5

- 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.
- PRACTICAL: Demonstrate using your body for your twin each of the emotions on the "Being plus Body range of the scale.

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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 73 OBNOSIS AND THE TONE SCALE	
16.	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 1/2 to 1 tone above theirs. Observe the results. Bring them up to Enthusiasm by doing this. Write up your results for your Supervisor.	
κ.	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 names 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.	-

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5,	PRACTICAL: Draw the to each other. Hand	Parts of Man and how they relate this in to your Supervisor.	
6.	HCO B 22 Oct 71	EXTERIORIZATION	
7.	CLAY DEMO: What is	Exteriorization.	-
$M_{\bullet, -1}$	CO-AUDITING SECTION	<u>A</u>	
1.	HCO PL , 7 Feb 65	KEEPING SCIENTOLOGY WORKING	الله فيست المطالق بيدون المساو
2.	HCO PL 17 Jun 70R	TECHNICAL DEGRADES	
3.	B.T.B. 30 Sep 71	AUDITING	
4.	HCO B 30 Apr 69	AUDITOR TRUST	-
5.	HCO B 30 Apr 71	AUDITING COMM CYCLE	*****************
6.	CLAY DEMO: Demonstr	ate the Auditing Comm Cycle.	
7.	HCO B 17 Oct 62	AUDITOR FAILURE TO UNDERSTAND	-
8.		COMM CYCLE ADDITIVES	-
9.	CLAY DEMO: Demonstration the	ate two Comm Cycle Additives and	•
10.	· · · · · · · · · · · · · · · · · · ·	PROCESSING	
11.	HCO PL 14 Oct 68R	THE AUDITOR'S CODE	
12.	3.P.L. 4 Dec 71R	RULES FOR STUDENT AUDITORS	
13.	HCO B 16 Oct 71	FORCING A PC	
14.	HCO PL 17 Apr 70	AN AUDITOR AND "THE MIND'S PROTECTION"	
15.	HCO B 21 Oct 71	ASSISTS IN SCIENTOLOGY	-
16,	HCO B 5 Apr 71	SUMMARY OF HOW TO WRITE AN AUDITOR'S REPORT, WORKSHEETS FOR HQS CO-AUDIT	
17.	B.T.B. 9 Oct 67R	ASSISTS FOR INJURIES	
13.	it to have injured as furniture. Run the c turns on and blows of nition. After complete	tact Assist on a doll, imagining arm or leg by running into the Contact Assist until the somatic ff and the pain is gone plus cogeting the assist, write up the worksheet for the session.	
19.	B.T.B. 7 Apr 72R	TOUCH ASSISTS, CORRECT ONES	
20.	injured forehead. Rigone and there is a	ch Assist on a doll who has an un the assist until the pain is cognition. Write up the Auditor's after successfully completing	
21.	B.T.B. 7 Jun 69	HOW TO MAKE A PERSON SOBER	
22.	doll imagining it to	ational Havingness process on a be intoxicated or high. After ing process write up Auditor's	Manufacture and construction of the constructi
23.	HCO B 1 Dec 65	CCHs	***************************************
24.	HCO B 7 Aug 62	RUNNING CCHs	•
25.	HCO B 6 Sep 62	CCr.s: MORE INFORMATION	
26.	HCO B 5 Apr 62	CCHs: AUDITING ATTITUDE	-

- 27. B.T.B. 30 Sep 71RA DRILL MODEL SESSIONS FOR CCHs 1 TO 4
- 28. PRACTICAL: Do CCHs 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.
- 29. 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 CCHs 1 to 4 on another student.
 - B. Receive auditing on CCHs 1 to 4 from another student.
- 30. HCO B 30 Sep 71 CCHs 5, 6 AND 7

32.

34.

- 31. B.T.B. 30 Sep 71R DRILLS MODEL SESSIONS FOR CCHs 5, 6 AND 7
- Session and keeping report form and worksheets at the beginning and end of session.

 33. CO-AUDITING: CCH 5 with another student under

PRACTICAL: Do CCH 5 on a doll using CCH 5 Model

- supervision. Use CCH Model Session and full session reports as you go.

 A. Audit CCH 5 on another student.
- A. Mudit con 5 on another student.
- B. Receive auditing on CCH 5 from another student. 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.

 35. CO-AUDITING: CCH 6 with another student under supervision. Use CCH Model Session and full session
 - 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.
- 36. PRACTICAL: Do CCH 7 on a doll using CCH 7 Model
 Session and keeping report form and worksheets at
 the beginning and end of session.
- 37. CO-AUDITING: CCH 7 with another student under supervision. Use CCH Model Session and full session reports as you go.
 - A. Audit CCH 7 on another student.
- B. Receive auditing on CCH 7 from another student.
- 38. HCO B 4 Feb 59 OP PRO BY DUP
- 39. B.T.B. 30 Sep 71RA DRILL MODEL SESSION FOR OPENING PROCEDURE BY DUPLICATION (OP PRO BY DUP)
- 40. PRACTICAL: Op Pro 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.
- 41. 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.
 - 3. Receive auditing on Op Pro by Dup from another student.

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N.	CO-AUDITING SECTION B	
1.	BOOK: SELF ANALYSIS by L. Ron Hubbard	
	Processing Section .	· Va. 1., a. 2. a. a. T. va. a.
	Important How to Use the Disc	
2.	B.T.B. 30 Sep 71RA DRILL - RECALL LISTS MODEL SESSION	
3.	PRACTICAL: Do Self Analysis Lists on a dout using Model Session for Recall Lists and keeping report forms and worksheets 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.)	
٥.	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 B 28 Apr 60 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 buyar's name and address.	
7.	PRACTICAL: Go to the Director of Clearing and have him conduct you on a tour of the Organization showing you what services are given and their results.	
8.	BOOK: INTRODUCTION TO SCIENTOLOGY ETHICS - "Rewards and Penalties	•
9.	HCO PL 9 May 65 FIELD AUDITORS BECOME STAFF	
10.	HCO PL 15 Oct 65 FIELD STAFF MEMBER	
11.		
12.	PRACTICAL: Take some paper and write up an imaginary selection with the right number of copies putting at the top of each copy to whom they should be sent or kept by.	
13.	HCC PL 3 Dec 71 EXCHANGE	

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14.	HCO	PI.	27	Sen	70	CUTATIVE PRICE	ES
1.14		F 1.4	<i>L. I.</i>	oe u	, ,	COTULT AT I IVEC	

- 15. ESSAY: Why exchange is important.
- 16. HCO PL 23 Oct 65 DISSEMINATION DRILL
- 17. DRILL: Do the Dissemination Drill with another student until you are sure that you can disseminate to a new person.
- 18. 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.
- 19. B.P.L. 21 Oct 71 THE STATISTICS OF A SCIENTOLOGIST
- 20. B.P.L. 21 Oct 71 THE ORGANIZING BOARD OF A SCIENTOLOGIST
- 21. HCO PL 5 Feb 69R THE CODE OF A SCIENTOLOGIST
- 22. THE AIMS OF SCIENTOLOGY
- 23. ESSAY: Write an essay on how you can use the data you have learned on this course to help achieve the Aims of Scientology.

Student's Signature

Supervisor's Signature

Examiner's Signature OK to Issue Certificate

Certs & Awards Signature Cert Issued

Lt. Cmdr. Diana Hubbard Distribution Aide

for

L. RON HUBBARD FOUNDER

Revised by Sally Miscavige Tech Compilations Unit Approved by CS-5 Authorized by AVU

for the

BOARDS OF DIRECTORS of the CHURCHES OF SCIENTOLOGY

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