

EATA European Association of Transactional Analysis

Procedures for taking CTA Oral Examination

1. *Notice of Intention of the candidate to take the CTA Oral Examination and Principal Supervisor's Endorsement of the Candidate to Oral Examination* to be received by the Language Coordinator 3 clear months prior to the date of the exam.

Note: The *Notice of Intention to take the CTA Oral Examination* gives all the basic information about the candidate's intention to take the oral examination at a specific time and place, and which type of examination is intended, e.g. counselling / organisational etc. This form constitutes the candidate's commitment to take oral.

The *Principal Supervisor's Endorsement of the Candidate to Oral Examination* is a formal statement signed by the Principal Supervisor that the candidate has completed the training/supervision/practice hours.

2. *Principal Supervisor's Personal Letter of Recommendation* of the candidate as being ready for CTA examination and certification. This letter may take the form of the Principal Supervisor's own choosing and further remarks about the written examination may be included here. To be received by the Language Coordinator 3 clear months prior to the date of the exam.

3 *Notice of Withdrawal from Oral Examination*. If a candidate intends to withdraw from oral examination, notification in writing should be received by the Language Coordinator 3 clear months prior to the date of the exam.

Attention: if a candidate withdraws for any reason other than deferral on the written examination, the candidate must inform the Language Coordinator *at least two months ahead of the oral date*, otherwise the oral exam fee will not be transferred to a later oral examination date. Note: in practice, a phone call to meet the withdrawal deadline is acceptable followed immediately by a written note.

4. *Application Form for the Oral Examination* to be received by the Language Coordinator one clear month prior to the date of the exams.

Note: *Application Form for the Oral Examination* gives the final statement from the candidate of name and address, type of examination requested, names of board members refused (e.g. through bias, familiarity, previous examination, recent supervision) together with details of examination language and use of translation where needed. Candidates must also write on this form the exact name and title they wish to have printed on their certificate (please type or write it very clearly). This form is used to make the final list of oral examination candidates and therefore it is very important that it is received in time and that it is written clearly.

5. On receipt of the oral application form, having checked that the administrative documentation has been completed correctly, the Language Coordinator will issue the candidate with a *Completion of Registration Certificate*. The candidate must take this to the oral examination site, where it will be collected by the Examination Supervisor. See also the separate instructions sheet regarding 'Procedures for Oral Examination on Site'.