

EATA European Association of Transactional Analysis

Acknowledgement of Items Received for CTA Examination

To:

Date:

Dear TA colleague

I have received your:

- CTA Written Examination
- Copy of payment
- Principal Supervisor's Endorsement of CTA Written Examination Form
- Notice of Intention to take CTA Oral Examination Form
- Principal Supervisor's Endorsement of the Candidate to CTA Oral Examination Form
- Letter of personal endorsement from your Principal Supervisor
- A copy of your endorsed EATA training contract and associated documents.
- Application form for CTA Oral Examination

Your Written Examination is being marked. You may expect to receive your Assessment within approximately six to eight weeks. Your identity will be anonymous although the Evaluator will sign your Assessment so you will know who he or she is.

I enclose:

- Receipt
- Checklists of instructions for oral examination
- Notice of Intention to take CTA Oral Examination Form
- Application form for CTA Oral Examination
- Principal Supervisor's Endorsement of the Candidate to CTA Oral Examination Form
- Other

Please make and keep a copy of every document for your personal file.

Please take responsibility for checking with your Principal Supervisor as you proceed in case of any changes in requirements.

All good wishes for your success.

Yours sincerely

Signature:

EATA Language Group Coordinator

Date: