

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 SEPTEMBER 1978RA  
ISSUE III  
RE-REVISED 6 MARCH 1982

Remimeo  
Scn Orgs  
Academies  
Level II  
Students

(The revisions include changes in the auditing requirements for Level II certification and the updating of the checksheet with recently issued or revised HCOBs/HCO PLs pertinent to Level II.)

(Re-revised 6 March 82 to include in the auditing requirements that the student must give and receive a Student Confessional to successful completion before certification on the Level, and to include updated HCOB references pertinent to Level II.)

(Revisions in Script)

CANCELS: BPL 26 Jan 72RC, Issue VI  
Rev. 7.12.76 and 25.3.77 SCIENTOLOGY  
LEVEL II STANDARD ACADEMY CHECKSHEET  
and PILOT BPL 26 Jan 72RD, Issue VI,  
Rev. 28.2.78, SCIENTOLOGY LEVEL II  
STANDARD ACADEMY CHECKSHEET.

SCIENTOLOGY LEVEL II

STANDARD ACADEMY CHECKSHEET

(HCA) HUBBARD CERTIFIED AUDITOR

THIS COURSE CONTAINS KNOWLEDGE VITAL TO SUCCESSFUL LIVING.

NAME: \_\_\_\_\_ ORG: \_\_\_\_\_

POST: \_\_\_\_\_

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

This checksheet contains the vital survival knowledge of Scientology Level Two Technology. It covers the technology dealing with contra-survival acts of commission and omission ("overts" and "withholds").

PREREQUISITES:

1. The Student Hat.
2. Provisional Class I.
3. Method One Word Clearing.

STUDY TECH: Full application of all study tech is to be used throughout this course. The items are to be studied and drilled in sequence. This checksheet is done one time through materials and practical.

PRODUCT: A Hubbard Certified Auditor who is able to standardly audit others to Grade II Relief Release.

CERTIFICATE: Completion of this checksheet entitles you to the certificate of Provisional HUBBARD CERTIFIED AUDITOR. A Provisional Cert is valid only for one year at which time it must be validated by Interneship.

When you have completed through to Class IV training, you should interne immediately in this organization or a higher org under the professional guidance of technical experts. An interneship is absolutely necessary to full auditor training. When you can then apply the processes of the Grade flublessly you will be awarded your full Permanent Hubbard Certified Auditor Certificate.

LENGTH OF THE COURSE: 2 weeks full time.

NOTE: STARRATES AND TWIN CHECKOUTS ARE NOT GIVEN ON THIS COURSE. The student attests, by signing his name on the checksheet item blanks, that he fully understands and can apply the data. DRILLS ARE TO BE DONE FULLY TO THEIR RESULT.

IT IS EXPECTED THAT THE STUDENT WILL THEN POLISH AND REFINE HIS AUDITING SKILLS ON THE CLASS IV INTERNESHIP, UPON COMPLETION OF THE ACADEMY LEVELS THROUGH CLASS IV.

A. ORIENTATION SECTION:

- 1. HCO PL 7 Feb 65 KSW Series 1, KEEPING  
Reiss. 27.8.80 SCIENTOLOGY WORKING \_\_\_\_\_
- 2. HCO PL 17 Jun 70RA KSW Series 5, \_\_\_\_\_  
Rev. 27.4.81 TECHNICAL DEGRADES \_\_\_\_\_
- 3. HCO PL 22 Nov 67 ALL STUDENTS - ALL COURSES \_\_\_\_\_  
Rev. & Reiss. 18.7.70 OUT TECH \_\_\_\_\_
- 4. \_\_\_\_\_

B. BOOKS: (To be read by end of course if not read previously.)

- 1. INTRODUCTION TO SCIENTOLOGY ETHICS  
Pubs DK Ed-1973; Pubs US Ed-1970 \_\_\_\_\_
- 2. CLAY DEMO: The purpose of Scientology Ethics. \_\_\_\_\_
- 3. SCIENTOLOGY 0-8 \_\_\_\_\_
- 4. THE BOOK OF CASE REMEDIES \_\_\_\_\_  
Pubs DK Ed-1975; Pubs US Ed-1971 \_\_\_\_\_
- 5. E-METER ESSENTIALS \_\_\_\_\_

