

----- PTSC ----- TELEGRAM ----- PTSC ----- TELEGRAM ----- PTSC -----

To : all PTSTAs and TSTAs

From : PTSC

N° 30 – February 2013

The Professional Training and Standards Committee (PTSC) of EATA addresses all TSTAs and PTSTAs who are members of EATA. With the PTSC Telegram we want to inform you about new developments and decisions concerning training, exams, standards, regulations, etc.

The PTSC Telegram will appear at irregular dates, whenever important decisions have been made by the EATA PTSC or COC. You may choose to collect the Telegrams for your personal memory. On top of the first page you will find the number and date of publication.

Please be aware that the PTSC Telegram is not an alternative to the EATA Newsletter, but offers specific information which you sometimes may also find in the other papers.

Address requests or comments to: Marco Mazzetti, PTSC Chair, marcomazzetti.at@libero.it, or EATA c/o Marianne Rauter, Silvanerweg 8, 78464 Konstanz D-78464 Konstanz. Telephone: 0049-7531-95270. Fax 0049-7531-95271, eMail: EATA@gmx.com

Dear Colleagues,

This Telegram is informing you about the news regarding training and certification coming from the PTSC/COC meetings in Toulouse, March 2012, and in Bucharest, July 2012, and from the EATA Council Meeting in Bucharest, July 2012.

Structure and Organization of PTSC and COC

New Chairpersons. Following the changes in the EATA Statutes and Council Regulations, approved last July, the organization of the Committees is changed, as the chairpersons are no longer council members, but co-opted members who applied for the posts, and have been chosen on the basis of their curriculum and competencies.

The deadline for application was last 31st of October, and the *new chairpersons* are Elyane Alleyson, TSTA-P from France, for the PTSC, and Sue Eusden, TSTA-P from the United Kingdom, for the COC. They will be in full office from July 2013 until July 2016.

At present, the contract between the EATA Council and PTSC/COC is not changed, but it will be presumably revised when the new chairpersons will be fully in charge.

I am in charge as a provisional chairman, in order to bridge from the old to the new system the PTSC.

Officer for Exceptions and Expansions. PTSC has a new officer for Exceptions and Expansions: Laura Bastianelli, TSTA-P from Italy, who is in charge since last July. She can be reached at the email address lbastianelli.eata@gmail.com. The PTSC have decided that the applications for exceptions can now be done via email: hard copies of the documentation are not anymore needed.

TEW and TEvW coordinator. The present TEW and TEvW coordinator, Matthias Sell, will finish his term in December 2013, and a new coordinator has been appointed, after an open call for applications whose deadline expired on November 30th. The new coordinator is Sabine Klingenberg (Sabine.Klingenberg@abakushad.de), she will act as coordinator appointed during 2013, shadowing Matthias Sell, and will be in full service from January 2014. Her term will be until December 2016: we are very grateful to Sabine, for her wish to serve our community again in this new role.

PTSC thanks warmly and with sincere gratitude the generous service of Matthias, who not only organized and ran an enormous amount of workshops, but also created new formats and developed pilot projects in order to have the new CTA trainer profile.

While the TEW, as a matter of training, will stay under the responsibility of the PTSC, the TEvW, being a process of certification, from 2013 will be dealt by the COC.

Trainers' Meeting

After the trainers' meeting in Bucharest, the EATA Council and PTSC/COC agreed to change the format of the trainers' meetings. It will no longer be a full event of 2 days, and will be substituted by a Conference devoted to the Research and Development in TA every third year. A half-day trainers' meeting will be held jointly with the annual EATA or World conferences. The content and practical organization will remain under the responsibility of the PTSC.

Contracts

The contract forms have been changed slightly in order to be consistent with some national laws. Specifically the point 1 of the "Commitment of the trainee" in both CTA and TSTA contracts is modified as follows:

1. I am a member of EATA and, without prejudice to my right to resign, I agree to renew my membership annually for the duration of this contract.

The new forms are attached to this Telegram.

New rule for TSTA Training Contracts: When people send their second TSTA training contract application (to continue after 7 years) to EATA for endorsement, they must now send a copy of their first (original) contract with it. The second contract will only be endorsed if both copies are received prior to the expiry date of the first. The second contract can then begin on the expiry date of the first. As it has been already implemented, no gaps are allowed between the first and the second contract: this rule will provide protection for trainees and supervisees under contract with the PTSTA making the application.

