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**IDTA (UK) SUPPLEMENT TO THE
EATA TRAINING & EXAMINATION HANDBOOK
ISSUED NOVEMBER 2007**

EATA has a bank account in the UK so our members can make their payments in sterling – provided these are administered by IDTA (or ITA for their members).

IDTA members should, therefore, follow the procedures in the EATA Handbook (to which this document is a supplement), EXCEPT when sending certain payments or documents as detailed below.

Filing of Training Contracts

Send the original contract plus 3 copies to the IDTA Administrator, with a cheque made out to IDTA for the appropriate amount in sterling.

Your contract will be forwarded to EATA with confirmation of payment. EATA will then endorse it and return it directly to you; at the same time, EATA will send an endorsed copy to the IDTA.

All queries during this process should be addressed to the IDTA rather than EATA.

Contract Cancellations

Follow the EATA procedure but send the cancelled contract to the IDTA Administrator who will amend IDTA records and forward the cancelled contract to EATA.

Change of Principal Supervisor

Send 5 copies of the appropriate EATA form plus 1 copy of your original contract and other relevant documents to the IDTA Administrator, instead of directly to EATA.

The IDTA Administrator will note the request and forward the documents to EATA who will confirm the change to you directly.

Exceptions

Send the appropriate EATA form plus supporting documents directly to the person handling this within EATA – IDTA will pick up relevant details when the trainee's contract is processed.

Expansions

Send your registration fee to IDTA, via a cheque made out to IDTA for the appropriate amount in sterling, together with a copy of the relevant EATA form. The IDTA Administrator will then provide you with a receipt that you can send to EATA with the checklist and supporting documentation.

Please advise IDTA when your Expansion is granted.

Exam Filing Fees

Follow the EATA procedures but first send a copy of the Exam Application Form to the IDTA Administrator with a cheque payable to IDTA in sterling for the appropriate amount. The IDTA Administrator will then provide you with a receipt which you can send on to the appropriate EATA Exam Coordinator.

Training Endorsement Workshop (TEW)

Contact the TEW Co-ordinator to ascertain whether a place is available on the date you have chosen. When your place is confirmed, send a cheque in sterling payable to IDTA for your TEW Registration Fee. The IDTA Administrator will provide you with a receipt that you can then submit to the TEW Coordinator.