

**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS  
COMMISSION OF CERTIFICATION**

**Contract for organising CTA and TSTA examinations between EATA COC and National Associations**

**a) The National Association applies to COC to organise examinations**

This needs to be at least 12 months before the date of exams, and must be done by the President/Chair of the Association. COC will discuss and accept or reject the application at the first possible meeting or, if needed, by email.

**b) The National Association accepts to organise examinations following all the EATA rules**

**c) The general rules for the exams are included in the EATA Handbook**

**d) The specific administrative rules are included in the present contract and are accepted both by the National Association and COC.**

EATA pays for all the practical arrangements (renting rooms, coffee/tea, refreshments and soft drinks during the exams, wine and flowers for the celebration, travel costs for the exam supervisors if needed, etc.) plus a dinner for all examiners and exam organisers in the evening following the examiners meetings.

EATA has set a budget of €30 per examiner to fund the dinner, however if this is insufficient the National Association should liaise with the EATA COC and the EATA Treasurer. It is the responsibility of the National Association and of the exam supervisors to identify the right number of the participants to the dinner, with appropriate enquiries (i. e. asking all responders in the “call for examiners” form).

**e) National Association will pay for all the costs and be reimbursed from EATA.**

After the exam the costs have to be verified by invoices, lists of examiners, etc. with the budget form adjusted and the reimbursement form sent

**f) All the costs must be budgeted at least 9 months in advance, and approved by the COC and the treasurer.**

**g) Appointment of local exam supervisors:**

a. Both a CTA and a TSTA exam supervisor need to be appointed.

b. This is normally done by suggestion of the National Association in cooperation with the EATA COC who must agree the appointment.

**h) Regulations about exam supervisors on site have been formally clarified:**

- If there are 15 or more CTA candidates there will be two exam supervisors
- If there are 5 or more TSTA candidates there will be an extra exam supervisor whose job will be to co-ordinate the volunteers (supervisees, audiences etc).
- The local TSTA exam supervisors normally appoint a volunteer to be responsible for taking care of the volunteer supervisees and audiences in the TSTA examinations: the “volunteer organiser”.
- The local exam supervisors (both CTA and TSTA) normally appoint volunteer(s) to help them in the practical organization of the exams

**i) As soon as the exam supervisors are appointed, they must liaise with the supervising examiner to inform her/him they will take responsibility for the exams.**

Date: \_\_\_\_\_

Signature of president of national association: \_\_\_\_\_

Signature of COC Chair: \_\_\_\_\_