

- 1 INTRODUCTION**
- 2 THE FOUR FIELDS OF SPECIALIZATION**
- 3 STATUS OF TRAINING**
- 4 EATA TRAINING CONTRACTS**
- 5 ETHICS AND PROFESSIONAL PRACTICE**
- 6 THE TA101 INTRODUCTORY COURSE**
- 7 THE EXAM REGULATION AND TIME TABLE**
- 8 THE CTA WRITTEN EXAMINATION**
- 9 THE CTA ORAL EXAMINATION**
- 10 THE TRAINING ENDORSMENT WORKSHOP**
- 11 THE CTA TRAINER EXAMINATION**
- 12 THE TSTA XAMINATION**

# **1 INTRODUCTION**

**1.1 The Handbook**

**1.2 TA and EATA**

**1.3 The four fields**

**1.4 Abbreviations Explanation of Terms and Abbreviations**

**1.5 Updating Policy**

**1.6 Acknowledgements**

**1.7 Contact Details (see Appendix)**

## **13 INTRODUCTION**

### **1.1 The Handbook**

This Handbook contains all the information concerning requirements, rules, forms and guidelines related to Transactional Analysis training and Transactional Analysis examinations in all the four fields.

It contains the regulations and guidelines on how to train to become a Certified Transactional Analyst, a Certified Transactional Analyst Trainer and Supervisor and a Teaching and Supervising Transactional Analyst of Practitioners and Trainers, and describes the requirements laid down by the Professional Training Standards Committee (PTSC) of the European Association for Transactional Analysis (EATA).

The official language of EATA is English and the English version is the official version of the Handbook.

### **1.2 An Introduction to TA and to EATA**

Transactional analysis (TA) is a theory of human personality, a theory of social behavior, and a comprehensive system of psychotherapy originated by Eric Berne, MD, (1910-1970), in the late 1950s. Among the meaningful features of TA is that it is applicable to situations as diverse as psychotherapy, counselling, education, supervision, coaching, organizational development, consultation and management training.

The purpose of the European Association for Transactional Analysis is to promote knowledge and research on transactional analysis, to develop its theory, and to ensure agreed standards of practice. Its goal is also to promote co-operation in Europe in the field of transactional analysis.

### **1.3 The Four Fields**

Anyone who trains in transactional analysis can specialize in one or more of

four fields, Psychotherapy; Counselling; Education; and Organizations. Further details are given in Section 2. Wherever possible the regulations in this Handbook apply equally to each field, but where necessary there are particular regulations for each of the fields.

## 1.4 Terms and Abbreviations

In the Handbook you can find the following abbreviations.

### **TA 101**

The Transactional Analysis **101** is the official introductory course teaching transactional analysis theory and its application.

### **CTA**

Related to training and professional status towards becoming a **Certified Transactional Analyst**.

### **TEW**

A Certified Transactional Analyst may apply to attend a **Training Endorsement Workshop, TEW** in order to start a training journey to become a TA trainer (see below)

### **CTA TS and TSTA**

On completion of the workshop and after endorsement of their training contract by EATA, the candidates, after a period of further training may go on to qualify as a **CTATS** that is CTA Trainer and Supervisor of TA practitioners.

Candidates may also choose to continue their training towards the status of Teaching and/or Supervising Transactional Analyst **TSTA** in order to train trainers as well as practitioners.

Some may choose to qualify only as a Teaching Transactional Analyst, **TTA** or as a Supervising Transactional Analyst, **STA**.

Once they have signed their contract, and following to its endorsement by EATA candidates may call themselves Provisional Teaching and Supervising Transactional Analyst of trainers and practitioners (**PTSTA**)

Throughout the training process and after qualification, candidates must belong to a national or regional TA association in Europe, which is a member of **EATA** (European Association for Transactional Analysis).

Within EATA, **PTSC**, the Professional Training and Standards Committee, is responsible for making decisions on and regulating training standards.

The examinations organization is run by a Commission of certification of

PTSC called **Coc** working in close connection with PTSC according to the standards developed and monitored by PTSC.

## Other Abbreviations

IBOC	International Board of Certification
COC	Commission of Certification
CTA*	Certified Transactional Analyst*
CTATS	Certified Transactional Analyst Trainer and Supervisor
EATA	European Association for Transactional Analysis
FTAA	Federation of Transactional Analysis Associations
ITAA	International Transactional Analysis Association
PTSC	Professional Training and Standards Committee
PSC	Professional Standards Committee (ITAA)
PTSTA*	Provisional Teaching and Supervising Transactional Analyst*
TA	Transactional analysis
TA 101	Basic introductory course in transactional analysis
TAB	Transactional Analysis Bulletin
TAWCS	Transactional Analysis World Council of Standards
TAJ	Transactional Analysis Journal
TEW	Training Endorsement Workshop
TEW	Training Endorsment Workshop
TSTA*	Teaching and Supervising Transactional Analyst*
STA*	Supervising Transactional Analyst*
TTA*	Teaching Transactional Analyst*

\* (P), (C), (E), (O) are abbreviations for Psychotherapy, Counselling, Education, Organization and follow these designations.

