

**Certificate of attendance to a WEW Written Examination
Workshop for Evaluators
Application form for Appeal Examination (11.9.f)**

11. CTA TS Examination

11.1 General Introduction

The aim of the CTA TS is to ensure a high level of competence in training and supervision of future CTA practitioners in each field of application.

The new status of CTA TS was approved by PTSC in 2010. It is a special status recognised by EATA for everyone with EATA contracts. The CTA TS is in connection with each field of application. It allows a member to provide TA training and supervision and to prepare candidates for the CTA exam. The CTA TS takes full responsibility towards his/her trainees and can sign only CTA training contracts.

The certification of the CTA TS focuses on specific criteria to train future CTAs and has arisen from the interest of many to train only practitioners at a CTA level.

A CTA TS may decide, within two years of the acquired certification, to sign a TSTA training contract, for a duration of no more than 5 years, he/she may do so in order to become a TSTA. Following to that the regular procedures applied for TSTA contracts are applied (i.e only one further seven years PTSTA contract see section **12.2.2.3**)

A CTA-TS may also decide, after some years of practicing as CTA-TS to sign his/her further 7 year contract, if he/she wants to continue as a PTSTA.(see section 4 and section 12)

11.1.1 Nature and purpose of the CTA TS exam

The CTA TS exam is an exam designed to assess TA Provisional **CTA Trainers and supervisors of practitioners (PCTA TS)** in their field of application. It allows EATA to assess the teaching and supervision skills of CTA TS candidates to ensure that the training being offered will be, at a level consistent with the standards and ethics required from a trainer of practitioners. The CTA TS exam, like the TSTA exam, involves evaluation and assessment, during each part of the exam, of the relevant competences required.

The goal of the exam is to evaluate a TA Provisional CTA Trainer and Supervisor towards his/her, becoming a CTA Trainer of Practitioners preparing candidates for their CTA examination.

To qualify as a CTA TS exam, the exam must be organized by CoC, be boarded by TSTAs and preferably by at least one CTA TS, whenever possible, and follow the format outlined in the description below.

A candidate can start further training to become a CTA TS after attending a TEW and signing a CTA TS contract (4.2) which must be endorsed by EATA. During the training period the PCTA TS can teach TA and supervise practitioners and trainees preparing for their CTA exam, under the supervision of a certified TSTA. At the end of the training period the PCTA TS (Provisional Certified Transactional Analyst Trainer and Supervisor of practitioners) will be evaluated through a CTA TS oral examination with a Board of examiners (see above and 11.5.4). Candidates who take the CTA TS exam **are certified to train CTA candidates only**.

During the CTA TS examination process the PCTA TS is invited to demonstrate his\her competences in the areas of ethics, exams evaluation, TA theory, teaching and supervision within the context of TA accreditation and organisational structure. In all cases the requirements apply to the specific field of application in which the candidate has already qualified and in which he\she seeks CTA TS status.

Having passed the examination the candidate is entitled to use the designation and status of **CTA TS**. He or she will receive a certificate recognising his\her competence in his\her own field of application, as a trainer of TA practitioners in that specific field of application.

11.2 Eligibility and requirements for CTA TS Examination

11.2.1 Introduction

All candidates must:

- Have a current CTA TS Contract with EATA.
- Be certified by CoC or IBOC as a Certified Transactional Analyst
- Have satisfactorily completed a Training Endorsement Workshop (TEW), approved by EATA PTSC or by ITAA PSC.
- Have completed at least 30 % of the required training hours in TA in the specific field he/she wants to be examined. (See details below in 11.2.2).
- Have attended one Written Exam Workshop for Evaluators (WEW) within the 4 years prior to their examination.
- Have evaluated at least one CTA written exam. The first evaluated written exam has to be supervised by an experienced TSTA in that field. It is the responsibility of the evaluator to find this experienced supervisor.
- Have examined at least five times at three different examination sites-venues during the period of his/her training contract. Candidates may count one session of “special exams” (regulated by special agreements in Austria, Italy and the UK) as part of the three required exam sites-venues for CTA training contracts.

- Have three letters of endorsement which must cover the candidate's teaching and candidate's supervision:
 - One from the current Principal Supervisor
 - Two from other TSTAs who have supervised the candidate's teaching or supervision or both.

The Principal Supervisor of the candidate must have examined five times in three TSTA examination, sites-venues, during the CTA TS training contract with the candidate.

- Throughout his\her period of training, the PCTA TS is responsible for keeping an accurate record of all teaching and supervision given and supervision received. The candidate's Principal Supervisor must periodically review this record, and it must be presented at the examination. Copies of all documentation for this section are listed at the end of Chapter 11.
- At one-year intervals after signing a PCTA TS training contract, the PCTA TS in training and Principal Supervisor should each complete a PCTA TS Annual Summary Report and PCTA TS Principal Supervisor's Annual Summary Report respectively. Copies of both these annual reports, for each year of training, must be taken to the CTA TS examination.

11.2.2 CTA TS Requirements for Teaching

In addition the candidate must have completed:

- 150 hours of experience teaching TA which must include:
 - 25 hours of teaching supervised by a TSTA who is a member of EATA or ITAA, of which 15 hours should be "live" in physical presence supervision;
 - "Live" in presence supervision of the first TA 101. The live supervision of a TA 101 is a requirement. The supervision of this 101 is counted for 5 supervision hours of the total amount of required supervision hours;
- Completed 50 hours of continuing professional education/development.
- Given at least 6 hours of presentations at conferences and professional meetings, 3 of which must be at national or international meetings.

11.2.3 CTA TS Requirements for Supervision

- 250 hours of experience supervising TA practitioners in individual or group supervision, which must include:
 - a minimum of 20 hours of supervision each for at least two supervisees;
- 30 hours of supervision which have been supervised by a TSTA from the same field of application of the trainee who is a member of EATA or ITAA, at least half of which should be "live" in physical presence.

11.2.3.1 Accredited supervision for the CTA TS Exam

At least 30% of a CTA TS required supervision has to be with a TSTA in the candidate's chosen field. The remaining hours of supervision can be with TSTAs from other fields.

Supervision may be "live supervision" that is in physical presence or discussion of supervision cases with the Principal Supervisor. The Principal Supervisor may attend a training workshop for Practitioners and give supervision afterwards or the Principal Supervisor may supervise the candidate who is supervising another member of a training group.

In cases where arranging live supervision is difficult (for example geographical isolation), it is acceptable that a proportion of this may be carried out by a supervisor from a different field, or via video-tapes, or on-line. The proportion of hours of video tape/on-line to face to face supervision is a decision to be taken with the Principal Supervisor, in any case PTSC recommends that the total amount of supervision hours with PS should not **exceed 50% of the total amount** of hours required.

11.2.3.2 The supervision hours

In PCTA TS TA-led supervision groups, the candidate can count any hour with a supervisor in which they actively present work for supervision as one hour of supervision. Trainees do not usually count supervision hours where they have been present during the supervision of other trainees.

These will count as continuing professional development.

However, where two or three PCTA TS receive supervision together in a group for the corresponding number of hours, and provided that each PCTA TS makes a presentation of his or her work in supervision or training, each PCTA TS may count all the hours of supervision with the supervisor.

11.3 Applying for the Examination

No later than six months date to date before the date of the examination, the candidate must send to CoC:

- Current PCTA TS training contract
- Evidence of payment of the examination fee. To pay the examination fee the candidate has to consult the EATA website in order to check the procedures and amounts for the CTA TS exam (application Form 11.9.a)
- Principal supervisor certification of candidate readiness as CTA TS (Form 11.9.b).

11.4 Withdrawal from CTA TS examination

If the PCTA TS candidate withdraws from the examination after registration, by notifying the Supervising Examiner more than two clear months before the examination date, the fee may be reimbursed or later transferred to a different examination. If notice of withdrawal is given by the candidate less than two clear months before the examination date he/she may not reclaim or reuse the fee.

11.5 The CTA TS examination

The CTA TS examination is aimed at assessing and evaluating competence in training and supervision of **future CTA practitioners**.

The examination consists of three sections:

- Ethics, Exams and TA Organizations
- Teaching (TA theory)
- Supervision of Practitioners

11.5.1 Organization of the CTA TS examination

What to bring to the exam

The candidate must bring four copies of the following to the oral examination:

- His/her CTA TS contract
- His/her PCTA TS Annual Summary Reports.
- His/her Principal Supervisor's Annual Summary Reports.
- A Curriculum Vitae setting out his/her education, training and experience.
- Three letters of endorsement of TSTAs, one of which must be from the Principal Supervisor, and the other two from a TSTA who has supervised their teaching or supervision or both.
- The Principal Supervisor's Certification for the CTA TS Examination Form. (11.9.b)
- Certificate of attendance to a WEW -Written Examination Workshop for Evaluators.
- Evidence showing that he/she has paid the examination fees.
- The context sheet for the teaching section (if appropriate).
- Equipment to record the exam, in all sections, is mandatory as in the absence of recording no appeal can be taken into consideration. (See document for appeal procedure 11.12 h).

11.5.2 The CTA TS examination

The CTA TS exam has three parts, an Ethics examination, a teaching examination and a supervision examination. Each part has a different Board.

Including the time for scoring, Board discussion and debriefing, the Ethics section lasts approximately one hour and 15 minutes. The teaching and supervision exams take approximately 1 hour and 30 minutes each. These time frames are not obligatory but guidelines for each Board to plan the examination process.

When there is a translation the time can be increased by up to 50%.

Candidates must pass the Ethics, Exams and TA Organizations section of the examination before they can proceed to take the Teaching and Supervision exam section.

The field of specialisation is set out in the training contract, the CTA TS candidate must take his/her examination in the stated field.

Candidates may retake the examination more than one time within the time frame of a PCTA TS contract which can have a duration of seven years for the first contract plus seven years for a second contract with only one renewal which must be done **before** the expiration of the first contract (unless otherwise specified see above 11.1 and 4.4).

Candidates may also decide to change their CTA TS contract to a PTSTA contract before the expiration of their first CTA TS contract. In that case all the hours of training done up to then, within their previous contract, can be counted towards the required hours towards eligibility for a TSTA exam.

Also PCTA TS having qualified as CTA TS may sign, at any later time, a new PTSTA contract, in this case also, all the acquired training hours towards their CTA TS qualification can count towards the attainment of the TSTA status (see section **12.2.2.3**).

11.5.3 The CTA TS exam sections description

During the CTA TS exam the candidate will show his/her competences in training TA practitioners, both in teaching, and supervision and in relation to the complexity of Ethics and TA exams evaluations.

The exam consists of three sections:

- Ethics, Exams and TA Organization
- Teaching
- Supervision

Ethics, professional training standards for exam evaluation and TA Organization: the candidates must be prepared to present an ethical problem, as applied to practitioners and discuss and reflect about possible actions and their implications also in relation to the EATA and National Organization code of Ethics. Candidates are also expected to present

their ideas knowledge and competences in TA as they relate to Ethics in training Practitioners, CTA Exams evaluations, and on how to teach and evaluate ethical thinking and professional standards in a dialogue with the Board.

Candidates also need to be prepared to discuss about their own philosophy of training more specifically in terms of training practitioners in relation to their training program/practice.

Candidates must also be prepared to discuss about the link between ethics and personal development and about the development of trainees as practitioners. Candidates are also expected to reflect and discuss on the process related to preparing CTA candidates for the CTA exam and for their role as future examiners.

They must demonstrate how they are able to discuss about their experience with trainees and training groups, experience as workshop presenters (i.e in conferences) and also report about their experiences of and within TA organization, as well as their understanding of the TA and EATA organizational structure.

Teaching: candidates are expected to discuss with the Board about their teaching style and philosophy and theory for training practitioners as contrasted and being different from training trainers. Candidates must also describe the differences between teaching methods in a large group or in small groups, and demonstrate their competence in teaching as related to suitability of teaching material and conceptualization of teaching methods for practitioners.

The candidate will have to present to an audience a prepared 10 minutes teaching suitable for the level of teaching to practitioners.

They will also need to present a sheet of A4 paper indicating where the piece of teaching would fit in the overall training program, who the participants would be, and the level or stage of participants.

After the teaching a 10 minutes time slot will be used for questions from the audience, **which may not be integrated into the teaching.** A dialogue with the Board members who may ask questions to the candidates about theory, philosophy and/or methods of teaching will follow.

Supervision: candidates must be prepared to present their supervision style and to supervise a supervisee in their role as supervisors of practitioners at CTA level. They need to show their philosophy of supervision and attention to developmental stages of practitioners, as well as appropriate contracting and knowledge of supervisory models.

After the supervision they must be prepared to discuss their work and the rationale of it and to reflect, discuss and evaluate their own

supervision in relation to their supervision philosophy, specifically as applied to practitioners.