Task Force for Organizational field

The written exam for CTA in Organizational field has only 9 questions to be answered. In order to have equal opportunities with other fields, a Task Force has been implemented to suggest 4 new questions. The task force worked closely with the PTSC and the new 13 questions are now ready, and CTA-O candidate can use them from now. The new questions are attached to the Telegram.

TEW

On Telegram n. 26, released in 2009, it has been reported a rule established during Ljubljana meeting the year before: "Each candidate has to bring a signed TPO and a letter of recommendation of the TPO by a TSTA". This rule is not always respected, and in order to help the candidates to do it, PTSC has changed the form 12.10.1 (attached): please be sure to fill this one where sending trainees to the TEW.

On the same Telegram n. 26, released in 2009, another decision has been reported that was established during Ljubljana meeting referring to the TPO: the last question has been deleted ("how would you revise...") and a new one included: "Describe your ideas about evaluation processes and about guiding your candidates through to the exam. Give examples of your good examination experience and describe what you would change in the exam process and what you could do to prepare yourself for being a good examiner". Very often the participants do not answer to this question. PTSC is attaching the new complete version of the TPO questions.

Exams

Next Venues for COC Exams

1. In order to reduce bureaucracy, PTSC and COC agreed to simplify the procedure for National Associations to apply for CTA and TSTA oral exams. The time schedule to apply is changed from 18 month to 14 months in advance. The new contract is attached to the present Telegram.

2. COC have also added to the job role of the Local Exam Supervisor that they must have examined outside their linguistic group in the last 5 years. This is to ensure Exam Supervisors gain experiences of how other exams are organised and to support the international nature of the exam process.

CTA Exams

To improve bureaucracy again the forms for CTA Oral exams have been drastically reduced from 5 to 2. The new forms for CTA Oral Exam are attached to this telegram. In order to be consistent with such changes, all the CTA forms have been re-numbered and the section 7 of the Handbook has been partially re-written.

TSTA Exams

There is a new form (12.11.9) for passing the theory section only. This is to be signed by the Local Exam Supervisor at the exam site after a candidate has successfully passed their Theory, Organisations and Ethics part of the TSTA exam but has not been successful in the other exams. This means they can proceed to another exam site to take the other exams without resitting the Theory section within 12 months.

Language Coordinators

Gemma Mason is now the sole English Language Coordinator. Our thanks go to Frances Townsend for her work in this role.

Silvia Attanasio Romanini is the new Italian Language Coordinator.

Thorsten Geck is the new German Language Coordinator.

Supervising Examiner

Alessandra Pierini has agreed to continue for a further term. She will remain in office until July 2016.

Alessandra will be writing to all examiners soon to ask about some of the skills and interest in our examining community. Your replies will help us to find markers for written exams and other ways you might be interested in being involved in the exam processes.

12.6.1 CTA Contract

EATA EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS CERTIFIED TRANSACTIONAL ANALYST TRAINING CONTRACT

A. GENERAL INFORMATION

Contracts should be filled out completely. Type or write clearly in English. **UK members: contact National Association for procedures.** Send in three copies, with a photocopy of your bank transfer (ABSOLUTELY NO CHEQUES OR BANKERS DRAFTS) to: Marianne Rauter, EATA Executive Secretary, Silvanerweg 8, 78464 Konstanz, Germany (NO REGISTERED MAIL). Incomplete contracts will be returned to the trainee. Complete contracts will be endorsed when we have confirmation that the full amount of filing fee has been received. **Paying in Euro:** Transfer Euro 34.00 directly to: SWIFT-BIC: SOLADE S1KNZ; IBAN: DE29 6905 0001 0001 102789 Sparkasse Bodensee Marktstätte 1 78462 Konstanz Germany. Or: SWIFT-BIC: UBSWCH ZH 80A; IBAN: CH45 0027 9279 C263 2960.5 UBS, rue du Rhone 8, Case postale 2600, CH-1211 Geneve 2, Switzerland. The contract is valid only when returned to the candidate stamped with the endorsement of EATA (allow about 4 to 5 weeks for processing).

