

THE ARICA SCHOOL[®]
TRAINING GUIDELINES
Sponsor • Profactor • Participant

© 1972, 2016 by Oscar Ichazo.

No part of this book may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without permission in writing from the publisher.

Arica®, Arica School® and The Universal Logos® are registered trademarks of Oscar Ichazo in the United States of America.

Published by The Oscar Ichazo Foundation, PO Box 645, Kent, CT 06757

v1.45

CONTENTS

- 4 Guidelines in General
- 5 Oscar's Transmission and Profactor Guidelines
- 7 Participant Guidelines and Required Communications
- 8 Profactor–Participant Interaction Guidelines
- 10 Sponsor–Profactor Teamwork
- 11 Transmission from Oscar Meditation
- 12 Team Unity Meditation
- 14 The Arica School Confidential Training Application Introduction
- 16 Pre–screening of Applicants
- 18 The Arica School Confidential Training Application
- 21 The Arica School Confidential Training Application and Interview
- 23 The Arica School Confidential Training Application Process Map

GUIDELINES IN GENERAL

- All schools have guidelines that clearly describe the standards of interaction between students and instructors which in our School are referred to as participants and Profactors respectively.
- For Arica Profactors, Sponsors and team members, it is important to be in agreement with the ethical, behavioral and training guidelines for participants, Profactors and Sponsors, particularly in residential training settings. Guidelines have been in place since the beginning of the School and have been validated by the experience of Profactors, Sponsors and participants for more than 45 years. It is with this input and in-depth recommendations and material from Hawai'i that these comprehensive guidelines for Sponsors and Profactors of Arica trainings have been produced.
- These guidelines ensure that the Work remains the focus and priority for everyone in the training, providing a safe and training-oriented environment for both Profactors and participants. It is necessary to cover these guidelines at pre-training meetings so all team members are in agreement with them during the training and, therefore, team unity can be established across Self-responsibility.

OSCAR'S TRANSMISSION

- It is essential to realize that in order for the transmission from Oscar to occur, you need to remember Oscar in your heart while passing the Work, and the presentation of the Work needs to be objective, uniform and clear. The Work comes alive through his transmission when you are 'In Function', the State in which his transmission can be received. This is real transmission by true function.
- Before profacting a training, it is necessary to experience Oscar's transmission, as generating a new tradition in the Line of Supreme Enlightenment and Total Actualization of the Eternal Forms. The transmission is not from Oscar as an individual, but from Oscar as the root of a new tradition of the Eternal Presence of Light upon Silence (see TRANSMISSION FROM OSCAR MEDITATION, page 11).

PROFACTOR GUIDELINES

- 1 Oscar, in his instructions to Sponsors and Profactors, states that Profactors must be working an individual training practice, as stated in the Presenter's Information, titled "Ongoing Routine" in all group training manuals. This establishes the stability of The State and therefore, the necessary level to present the Work in order to be able to transmit the Knowledge and Spirit of the School and to be In Function.
- 2 The charisma and personal grooming of Profactors are a reflection of their maturity in the training function. A reasonable, simple and clean presentation is necessary, as is being appropriately dressed for the particular training environment.
- 3 Profactors need to read and carefully review the indications before presenting the Work, even if they have presented a training many times before. The exercises and the introductory material may have been revised with new material and indications added, making it necessary to review manuals beforehand. A careful review prepares the Profactor to embody the Work anew, providing the highest level of presentation and profacting.
- 4 When presenting the Work, it is necessary to NOT just read the indications, introduction material, etc., but to present the material naturally and distinctly from the manual, making eye contact with the participants. Proper preparation will ensure an embodiment of the Work and ease of presentation. Pace the presentation so it is not too fast or too slow. Practicing your delivery beforehand in front of a mirror will provide direct feedback which is self-correcting.

PROFACTOR GUIDELINES

- 5 Though a specific number of Profactors is not required to present a training or group practice, it is recommended to have a team of two or three Profactors to ensure a vital and unstressed presentation. If more than one training is being presented over the course of a few days, a larger team of Profactors is necessary.
- 6 In karma cleaning groups, please do not use examples directly referring to Oscar, Sarah, or the School, since that may produce an effect in the participants. Please refrain from examples in which you may have unprocessed charge which, as a Profactor, could be a disruptive and subjective presentation. Also, it is necessary to have clear examples prepared prior to the training. If there are participants below the age of 18, when processing areas of sexual karma, it is necessary to have them in their own age group and not with older, more sexually-experienced participants. If no other young participants are in the training, then team members need to form a group and follow the age-appropriate questions provided in the manual.
- 7 Training manuals or other sensitive training materials must be removed from the training room during lunch breaks and kept in a safe place.

8 BREAKS DURING TRAININGS

It is important to consider the rationale about breaks during group trainings or practices. They are necessary for restroom breaks, to have a glass of water, stretch, chat with others, and most importantly, for the Work that has just been embodied to “settle” in one’s mind or Eternal Continuum. If we rush from one meditation to another to reduce the time of the training or practice, this essential step is lessened and the depth of the Work being embodied could be rendered marginal.

PARTICIPANT GUIDELINES & REQUIRED COMMUNICATIONS

Points 1–3 need to be covered at the beginning of a group training.

- 1 It is necessary for participants to refrain from alcohol or drugs (other than prescription medicines) during the course of a training, as drugs reduce the vitality (chi) and mental alertness necessary for the fullest embodiment of the Work.
- 2 No electronic or digital recording, texting, photographing, or videoing of a training is permitted. This includes camera phones, which must be turned off during training sessions. Any equipment used will be temporarily confiscated and the material deleted.
- 3 There is no note-taking in trainings. However, if a training has worksheets, encourage participants to keep note-taking to a minimum on the worksheets provided. Explain clearly that note-taking is a distraction and keeps them in their mental process, rather than participating in the training and embodying the Work directly. Excessive note-taking may also be indicative of those people who come just to appropriate the Arica material for ulterior motives.
- 4 It is important that participants understand that the Work is a process of clarification, and that memorizing the training material is not necessary—it's the experience of the Work that is important. The Work establishes a basis of clarification and understanding upon which to embody the Higher States presented through meditations and rituals into the State of Pristine Enlightenment (*Theosis*). It is important that participants understand this point.

PROFACTOR-PARTICIPANT INTERACTION GUIDELINES

- 1 It is natural and necessary to have friendly social interaction with participants; however, Profactors, Sponsors and other team members need to maintain a professional, mature relationship with everyone and not engage in flirtations or sexual liaisons. These behaviors are a major distraction for participants and can keep them from fully engaging in the Work, which requires their full attention, and can adversely impact the integrity of the training itself.
- 2 During the course of a training, Profactors must not misuse their position for any personal reasons, including business, or for promotion of any political or social issues.
- 3 As a Profactor, it is important to maintain impartiality throughout a training. Treat all participants equally, regardless of cultural background, race, religion, ethnicity, gender, sexual orientation, disabilities, religious or political beliefs, or socio-economic status.
- 4 It is important that Profactors and Sponsors refrain from smoking, drinking or taking drugs in front of participants during a training, and Oscar recommends not to take drugs at all during the course of a training. If you smoke, clean your mouth, teeth and hands thoroughly before entering the training room.
- 5 Various questions may arise in a training or further explanations may be requested. It is best to answer succinctly as they relate to the training being given, and not attempt to provide the entire history or theory of the School. It is important to deduce when a participant is asking a question to clarify their process of understanding, or when they are just intellectualizing.
- 6 Profactors need to be aware of participants who are having a difficult time understanding or integrating the material, and if possible, process with them at a break or during question time. However, long and possibly confusing explanations need to be avoided. Clarity and objectivity of answers are a very important part of being of service to those new to the Work. Occasionally participants may have difficulty assimilating a new way of viewing their ego process. Because a training day may involve an intensive process of identifying the basis of automatic feelings, emotions and thoughts—the territory of the lower ego—a participant may find the

PROFACTOR-PARTICIPANT INTERACTION GUIDELINES

process hard to integrate into their perspective. Arica trainings are not therapy; they are trainings to develop one's Witness and clarify one's ego process.

- 7 Karma cleaning for the participants is a process of understanding the mechanisms of the ego. While emotional release may occur at times, it is not the main purpose of the Work which is the process of awakening the Witness in order to enter the State of 'Mind-only.'
- 8 Another aspect that is even more crucial to the Profactor/participant relationship is when someone is mentally imbalanced, not identified during the interview process and reacts with problematic behavior during the training. This situation needs professional or medical attention and cannot be treated lightly. It is not a matter for processing. Having the name and number of a local hospital that can handle psychiatric problems needs to be part of the training preparation, in the unlikely event such a problem may occur. This is why it is important to discover in the application/interview process if someone has a history of mental problems/illness. In this case, the person should not be permitted in the training, unless their current situation indicates a stable recovery, and they would not be at risk to themselves or others as a result of doing the training.

SPONSOR-PROFACTOR TEAMWORK

- 1 Teamwork and team feedback are important for Profactors before, during and after a training as a matter of process and clarity. It is a requirement that the Team Unity Meditation be practiced in the team meeting before a training as part of your preparation in order to establish team unity (TEAM UNITY MEDITATION, page 12).
- 2 Sponsors and Profactors are required to present Arica trainings according to specific indications as established by Hawai'i and provided in the layout of the manuals to maintain the integrity of the trainings and their presentation. It is essential not to take portions of trainings out of their pre-established format, not to combine trainings, nor use segments in other venues without prior permission from Hawai'i through communication with TASCSC.
- 3 If you are making a presentation, need to alter a schedule, or are involved in another type of event—although it is recognized that sometimes event opportunities happen suddenly—please send your proposal, as far in advance as possible, preferably at least a minimum of six months lead time, to TASCSC at: tascc@arica.org. Your request will be sent to Hawai'i for consideration and approval.
- 4 It is the responsibility of all of us to be especially diligent and respectful in our use of the Work, protecting it both legally, morally and ethically.
- 5 Suggestions are welcomed from Profactors and Sponsors on any area that may support us all in maintaining the highest standard of presentation of Arica trainings. Please send your feedback to: tascc@arica.org.

TRANSMISSION FROM OSCAR MEDITATION

It is important to find a quiet place (even if it means sitting in your car) before a training and sit quietly with your eyes closed, as you practice Kath–channel Breathing (*1 minute*), and then repeat the following indications to awaken the transmission experience with Oscar.

TOHAM KUM RAH

- 1 Act of Self–recollection (*internally*).
- 2 Repeat the Declaration of Unity internally with your eyes closed:
GOD IS ETERNAL
IS IN ALL OF US
IS IN EVERYTHING
IS ONE WITHOUT SECOND
TOHAM KUM RAH
- 3 Repeat the Offering internally with your eyes closed:
I OFFER THIS WORK FOR THE BENEFIT OF ALL AND THE REALIZATION
OF HUMANITY–ONE.
- 4 With your eyes closed, imagine Oscar in your third eye (*1 minute*).
- 5 With your eyes closed, imagine Oscar in your heart (*1 minute*).
- 6 With your eyes closed, feel Oscar in your heart, and feel the transmission from him as The One, The Good and The Truth of the Eternal Light of the Supreme State of Complete Realization (*3 minutes*).
- 7 Recognize that the direct transmission from Oscar across your heart will be received by the training participants from his Spirit, to your Spirit, to their Spirit (*1 minute*).
- 8 Thank Oscar for his transmission, and feel him in your heart (*1 minute*).
- 9 Act of Self–recollection (*internally*).

When you are passing the Work, continue to feel Oscar in your heart.

TEAM UNITY MEDITATION

Materials required:

Universal Logos yantra (*at the front of the training room or individual yantras for each team member*)

Candle-lit

INTRODUCTION

The Arica Team unity is evoked and universalized by the experience of transcendence of the individual into the Arica Team; the Arica Team into the Arica School; the Arica School into Humanity; Humanity into Humanity–One; and Humanity–One into Pristine Enlightenment (Theosis). This is attained by the repetition, GOD IS ONE, WE ARE ONE, which is repeated twelve times for each level of transcendence.

The Team Unity Meditation can be practiced at the conception of a team or at any point when the experience of transcendence can strengthen the unity of the Arica Team.

- 1 Act of Self–recollection.
- 2 Open your eyes and focus on the gold center of the Universal Logos, as you repeat the Declaration of Unity aloud mantrically once:
GOD IS ETERNAL
IS IN ALL OF US
IS IN EVERYTHING
IS ONE WITHOUT SECOND
TOHAM KUM RAH
- 3 Continue to focus on the gold center, as you repeat aloud mantrically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF MY INDIVIDUALITY
INTO THE ARICA TEAM.
- 4 Focus on the gold center, as you repeat aloud mantrically 12 times:
GOD IS ONE, WE ARE ONE.

TEAM UNITY MEDITATION

- 5 Focus on the gold center, as you repeat aloud mantratically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF THE ARICA TEAM
INTO THE ARICA SCHOOL.
- 6 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 7 Focus on the gold center, as you repeat aloud mantratically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF THE ARICA SCHOOL
INTO HUMANITY.
- 8 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 9 Focus on the gold center, as you repeat aloud mantratically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF HUMANITY INTO
HUMANITY-ONE.
- 10 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 11 Focus on the gold center, as you repeat aloud mantratically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF HUMANITY-ONE
INTO PRISTINE ENLIGHTENMENT (THEOSIS).
- 12 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 13 Focus on the gold center, as you repeat the Declaration of Unity aloud mantratically
once:
GOD IS ETERNAL
IS IN ALL OF US
IS IN EVERYTHING
IS ONE WITHOUT SECOND
TOHAM KUM RAH
- 14 Act of Self-recollection.

THE ARICA SCHOOL CONFIDENTIAL TRAINING APPLICATION INTRODUCTION

The legal basis for the application process is outlined in the Arica Institute Group Trainings Admissions Policy on the Arica website, Overview section.

- The Arica School Confidential Training Application is a guideline for interviewing any newcomer, including those recommended by Aricans, before the newcomer is accepted into the training. Using this form as a guide, an experienced member of your team should interview the applicant like a friendly conversation, either by phone or in person, keeping notes on the application form, including other information that may be relevant to their entrance to the training. If there is more information that will not fit on the application form, use a separate sheet of paper.
- The application process will not only familiarize you with the applicant, but will also give a basis upon which to evaluate the following risks:
 - 1 Medical: Does the applicant have any medical condition that needs to be known by the staff, and is it advisable for the participant to speak with their physician before participating in some of the practices, especially those with exercises?
 - 2 Psychological: Does the applicant have any psychiatric condition, even those controlled by medicine, which could be aggravated by a particular process, putting them or the other participants or the training in danger?
 - 3 Intellectual Property Theft: The level of the risk of plagiarism and intellectual property theft must be assessed. Is the applicant genuinely interested in the Arica Work, although they may have some knowledge of Enneagram work; is the newcomer wholly dedicated to the "enneagram" movement, or is the applicant an enneagram author or teacher?
- The information on the application form, combined with the interview, will help you to assess these risks, and will also allow you to be welcoming to the newcomer and learn more about them. The length of the interview will vary.

THE ARICA SCHOOL CONFIDENTIAL TRAINING APPLICATION INTRODUCTION

- Based upon your assessment, the Sponsor may decide against admission to the training, or may wish to discuss the decision with the Application Review Committee. In either case, the application and interview notes of anyone you consider to be questionable should be forwarded to the Application Review Committee (ARC, Email: arc@arica.org, and tascc@arica.org or fax 1/860-540-1115. Please include the name of the interviewer in case there are further questions. All notes should be legible and in black ink. When possible, typed notes will be easier to read.
- Note: Only applications and interview notes for applicants considered to be questionable to admit to the training should be sent to ARC. However, since every completed application must be kept on file at Arica Institute, please send all application forms and interview notes to orders@arica.org or fax 1/860-201-1003.

PRE-SCREENING OF APPLICANTS

- 1 Sponsors must be diligent in knowing how new people found out about Arica and their purpose in attending the training. An important problem that impacts the trainings, and can compromise the integrity of the Teachings, is when members of other groups such as the “Enneagram” people come into the Work specifically to plagiarize and/or utilize the Arica material for their own purposes. Sponsors must clarify this situation before these individuals are admitted into trainings, if at all, as they may take whatever materials they want for their workshops and/or publications.
- 2 Sponsors are required to conduct a standard interview for all new people, using the Arica School Confidential Training Application form (page 18–20).
- 3 Individuals known to be involved in enneagram groups must be vetted closely.
- 4 Make neat, readable and specific notes on the application form. Remember that the Application Review Committee (ARC), and/or members of TASCC may need to review the form.
- 5 The interview can be conducted over the telephone or in person with the application form, filled out by the Sponsor during the conversation.
- 6 The interview by the Sponsor, Profactor or team member needs to be conducted like a friendly conversation, while the application form is reviewed with the applicant, and useful personal details are gathered.
- 7 It is a point of serious consideration whether any person from the Enneagram Community or similar organizations is permitted in our trainings. It is a matter of securing the Work and protecting our copyrights at this time and for future generations. This is the responsibility of the Sponsor. Permission for attendance of these participants must be granted by ARC through TASCC.
- 8 If there are medical or psychological problems, the interviewer should also investigate fully.
- 9 A decision to accept or decline should not be given at the time of the interview. Sponsors may wish to consult with ARC and TASCC prior to contacting an applicant who will be declined. The decision may be discussed with ARC (arc@arica.org), or referred to ARC, if necessary.

PRE-SCREENING OF APPLICANTS

- 10 Give applicants an indication of the timescale for the admissions process and final decision.
- 11 Sponsors will check the Active Sponsors Conference in the Members' Website Conference System to determine who has been declined admission in previous applications.

APPLICANTS DECLINED ADMISSION

- 1 If a person is not admitted to a training, the Sponsor needs to tell them verbally that their application to attend the training has been turned down and that the training is not open to them at this time without providing details. If they ask why, let them know it was a decision made by the training application review committee, or that the training has been filled.
- 2 A person who is declined can try to clarify any misunderstanding, correct an error, or inform a Sponsor of a change of circumstances that may affect their admission to a training.
- 3 Contact TASC (tascc@arica.org) and ARC (arc@arica.org) in writing if the declined applicant challenges the sponsor's decision.
- 4 After declining an applicant, Sponsor will enter their name as a new topic in the Active Sponsors conference at the Members' Web Site and provide explanatory details.

The Arica School Confidential Training Application

Please print legibly in black ink and fill in the application completely.
Attach an additional sheet of paper if you wish to expand upon a particular entry.

Training title: _____ Date of training: _____

Location of training: _____

Arica Training Sponsor: _____

Name of interviewer: _____ Date of interview: _____

Applicant

Name _____

Address _____

City _____ State _____

ZIP/Postcode _____ Country _____

Email _____

Home phone _____ Cell phone _____

Emergency Contact Number _____

Website _____ Occupation _____

Education and Degrees _____

Organizations, groups, societies, or schools in which you are a member? _____

The Arica programs may involve physical exertion and/or exercise

Do you have any health problems or disabilities? _____

Physical limitations? _____ Injuries? _____

What medications are you taking and for what conditions? _____

Applicant name: _____

Are you under the care of a psychologist or psychiatrist? Yes _____ No _____

If yes, for what conditions? _____

Have you ever been hospitalized, and for what reasons? _____

The Arica School

How did you learn about Arica/Oscar Ichazo? _____

Which publications of Oscar Ichazo's have you read? _____

Have any of your family members participated in Arica? _____

Their names? _____

Are you a member of the Arica Institute? _____

What do you want to learn from doing this training? _____

Enneagram

Have you heard about the enneagram? _____ Have you studied the enneagram? _____

Have you attended any enneagram workshops? _____

Which ones (include dates and trainers)? _____

What enneagram books have you read? _____

Applicant name: _____

Do you write about the Enneagram? _____ Do you teach the Enneagram? _____

If so, please describe: _____

THE ARICA SCHOOL CONFIDENTIAL TRAINING APPLICATION AND INTERVIEW

Please refer to the Arica Institute Group Trainings Admissions Policy on the Arica Website, Overview section, for the legal basis for the application and interview process.

PURPOSE OF THE INTERVIEW

- 1 It is of the utmost importance that we protect Oscar's copyright/trademark by ensuring that all those who come to the Work are sincere about their interest in the Arica School, and are not interested only in advancing their own agendas.
- 2 The application (page 18–20) needs to be completed in its entirety by the Sponsor.
- 3 The interview needs to be conducted over the telephone or in person, with the form filled out during the interview process.
- 4 Conduct the "interview" like a conversation, using the form as the basis of the conversation.
- 5 Ensure that all questions are answered and write the responses neatly and clearly on the form.