## 1.5 Updating Policy

Periodic updates to the information contained in this Handbook are published in the *EATA website* [www.eatanews.org](http://www.eatanews.org) as *PTSC Updating*, along with the full current version of handbook.

Trainers and candidates must also contact their National Association to check about their regional or national requirements and any revisions of them (see section 3-1)

**EATA** works closely with **ITAA**, which publishes the **TAJ**, the Transactional Analysis Journal that replaced the **TAB**, the Transactional Analysis Bulletin.

ITAA follows separate examination regulations and procedures, which are the responsibility of the Professional Standards Committee (**PSC**); this can be considered the equivalent of EATA's PTSC. The ITAA body responsible for running the accreditation process is **IBOC**, the International Board of Certification. Details can be found on the ITAA website.

**TAWCS**, the Transactional Analysis World Council of Standards, is a coordinating body made up of representatives from **EATA**, **ITAA** and **FTAA** (Australia and New Zealand). Its function is to ensure compatible and appropriate standards of training and certification worldwide.

## 1.6 Acknowledgements

1989 The first edition of this Training and Examination Handbook was based on the Training Manual originally produced by the Deutsche Gesellschaft für Transaktions-Analyse. The Professional Training and Standards Committee wishes to thank the DGTA for permission to use their work, and to Charlotte Christoph-Lemke for translating the manual into English.

1993 The second edition was compiled by Ian Stewart, the EATA Editor, with major contributions from Mary Cox, then Chair of Coc, and Nelly Micholt, past Co-Chair of the Professional Training Standards Committee, (PTSC), and Bernd Kreuzburg, past Co-Chair of PTSC. PTSC is grateful for additional help given by Pio Scilligo and Anne-Marie Guicquéro, then Co-Chairs of PTSC. The proof revisions of the Handbook were coordinated with a major revision of the *Training and Certification Manual* produced by the Training and Certification Council of Transactional Analysts, (T&C), (November 1991). PTSC is grateful to Robin Maslen, then President of ITAA and all who contributed to the revision of the manual.

1997 The third edition was compiled by Ian Stewart, the EATA Editor. It retained the basic format of the second edition but incorporated all the amendments and additions to EATA's policy on training and examinations that had been introduced in the four years from 1993 to 1996.

2003 The fourth edition has been updated and extensively revised by a team drawn from TACC, (members of PTSC and T&C). PTSC gratefully acknowledges the Chair, Charlotte Sills, and the many others who contributed – especially Barbara Traynor for her extensive work on presentation and content and Charlie King for creating the forms. Following a new agreement, this Handbook is accepted as the official manual by

TACC: the training bodies of EATA and ITAA. The two handbooks now differ only in the matter of administrative detail.

2008 The fifth edition has been edited and revised by a task force with Dave Spenceley EATA supervising examiner, Charlotte Sills, past chair of PTSC, and Marco Mazzetti, Chair of Coc, with the support of Sabine Klingenberg, chair of PTSC. It incorporates all the amendments and additions to EATA's and ITAA's policy on training and examinations that were agreed by TACC and introduced in the five years from 2003 to 2008.

2014 The sixth edition has been edited and revised by a task force with Elyane Alleysson, chair of PTSC, Sue Eusden, Chair of Coc, and Marco Mazzetti, past chair of Coc and PTSC. It incorporates all the amendments and additions to EATA policy on training and examinations introduced in the years from 2008 to 2014, and regularly published on the PTSC Telegram.

**2022** The seventh Edition has been edited and revised by a PTSC task force led by Sylvie Rossi Chair of PTSC, together with Christine Chevalier Chair of CoC and with the support and suggestions of innumerable people who have shared their concerns about acknowledging different realities and understanding different perspectives, thus contributing to clarification and better articulation of different issues related to training and qualification.

Revising this Handbook has also taken much energy to introduce meaningful changes in training and certification on the basis of the new paradigm of life online when needed because of the extraordinary circumstances connected with COVID and the pandemic. This version introduces therefore also online options. A special thank you and appreciation for the work and contribution of the Commission of certification and for their contribution on online exams which has been extremely helpful and for which we are grateful to the CoC Chair and to the CoC members. Our appreciation goes also to all the members of PTSC, both for the work done and for the time invested in meaningful discussions aimed at clarifying decisions on training and their implications for quality training of practitioners and trainers within our professional community.

Our appreciation and special thank you also to Giles Barrow, Trudi Newton, Rosemary Napper, Mara Scoliere, Keith Tudor, Cathy Mac Quaid, Andreas Becker, Sylvia Schachner, Raffaele Mastromarino, Robin Hobbs and all the TSTAs who contributed with their time, questions and reflections to the development of some parts of this Handbook, especially, but not only, in relation to the online meta perspective, as part of the new dimensions of our "onlife living".

A thank you also goes to all the trainees and trainers, including all the ones

who participated to the WEW (Written exam workshops for Evaluators) who with their questions, have helped us to widen our multicultural frame of reference in our clarifications of training standards.

## **1.7 Contact Details**

See Appendix 1 at end of the Handbook, which gives contact addresses, office holders, and bank details. The Euro is the official currency of EATA. The appendix is updated separately when needed.

.