B. COMMITMENT OF THE TRAINEE

1. I am a member of EATA and, without prejudice to my right to resign, I agree to renew my membership annually for the duration of this contract.
2. I have read and commit to follow the Code of Ethics and the Professional Practice Guidelines of EATA.
3. I have read and understand the EATA Training and Examination Handbook plus any additional requirement related to my country.
4. I plan to be examined and certified as a Transactional Analyst with the following specialty (tick one):
Counselling Educational Organisational Psychotherapy
5. I have made an agreement with the undersigned trainer who will provide supervision and guidance in line with EATA requirements.
6. I understand that this contract expires 5 years after the date of endorsement by EATA.
7. If my field of specialty differs from my supervisor's I attach the required Exception or Expansion and the associated training plan. These documents are part of this contract. The date these exceptions or expansions were granted by EATA was: _____

Trainee accepts on (date): _____ Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____

National association: _____

Postal code + city: _____ Country: _____

C. COMMITMENT OF THE PRINCIPAL SUPERVISOR

1. I am a (*tick one*): Teaching and Supervising Transactional Analyst (TSTA) Provisional TSTA CTA Trainer in the following field(s) (*tick*): Counselling Educational Organisational Psychotherapy
2. I am a member of EATA and agree to train the above mentioned trainee according to the guidelines and standards of EATA. I have read and understand the EATA Training and Examination Handbook as it relates to CTA training.
3. I am aware of my responsibility to keep myself up to date with any changes related to EATA standards or procedures concerning training and certification of CTA candidates.

4. If my field of specialty differs from the trainee's, I am enclosing my Exception or Expansion document(s). The date these exceptions or expansions were granted by EATA was: _____.
Principal Supervisor accepts on (date): _____ Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____ National association: _____

Postal code + city: _____ Country: _____

D. COMMITMENT OF THE TSTA SUPERVISOR (if applicable)

1. I am a Teaching and Supervising Transactional Analyst (TSTA) with a specialisation in the following field(s) (*tick*): Counselling ___ Educational ___ Organisational ___ Psychotherapy ___

2. I am a member of EATA and as Principal Supervisor of the above named P/TSTA Supervisor, I am aware of this training contract and I agree to assist the trainee in the event that a new Principal Supervisor needs to be found.

TSTA Principal Supervisor accepts on (date): _____ Signature: _____

Name (print): _____ National Association: _____

E. TRAINING PLANS AND COSTS

Attach to this contract on a separate sheet or at the end of this form a description of plans for training and an estimate of the overall cost of further training.

F. EATA'S SERVICES AND ENDORSEMENT

1. EATA will place the trainee on its list of members in training and inform ITAA.
2. EATA will notify the trainee of any change in the membership status of the Principal Supervisor.
3. EATA will notify the local TA association of the trainee of any change in the status of this contract.
4. The contract is valid only when returned to the candidate stamped with the endorsement of EATA's Professional Training & Standards Committee (allow about 4 to 5 weeks for processing).

EATA endorses on (date)

Stamp and Signature:

12.6.2 TSTA Contract

EATA: European Association of Transactional Analysis Teaching and/or Supervising Transactional Analyst Training Contract.

A. GENERAL INFORMATION

Contracts should be filled out completely. Type or write clearly in English. Send contract in three copies, with a photocopy of your bank transfer (ABSOLUTELY NO CHEQUES OR BANKERS DRAFTS) to: Marianne Rauter, EATA Executive Secretary, Silvanerweg 8, 78464 Konstanz, Germany (NO REGISTERED MAIL). Incomplete contracts will be returned to the trainee. Complete contracts will be endorsed when we have confirmation that the full amount of filing fee has been received. **Paying in Euro:** Transfer Euro 47.00 directly to: UBS, rue du Rhone 8, Case postale 2600, CH-1211 Geneve 2, Switzerland. Swift-BIC UBSWCHZH80A, IBAN CH4500279279C2632960.5. Or: Sparkasse Bodensee, IBAN DE29690500010001102789, Swift-Bic SOLADES1KNZ. The contract is valid only when returned to the candidate stamped with the endorsement of EATA's Professional Training & Standards Committee (allow about 4 to 5 weeks for processing).

