

## **EATA: EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS CTA TRAINER CONTRACT / TSTA CONTRACT**

### **A. GENERAL INFORMATION**

Contracts should be filled out in English, clearly and completely. Send signed PDF of this contract, with a copy of your bank transfer (ABSOLUTELY NO CHEQUES OR BANKERS DRAFTS) to: Marianne Rauter, EATA Executive Secretary, Office@eatanews.org. 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: first you need to identify which Numbeo group your country is in with the table that you can find on the website <https://eatanews.org/about-eata/#fees>. Then on the table *Exams-Contracts Fees*, you will find the amount you have to pay according to the Numbeo of your country. Then transfer the amount due 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 Specialization in the following application(s) (tick): Counselling \_\_\_ Educational \_\_\_ Organizational \_\_\_ Psychotherapy \_\_\_ I understand I can only sign a T/STA Training Contract in a specialization for which I have been certified as a CTA by EATA's Commission of Certification (CoC) or by the International Board of Certification (IBOC).
3. This is my first \_\_\_ /second \_\_\_ CTA Trainer contract / 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. I know that this contract must be signed within one year otherwise I have to run a new TEW.
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. I will teach a TA 101 Course supervised "live" by a Teaching, or a Teaching and Supervising Transactional Analyst. PTSC suggests to run this supervised 101 within three years after the TEW. I will submit a completed 'Instructor

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Endorsement Form' to the EATA office. 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 IBOC when I apply for the examination.

7. I have made an agreement with the undersigned Principal Trainer who will provide supervision and guidance in line with EATA's requirements.
8. If I change my Principal Supervisor, I will notify EATA and my affiliate association on the necessary forms.
9. 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.
10. I have read and understand the PTSC and CoC requirements for admission to CTA Trainer and T/STA examinations.
11. 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. The second contract has to begin before the expiry date of the first, no gaps are allowed between the first and the second contract.
12. 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.
13. I have read and understand the EATA Training and Examination Handbook plus any additional requirement related to my country.
14. 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 \_\_ Organizational \_\_ 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).....

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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 PTSC and 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 PTSC and 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 CTA Trainer and T/STA exams if examiners are needed and I commit myself to serve as an examiner/observer at 3 venues and 5 times 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.
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 IBOC 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:**