C. CHARTS:

- 1. 1980 CLASSIFICATION, GRADATION  
AND AWARENESS CHART OF  
LEVELS AND CERTIFICATES -  
Class II Auditor Section \_\_\_\_\_
- 2. HCO PL 23 Oct 80 II CHART OF ABILITIES GAINED \_\_\_\_\_  
FOR LOWER LEVELS AND  
EXPANDED LOWER GRADES \_\_\_\_\_

3. DEMO: The abilities gained for Grade II. \_\_\_\_\_

D. CODES:

- 1. HCO PL 14 Oct 68RA THE AUDITOR'S CODE  
Rev. 19.6.80
- 2. DEMO: Each point of the Auditor's Code.
- 3. THE CODE OF HONOR - Scientology 0-8, p. 43

E. TR DATA:

- 1. HCO B 16 Aug 71RA II TRAINING DRILLS  
Re-rev. 4.9.80 REMODERNIZED
- 2. HCO B 12 Nov 59 ACKNOWLEDGEMENTS IN  
AUDITING
- 3. HCO B 1 Oct 65R MUTTER TR
- 4. HCO B 21 Nov 73 THE CURE OF Q & A -  
MAN'S DEADLIEST DISEASE
- 5. HCO B 20 Nov 73 I 21ST ACC TRAINING DRILLS  
(ANTI Q & A DRILL)

F. TRs:

NOTE: On this Section, TRs 0-IV are re-drilled, using HCOB 16 Aug 71RA, TRAINING DRILLS REMODERNIZED, with an eye to further polishing the student's own natural TRs. The Mutter TR and Anti Q and A Drill are done to a pass by the Course Supervisor.

- a. OT TRO \_\_\_\_\_ f. TR 2 \_\_\_\_\_
- b. TR 0 \_\_\_\_\_ g. TR 3 \_\_\_\_\_
- c. TR 0 BB \_\_\_\_\_ h. TR 4 \_\_\_\_\_
- d. TR 1 \_\_\_\_\_ i. Mutter TR \_\_\_\_\_
- e. TR 2½ \_\_\_\_\_ j. Anti Q & A Drill \_\_\_\_\_

G. E-METER DATA:

- 1. HCO B 25 May 62 E-METER INSTANT READS
- 2. HCO B 21 Jul 62 URGENT INSTANT READS
- 3. HCO B 15 Mar 74R E-METERS SENSITIVITY  
Rev. 22.2.79 ERRORS
- 4. HCO B 20 Sep 78 AN INSTANT F/N IS A READ
- 5. HCO B 5 Aug 78 INSTANT READS
- 6. DEMO: What the meter reacts on.
- 7. DEMO: a) An instant read.  
b) When an F/N is a read.
- 8. HCO B 17 May 69 TRs AND DIRTY NEEDLES
- 9. DEMO: How to handle a dirty needle.
- 10. HCO B 3 Sep 78 DEFINITION OF A ROCKSLAM
- 11. HCO B 10 Aug 76R RSes, WHAT THEY MEAN  
Rev. 5.9.78
- 12. HCO B 20 Nov 73 II F/N WHAT YOU ASK OR  
PROGRAM
- 13. HCO B 27 May 70R UREADING QUESTIONS  
Rev. 3.12.78 AND ITEMS
- 14. HCO B 28 Feb 71 C/S Series 24,  
METERING READING ITEMS
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_

H. METER DRILLS: (From THE BOOK OF E-METER DRILLS)

(Also Ref. BTB 18 Jan 77R BOOK OF E-METER DRILLS DELETION)

NOTE: On this section, pink sheets are given for any earlier E-Meter Drills needing improvement.

1.	EM 11	_____	_____	_____	8.	EM 18	_____	_____	_____
2.	EM 12	_____	_____	_____	9.	EM 19	_____	_____	_____
3.	EM 13	_____	_____	_____	10.	EM 20	_____	_____	_____
4.	EM 14	_____	_____	_____	11.	EM 21	_____	_____	_____
5.	EM 15	_____	_____	_____	12.	EM 23	_____	_____	_____
6.	EM 16	_____	_____	_____	13.	EM 26	_____	_____	_____
7.	EM 17	_____	_____	_____	14.	EM 27	_____	_____	_____

I. DATA ON AUDITING:

1.	HCO B	24 Aug 64	SESSION MUST NOTS	_____	_____	_____
2.	HCO B	17 Feb 74	MUTUAL OUT RUDS	_____	_____	_____
3.				_____	_____	_____