B. COMMITMENT OF THE TRAINEE

1. I am a member of EATA and, without prejudice to my right to resign, I agree to renew my membership annually for the duration of this contract.
2. I am a Certified Transactional Analyst with Specialisation in the following application(s) (tick):
Counselling ___ Educational ___ Organisational ___ Psychotherapy ___ I understand I can only sign a T/STA Training Contract in a specialisation for which I have been certified as a CTA by EATA's Commission of Certification (COC) or by the Board of Certification (BOC).
3. This is my first ___ / second ___ TSTA contract. In this case, the first one will expire on _____.
4. I attended a Training Endorsement Workshop (TEW) on (date) _____ at _____ and I have been endorsed by the TEW staff to initiate a T/STA Training Contract. I enclose a copy of the Staff Endorsement Form, completed and signed by my Principal Supervisor as appropriate.
5. I have read and commit to follow the Code of Ethics and the Professional Practice Guidelines of EATA in both my practice of TA and in training.
6. Within three years I will teach a TA 101 Course supervised "live" by a Teaching, or a Teaching and Supervising Transactional Analyst and submit a completed 'Instructor Endorsement Form' to the EATA office. (Not applicable if the trainee is already an endorsed "TA 101 Instructor")
7. I will keep records of the training and supervision activities I provide to others and obtain for myself. These records will provide documentation and meet the requirements for admission to the T/STA Examinations of COC or BOC when I apply for the examination.
8. I have made an agreement with the undersigned Principal Trainer who will provide supervision and guidance in line with EATA's requirements.
9. If I change my Principal Supervisor, I will notify EATA and my affiliate association on the necessary forms.
10. I will maintain an active involvement in providing TA training activities. If I am not doing so, I will notify EATA and rescind this contract.
11. I plan to be examined for T/STA certification as a (tick one): **Teaching Transactional Analyst** ___ or **Supervising Transactional Analyst** ___ or **Teaching and Supervising Transactional Analyst** ___ in the following application (tick one): Counselling ___ Educational ___ Organisational ___ Psychotherapy ___
12. I have read and understand the COC requirements for admission to T/STA examinations.
13. I understand that this contract expires 7 years from the date of endorsement by EATA at which time, if I have not completed my training, I may renew once only by submitting a second contract. No further renewals are possible.
14. I commit myself to serve as examiner for CTA exams minimum 5 times (in at least 3 different exam sites) during the period of this contract and regularly to serve as a T/STA examiner following my certification as T/STA.

15. I have read and understand the EATA Training and Examination Handbook plus any additional requirement related to my country.
16. If my field of specialty differs from my supervisor's I attach the required Exception or Expansion and the associated training plan. The date these exceptions or expansions were granted by EATA was: _____ These documents are part of this contract with EATA.

Trainee accepts on (date): _____

Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____ National association: _____

Postal code + city: _____ Country: _____

C. COMMITMENT OF THE SUPERVISOR

1. I am a (*tick*): Counselling ___ Educational ___ Organisational ___ Psychotherapy ___ Teaching and Supervising Transactional Analyst.
2. I am a member of EATA.
3. I am willing to provide the Principal Supervision to the T/STA candidate above.
4. If my field of specialty differs from the trainee's, I attach my Exception or Expansion document(s). This exception or expansion was granted by EATA on (date).....
5. I understand and agree to the requirements, standards and procedures for training and supervision of T/STA candidates, and agree to train the trainee according to the requirements of COC as they are put down in the EATA Training and Examination Handbook.
6. I understand that it is my responsibility to keep myself informed and updated to COC requirements, standards and procedures and all other issues concerning T/STA training.
7. I will inform EATA of any changes in status, contract, training programme, exceptional issues.
8. I am willing to serve as examiner for T/STA exams if examiners are needed and I commit myself to serve as an examiner at 3 venues within the period of this contract.

Principal Supervisor accepts on (date): _____ Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____ National association: _____

Postal code + city: _____ Country: _____

D. EATA'S SERVICES AND ENDORSEMENT

1. EATA will place the trainee on its list of members in training, inform ITAA and make that list available to the public and the membership.
2. EATA will notify the trainee of any change in the membership status of the Principal Supervisor if the supervisor is a member of EATA.
3. EATA will inform the trainee about official training materials and requirements.
4. EATA will notify the ITAA and the local TA association of the trainee of any change in the status of this contract.
5. EATA will grant membership as Teaching and/or Supervising Transactional Analyst upon request after examination and certification of competency by the COC or BOC and upon payment of dues.
6. The contract is valid only when returned to the candidate stamped with the endorsement of EATA's Professional Training & Standards Committee (allow about 4 to 5 weeks for processing).

EATA endorses on (date)

Stamp and Signature:

Questions for organisational field CTA examination, section D

1. Which concepts in transactional analysis literature do you use to describe an organization? In your answer pay attention to the core dynamics and processes you observe in organizations as well as to organizational change. Elaborate on your selection.
2. Which concepts in transactional analysis literature do you use to describe interpersonal relationships and communication within organizations?
3. How do you reflect on communication in organisations as manifestations of organizational processes?
4. Describe how you reflect on the relationship between people working in organizations and other aspects of organizational life, such as customers, technical process, finance, and legal issues. How is transactional analysis useful for you in this regard?
5. Describe the phenomena of repetitive behaviour in organizations and your use of concepts in transactional analysis literature in understanding them. Include in your answer the way you use those concepts to produce change or growth.
6. Which TA - and other concepts do you use to:
 - Assess the current situation of the organisation and the short and long-term necessities
 - Design the direction of change and evaluate the outcomes of an organizational development or change process?
7. Describe a research project that you are involved in or know about. Discuss the implications for transactional analysis theory and/or practice.
8. Describe concepts that you use to work with organizations from non-transactional analysis origin and how you relate them to concepts in transactional analysis literature.
9. Which concepts in transactional analysis literature and non TA do you use to describe the phenomenon of organizational culture?
10. Which concepts from TA literature do you emphasise in your work? Describe these concepts and comment on your choice.
11. Which concepts do you work with regarding contracts or other agreements between the client, the Transactional Analyst, and any other parties? How do you apply these concepts in your practice?
12. What are the principles, values and ethics guiding you in your work? What is the relationship between these and TA concepts about Okness and autonomy?
13. Which TA concepts do you use when assessing individuals or teams and how do you apply these in your work?

The TPO questions

A. Personal factors

- What is your motivation in becoming a PTSTA?
- Describe your professional life, psychological motivation, the economic implications and your enthusiasm for transactional analysis.
- How does being a PTSTA fit into your mid and long-range professional life planning?
- What are your plans for the next five or ten years?

B. Professional factors

- Write about your own experience of being a trainee. Say something about its length; intensity; the range of TA taught; its integration with other theories; supervision; self-experience; personal growth; the personal style of your trainer(s); ethical issues; cultural diversity; attachment and separation and your exam experience.
- How will this experience influence your own outline for a curriculum?
- Describe your theoretical understanding of the teaching and learning process and say how you would apply this to the aims, contents and methodology of your own training programme. Include your understanding of adult learning and curriculum theory and provide references for this.

C. Curriculum and Teaching

- In what context will you start training?
- Will you train alone or in co-operation with others?
 - If in co-operation, say with whom.
 - Make clear what your particular contribution will be.
 - Who will participate in your training programme?
- The program you describe must be a full training program leading to trainees becoming transactional analysts.
- How will you select participants and what will your selection procedures be?
- What will your criteria be for taking a trainee into contractual training?
- Provide an overview of the curriculum and subjects you think should be taught in a complete training programme.
- Give a detailed time structure for the training programme, including the organisation of the training days / seminars, special workshops, therapy marathons, supervision units, etc.
- Describe the methods you will use for teaching TA, including comments on your general and specific theory and practice. Say how you will lead experiential learning and encourage personal growth.
- How will you evaluate the level of your trainees at different stages of training?
- Include your ideas on: basic competence; entering the examination group; preparation for examination.
- How will you make sure that your methods fit the educational level of your trainees and how will you take into account the training levels of your trainees?

D. Exams

- Describe your ideas about evaluation processes and about guiding your candidates through to the exam. Give examples of your good examination experience and describe what you would change in the exam process and what you could do to prepare yourself for being a good examiner.

E. Supervision

- Demonstrate your theoretical understanding of supervision and describe your ideas and method of doing supervision.

F. Therapy

- Describe your ideas about the role of personal therapy within the training programme. You might include comments on: criteria and requirements for personal growth; the advantages and disadvantages of multiple personal relationships; possible ethical problems arising from the above.

G. Research

- Outline your ideas about the relationship between research and TA theory and practice. What TA research has had most significance for you, and how will you integrate research into your training programme?

H. Fields of TA Practice

- How will you ensure that the four separate fields of TA practice are accounted for in your training and teaching?

EATA European Association of Transactional Analysis

12.10.1 Supervisor Endorsement Letter for Training Endorsement Workshop

The staff of the TEW will evaluate, give feedback, recommendations and requirements to each participant in the TEW. However, there is no longer the option to defer a participant therefore your opinion of the candidate is especially important. It is our (PTSC) wish to make this screening process as thorough as possible to ensure the quality of future trainers of TA. We really value your contribution to this process and ask you to be sincere and straight forward in your feedback. Thank you for your cooperation.

Candidate for TEW Name:

I have been present and supervised (please tick) teaching __ supervision __ TPO __ , and my impressions and feedback to this participant's work are written below:

Teaching:

Strengths:

Learning needs:

Supervision:

Strengths:

Learning needs:

TPO:

Strengths:

Learning needs:

I believe that this participant is ready to participate in the TEW, to sign a PTSTA contract and to offer training to students in TA.

Place and date:

Name and Qualification:

Signature:

**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 14 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 €25 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.
- f. All the costs must be budgeted at least three 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.
 - c. The appointed exam supervisors must have had experiences as an examiners outside their language group exams during the last five years.
- h. Regulations about exam supervisors on site have been formally clarified:**
 - i. If there are 15 or more CTA candidates there will be two exam supervisors
 - ii. 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).
 - iii. 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".
 - iv. 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.**

EATA European Association of Transactional Analysis

12.7.3 Application form for the CTA Oral Examination and Principal Supervisor's Endorsement

Complete and return this form to your Language Group Co-ordinator 2 clear months prior to the date of your oral examination.

NB: Keep a copy for your personal file

Please print clearly:

Name: _____

Address: _____

Telephone: _____

e-mail address: _____

I have met all requirements stated by COC for oral examination and I declare my intention to take a CTA oral examination at

Place: _____ Date: _____

Field of application (*tick*): Counselling Educational Organisational Psychotherapy

Re-sit: Yes / No

Name and address of your Principal Supervisor: _____

Telephone: _____ email address: _____

My training contract has been endorsed by ITAA/EATA on (*date*): _____

If you were granted exceptions, changes in contract or Principal Supervisor, or other, please provide all the details including the dates agreed by EATA on a separate sheet.

My written examination was approved on (*date*): _____

(Do not delay in sending this form if you have not received your written examination evaluation.

The language coordinator will complete this date for you if necessary)

I refuse the following people on my oral examination board: (*see 'Guidelines on Refusing Examiners', enclosed with this form*)

I can take my oral examination in the following languages: _____

My native language is: _____

The language on my tapes is: _____

I have a passive knowledge of the following languages: _____

I know I will have to bring a translation of my tape transcripts and examination documents into English or the working language of the exam venue.

The Written Examination itself does not need to be translated but the Assessments do.

I will bring a translator: Yes No

(If Yes, Name of Translator): _____

The limit is three candidates sharing the same translator and if this is planned they must inform the local exam supervisor of their intention well in advance of the examination date. Please see the note in the Candidate Instructions list with regard to arrangements for translation: it is the candidate's responsibility.

Please print your name and title here as you wish it to appear on your certificate

I will include in the file I will submit at the oral examination itself:

- A list of all training and supervision (TA and non-TA) I have received in my field of application (hours, dates, trainers/supervisors, subject).
- A professional resume with a detailed list of the hours and format (group, individual, co-leading, etc) of my professional TA practice in my field of application.
- A copy of my endorsed EATA training contract including the documentation regarding exceptions and expansions and their associated training plans.
- A letter of endorsement with the personal and detailed evaluation of my principal supervisor.

Signature of the Candidate:

Date:

Principal Supervisors Endorsement

As Principal Supervisor (*tick one*):

___ I provided training and supervision for the duration of the contract endorsed by EATA on:

___ I assumed responsibility on (*date*): _____ subsequent to a transfer from a prior

Principal Supervisor (*name*): _____ . This transfer was notified

to ITAA/EATA and endorsed on (*date*): _____

This candidate has completed:

___ total hours advanced TA training

___ total hours TA supervision

___ hours of supervision provided by me

___ total hours in practical TA experience (provided by candidate)

As a result of my personal observation and evaluation I believe this candidate to be competent as a practitioner of transactional analysis in the chosen field. I would not hesitate to recommend others to the candidate, since I believe her/him to be an ethical and responsible professional.

