

CTA Contract Procedures – Please read before submitting your contract

Step 1: Complete the CTA Contract (form 12.6.1 a+b) from the EATA Handbook.

Step 2: Work out your upgrade fee from the table below.

Upgrade to CONTRACTUAL TRAINEE: The upgrade fee structure below is worked out pro rata for the remainder of this membership year, please find your membership type and the month you are sending the contract to the ITA Administrator. **Do you currently pay your EATA subscription via Metanoia or IDTA?**

If your ITA subscription includes your EATA sub use the upgrade fee shown in this column by selecting the month you are sending the contract to the ITA and add the endorsement fee. Select the column for either Student or Regular Member.

If you have paid your EATA subscription via Metanoia or IDTA use the upgrade fee shown in this column by selecting the month you are sending the contract to the ITA and add the endorsement fee. Select the column for either Student or Regular Member.

Month you are sending the contract to ITA ↓	Full rate upgrade fee (EATA included in ITA subscription)		Reduced rate upgrade fee (EATA fee via Metanoia or IDTA)	
	Student Member	Regular Member	Student Member	Regular Member
OCTOBER	£71.04	£87.96	£46.68	£63.72
NOVEMBER	£65.12	£80.63	£42.79	£58.41
DECEMBER	£59.20	£73.30	£38.90	£53.10
JANUARY	£53.28	£65.97	£35.01	£47.79
FEBRUARY	£47.36	£58.64	£31.12	£42.48
MARCH	£41.44	£51.31	£27.23	£37.17
APRIL	£35.52	£43.98	£23.34	£31.86
MAY	£29.60	£36.65	£19.45	£26.55
JUNE	£23.68	£29.32	£15.56	£21.24
JULY	£17.76	£21.99	£11.67	£15.93
AUGUST	£11.84	£14.66	£7.78	£10.62
SEPTEMBER	£5.92	£7.33	£3.89	£5.31

Step 3: Write a cheque payable to ITA Only for the upgrade fee + the contract endorsement fee (£20).

Step 4: Send the contract plus 3 copies and the cheque to the ITA Administrator at the above address.

Please note: Without the contract completed correctly and the fee included as above, the contract cannot be processed and will be returned to you by the ITA Administrator. If you are unsure about any of the above, please contact the ITA Administrator before submitting the contract.

The contract + 3 copies will be forwarded to EATA who will endorse the contract and send one each to you, your Principal Supervisor and the ITA Administrator. You do not have to send a copy of the contract to the ITA Administrator as specified in the covering letter from EATA.

The ITA Administrator will then send you a letter confirming your new status and you will be given the opportunity to be ITA Registered and listed on the ITA website. You will also receive invitations to advertise in ITA publications. If you have not received the endorsed contract within 2 months, please contact the ITA Administrator who will contact EATA on your behalf.