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## 1 INTRODUCTION

### 1.1 An Introduction to TA

Transactional analysis (TA) is a theory of human personality, a theory of social behaviour, and a comprehensive system of psychotherapy originated by Eric Berne, MD, (1910-1970), in the late 1950's. Among the attractive features of TA is that it is applicable to situations as diverse as psychotherapy, counselling, education, coaching, supervision, organisational development, consultation and management training. The term, 'transactional analysis' is generic, like 'history' or 'science' and so is written lower case.

### 1.2 An Introduction to EATA

The purpose of the European Association of Transactional Analysis is to promote knowledge and research on transactional analysis, to develop its theory, and to ensure agreed standards of practice. It is also to promote co-operation in Europe in the field of transactional analysis.

### 1.3 Acknowledgements

1989 The first edition of this Training and Examination Handbook was based on the Training Manual originally produced by the Deutsche Gesellschaft fuer Transaktions-Analyse. The Professional Training and Standards Committee wishes to thank the DGTA for permission to use their work, and to Charlotte Christoph-Lemke for translating the manual into English.

1993 The second edition was compiled by Ian Stewart, the EATA Editor, with major contributions from Mary Cox, then Chair of COC, and Nelly Micholt, past Co-Chair of the Professional Training Standards Committee, (PTSC), and Bernd Kreuzburg, past Co-Chair of PTSC. PTSC is grateful for additional help given by Pio Scilligo and Anne-Marie Guicquéro, then Co-Chairs of PTSC. The proof revisions of the Handbook were co-ordinated with a major revision of the *Training and Certification Manual* produced by the Training and Certification Council of Transactional Analysts, (T & C), (November 1991). PTSC is grateful to Robin Maslen, then President of ITAA and all who contributed to the revision of the manual.

1997 The third edition was compiled by Ian Stewart, the EATA Editor. It retained the basic format of the second edition but incorporated all the amendments and additions to EATA's policy on training and examinations that had been introduced in the four years from 1993 to 1996.

2003 The fourth edition has been updated and extensively revised by a team drawn from TACC, (members of PTSC and T & C). PTSC gratefully acknowledges the Chair, Charlotte Sills, and the many others who contributed – especially Barbara Traynor for her extensive work on presentation and content and Charlie King for creating the forms. Following a new agreement, this Handbook is accepted as the official manual by TACC: the training bodies of EATA and ITAA. The two handbooks now differ only in the matter of administrative detail.

2008 The fifth edition has been edited and revised by a task force with Dave Spenceley EATA supervising examiner, Charlotte Sills, past chair of PTSC, and Marco Mazzetti, Chair of COC, with the support of Sabine Klingenberg, chair of PTSC. It incorporates all the amendments and additions to EATA's and ITAA's policy on training and examinations that were agreed by

TACC and introduced in the five years from 2003 to 2008.

#### 1.4 Updating Policy

Periodic updates to the information contained in this Handbook will be published in the *EATA Newsletter* and the *PTSC Telegram* which are available on EATA's website: [www.eatanews.org](http://www.eatanews.org) along with a full copy of the current handbook.

Trainers and candidates should also check their regional or national requirements and any revisions to them; please contact your National Association.

#### 1.5 Abbreviations

BOC	Board of Certification
COC	Commission of Certification
CTA*	Certified Transactional Analyst*
EATA	European Association for Transactional Analysis
ITAA	International Transactional Analysis Association
PTSC	Professional Training Standards Committee
PTSTA*	Provisional Teaching and Supervising Transactional Analyst*
STA*	Supervising Transactional Analyst*
TA	transactional analysis
TA 101	Basic introductory course in transactional analysis
TAB	Transactional Analysis Bulletin
TACC	Transactional Analysis Certification Council
TAJ	Transactional Analysis Journal
T&C Council	Training and Certification Council
TEW	Training Endorsement Workshop
TSC	Training Standards Committee
TSTA*	Teaching and Supervising Transactional Analyst*
TTA*	Teaching Transactional Analyst*

\* (C), (E), (O) or (P), abbreviations for Counselling, Education, Organisations and Psychotherapy follow these designations.

#### 1.6 Explanation of Terms and Abbreviations

The **TA 101** is the official introductory course teaching transactional analysis theory and its application. It is a pre-requisite for anyone who wishes to begin training as a Certified Transactional Analyst or **CTA**. CTAs who have been qualified for over a year and are interested in TA teaching and/or supervising may apply to attend a **TEW**, a Training Endorsement Workshop. On completion of the workshop and official endorsement of their training contract, the successful candidate may describe themselves as a Provisional Teaching and Supervising Transactional Analyst, **PTSTA**. Following a period of further training they may go on to qualify as a Teaching and Supervising Transactional Analyst, **TSTA**. Some may choose to qualify only as a Teaching Transactional Analyst, **TTA** or a Supervising Transactional Analyst, an **STA**.

Throughout the training process and after qualification, the candidate will belong to their national or regional TA association in Europe, which will be a member of **EATA**, the European

Association for Transactional Analysis. Within EATA, **PTSC**, the Professional Training and Standards Committee, is responsible for making decisions on and regulating training standards. The examinations procedure is run by a sub-committee of PTSC called the Commission of Certification, **COC**.

EATA works closely with the ITAA, which publishes the **TAJ**, the Transactional Analysis Journal that replaced the **TAB**, the Transactional Analysis Bulletin. The ITAA follows separate examination regulations and procedures, which are the responsibility of the Training and Certification Council **T&C Council**. This is the equivalent of EATA's PTSC, and like that body has sub-committees, responsible for running the accreditation process, **TSC** the Training Standards Committee, and **BOC** the Board of Certification.

**TACC**, the Transactional Analysis Certification Committee is a coordinating body made up of representatives from PTSC, COC, TSC and BOC. Their function is to ensure compatible and appropriate standards of training and certification worldwide.

### **1.7 The Four Fields**

Anyone who trains in transactional analysis can specialise in one or more of four fields, Counselling; Education; Organisations and Psychotherapy. Further details are given in section 5. Wherever possible the regulations in this Handbook apply equally to each field, but where necessary there are particular regulations for each of the fields.

### **1.8 Contact Details**

See Appendix 1 at back of the Handbook, which gives contact addresses, office holders, and bank details. The appendix will be updated separately as necessary.

The Euro is the official currency of EATA.

### **1.9 Ordering information**

See Appendix 1