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## **13 OVERVIEW OF THE CTA TRAINER EXAMINATION**

### **13.1. Introduction**

The new status of CTA Trainer was approved by PTSC in 2010. It is a special status recognised by EATA for everyone with EATA contracts. A dialogue is open about it with other TA associations. The CTA Trainer is in connection with each specific field of application.

It allows a member to provide TA training and supervision and to prepare candidates for the CTA exam. The CTA Trainer takes full responsibility towards his/her trainees and can sign CTA training contracts.

The certification of the CTA Trainer focuses on specific criteria to train future CTAs and has arisen from the interest of many to train people towards CTA level.

A CTA Trainer may at any time decide to sign a new TSTA training contract to become a TSTA.

#### **13.1.1. Nature and purpose of the CTA Trainer exam**

The CTA Trainer exam is an evaluative process designed to evaluate Provisional Teaching and Supervising Transactional Analyst (PTSTAs) as CTA supervisors and teachers in their field (CTA Trainer). It is conducted by a board of Teaching and Supervising Transactional Analysts (TSTAs). The CTA Trainer exam is both an evaluative and a learning process with feedback. It is a structure that allows EATA to assess the teaching and supervision skills of PTSTAs to ensure that the training being offered will be, from the outset, at a level consistent with its standards and ethics. The goal of the CTA Trainer exam is to evaluate a PTSTA towards his becoming a CTA Trainer. Besides that the goal is to provide participants with feedback about their strengths and skills as supervisors and teachers, therefore individual interviews are a key element in the process.

To qualify as a CTA Trainer exam, the exam must be organised by the CTA Trainer exam Coordinator and approved by COC, be boarded by TSTAs and CTA Trainers, and follow the format outlined in the description below.

#### **13.1.2. The process**

Having attended a TEW, signed a CTA Trainer/TSTA contract which has to be endorsed by EATA, the candidate enters further training to become a CTA Trainer/TSTA. During the training period the PTSTA can teach and supervise, and does so under the supervision of a certified TSTA. At the end of the training period the PTSTA will be evaluated either through:

- CTA Trainer examination: with a written examination and oral examination with a Board of examiners. Candidates who choose the CTA Trainer exam will be certified to train CTA candidates.
- TSTA oral examination with a Board of examiners. Candidates who choose the TSTA exam will be certified to train CTA candidates and PTSTA candidates.

During the CTA Trainer examination process the PTSTA is invited to demonstrate his/her competence in the areas of theory, ethics, teaching and supervision within the context of TA accreditation and organisational structure. In every case the requirements apply to the field of application in which the candidate has already qualified and in which they seek CTA Trainer status.

Having passed both the written and oral examinations, the candidate is entitled to use the designation CTA Trainer title chosen as appropriate by EATA. He or she will receive a certificate recognising his/her competence in the specific field of application.

## 13.2. Eligibility for CTA Trainer examination

### 13.2.1. Introduction

All candidates must:

- Have a current CTA Trainer/TSTA Contract with EATA or TSTA training contract with ITAA.
- Be certified by COC or IBOC as a Certified Transactional Analyst.
- Have satisfactorily completed a Training Endorsement Workshop in Ethics, Teaching and Training, approved by EATA PTSC or by ITAA PSC.
- Have at least 30% of the required professional training hours in TA (30% of 300=90) in the field he/she wants to be examined. (See details in this Section 13.2.2).
- Have examined at least five times at three different examination venues during the period of his/her training contract. One session of "special exams" can be counted as part of the three required exam sites for CTAT/TSTA training contracts (regulated by special agreements in Austria, Italy and UK).
- Have marked at least one CTA Written exam. The first marked written exam has to be supervised by an experienced TSTA in the field. It is the responsibility of the marker to find this experienced supervisor.
- Ask for three letters of endorsement:
  - One from the current Principal Supervisor.
  - Two from other TSTAs who have supervised the candidate's teaching or supervision or both.
- The Principal Supervisor must have examined in three TSTA examination venues during the CTA Trainer/TSTA training contract with the candidate.

### 13.2.2 Eligibility for examination as CTA Trainer (CTAT)

To be eligible for examination as a CTA Trainer, the candidate must fulfill the criteria set out in 13.2.1.

In addition the candidate must have:

- 300 hours of experience teaching TA which must include:
  - 50 hours of teaching supervised by a TSTA who is a member of EATA, ITAA or FTAA, of which 20 hours must be "live" supervision;
  - "Live" supervision of the first TA 101(see Section 4). The live supervision of a TA 101 is a requirement. The supervision of this 101 will be counted for 5 supervision hours requirement;
- Completed 100 hours of continuing professional education/development.
- Given at least 12 hours of presentations at conferences and professional meetings, 6 of which must be at national or international meetings.
- 500 hours of experience supervising TA in individual or group supervision, which must
- include
  - a minimum of 40 hours of supervision each for at least two supervisees
  - 45 hours of supervision which have been supervised by a TSTA who is a member of EATA, ITAA or FTAA, at least half of which must be "live".

## 13.3. Supervision

### 13.3.1 Accredited supervision for the CTA Trainer Exam

At least 30% of a PTSTA 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” or discussion of supervision cases with the Principal Supervisor. The Principal Supervisor may attend a training workshop and give supervision afterwards or the Principal Supervisor may supervise the candidate supervise another member of a supervision or 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.

### **13.3.2 The supervision hours**

In TSTA-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. The trainee does 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 PTSTAs receive supervision together in a group for the corresponding number of hours, and provided that each PTSTA makes a presentation of his or her work in supervision or training, each PTSTA may count all the hours of supervision with the supervisor.

## **13.4 PTSTA Records of Teaching and Supervising Hours**

Throughout his/her period of training, the PTSTA 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. Part of the Principal Supervisor’s task is to ensure that the records are accurate. Copies of all documentation for this section are listed at the end of Section 13.

At one-year intervals after signing a CTA Trainer/TSTA training contract, the PTSTA and Principal Supervisor should each complete a PTSTA Annual Summary Report and the PTSTA Principal Supervisor's Annual Summary Report respectively. Copies of both these annual reports, for each year of training, should be taken to the Oral CTA Trainer examination

## **13.5 Applying for the Examination**

No later than eight months date to date before the date of the Oral examination, the candidate must send to the CTA Trainer Coordinator:

- The candidate’s submission of his/her written CTA Trainer examination using Form 12.13.1.
- The Principal Supervisor's Endorsement of CTA Written Examination using Form 12.13.2.
- His/her CTA Trainer Written Examination in pdf file or scan file.
- Current CTA Trainer/TSTA training contract.
- Confirmation of payment. To pay the examinations fees the candidate has to consult the EATA website in order to check the procedures and amounts.

## **13.6 Withdrawal from the CTA Trainer Examination**

If the PTSTA withdraws from the examination after registration, by notifying the CTA Trainer Exam Coordinator not less than six months date to date before the examination date, the fee may be later transferred to a different examination or reimbursed. If the candidate cancels less than six months he/she may not reclaim the fee.

## **13.7. The CTA Trainer examination**

The aim of the examination is to ensure a high level of competence in training and supervision of future transactional analysts in the candidate's field of specialisation

The examination consists of two parts:

- The Written CTA Trainer Examination submitted first.
- The Oral examination: the candidates can only take part in an oral CTA Trainer Examination once the written exam has been passed.

If the candidate is deferred in the oral part he/she can retake the CTA Trainer Oral Exam without resubmitting his/her CTA Trainer Written exam, within 2 years. After 2 years the Written CTA Trainer exam will need to be resubmitted.

Candidates may retake the examination several times within the time frame of a CTA Trainer/TSTA contract

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

### **13.8. Organisation of the CTA Trainer exam**

#### **13.8.1 The written CTA Trainer examination**

- 8 months date to date before the CTAT oral exam, the candidates must send to the CTA Trainer Exam Coordinator:
  - His/her written exam in pdf file or scan file.
  - The Principal Supervisor's Endorsement of his/her written exam.
- The working language is English – if there is a marker available in the language of the candidate, the candidate may write his/her written exam in his/her own language. In all cases for the Oral exam the candidate needs to provide a summary (2 pages) in English. The CTA Trainer Exam Coordinator appoints TSTA markers in the language of the candidates whenever possible and then gives to the candidates the name and email address of the marker to whom he/she has to send his/her written exam. The Written exam will be marked by a TSTA who will not be part of the Oral examining Board.
- If the TSTA marking the exam has questions about the candidate written exam or is not satisfied with his/her written exam or wants to have questions answered further he/she may contact the candidate with this request. The CTA Trainer Coordinator will provide the candidate's email to the marker so that he/she can contact directly the candidate under these circumstances.
- If the marker is still not satisfied the CTA Trainer Written exam is deferred. The Written exam will be then sent to another TSTA with the same procedure. If this TSTA gives a pass to the candidate Written exam – it is passed. If not it is deferred. It will then need to be written again by the candidates before he/she can apply for another CTA Trainer exam.
- The TSTA marker writes his/her evaluation using Form 12.13.3.
- The TSTA marker sends his/her qualified evaluation to the CTA Trainer Exam Coordinator who then sends it to the candidate using Form 12.13.4.