QUESTIONABLE APPLICANTS

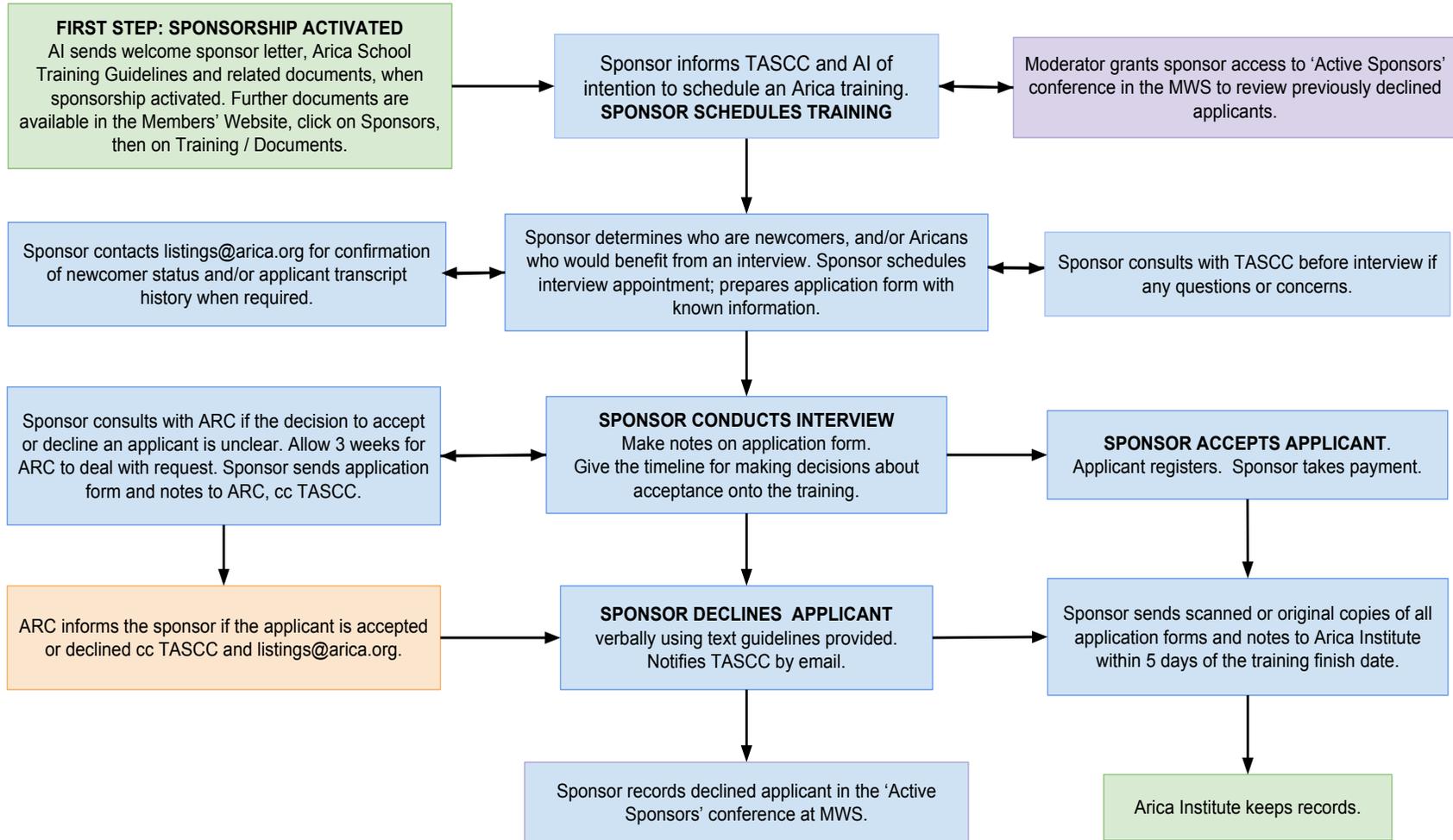
- 6 Please send any questions about an applicant's eligibility to participate in any given training immediately to ARC (arc@arica.org) and TASCC (tascc@arica.org)
- 7 Questionable applicants are those with a history of mental health problems, physical problems, involvement in the Enneagram Community, teachers or writers of the Enneagram Community, or someone that you find is withholding pertinent information.

CONFIDENTIALITY

- 8 Information on the Arica School Confidential Training Application form and verbal information from the interview must remain confidential. Please keep all information secure, and when the process is complete forward the form and interview notes to Arica Institute for filing.

The Arica School Confidential Training Application Process Map

Application procedure to be completed for all Arica Institute group trainings, classes, or any other group training programs using Arica Institute licensed materials. Excluding Introductory Programs, *P-Cals* and *Kath State: The Energy of Inner Fire*. Training ads need to include the registration cut-off date. Recommendation: Applicants apply 4-8 weeks minimum before training start date.



23