J. STYLES OF AUDITING:

1.	HCO B	21 Feb 66	DEFINITION PROCESSES	_____	_____	_____
2.	HCO B	6 Nov 64	STYLES OF AUDITING - Level Two Section	_____	_____	_____
3.	<u>DRILL ON A DOLL:</u>		Drill Guiding Style Auditing.	_____	_____	_____
4.				_____	_____	_____
5.				_____	_____	_____

K. THEORY OF O/W:

1.	HCO B	28 Jan 60	THE KEY TO ALL CASES - RESPONSIBILITY	_____	_____	_____
2.	<u>CLAY DEMO:</u>		Responsibility.	_____	_____	_____
3.	HCO B	31 Dec 59	BLOW OFFS	_____	_____	_____
4.	HCO B	8 Sep 64	OVERTS, WHAT LIES BEHIND THEM	_____	_____	_____
5.	<u>DEMO:</u>		Why a pc would blow from auditing.	_____	_____	_____
6.	<u>TAPE:</u>	16 Jan 62	THE NATURE OF WITHHOLDS	_____	_____	_____
7.	<u>TAPE:</u>	20 Feb 62	WHAT IS A WITHHOLD	_____	_____	_____
8.	<u>CLAY DEMO:</u>		A withhold.	_____	_____	_____
9.	HCO B	20 May 68	OVERT MOTIVATOR SEQUENCE	_____	_____	_____
10.	<u>TAPE:</u>	3 Apr 62	THE OVERT MOTIVATOR SEQUENCE	_____	_____	_____
11.	<u>CLAY DEMO:</u>		a) Overt. b) Motivator. c) The Overt Motivator Sequence.	_____	_____	_____
12.	HCO B	10 Jul 64	OVERTS: ORDER OF EFFECTIVENESS IN PROCESSING	_____	_____	_____
13.	HCO B	12 Jul 64	MORE ON O/Ws	_____	_____	_____
14.	<u>DEMO:</u>		Why you would not run a pc on an out-of-ARC process.	_____	_____	_____
15.	HCO B	8 Feb 62	URGENT - MISSED WITHHOLDS	_____	_____	_____
16.	<u>TAPE:</u>	22 May 62	MISSED WITHHOLDS	_____	_____	_____
17.	<u>TAPE:</u>	1 Nov 62	THE MISSED MISSED WITHHOLD	_____	_____	_____
18.	<u>CLAY DEMO:</u>		A missed withhold and related phenomena.	_____	_____	_____

19. HCO B 12 Feb 62 HOW TO CLEAR WITHHOLDS  
AND MISSED WITHHOLDS
20. HCO B 22 Feb 62 WITHHOLDS, MISSED  
AND PARTIAL
21. HCO B 23 Jul 63 AUDITING RUNDOWN:  
MISSED WITHHOLDS
22. HCO B 3 May 62R ARC BREAKS, MISSED  
Rev. 5.9.78 WITHHOLDS
23. DEMO: The fifteen manifestations of missed  
withholds.
24. HCO B 31 Jan 70 WITHHOLDS, OTHER PEOPLE'S
25. DEMO: The handling of a pc who gives off  
other people's withholds.
26. HCO B 29 Sep 65 II THE CONTINUING OVERT ACT
27. CLAY DEMO: Why committing continuous overt  
acts prevents case gain.
28. TAPE: 2 Jul 64 O/W MODERNIZED AND REVISED
29. DOLL DRILL: Handling missed withholds using  
various examples of the 15 manifestations of  
missed withhold, till the student can do it  
smoothly and effectively.
30. HCO B 17 Apr 77 RECURRING WITHHOLDS  
AND OVERTS
- 31.
- 32.