Before the CTA TS examination

- A CTA TS Candidates Briefing and information Meeting is held usually the day before the examination where the Exam Supervisor answers questions, explains the process, goes over the Scoring Sheet, and tells the candidates about their rights.
- An examiners briefing meeting is held as well the day before the examination and both candidates and examiners are allowed to go to both meetings if they wish to do so.

During the CTA TS examination

During the CTA TS examination the candidates are invited to show that:

- they have a clear understanding of TA theory and can discuss it critically
- can supervise practitioners and CTA trainees competently
- can teach TA competently at a CTA level, are ethical, responsible and reliable in their contacts and contracts with other people
- have a good understanding of the workings of national and international TA organizations

In any section of the exam candidates and Board members are allowed to call a Process Facilitator. The candidate may call the Process Facilitator at any time up to the moment when the Board members are ready to score. At this time, the Chair will remind the candidate that this is his/her last opportunity to call the Process Facilitator, and give them the choice of leaving or staying in the room. After this point, only a Board member can call the Process Facilitator.

After each section of the exam the candidate will be evaluated according to the scoring evaluation sheet.

11.5.4 The Board

There will be a Board of three of them TSTAs and one CTA TS examiner, whenever possible. The Board members and the Chair are chosen by the Local Exam Supervisor to serve on the Examination Board.

Very occasionally, if and when necessary, a Board of three will examine the candidate.

Examiners can examine a maximum of 3 candidates during one day.

The working language in the CTA TS exam is English. CoC does not provide translators. Candidates who need translation must provide their own translators. Candidates cannot share a translator with another candidate.

11.5.5 Material to bring to the CTA TS teaching exam

The candidate should prepare and bring the following to the CTA TS exam:

- Four copies of didactic outline and/or handouts for the participants of the candidate's teaching presentation based on TA theory of his/her own or of other author's material which would be suitable for a CTA level training group of practitioners so as to evaluate didactic material and didactical skills/knowledge.
- A ten minutes presentation selected from the outline above for teaching in the CTA TS exam on which he/she will receive feedback and supervision evaluating teaching style (didactical presentation and teaching attitude).
- Equipment to record the exam in all sections (See document for appeal procedure 11.9.9 h).

11.5.6 The CTA TS Examination Process

The Board (whenever possible with the Observer) comes together an adequate time before the beginning of the examination to be attuned to one another (that is about 15 minutes before the beginning of the examination).

The Board reviews the file of documents that the candidate has presented (see 12.7.1)

The Chair will invite the candidate into the exam room and welcome her/him.

In the teaching section of the exam:

The volunteer audience will enter into the room at the start of the exam teaching.

When the candidate, the Board and the audience are ready to proceed, the exam will begin with a dialogue between the candidate and the Board.

The initial dialogue and discussion with the Board should last approximately from ten to fifteen minutes questions asked can relate to what is indicated above (see the description of CTA-TS sections).

- The candidate will then present his/her ten minutes teaching demonstration to the audience and the Board.

The teaching demonstration must be representative of an actual session in the candidate's training practice, and be congruent with the candidate's expressed theoretical model of learning and teaching to practitioners.

- A 10 minutes time slot with questions, only from the audience will follow.
- Further questions may be asked from the Board.
- When the Board's questioning is complete, the Board will evaluate the candidate by using the CTA TS Teaching Exam Scoring Sheet.
- The volunteer audience will not be in the examination room, neither during the scoring nor when the Board will be discussing-debriefing together with the Observer.

In the Supervision section of the exam.

- The Chair will invite the candidate into the exam room and welcome him\her
- When the candidate, the Board and the supervisee(s) are ready to proceed, the exam begins with a dialogue between the candidate and the Board about his or her supervision philosophy and personal style and about the professional and ethical values guiding his\her supervision. After this the supervisee will be invited by the Board to come in.
- The candidate will then be asked to supervise one trainee for a maximum of 20 minutes (longer if the examination is being translated (see section 9)).
- The supervisees will be:
 - one who will present a case of his/her professional practice in the field of psychotherapy, counselling, organization or education. This will be a first level supervision, that is a supervision of a practitioner.
- The supervisee can remain in the room until the end of the supervision piece. He\she is then invited to leave (this is done for the protection of both the candidate and the trainee presenting the case)
- If the Board members wish so, they may ask questions to the candidate about any aspect of the supervision. Feedback needs to be offered regarding competences that may not have been evident so that the candidate then has the option of discussing with the Board about choices made.
- The Supervision exam is to enable the candidate to demonstrate that he\she can supervise practitioners
 - When the Board's questioning is complete, the Board will evaluate the candidate by using the CTA TS Supervision Exam Scoring Sheet

11.5.7 At the end of the examination

- The Chairperson gives the candidate a copy of the Examiner Evaluation Form to complete and return to the Local Examination Supervisor.
- After the candidate has left the room, the Observer gives feedback on the exam process.
- The Board has a brief closing discussion.

- The Chairperson completes the Board Scoring Sheet and returns it to the Local Examination Supervisor.

11.5.8 The function of Chairperson Process Facilitator, Observer (see section 9.4 - 9.6) Translator (see Section 9.8.3)

11.5.9 “No Exam”

A “No Exam” will be declared if:

- It is discovered that there is something missing from the requirements
- When a process facilitator has been called and no resolution is achieved, such that it is not possible to complete the exam.
- The candidate requests a no-exam prior to the exam if there are no examiners available in the field of the candidate.

11.6 APPEAL PROCEDURE (see section 9.10)

Formal Appeals

Formal Appeals must be made within one month of the evaluation process. Appeals cannot be based on professional judgment on theory and practice.

B. Reasons for making an Appeal

- When the evaluation was not conducted according to EATA regulations.
- When some serious circumstance or irregularity occurred.
- When a serious administrative error in the management of the evaluation process occurred.

C. Reasons why an Appeal would normally be rejected

- When there is no reason for the candidate not to have brought the circumstances described in the Appeal to the attention of the CTA TS exam Coordinator before the evaluation process took place.
- When the candidate was not aware of or did not understand the published regulations to present an appeal.
- When the Appeal concerns a longstanding health problem of which the candidate was aware when registering for the examination.
- The Appeal was out of the established time frame.

D. The Appeal process

- Candidates should complete the Application for Appeal, (Form 11.10.h), and outline the grounds for making the Appeal.

- Candidates should collect any evidence (e.g. medical certificates, statements from other parties etc.).
- The completed form has to be sent by the candidate to the EATA Supervising Examiner within one month of evaluation. The candidate must keep a record of posting date. Any application received after this time will be rejected.
- Appeals will not be considered without the documents translated into English.
- The Supervising Examiner in consultation with a TSTA member of Coc/PTSC will consider the Appeal application. Both must jointly contact the Board members of the exam to get further information/clarification. If necessary they may contact the candidate to get further information/clarification from him/her. Common decision must be reached by the Supervising Examiner and the CoC/PTSC member on whether the Appeal is valid or not (in other words if it satisfies the Reasons for Appeal see B above).
- Applicants and CTA TS Board members will receive written notification of whether the Appeal is considered to be acceptable within two months of receipt of the application.
- If the Appeal is acceptable all relevant materials should be sent to the EATA Supervising Examiner.
- When the Supervising Examiner and the Coc/PTSC member have considered the appeal acceptable, they must convene an Appeal Panel within six weeks. It is the responsibility of the Supervising Examiner to inform the members of the Appeal Panel about what is expected from them.
- The Appeal Panel will be made of three members: two Teaching and Supervising Transactional Analyst (TSTA) and one CTA TS.
- The Appeal Panel may meet face to face or online. In the CTA TS exam Appeal, the Appeal Panel will listen to the recording of the teaching or supervision. A joint decision must be written by the Appeal Panel.
- The decision of the Appeal Panel will be sent to the Supervising Examiner and the Coc/PTSC member.
- The candidate will receive written notification of the Appeal Panel's decision within two weeks of the Appeal Panel Meeting, directly from the Supervising examiner.

E. Possible outcome of an Appeal

- The Appeal is denied. This decision is final and no further Appeal is possible.
- The Appeal is upheld.
The candidate may re-take the whole CTA TS exam process at no cost.

The CTA TS exam Board will be notified of the outcome of the appeal and the reasons for the decision.

11.7 Forms

Application Form for CTA TS Oral Examination (11.12a)

Principal Supervisor's Certification for CTA TS. Oral Examination (11.12b)

Confirmation letter for CTA TS Oral Examination (11.12.c)

PCTA TS Annual Summary Report (11.12d)

Principal Supervisor Annual Summary Report (11.12e)

Certificate of written examination workshop

Application Appeal Examination (11.12f)

CTA TS Contract (4.2).