
**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 (or attach a translation). **UK & Switzerland members: see Appendix 2 national pages or contact National Association for procedures.** Other countries: 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: Bank Code WCH ZH 12B, Account Number 0279-C2-632 960.5, UBS, rue du Rhone 8, Case postale 2600, CH-1211 Geneve 2, Switzerland. **Paying in Swiss Francs:** Transfer Swiss Francs 70.00 directly to: Bank Code WCH ZH 12B, Account Number C2-632.960.1, 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'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 I will renew my membership annually for the duration of this contract. I am a Certified Transactional Analyst with Specialisation in the following application(s) (tick): Counselling ___ Educational ___ Organisational ___ Psychotherapy ___
2. 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. I attended a Training Endorsement Workshop (TEW) on (date) _____ at _____
4. 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 reviewed and agree to honour the Code of Ethics and to follow 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 Supervisor to provide my primary supervision in accordance 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. 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 a 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: