

European Association for Transactional Analysis

Confirmation letter for CTA Trainer Oral examination

To:

Date:

Subject: Completion of Training File for CTA Trainer

Notice of your intent to take the certifying examination on (date) _____ has been received and accepted.

As a candidate you are required to bring the following to the examination:

- PTSTA annual summary reports.
- Principal Supervisor's annual summary reports.
- Curriculum vitae
- Resume of experience and education,
- Letter of endorsement from your primary supervisor.
- Letters of endorsement from two additional Teaching and/or Supervising Transactional Analysts.
- Copy of principal supervisor's certification for CTA Trainer examination form duly completed.
- Copy of bank draft payment for the current COC CTA Trainer examination fees

Withdrawal: If the candidate withdraws from the examination after registration, by notifying the CTA Trainer Exam Coordinator **no** 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 before the date of the exam he/she may not reclaim the fee.

Language: If the candidate does not intend to be examined in English he will need to provide English translation of all written materials and bring a competent translator to the examination.

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COC CTA Trainer exam coordinator