

## **4**

### **EATA TRAINING CONTRACTS**

#### **A CTA TRAINING CONTRACTS**

#### **B PTSTA and CTATS TRAINING CONTRACTS**

##### **4.1 Introduction**

##### **4.2 Registration of EATA Contracts and Payment of Fees**

##### **4.3 Selecting a Field of Specialization**

##### **4.4 Contract Extension and Cancellation**

##### **4.5 Contract Leave of absence**

##### **4.6 Cancelling a Contract**

#### **4.7 Changing Principal Supervisor**

#### **4.8 Changing Field of Specialization**

#### **4.9 Exceptions for Principal Supervisors of CTA, CTA TS and PTSTA Training Contracts**

##### **4.9.1 Introduction**

##### **4.9.2 Definition**

##### **4.9.3 Applying for an Exception**

##### **4.9.4 Granting or refusing an Exception**

##### **4.9.5 When the Exception is granted**

##### **4.9.6 When the Exception is refused**

##### **4.9.7 Subsequent Exceptions**

#### **4.10 Expansions for Principal Supervisors of CTA CTA TS and PTSTA Training Contracts**

##### **4.10.1 Introduction**

##### **4.10.2 Definition**

##### **4.10.3 Applying for an Expansion**

##### **4.10.4 Granting or refusing an Expansion**

##### **4.10.5 When the Expansion is granted**

##### **4.10.6 When the Expansion is refused**

##### **4.10.7 Variations in procedure**

#### **4.11 Documentation**

- Certified Transactional Analyst Training Contract (13.4.1)**
- CTA Trainer and Supervisor Contract (13.4.2)**
- TSTA Contract (13.4.3)**
- Change in Principal Supervisor (13.4.4)**
- Exceptions Documentation Checklist (13.4.5)**
- Expansions Documentation Checklist (13.4.6)**

## 4 EATA TRAINING CONTRACTS

### 4.1 Introduction

Students of transactional analysis who start their training need to sign a formal contract with EATA and a Principal Supervisor. The contract is the commitment of both the trainee to complete his or her journey to certification and of the Principal Supervisor to support the trainee and share responsibility for his/her appropriate development. Local and National TA associations provide details of accredited TA trainers and institutes. Contracts may be signed with the organisation to which trainee and trainer belong, or they may be signed following the relevant agreements with other affiliated associations.

A person may sign more than one contract – i.e. in different fields with different Principal Supervisors.

### 4.2 Registration of EATA Contracts and Payment of Fees

Registration of contracts is usually done directly with EATA. Some national associations have made direct agreements with EATA where the association sends directly the contracts to EATA for registration. In this case, trainers and trainees should follow the procedures laid down by the national association. These may differ slightly in some respect from those outlined in the training contract. Trainees should consult their national association to check if it has such agreement.

**A A CTA training contract lasts for five years and can be renewed** if the trainee wants to continue training after five years; the contractual relationship can be continued by signing a new contract form, following the same procedure as with the first contract. The contract fees have to be paid again. The second contract lasts for the same amount of time as the first. Formally, this second contract is a new contract, and the trainee can either change his or her Principal Supervisor, or can renegotiate the contractual details with his or her actual Principal Supervisor.

A CTA contract may be renewed more than two times in case of need.

**A CTA contract must be registered at least one year before the date of the exam, It is however recommended to have a contract signed and endorsed 18 months before submitting the written exam ( see section 3, 7 and 8) . This rule does not apply for the trainees signing their second CTA contract following to the expiring of their first one.**

The Principal Supervisors need to use the following checklist with their

trainees each time, before a contract is sent to EATA for endorsement.

1. In order for the contract to take effect, both the trainee and the Principal Supervisor must have paid the annual membership dues to EATA for the current year.
2. Each contract must be dated and signed by both the trainee and the Principal Supervisor(s).
3. All relevant parts of the form must be completed.
4. The forms need to be completed in English.
5. Details of supervision and other requirements including national requirements, for example a psychiatric placement (as required in some countries for psychotherapy), needs to be included
6. The fee for filing the contract must be paid,
7. Both trainees and trainers should check if their national association has its own system for paying the contract-filing fee. If there is a national system, the instructions given by the national association are to be followed.
8. If there is no national system, the current amount, related to the contract-filing fee, need to be paid by bank transfer to EATA. according to bank account details shown in the contract
9. The trainee must pay required bank charges.
10. The name of the trainee and the date must appear on the bank transfer document.
11. When the money is transferred, a copy of the bank transfer document needs to be attached to the contract sent to EATA.
12. Please *do not* send
  - a) Contracts by registered mail
  - b) Incomplete contracts
  - c) Checks, money, or bank drafts with the contracts to EATA.If items 13 b) and c) are sent, they will be returned.
13. Please contact EATA if you have received no response within one month of sending the contract and documents in case they have gone astray or been lost in the post.