Signature:

Date:

EATA European Association of Transactional Analysis

12.7.4 Completion of Registration Certificate for the CTA Examination

From: [*Language Group Coordinator to insert name and address here*]

Candidate's Name:

Address:

Telephone:

Name of Principal Supervisor:

Field: Counselling ____ Educational ____ Organisational ____ Psychotherapy ____

Examination date and place:

Dear TA colleague,

I have received your:

3. Endorsed EATA contract and documentation.
4. Written examination which has received a 'pass' evaluation
5. Payment of fees (copy of payment)
6. Principal Supervisor's Endorsement of the Written Examination form (12.7.1)
7. Application form for CTA Oral Examination and Principal Supervisor's Endorsement (12.7.3)
8. Names of examiners the candidate refuses (normally five maximum):

I understand you intend being examined in the working language of the exam venue *Yes / No*

If *No*, then you have confirmed that you will bring a translator.

If so, name of translator:

I have a copy of each of these documents (except the written examination) in my record file, and the candidate has been instructed to keep a copy of each in his/her personal records file.

Signature of Language Group Coordinator:

Date:

EATA European Association of Transactional Analysis

12.7.5 Procedures for CTA Oral Examination on Site

Candidates are required to attend a Candidates Briefing Meeting, usually held at the examination location the *day before* the exams. *It is essential to attend the meeting.* If you fail to attend then you may not be allowed to take the examination, this will be at the discretion of the Local Exam Supervisor.

Candidates must take with them to this meeting:

1. *One* copy of Completion of Registration Certificate for CTA Examination

2. *One* copy of their written examination (in their own language)

(These are to be deposited with the Examination Supervisor)

3. *Four* copies of each of the following:

- the assessments of your Written Examination (if deferred by one reader and passed by another, *both* assessments must be taken)

- your Principal Supervisor's personal letter of recommendation

- your CV (curriculum vitae)

- the log of all your training, supervision and work experience

- your CTA Training Contract and documents pertaining to any Exceptions or Expansions or changes.

These documents are to be presented in four sets in four files, so that they may be easily read by each of the four examination board members. They are to be deposited with the Examination Supervisor, who may request them at the candidate's meeting, for the examination board members to collect and read through *before* the examination.

The files *may not be removed* from the examination office before the examination itself.

4. For the CTA Oral Examination itself, have with you the following:

(i) Three segments of taped work (audio or video). Each segment should be of about five minutes in length. The tapes containing the segments must not have been edited. One tape *must* be of a group, couple or family. For counsellors and psychotherapists, one tape *must* be of you working with an individual. One tape *may* be of your case study client (though this is not a requirement). Have your tapes positioned ready to play.

(ii) For each segment of tape, have four copies of a transcript, and where necessary, four copies of the transcript translated into English or the language of the exams. It is required that where a translation is supplied, it be presented on the same page, running alongside the original, so that the examiners can follow the verbal sound in both languages simultaneously. The transcripts may be accompanied by appropriate supporting material, e.g. seating plan, a description of the work to be heard.

(iii) You must bring the necessary equipment for playing your tapes and the necessary electrical equipment either batteries or appropriate socket converters and leads suitable for mains supply.

(iv) Bring a spare audio tape recorder to that you can record your examination.

5. *Translation:* If you are taking your oral examination at a location where the boards are not in your own language, you may need to bring a translator with you. You can normally assume at any examination site endorsed by EATA that English speaking boards will be available. When an examination site is being organised by a national or local TA organisation, e.g. DGTA, you need to confirm with the local exam supervisor that there will be English Language boards available, You can also check with your Language Group Coordinator whether there will also be boards in the 'working language' of the examination venue.

Note: if the documents listed at 3 above are not in English, you *must* provide translations of these documents (4 copies) into English (or into the 'working language' of the venue if the 'working language' is not English).



12.11.9 TSTA Exam: THEORY, ORGANISATION AND ETHICS SECTION

Venue: _____

Date: _____

This to certify that _____ has passed today
the THEORY, ORGANISATION AND ETHICS SECTION of the TSTA exam.

S/he can use this document within the next 12 (twelve) months to go to a new venue for the
remaining sections of the TSTA exam, without repeating the theory section.

The Local Exam Supervisor