L. CONFSSIONAL PROCEDURE:

1. HCO B 10 May 72 ROBOTISM
2. HCO B 21 Jan 60 JUSTIFICATION
3. DEMO: Justification, and how it comes about.
4. TAPE: 6110C04 MORAL CODES: WHAT IS  
SHSBC-62 A WITHHOLD
5. CLAY DEMO: How to Sec Check against a Moral  
Code and why this is done.
6. TAPE: 6110C05 SEC CHECKING TYPES  
SHSBC-63 OF WITHHOLDS
7. TAPE: 6111C02 HOW TO SECURITY CHECK  
SHSBC-75
8. HCO B 19 Oct 61 SECURITY QUESTIONS  
MUST BE NULLED
9. DEMO: What happens to the pc if a Con-  
fessional Question is left unflat.
10. HCO B 16 Nov 61 SECURITY CHECKING,  
GENERALITIES WON'T DO
11. HCO B 29 Mar 65 ALL LEVELS, ARC BREAKS
12. DEMO: What happens if you accept a gener-  
ality from a pc on a Confessional question.
13. HCO B 11 Jan 62 SECURITY CHECKING,  
TWENTY-TEN THEORY
14. TAPE: 6110C26 SECURITY CHECKING,  
SHSBC-72 AUDITING ERRORS
15. HCO B 1 Nov 74RA ROCK SLAMS AND  
Rev. 5.9.78 ROCK SLAMMERS
16. DEMO: The difference between someone who  
has R/Ses and a Rock Slammer.
17. HCO B 1 Mar 77 II CONFSSIONAL FORMS
18. HCO B 7 May 77 LONG DURATION SEC CHECKING
19. HCO PL 7 Dec 76 LEAVING AND LEAVES

- 20. TAPE: 6205C03 CRAFTSMANSHIP -  
SHSBC-142 FUNDAMENTALS
- 21. HCO B 6 Sep 78 FOLLOWING UP ON  
DIRTY NEEDLES
- 22. TAPE: 6205C23 FISH & FUMBLE, CHECKING  
SH TVD-7 DIRTY NEEDLES
- 23. DRILL ON A DOLL: Following up on a dirty  
needle.
- 24. HCO B 30 Nov 78 CONFSSIONAL PROCEDURE
- 25. DEMO: Full Confessional Procedure.
- 26. DRILL ON A DOLL: Using "Have you ever eaten  
an apple?"
  - a) Clearing the question.
  - b) Taking a Confessional question to F/N.
  - c) Pulling a Missed W/H, to F/N.
  - d) Comparmenting a question.
  - e) Helping a pc who needs help.
  - f) Handling a pc who is trying to get off  
motivators, justifications or someone  
else's withholds.
  - g) Handling a pc who is misdirecting the  
auditor.
  - h) Pc nattering.
  - i) Pc ARC breaking.
  - j) Applying the buttons, as necessary, to  
a Confessional Question.
  - k) Handling a dirty needle.
  - l) Confessional Procedure, handling a  
variety of situations.

The above drills are to be done unbullbaited and bullbaited until student can handle Confessional Procedure comfortably and with confidence.

- 27. HCO B 10 Nov 78R I PROCLAMATION, POWER  
Rev. 3.12.78 TO FORGIVE
- 28. HCO B 10 Nov 78R-1 PROCLAMATION: POWER TO  
Issue II FORGIVE, ADDITION
- 29. DRILL ON A DOLL: Handling various adverse  
reactions to the Proclamation of Forgiveness.

M. PREPCHECKING:

- 1. HCO B 7 Sep 78R MODERN REPETITIVE  
Rev. 21.10.78 PREPCHECKING
- 2. DEMO: The procedure of a Prepcheck and what  
occurs in the pc's bank.
- 3. DRILL ON A DOLL: Prepcheck "Apples" until  
you can handle the procedure comfortably and  
easily.
- 4.

N. BASIC DATA ON HANDLING GRADE II PROCESSES:

- 1. HCO B 23 Jun 80R CHECKING QUESTIONS ON  
Rev. 25.2.82 GRADE PROCESSES
- 2. DEMO: How HCOB 23 Jun 80R applies to  
Grade II Processes.

O. MINI LIST OF GRADE II PROCESSES:

- |    |                     |                        |       |       |       |
|----|---------------------|------------------------|-------|-------|-------|
| 1. | HCO B 8 Sep 78RA    | MINI LIST OF GRADE     |       |       |       |
|    | Re-rev. 6.3.82      | 0-IV PROCESSES         |       |       |       |
| 2. | a) Study and drill: | #8 per above HCOB.     | _____ | _____ | _____ |
|    | b) Study and drill: | #9 per above HCOB.     | _____ | _____ | _____ |
|    | c) Study and drill: | #10 and its references | _____ | _____ | _____ |
|    |                     | per the above HCOB.    | _____ | _____ | _____ |

P. STUDENT THEORY COMPLETION:

1. STUDENT ATTEST

The following attest is to be signed off, point by point, before the student begins auditing Grade II Processes.