**A** On the CTA contract form, the trainee needs to indicate in figures the cost of continuing training at the current year's rates, specifying currency used.

### 4.3 Selecting a Field of Specialization

When a trainee and Principal Supervisor sign a contract form, they need to select and specify the field of specialization. The four fields are

Psychotherapy, Counselling, Education and Organization. The field of specialization is normally selected so that the majority of the trainee's professional practice is contained within it. If the trainee's practice touches upon other fields of specialization, then the trainee and Principal Supervisor will normally agree so that the trainee obtain some supervision from other trainers qualified in those fields.

There may be national legal restrictions on who can practice as a psychotherapist or a counsellor, and **it is the responsibility of both trainee and Principal Supervisor to be fully informed and aware of this when choosing their field of specialization** (see sec.2 pag 2 and sec 3 pag 2).

The Principal Supervisor has the responsibility for informing candidates at the beginning of training about his or her field or fields of specialization, and about the procedures for filing contracts. Normally Principal Supervisors only sign contracts in their own field(s) of specialization. If a Principal Supervisor wishes to sign a contract for a field of specialization in which they are not qualified, they need to apply to PTSC for a contract Exception (Section 4.9), or Expansion (Section 4.10).

#### 4.4 Duration of Contracts

**A A CTA training contract lasts for five years and can be renewed if the trainee wants to continue training after five years (see above 4.2).**

**There is no limit on the number of times a CTA contract can be renewed**

**B A PTSTA training contract duration is seven years, PTSTA contracts may be renewed only once for additional seven years (total 14 years altogether).**

When the first PTSTA seven years contract is about to expire, that **is prior to its expiration**, the PTSTA candidate needs to send his\her **second PTSTA contract application for endorsement to EATA**, in order to continue the training. *A copy of the first contract must be included* to the contract application. The second contract will only be endorsed if both copies are received prior to the expiry date of the first.

The second contract will then begin on the expiry date of the first; **no gaps are allowed between the first and the second contract**: this rule is aimed at providing protection for trainers, trainees and supervisees within their contract. The date to be considered is the one of the actual endorsement date of the contract by EATA.

**Certified CTA TS** are allowed to sign a further 7 year contract, after some years of practicing as CTA TS, only if they want to continue to TSTA certification.

There is no requirement to attend another Training Endorsement Workshop in order to sign the second PTSTA contract. If the first PTSTA contract expires or the second contract runs out, the PTSTA reverts to CTA status. If the PTSTA ceases to be a PTSTA for whatever reason, any contracts held by him or her will automatically fall to the TSTA contract holder who will be responsible for them.

**In total PTSTA contracts as well as CTA TS contracts are limited to 14 years.** The PTSTA status and the PCTA TS status is a provisional one, therefore, at some point, during the 14 years of the two contracts the trainee has to go through a certification process: TSTA or CTA TS. **PCTATS** may sign a new contract, within or after their first 7 years contract if they want to continue as a PTSTA. (see sec 11 and 12).

CTA TS may decide, also, within two years of the acquired certification, to sign a TSTA training contract, for a duration of no more than 5 years, to become a TSTA. Following to that the regular procedures applied for TSTA contracts are applied (this means that a TSTA certification must be acquired within 5 years after having signed this contract).

**If a PTSTA does not complete a certification process (TSTA or CTA TS ) within the 14 years of the contract, unless otherwise indicated (See SEC 11 CTA TS) they are no longer able to use the PTSTA status nor the PCTATS status, only their CTA status. PTSTA as well as CTA TS candidates are also not allowed to attend a new TEW in order to start another CTA TS or TSTA contract.**

Under exceptional circumstances a contract may be extended, by application to PTSC.

#### **4.5 Contract Leave of absence**

**B** It is possible to apply for one year of leave of absence **only once**, in the course of either the first or second seven year PTSTA contract This must be done with the agreement of PTSC. The PTSTA, in agreement with his/her Principal Supervisor must write to PTSC to communicate the exact dates of the one year leave of absence and motivate it. During that period no new contract can be signed by the PTSTA. PTSC will release a document indicating the agreement of leave of absence only for the specific period indicated, clearly defining the dates of it. This document. A partial leave of absence is generally not accepted (as an example three times 4 months leave of absence)

## 4.6 Cancelling a Contract

### **A and B**

A trainee or a Principal Supervisor may want to cancel a contract during its duration in such case he or she must first come to an agreement with the other contracting party (see 3.3 F) and then send the contract back to EATA, who will inform the national organization. Before sending the contract back to EATA, both the Principal Supervisor and the trainee, need to write "Cancelled on (date)" and sign it. Some associations receive the cancellation forms directly from members and the forms are forwarded via the national association to EATA.

A contract is automatically cancelled if either the trainee or the trainer does not renew his/her membership to EATA (see sec 3).

## 4.7 Changing a Principal Supervisor

**A and B** If, for whatever reason, the trainee wishes to change his or her Principal Supervisor during the term of a contract, this can be done as follows:

1. The trainee normally agrees the change with his or her existing Principal Supervisor and with the future Principal Supervisor.
2. All three parties complete and sign the Change of Principal Supervisor form. Four copies of this form must then be sent to EATA's Executive Secretary or to the national association, (see above 4.2), along with one copy of the original contract, and, if necessary, with any Exception document.
3. EATA registers the change of Principal Supervisor, and one date-stamped copy of the completed form is then returned to each party.
4. **A** If there is a change of Principal Supervisor during the CTA training, **the 40 hours of supervision required are to be counted by including all hours done with each of the Principal Supervisors.**

Both the trainee and Principal Supervisor are free to change the Principal Supervisor arrangements if they wish. The whole process should be conducted from an OK+ OK+ position without prejudice to any party.

**B** If there is a change of Principal Supervisor during either the first or second PTSTA or the CTA TS contract all the training hours acquired previous to the change are counted

## 4.8 Changing/Adding Field of Specialization

- **A** A CTA contract can be changed by cancelling the previous one and

- simply signing a new one in the new field in the usual way.
- Adding or Changing a field at CTA level: there is currently no alternative to taking all of the CTA exam in the new field and completing all the EATA requirements for the new field. The previous training followed in another field by the candidate can be considered and counted under the responsibility of the Principal Supervisor in the new field.
  - **B** A TSTA ,PTSTA or PCTA Trainer and Supervisor of Practitioners may change/add fields either by taking the CTA examination in the new field and signing a new PTSTA or CTA TS contract or by following the Expansion route (see 4.10 below).
  - A CTA qualified in two fields who wishes to have a CTA TS or a PTSTA contract in both fields needs only attend one TEW workshop. There is no time limit after the TEW **to sign a PTSTA contract in the second field.**
  - After a change of field by a PTSTA or CTA TS a Principal Supervisor may continue to hold existing contracts in the old field by automatic Exception. No new contracts may be signed without going through the Exception process

## **4.9 Exceptions for Principal Supervisors of CTA, CTA TS TSTA Training Contracts**

### **A and B**

#### **4.9.1 Introduction**

A TSTA, PTSTA or CTATS and a trainee may for some reason want to sign a training contract together in a field of specialization in which the Principal Supervisor does not have qualified status. If this is the case the Principal Supervisor may apply for an Exception.

#### **4.9.2 Definition**

1. An Exception is a specific permission given to a CTATS, PTSTA or TSTA to sign a training contract in a field of specialization in which they are not qualified.
2. An Exception is given to a Principal Supervisor for a single contract.
3. It does not confer the right to sign contracts within a field of specialization as a whole.
4. An Exception may be granted if the trainee and the Principal Supervisor can provide good reason for this and the requirements are met.



### 4.9.3 Applying for an Exception

**A and B** The Principal Supervisor applying for an Exception and the trainee must both be members of EATA.

1. The Principal Supervisor and trainee need to apply for the Exception at the same time.
  - The trainee must give good reason why he or she wants to sign a contract with the chosen Principal Supervisor. This will normally be the unavailability of an appropriate local trainer in the chosen field.
  - An additional endorsement must normally be obtained from a TSTA, PTSTA or CTA TS who is qualified in the candidate's field of specialization
2. The Principal Supervisor applies for the Exception offering evidence of his or her professional competence, qualification to work in and practical experience of the field of specialization in which the candidate wants to qualify. This "Trainer's verification of competence" is not needed if the Supervisor gives evidence that he/she has already obtained an exception in the relevant field. They have to specify also how many exceptions are still active in the field.
3. The Principal Supervisor submits a training plan. In this training plan, the Principal Supervisor needs to:
  - give the name of the proposed Co-Principal Supervisor or give information about how he/she will cover the training needs in the chosen field (see point 5 below).
  - say whether this is a CTA, CTA TS or PTSTA training contract.
  - describe who will be responsible for which sections of the training plan.
  - show that EATA's training standards will be fulfilled.
4. The Co-Principal Supervisor must:
  - Be someone who is qualified to teach and supervise in the field of specialization of the trainee, so he or she will be accredited in the relevant field.
  - Agree in writing to co-operate with the Principal Supervisor in the training process.
  - Be a CTA TS, PTSTA or a TSTA for a CTA contract.
  - Be a TSTA for a TSTA or CTA TS contract
5. Candidates must have 30% of their overall training under the

responsibility of the co-Principal Supervisor.

**A** For CTA candidates this means that a minimum of 15 hours of supervision and also of 30% of training, that is 15 hours of training, which may be under different forms, must be completed with the co-Principal Supervisor

**B** For CTA TS or PTSTAs candidates with exception, the minimum supervision hours to be completed with the TSTA co-Principal Supervisor, from the same field of candidate, must be 30% of the overall minimum required in Teaching and in Supervision.

5. In cases where no qualified person is available as Co-Principal Supervisor, PTSC may grant the Exception, without the Principal Supervisor having to fulfill the requirements of co-operation with a Co-Principal Supervisor. In this case, the Principal Supervisor must describe how he\she will obtain supervision and guidance from CTA Trainers or P/TSTAs in the chosen fields.
6. Requests for Exceptions together with documentation (including the Exceptions Documentation Checklist – (see 13.4.5) must be sent to the relevant PTSC member. A delegated member of the committee handles contract Exceptions on behalf of PTSC (see EATA website EATA organizational structure –Committees-PTSC).

#### **4.9.4 Granting or refusing an Exception**

##### **A and B**

When the member of PTSC Responsible for Exceptions and Expansions receives the documents outlined above he or she will examine them and, where necessary, ask another member of PTSC, a TSTA or an experienced PTSTA from the field of specialization for which the Exception is requested, to help him/her assess the application. If the exception is not granted he or she will provide feedback to the applicant, stating the reasons for refusal and indicating what the applicant would need to fulfill before re-applying.

#### **4.9.5 When the Exception is granted**

1. If the request for an Exception is granted, the Principal Supervisor will receive a letter to this effect from the responsible PTSC member.
2. The Principal Supervisor and trainee should go through the normal contract filing procedure enclosing a copy of the letter of approval.

#### **4.9.6 When the Exception is refused**

If the request for an Exception is not granted the applicant may appeal to the Chair of PTSC. The applicant should write stating the grounds for his or her appeal. The Chair of PTSC will consult with the committee at its next meeting. The committee's decision will be final.

#### **4.9.7. Subsequent Exceptions**

Trainers applying for further exceptions in the same field do not need to send verification of competence. There is normally a limit of three exceptions to be held simultaneously by a Principal Supervisor **for all training contracts** in a given field.

### **4.10 Expansions for Principal Supervisors of CTA, CTA TS, TSTA Training Contracts**

#### ***A and B***

##### **4.10.1 Introduction**

A TSTA, PTSTA or CTA TS may wish to expand his\her permission to train and to sign training contracts because of professional background and experience in a field of specialization other than the one in which he\she is qualified. The Expansion procedure has been developed so that experienced Principal Supervisors do not have to go through the whole CTA and TEW procedures, although that remains an option. A PTSTA may apply for an Expansion two years after his or her endorsement as a PTSTA.

##### **4.10.2 Definition**

1. An Expansion is a general permission, given to a TSTA, PTSTA or CTA TS to teach, supervise, credit hours and sign training contracts in a category, which differs from his or her original field of specialization. A TSTA, PTSTA or CTA TS, after an Expansion, has the right to define him/herself as TSTA, PTSTA or CTA TS in the new field.
2. An Expansion granted to a TSTA gives permission for him or her to sign CTA and TSTA training contracts in a field that differs from the TSTA's original field of specialization.
3. An Expansion granted to a CTA TS or PTSTA gives permission for him or her to sign CTA training contracts in a field that differs from the CTA TS or PTSTA's original field of specialization.
4. If a PTSTA applies for an Expansion, the PTSTA's Principal Supervisor must
  - a. be certified in the field of specialization for which the PTSTA is applying
  - b. ask for an exception and/or co-operate with a named TSTA

who is qualified in the field of specialization for which the PTSTA is applying and who is jointly responsible for the PTSTA's training in the expanded category.

#### 4.10.3 Applying for an Expansion

The person applying for an Expansion must be a member of EATA, and is required to demonstrate professional competence as a practicing Transactional Analyst, Supervisor and Teacher in the field of specialization for which the Expansion is required.

The applicant should submit:

1. An application for an Expansion, giving reasons for the request
2. A written statement, similar to sections A and B of the CTA Written Examination, but referring to the field of specialization for which the Expansion is required. **This statement has to be anonymous.** It must consist of two parts:

*Part 1:* Professional Self-portrayal as a Transactional Analyst in the expanded field of specialization, including

- a description, with examples, of the way the applicant works within the field of specialization for which the Expansion is requested.
- a description of the applicant's training philosophy.
- a discussion of how his or her work in this field is similar to and different from his or her area of specialization.

*Part 2:* A description of the candidate's professional experience as a trainer and/or supervisor in the expanded field, including, for example, personal experiences and details of giving workshops and/or lectures; supervising trainees and supervising projects. This will include details of extensive involvement in the training of at least two trainees with a regular EATA or ITAA contract with the applicant.

3. A letter of support from a TSTA who is certified in the field of specialization for which the Expansion is required. If such a TSTA is not available, a letter of support from a relevant PTSTA may be accepted.
4. A photocopy of his or her Certification as a TSTA or CTA TS or of his or her PTSTA Contract.

5. Either a photocopy of two CTA certificates in the expanded field gained by trainees whose contracts he/she has held by Exception or a copy of the applicant's Oral Exam Certification in the new field (in other words the applicant may choose to submit to the oral part of the CTA examination as evidence of his/her competence: in this case he/she needs a special permission from PTSC to go to the exam).
  6. A photocopy of the Registration Fee.
  7. The Expansions Documentation Checklist (see 13.4.6).
7. Requests for Expansions together with documentation should be sent to the relevant PTSC member. A delegated member of the committee handles contract Expansions on behalf of PTSC (see EATA website EATA organizational structure –Committees-PTSC).

#### **4.10.4 Granting or refusing the Expansion**

When PTSC receives the documents outlined above, it will appoint a TSTA or an experienced PTSTA or CTA TS, from the field of specialization for which the Expansion is requested, as an adjudicator to look at the written statement.

- The adjudicator will be asked to say whether, in his or her opinion, the written statement is acceptable or unacceptable.
- If the adjudicator judges the written statement to be acceptable PTSC will grant the Expansion.
- If the adjudicator finds the written statement unacceptable, PTSC will consult another TSTA, an experienced CTA TS or PTSTA, from the field of specialization for which the Expansion is requested, and ask them to adjudicate in the same way.
- If the second adjudicator accepts the written statement they will be asked to discuss the case with the first adjudicator and come to a joint decision. If the decision is to accept, PTSC will grant the Expansion.
- If the second adjudicator does not accept the written statement, PTSC will not grant the Expansion.
- If no agreement is reached a third TSTA will be called as an adjudicator and the matter will be discussed at the following PTSC meeting.
- If the expansion is not granted, the adjudicator(s) will provide

feedback to the applicant, stating the reasons for refusal and indicating what the applicant would need to fulfill before re-applying. The applicant can ask to be re-evaluated by the same adjudicators to show that s/he has fulfilled the requirements.

#### **4.10.5 When the Expansion is granted**

If the requirements set out in section 4.10.3 are met and the written statement is accepted, PTSC will grant the Expansion.

The successful applicant will receive the anonymous evaluation of the written statement.

The successful applicant can take the title of TSTA, CTA TS or PTSTA in the new field. If a PTSTA passes the TSTA exam the expansion will be automatically recognized also at TSTA level.

The successful applicant should then send a copy of the Expansion document to EATA's Executive Secretary.

#### **4.10.6 When the Expansion is refused**

If the Expansion is not granted the applicant may appeal to the Chair of PTSC. The applicant should write stating the grounds for his or her appeal. The Chair of PTSC will consult with the committee whose decision will be final.

#### **4.10.7 Variations in procedure**

8. The PTSC Chair and Committee deal with variations to the basic procedure. The name and address of the person who is currently handling Exceptions and Expansions is given on the EATA website [www.eatanews.org](http://www.eatanews.org) EATA organizational structure – Committees-PTSC).

### **4.11 Documentation**

**Certified Transactional Analyst Training Contract (13.4.1)**

**CTA Trainer Contract/ (13.4.2)**

**TSTA Contract (13.4.3)**

**Change in Principal Supervisor (13.4.4)**

**Exceptions Documentation Checklist (13.4.5)**

**Expansions Documentation Checklist (13.4.6)**