##### **13.8.1.1 Presenting the Written CTA Trainer examination**

The Written exam questions below are intended to help the candidate to show their competence and experience for the CTA Trainer exam and will be used for discussion and feedback from the Board.

Some general guidelines:

- The candidate puts his/her name in the upper right-hand corner of each page.

- The Written exam must have a maximum word limit of 8000 in English and German. In French and Italian language the maximum word limit is 8850, excluding diagrams and bibliography.
- It should be typed, double-spaced, min type size 11 Arial or equivalent and printed on one side of the paper only.
- If English is not the first language of the candidate, he/she may check with the CTA Trainer exam coordinator if there is a marker available who speaks his/her language. In any case, a summary (2 pages) must be prepared in English for the exam.
- If the candidate needs translation, he/she must take responsibility for organising it.
- The candidate has to send his/her written exam according to what is indicated by the CTA Trainer exam coordinator 8 months before the CTA Trainer exam.

### 13.8.1.2 Content of the Written exam

#### A. Personal factors

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

#### B. Professional factors

Write about your own experience of being a PTSTA trainee. Say something about its length; intensity; the range of TA and supervision, teaching and learning theory 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. How does this experience influence your own TA program and/or curriculum?

#### C. Curriculum and Teaching

- In what context you run your training program?
- Did you train alone?
- Did you train in co-operation with others?  
If in co-operation, say with whom and make clear what your particular contribution is. Who participated in your training programme?
- How did you select participants, what were your selection procedures and what was your experience?
- Give an overview of your curriculum and describe seven subjects you think should be taught at all and describe these subjects according to your field of application.
- Report your experience of time structuring while following your curriculum programme, and report about the experience of the organization of the training days / seminars, special workshops, therapy marathons, supervision units, etc.
- Describe the methods and philosophy you used with success for teaching TA, including comments on your general and specific theory and practice.
- Describe your understanding of learning processes and say how you integrated this into the aims, contents and methodology of your own training programme. Include some reference to adult learning and curriculum theory.
- Report how you integrated experiential learning and encouraged personal growth.
- Report with few words a special theoretical TA theme you became very interested in.
- Report with few words a special theoretical theme of other method you became very interested in.

- Describe your ideas about the evaluation process you used for evaluating different levels of your trainees. Refer to and discuss about some theory about evaluation.
- How do you know that your methods fit the educational level of your trainees?
- What were and still are your criteria for taking a trainee into contractual training?
- How do you prepare candidates for the exam, describe the process.
- What are your criteria to decide whether a candidate is ready for the examination process? Describe your ideas about guiding your candidates through to the exam.

#### **D. Supervision**

Describe your supervision philosophy and your way of doing supervision. Give a short example and describe challenges you were faced with. Refer to and discuss supervision theory.

#### **E. Therapy**

Describe your way to invite candidates for personal development and individual work. 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.

#### **F. Exams**

Describe your ideas about evaluation processes and your experience in guiding your candidates through to the exam.

- Give examples how you guide and evaluate a candidates' written exam.
- Give examples how you prepare and guide a candidate to the oral exam.
- Give examples of a 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.

#### **G. Ethics**

- Describe how you use the Ethics Code and ethical guidelines in your training with a short example to show how you deal with ethical dilemmas. Outline your ideas about the relationship between ethics and training practice. Give a short example.
- Describe how you teach about ethics. Give a short example.
- Describe briefly your experience on ethical issues during exam process as examiner.

#### **H. Organisation**

- Report of your learning experience from workshops which you have held at national and international conferences.
- Report of your engagement within TA Organizations, being a delegate, a member on a staff, a member on a Board, a member on a project group, an examiner, etc.

#### **I. Research**

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

#### **J. Fields of Practice**

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

### **13.8.2 The oral part of the CTA Trainer exam**

#### **13.8.2.1 Confirmation of the Oral examination**

Not later than six months date to date before the date of the Oral examination, the candidate should send to the CTA Trainer Coordinator:

- The CTA Trainer Oral exam Application 12.13.6.
- The Principal Supervisor's Certification of candidate's readiness for oral examination as a CTA Trainer, 12.13.7.

#### **13.8.2.2 The oral exam organisation**

- The CTA Trainer oral exam will be conducted in the format of maximum 3 days.
- There will be up to 12 participants from different countries. That assumes a board of 3-6 TSTAs and/or CTA Trainers. The CTA Trainer exam coordinator is not part of the Board.
- The working language in the CTA Trainer exam is English. COC does not provide translators. Candidates who need translation must provide their own translators. To allow work in small groups, no more than 2 candidates can share a translator. EATA offers a bursary of 150€ for each participant if translation is needed. The request has to be sent to the CTA Trainer coordinator and to the person appointed as responsible by COC before the CTA Trainer exam.
- In order to honour and maintain the multicultural tradition of the EATA Exams, no more than 50% of participants will be accepted from any one country.
- Equipment to record the exam, in all sections, is mandatory as in the absence of recording no appeal can be heard. Each candidate is allowed to record only their own segment of teaching and supervision.

#### **13.8.2.3 The Board of the CTA Trainer exam**

- The Board of the CTA Trainer exam is on a volunteer basis, and TSTAs and/or CTA Trainers give their time and expertise as a service to future CTA Trainer as well as for the dissemination of TA and for the advancement of the organisation.
- Board members will be reimbursed for their travel, and boarding expenses.
- The CTA Trainer exam coordinator is responsible for the administrative work in organising the CTA Trainer exam.
- During the CTA Trainer exam the coordinator will serve primarily as a process facilitator for both participants and Board. It is the coordinator's job to explain the meaning and purpose as well as the evaluation process of the CTA Trainer exam to candidates and Board members to ensure that this is carried through in the evaluation process with each participant.
- The coordinator may provide support to the Board.

#### **13.8.2.4 The COC Observer of the CTA Trainer exam**

- The COC Observer is a TSTA or a CTA Trainer on a volunteer basis who gives his/her time to improve the examination process.
- The COC Observer is appointed by COC
- The COC Observer will be present during the whole examination process
- The COC Observer will be reimbursed for his/her travel and boarding expenses.

#### **13.8.2.5. Material and Paperwork for the CTA Trainer exam**

##### **Paperwork to bring to the CTAT Oral exam**

The candidate must bring **4** copies of the following to the Oral examination:

- His or her CTA Trainer/TSTA contract
- His or her PTSTA Annual Summary Reports, Form 12.13.9
- His or her Principal Supervisor's Annual Summary Reports, Form 12.13.10
- A Curriculum Vitae setting out his or her education, training and experience
- 3 letters of endorsement:
  - One from the Principal Supervisor

- Two from other TSTAs who have supervised candidate's teaching or supervision or both
- The Principal Supervisor's Certification for the CTA Examination, Form 12.13.7.
- Evidence showing that examination fees have been paid.
- The context sheet for the teaching section.
- The evaluation of the written CTA Trainer exam.
- One copy of the Written CTA Trainer exam certified as a true copy by the Principal Supervisor. If the written exam is in another language than English the candidate must bring a two pages summary.
- Equipment to record the exam, in all sections, is mandatory as in the absence of recording no appeal can be heard. (See point 13.8.2 – last item).

#### **Material for the CTA Trainer exam:**

Participants should prepare and bring the following to the CTA Trainer exam

- Four copies of didactic outline and/or handouts for the participants of their teaching presentation based on TA theory of the participants' own or other authors' material which would be suitable for CTA level training group so as to evaluate didactic material and didactical skills/knowledge.
- A ten minutes presentation selected from the outline above for teaching in the CTA Trainer exam on which he/she will receive feedback and supervision evaluating teaching style (didactical/teaching attitude).
- Every participant should be prepared to give examples and statements for the group discussion in the area of ethics and organisation.

#### **13.8.3 The CTA Trainer oral exam program**

The CTA Trainer exam is conducted in large and small groups with the Board facilitating active discussion and feedback among participants. During the CTAT exam itself each participant will present:

- Teaching
  - Teaching philosophy and theory
  - A prepared teaching
  - Teaching a 101 issue
- Supervision
  - Supervision philosophy and theory
  - Supervision
- Involvement in discussions about exams, evaluations processes, ethics and TA organisation
- Self-evaluation
- Individual final feedback with the evaluation “pass” or “defer” from the Board

#### **Evaluation and feedback**

- The CTA Trainer exam involves evaluation and assessment during the exam of the relevant competences for a CTA Trainer. There will be a decision of the Board stating “passed or deferred” at the end of the evaluation process. In case of defer the candidate can maintain his/her CTA Trainer Written exam for two years. Once this deadline is over, the candidate has to repeat the whole exam process.
- Each candidate will be evaluated on his/her personal style by fellow candidates and by the Board through the entire process. The areas will be related to: giving feedback, receiving and integrating feedback, being present in the group, to communication skills, authenticity, ability to act on a process level and reflect on a meta level.
- A further goal is to provide specific feedback about strengths and preparedness as supervisors and teachers, with feedback being a key element in the process. Each candidate

should receive extensive feedback on areas required to become a CTA Trainer. Throughout the process, peer and board members review should be used to give feedback to candidates on both their strengths and areas for further learning in a supportive and co-operative atmosphere.

- **Teaching:** The candidates will give some information about their teaching style; give their presentations in the large group or in small groups, followed by discussions relating to training policies and procedures, teaching methods, supervision methods, training programme designs, ethics and professional standards. The presentations and discussions are followed by small-group sessions in which candidates will use prepared material to demonstrate their competence and be evaluated on their teaching, supervision, and training proposals.
- **101 Theory:** The candidates will show their ability to teach a 101 issue within a 5 min time slot and answer questions from the audience in further 5 min. (101 Topics, Form 12.13.11)
- **Supervision:** Candidates should be prepared to present their supervision style and to supervise a supervisee in their role as a practitioner (CTA level). After the supervision the candidate should be prepared to discuss his\her work on a meta-level. There will be supervision of each candidate, reflection and discussion to evaluate the level of reflection of supervision and the supervision philosophy.
- **Exams:** The candidates should be prepared to discuss and reflect on the process related to how to prepare CTA candidates for the CTA exam and to their role being an examiner
- **Ethics & professional standards:** The candidates should be prepared to present an ethical question/problem, to discuss and reflect about implications and actions. They should be prepared on how to teach and evaluate ethical thinking and professional standards and to discuss about the link between ethics and personal development (their own as well as their trainees)
- **Organisation:** There will be a discussion about the experience with trainees and training groups, the experience in conferences as participants and experience as workshop presenter, key note speaker etc. Participants should report about their experiences of being active in the organization
- **Self-Evaluation:** Each participant will evaluate him\herself
- **Final Feedback:** Each participant will individually compare self-evaluation with the final feedback.

### 13.9 Appeal Procedure

#### A. Formal Appeals

Formal Appeals must be made within one month of receipt of the Written Exam evaluation or within one month of the final feedback sheet of the CTA Trainer exam. 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 has occurred.

### **C. Reasons why an Appeal would normally be rejected**

- When the Appeal is against the professional judgment of the marker and/or of Board members.
- When there is no reason for the candidate not to have brought the circumstances described in the Appeal to the attention of the CTA Trainer 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 establish time frame.

### **D. The Appeal process**

- Candidates should complete the Application for Appeal, (Form 12.13.13), and outline the grounds for making the Appeal.
- In case of Written Exam appeal a copy of evaluation will be enclosed.
- 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 receipt of his/her evaluation of his/her Written exam or final feedback 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 relevant papers translated into English.
- The Supervising Examiner in consultation with a TSTA/CTA Trainer member of COC/PTSC will consider the Appeal application. Both must jointly contact the marker of the written exam and/or the Board members of the Oral 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 Trainer Board members or Written CTA Trainer marker 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 Teaching and Supervising Transactional Analyst (TSTA).
- The Appeal Panel may meet face to face or by teleconference. In the case of a Written Exam Appeal, the Chair of the Panel will get in touch with the candidate who will send copies of the Written Exam to the members of the Panel. The Appeal Panel members will read the Written Exam and write a joint evaluation, following rules in the HB, and using the same evaluation scoring sheet.

- In the case of the CTA Trainer Oral exam Appeal, the Appeal Panel will listen to the recording of the teaching or supervision or final individual evaluation. 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 outcomes of an Appeal**

- The Appeal is denied. This decision is final and no further Appeal is possible.
- The Appeal is upheld. One of the following recommendations may be made:
  - The defer evaluation of the Written Exam marker or CTA Trainer exam Board is revised.
  - The candidate may re-take the whole CTA Trainer exam process at no cost.
  - The Appeal Panel may suggest other options for evaluation.

The CTA Trainer exam Board or Written Exam Evaluators will be notified of the outcome of the appeal and the reasons for the decision.

#### **13.10. Documentations**

Candidate's Submission for the CTA Trainer Written examination (12.13.1)  
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