



CERTIFIED 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.** Send 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 34.00 directly to: UBS, rue du Rhone 8, Case postale 2600, CH-1211 Geneve 2, Switzerland, Swift Bic UBSWCHZH80A, IBAN CH4500279279-C2-632 960.5 Or: Sparkasse Bodensee, IBAN DE29690500010001102789, Swift-Bic SOLADES1KNZ **Paying in Swiss Francs:** Transfer Swiss Francs 50.00 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.
2. I have reviewed and agree to honour the Code of Ethics and to follow the Professional Practice Guidelines of EATA.
3. I have read and understand the EATA Training and Examination Handbook as it relates to CTA training.
4. I plan to be examined and certified as a Transactional Analyst with the following speciality (tick one):
 Counselling ___ Educational ___ Organisational ___ Psychotherapy ___
5. I have made an agreement with the undersigned supervisor who will provide supervision and guidance in line with EATA requirements.
6. I understand that this contract expires 5 years after the date of endorsement by EATA.
7. If my field of Speciality differs from my supervisor's, I am enclosing the required Exception or Expansion documents.

Trainee accepts on (date): _____ Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____ National association: _____

Postal code + city: _____ Country: _____

C. COMMITMENT OF THE PRINCIPAL SUPERVISOR

1. I am a (*tick*): Teaching and Supervising Transactional Analyst (TSTA) ___ Provisional TSTA ___ CTA Trainer ___ in the following field(s) (*tick*): Counselling ___ Educational ___ Organisational ___ Psychotherapy ___
2. I am a member of EATA and agree to train the above mentioned trainee according to the guidelines and standards of EATA. I have read and understand the EATA Training and Examination Handbook as it relates to CTA training.
3. I am aware of my responsibility to keep myself up to date with any changes related to EATA standards or procedures concerning training and certification of CTA candidates.
4. If my field of speciality differs from the trainee's, I am enclosing my Exception or Expansion document(s).

Principal Supervisor accepts on (date): _____ Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____ National association: _____

Postal code + city: _____ Country: _____

D. COMMITMENT OF THE TSTA SUPERVISOR (if applicable)

1. I am a Teaching and Supervising Transactional Analyst (TSTA) with a specialisation in the following field(s) (*tick*):
Counselling _____ Educational _____ Organisational _____ Psychotherapy _____
2. I am a member of EATA and as Principal Supervisor of the above named PT/STA Supervisor, I am aware of this training contract and I agree to assist the trainee in the event that a new Principal Supervisor needs to be found.

TSTA Principal Supervisor accepts on (date): _____ Signature: _____

Name (print): _____ National Association: _____

E. TRAINING PLANS AND COSTS

Describe plans for training.

Estimate the overall cost of further training.

F. EATA'S SERVICES AND ENDORSEMENT

1. EATA will place the trainee on its list of members in training and inform ITAA.
2. EATA will notify the trainee of any change in the membership status of the Principal Supervisor.
3. EATA will notify the local TA association of the trainee of any change in the status of this contract.

EATA endorses

on (date)

Stamp and Signature: