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7 OVERVIEW

7.1 Introduction

7.1.1 The CTA examination and the fields of specialization

The aim of the examination is to ensure a high level of competence in using transactional analysis in the candidate's field of specialization based on the core competences for that field (see Section 2).

The examination consists of two parts:

A The Written Examination which is submitted first.

B The Oral Examination which can be taken only after the Written Examination has been passed.

Once the Written Examination is passed, its "pass" status is not affected if the candidate does not pass the subsequent Oral Examination.

If necessary, candidates may retake either part of the examination several times, however a candidate who does not pass the Oral Examination may not go for re-examination at the same examination session.

The field of specialization is set out in the training contract. The CTA candidate must take his or her examination in the stated field. Neither the examination Board nor the candidate may change the candidate's field of specialization during the examination itself.

7.1.2 Accreditation

The examination for accreditation as a Certified Transactional Analyst is carried out by CoC (Commission of certification) a Commission of PTSC (Professional Training Standards Committee) which is a Committee of EATA. PTSTAs, CTATS and TSTAs may serve as examiners. CTAs may also serve as examiners.

EATA, FTAA and ITAA, have established mutual recognition of their examination procedures and meet annually as a group called TAWCS to continue a dialogue concerning mutual recognition.

Having passed both the Written and Oral Examinations, the candidate is entitled to use the designation Certified Transactional Analyst (CTA) He or she will receive a certificate recognizing his or her competence in the field of application.

7.1.3 Payment of examination fees and cancellations

The total amount of the fee must be paid before the submission of the Written Examination. If the candidate does not pass the Written Examination, and resubmits the Written Examination for evaluation at a later date, a sum equal to one half of the total examination fee must be paid for the re-sit. The fee already paid for the Oral Examination is carried forward until the candidate takes that examination. If the candidate withdraws from the Oral Examination at any point up to two months before the exam date, the fee will be carried forward until the candidate takes the examination, no refund will be given if the candidate does not take the examination. If the candidate cancels within less than two months notice the fee will be neither refunded nor carried forward. If the candidate subsequently registers for another Oral Examination, half of the total examination fee must be paid again.

Please check details of the current examination fee, how it may be transferred to the EATA account and if there are any local/national arrangements for the payment of the fee. These will be found in Appendix 1 at the end of the EATA Training and Examinations Handbook or on the EATA website or can be obtained from national associations.

7.1.4 Translation of written materials

With the exception of the CTA Written Examination, all written materials for CTA examinations must be in English or the working language of the examination venue. If not in that language, all written materials must be accompanied by a translation into that language (i.e. either English or the designated working language). There must be the same number of originals and translations. In the Oral exam the examiners and the Translator should be able to listen to the recording and see the text in both languages simultaneously so translations of the recorded segments should be presented next to the original text on the same page. (See *Section 9.8.3 Guidelines for Oral Examination with Translation*).

7.2 Eligibility for the CTA Exam

7.2.1 Readiness for the CTA examination

In the process of training for examination and accreditation as a Certified Transactional Analyst, the candidate is expected to acquire the core competences for the specified field. Core competences for the four fields of application are indicated in Section 2.

The candidate must demonstrate the following:

- Establishment of an effective working relationship
- Problem definition and diagnosis
- Definition of treatment goals or plans for change
- Establishment of contracts
- Appropriate reflection on the process and of its effects
- Development of plans appropriate to the goals and circumstances of the relevant TA field
- Practical application of the above
- Ability to evaluate the outcome of the application
- Confidence in own performance as a practitioner together with awareness of limitations

7.2.2 Outline of requirements

Candidates for the CTA examination must have:

- A TA 101 Certificate, either by attending a course or by taking an exam
- A current EATA **training contract endorsed by EATA at least twelve months prior to the date of the planned oral examination date**
- Fulfilled the relevant national requirements for certification in the field of specialization
- Been recommended as ready by their Principal Supervisor
- Fulfilled the minimum requirement of 2,000 hours made up as follows
 - ❖ **750 hours of client contact**, of which 500 must be in TA
 - ❖ **600 hours of professional training**, of which 300 must be in TA
 - ❖ **150 hours** of supervision, of which 75 must be by a PTSTA, CTA Trainer or TSTA who is a member of EATA, ITAA or FTAA ,40 of which, at least, must be with the Principal Supervisor
 - ❖ **500 additional professional development hours** to be designated by the Principal Supervisor in accordance with national requirements.

The number of hours of training and practical experience in the candidate's field of specialization are laid down and standardized. Their purpose is to guarantee the trainee a broad practical experience and a comprehensive theoretical knowledge. Experience gained in practice or training received in

the candidate's field of specialization both before and during their TA training can be counted towards the appropriate category of training hours.

7.2.3 Details of the requirements

7.2.3.1 The TA 101 Certificate

For details of the TA 101 certificate, see Section 6 of this Handbook.

7.2.3.2 The Training Contract

The candidate must have a current CTA training contract endorsed by EATA at least twelve months prior to the oral examination selected date (see above 7.2.2 and Section 4).

7.2.3.3 Client contact hours

The candidate must have completed at least 750 hours of client contact with individuals or groups, of which at least 500 must be hours in which transactional analysis was the model used. The candidate will have borne the main responsibility as practitioner, leader or trainer during these 750 hours. **A minimum of 50 hours of these practice hours must be with groups and a minimum of 50 with individuals.**

In the psychotherapy and counselling fields of specialization these client contact hours can be with individuals, couples, families and groups, and itherapy marathons. Candidates should have a range of work experience.

In all fields of specialization, one of the three recordings to be presented in the Oral Examinations must be of the candidate working in a group setting. It will demonstrate the candidate facilitating group dynamics in an effective way and using transactional analysis in their understanding of group processes. For the purpose of the exam, a group is defined as three or more people counselling and psychotherapy candidates must have at least one recording of work with an individual.

PTSC has recognized the need for flexibility in the requirement for a group recording for the CTA examination. It is sometimes difficult to obtain permission to record groups, especially in the fields of counselling and psychotherapy. The group recording may therefore be a personal self-development group, a training or experiential group which is led by the candidate.

7.2.3.4 Professional training hours

The candidate must have completed a total of **at least 600 hours of professional training, of which at least 300 hours must be TA-specific training** with a TSTA, CTATS or PTSTA.

Professional training includes theoretical knowledge and can consist of demonstrations of application of TA, practical training, lectures and discussions.

7.2.3.5 Supervision hours

The candidate must have received at least 150 hours of supervision during their training.

75 hours must be TA supervision given by a PTSTA, CTATS or a TSTA, of those at least 40 hours must have been with the candidate's Principal Supervisor. For the 75 non-TA hours of supervision, the trainee may count supervision using other approaches, before or during their TA training.

A) What counts as a supervision hour?

The trainee can count any hour with a supervisor in which they actively present work for supervision as one hour of supervision. The trainee does not usually count supervision hours where they have been present during the supervision of other trainees but have not presented work themselves.

However, where two or three trainees receive supervision together in a group for the corresponding number of hours, and provided that each trainee makes a presentation of their work, each trainee may count all the hours of supervision with the supervisor.

- For example: if three trainees spend three hours in supervision, and each of them presents some of their work for supervision, they may each count a total of three hours of supervision.

In groups of four or more trainees, each trainee who makes a meaningful presentation of their work can claim supervision credit, and for each such presentation that trainee receives one hour of supervision credit. **Group members can credit those hours where they do not present material as hours of advanced TA training/Continuing Professional Development.** The total number of supervision hours credited cannot exceed the number of hours spent in the supervision session.

- For example: if five trainees spend three hours in supervision, and three trainees present work, one in each of the three hours, each of the trainees who presents work for supervision may credit one hour of supervision and two hours of advanced TA training. The two trainees who were present but who did not present work for supervision may each count three hours of advanced TA Training/Professional Development.

B) Recommendations for supervision

Once a trainee begins the application of TA in their work, they are required to have regular TA supervision with a TSTA, CTA Trainer or PTSTA. Supervision may consist of single presentations of different cases, but we recommend that trainees also present particular clients or groups regularly over an extended period, which allows the trainee to present the investigation, progress, problems and results of their work to a supervisor within their field of specialization. Another important element of supervision is mutual feedback, confrontation and discussion, which may be between supervisor and trainee, or in a group.

1. Supervision may be live supervision of the trainee's work. Where supervision is the direct observation of a trainee's application of TA, this may include a trainee working as an assistant to the supervisor. This live observation must be followed by supervisory discussion if it is to be credited as supervision. The Principal Supervisor and candidate will determine the total time credited for supervision in such instances.
2. Supervision may be online as well as in physical presence and the proportion of hours of on-line to face to face supervision is a decision to be taken with the Principal Supervisor based on oral case presentations, and/or recordings or videotapes of the trainee's work. On-line supervision is acceptable and the proportion of hours of online supervision to face to face supervision is a decision to be taken with the Principal Supervisor, however online supervision cannot exceed 50% of the total amount of supervision hours required. In case of special circumstances (i.e. lockdown, war) the candidate may ask PTSC for an exception.

7.2.3.6 Additional professional development hours

The candidate must have completed a minimum of 500 hours of additional

professional development. The content of these is to be determined by the regional or national organization who may delegate this responsibility to the Principal Supervisor. Those hours can include, for example, additional training; supervision; personal psychotherapy; psychiatric placement in case of psychotherapy, etc.

7.2.3.7 Personal therapy and/or continuing personal development

There is no prescribed number of personal therapy/development hours laid down. PTSC recommends personal therapy over the period of training in order to experience the application of transactional analysis and to ensure that the trainee can apply TA from a stance where awareness of own script patterns aims at preventing harmful behavior.

Candidates and Principal Supervisors have the responsibility to check that all National and/or European Associations' requirements for personal therapy are met.

7.3 The Examination Timetable

7.3.1 CTA Examination Procedure

Selecting of Principal Supervisor - the first step is to identify a Principal Supervisor in the selected field of application to work with. This can be a CTA TS, a PTSTA or TSTA. It is necessary to bear in mind the requirement to complete **a minimum of 40 hours of supervision** with him\her.

Selecting date and venue of Oral Examination. At a certain stage of training development, both candidate and Principal Supervisor will agree about readiness of candidate to go for examination. The Principal Supervisor may impose specific requirements before he or she is willing to endorse candidate for examination. It is recommended that the Oral Examination venue date selected is also considered working back from it. Examination dates and venues are published on the EATA website.

Signing a CTA Contract - An EATA CTA contract (13.6.1) must be signed by both Principal Supervisor and candidate and then sent to EATA to be endorsed and stamped. The contract must be endorsed by EATA **at least one year before** the intended date of oral exam.

This means that the date of endorsement stamped must be date to date 12 months before oral exam.

Writing the Written Exam - When ready candidates may begin writing the Written Examination, it is recommended that they do so than **no later 18 months before the selected Oral Examination date**. Candidates may seek help from other supervisors as needed for support with specialisms (i.e. working with children; writing support etc). Candidates also need to be aware of, and make use, as appropriate, of EATA's policy on dyslexia (see section 8.8).

The Language Group Coordinator must be informed of candidate's intention to submit written exam at least 9 months before Oral Examination. This is aimed at helping planning ahead and finding written exam evaluators.

Submitting the Written Exam – Candidates need to send it to the language Coordinator **no later than 6 months before the selected oral exam date**:

- A) A copy of all endorsed EATA contract(s) with copies of any exceptions obtained and the training plan associated with the exception attached.
- B) A completed Principal Supervisor's Endorsement Form of Written Examination (13.7.1).
- C) A completed Candidate's submission of Written Exam Form (13.7.2).
- D) Two PDF copies of the written examination.
- E) The Candidate's Declaration Form of No Plagiarism (13.7.15)
- F) Copy of the appropriate payment receipt (See 7.1.3) which must be submitted before the written exam.

Note: in some countries, e.g. the UK, payment is made directly to the National Association. Please check national regulations)

Copy of the payment and of all documents must be kept.

Awaiting the result – Receiving the exam evaluation usually takes no less than 8-10 weeks. This means that preparation for the oral exam continues during this time

Applying for the Oral Exam - At least three months before the selected Oral Examination date candidates must register by sending the Application Form for the CTA Oral Examination and the Principal Supervisor's Endorsement (13.7.3) to the Language Group Coordinator, keeping copies of all documents for themselves.

- The Language Group Coordinator has to receive this form no later than exactly 3 months -date to date- **before** the date of candidate's oral examination

- If forms are incomplete the Language Coordinator may not accept the application for the venue indicated.

If candidates have been granted any variations to the regulations or have changed Principal Supervisor or contract, details of these changes need to be written on a separate sheet, giving the dates on which any such changes occurred and were notified to EATA.

Candidates need to notify to the Language Group Coordinator if they will be bringing a translator to the exam with them (see section 9.8 guidelines for translators)

Candidates normally have received Written Examination and Written Examination evaluation(s) at least three months before the Oral Examination intended date. If candidates have submitted their Written Examination at the correct date, and three months later have not received the examiner's evaluation(s), they may submit the Application forms to the Language Group Coordinator who will fill in the details of the Written Examination (provided the result is a pass).

What happens next:

- The Language Group Coordinator sends an Acknowledgement of Documents Received Checklist form to the candidate.
- At least 6 weeks before the exam the Language Group Coordinator sends a Completion of Registration Certificate (13.7.4) to candidate. They also send a copy of this to the Exam Supervisor of the chosen exam site. This form also (13.7.4) must be taken to the candidates' pre-examination meeting immediately before the oral examination.
- The Exam Supervisor will be in contact with candidate just about two months before the date of the exam. They will inform candidates on whether they have a place at the selected venue and will include all the needed related information.
- **A log book** must be prepared by the candidate, together with recordings and transcripts of them. Candidates should bear in mind that they are to be examined as a Transactional Analyst.

Please see Section 9 and 9.3.1 of the Handbook, to check all the documents you need to have.

N.B. Copies of all relevant documentation must be kept by candidate

In preparation for the Oral Examination candidates **are strongly recommended to experience at least one mock exam.**

National requirements must also be checked by candidates in case there are further forms required in own country or region (see section 2 page 2, sec 3 pag 2, and section 4 page 4 of this handbook).

Withdrawing from the Oral Exam - Should the candidate wish to withdraw from the Oral Examination he\she must notify this decision in writing to his\her Language Group Coordinator. Candidates who withdraw from the examination at least two months ahead of the date of the Oral Examination may transfer their examination fees to a later examination. Candidates who withdraw from the examination less than two months before the Oral Examination will lose their fees.

7.3.2 Summary of the timetable and documentation for candidates

It is recommended that candidates submit an EATA contract (13.6.1) for endorsement 18 months before the selected oral exam date EATA contract (This is to ensure the contract is endorsed 12 months prior to applying for the oral exam.)

No less than 18 months before the selected oral examination date candidates should begin writing the written examination.

9 months before: candidates need to inform the Language Group Coordinator of intention to submit the written exam.

6 months before: Candidates must send to the Language Coordinator:

- A copy of the candidate's endorsed EATA contract with copies of any exceptions and the training plan associated with the exception attached (13.6.1)
- A completed Principal Supervisor's Endorsement of the Written Examination (13.7.1).
- A completed Candidate's submission of Written Exam Form (13.7.2)
- Application Form for Oral examination and Principal Supervisor's endorsement
- Two PDF copies of the written examination
- The candidate's declaration Form of No Plagiarism (13.7.15)
- Copy of the appropriate payment receipt.

3 months before: Candidate usually receive written examination evaluation (13.7.13)

3 months before date to date: the Language Coordinator must have received Application Form for the Oral Examination and Principal Supervisor's Endorsement (13.7.3)

1 month before: Candidate receives a Completion of Registration Certificate (13.7.4)

7.4 CTA Examination Documentation

7.4.1 for Candidate

- EATA Certified Transactional Analyst Training Contract (13.6.1) with any exceptions and the training plan associated with the exception attached.
- Candidate's Submission of the Written Examination (13.7.2)
- Procedure for CTA Oral Examination on site (13.7.5) or procedure for oral examination online if appropriate
- Candidate's declaration Form of no Plagiarism (13.7.15)
- Application Form for the Oral Examination and Principal Supervisor's Endorsement (13.7.3)

7.4.2 for Principal Supervisor

- Principal Supervisor's Endorsement of the Written Examination (13.7.1.)
- Application Form for the Oral Examination and Principal Supervisor's Endorsement (13.7.3)

7.4.3 for Language Group Coordinator

- Completion of Registration Certificate (13.7.4)
- Letter to the Evaluator of the CTA Written Examination (13.7.6)
- Letter to be sent with Evaluation(s) of CTA Written Examination (13.7.8)

7.4.4 for Examiners

- The Written Examination Scoring Scale (13.7.7)
- TA Counselling Scoring Sheet (13.7.9)
- TA Educational Scoring Sheet (13.7.10)

- TA Organizational Scoring Sheet (13.7.11)
- TA Psychotherapy Scoring Sheet (13.7.12)
- Written Examiner Evaluation Form (13.7.13)
- Examiner Evaluation Form (13.7.14)