If the Student has any reservation or question about attesting to any of the points below, he should reread himself in that area.

Only when the student has acquired these skills without question will he or she achieve good results on Grade II Processes.

I attest that:

- |    |   |       |
|----|---|-------|
| a) | I know and can fully apply the Study Tech given in the Student Hat.   | _____ |
| b) | I have applied the Study Tech of the Student Hat <u>fully</u> while on this course.   | _____ |
| c) | I have read the books, INTRODUCTION TO SCIENTOLOGY ETHICS, THE BOOK OF CASE REMEDIES, SCIENTOLOGY 0-8, and E-METER ESSENTIALS, and I understand them. | _____ |
| d) | I understand the E-Meter and how to use it.   | _____ |
| e) | I know and can recognize an Instant Read on the meter.  | _____ |
| f) | I know and can recognize the difference between a dirty needle and a rock slam.   | _____ |
| g) | I know how to follow up on and clean a dirty needle.  | _____ |
| h) | I have acquired good TRs 0-IV by drilling each.   | _____ |
| i) | I understand Q and A and can audit Level II skills without Q and A.   | _____ |
| j) | I understand and can run O/W processes.   | _____ |
| k) | I have a good grasp of withhold and missed withhold tech, and am able to pull withholds and missed withholds.   | _____ |

- l) I understand and can do Confessionals. \_\_\_\_\_
- m) I understand and can audit Prepchecking. \_\_\_\_\_
- n) I understand the theory and rules regarding checking questions on Grades Processes and can apply them. \_\_\_\_\_

Q. AUDITING SECTION: PRACTICAL

The student is now eligible to begin student auditing on Grade II Processes.

The student must not and cannot be required by anyone to audit processes above his training level. Where upper level processes are necessary for a case, upper level students should be called upon to audit the actions.

Refs: HCO B 8 Sep 78RA MINI LIST OF GRADE 0-IV PROCESSES  
Re-rev. 6.3.82  
B.T.B. 15 Nov 76 IV O-IV EXPANDED GRADE PROCESSES  
HCO B 7 Mar 82 CONFSSIONALS INCLUDED IN  
EXPANDED GRADE 2 PROCESSES

1. a) *Deliver a Student Confessional (HCO PL 29 June 61R, Rev. 8.11.80, STUDENT CONFSSIONAL LIST) to another student to successful completion.*
- b) *Receive a Student Confessional from another student to successful completion.*
2. Audit at least one pc on each of the processes of Level II to the EP of each process and the attainment of the Ability Gained for the Level, OR produce consistent well-done auditing hours in the style of auditing taught on Level II to a definite good pc result (remarkable case change).
3. Get any errors or misunderstandings on applying the materials of Grade II successfully reviewed and corrected.

ATTEST: I attest that I have successfully fulfilled the auditing requirements for certification on Level II, as given above.

STUDENT ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

I attest this student has successfully fulfilled the Level II auditing requirements for certification, as given above, and has demonstrated his competence in auditing the style of this Level.

SUPERVISOR ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_



STUDENT COURSE COMPLETION

A. STUDENT COMPLETION:

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

STUDENT ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

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: \_\_\_\_\_

B. STUDENT ATTEST AT C & A:

I attest: (a) I have enrolled properly on the course, (b) I have paid for the course, (c) I have studied and understand all the materials of this checksheet, (d) I have done all the drills on this checksheet, (e) I can produce the results required in the materials of the course.

STUDENT ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

C & A: \_\_\_\_\_ DATE: \_\_\_\_\_

C. STUDENT INFORMED BY QUAL SEC OR C & A:

I hereby attest that I have informed the student that to make his provisional certificate permanent he will have to be interned within one year.

QUAL SEC OR C & A: \_\_\_\_\_ DATE: \_\_\_\_\_

D. CERTS AND AWARDS:

Certificate of HUBBARD CERTIFIED AUDITOR (Provisional) issued.

C & A: \_\_\_\_\_ DATE: \_\_\_\_\_

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

L. RON HUBBARD  
FOUNDER

Revision assisted by  
Research & Technical  
Compilations Unit  
Adopted as Official  
Church Policy by the  
CHURCH OF SCIENTOLOGY  
INTERNATIONAL

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