



**To all PTSTAs, TSTAs,
CTA-Trainers and 101 Instructors**

NEWS FROM PTSC and COC

This bulletin is addressed **to all PTSTAs and TSTAs, CTA Trainers and 101 Instructors** to keep you informed about new developments and decisions regarding trainings, exams, standards, etc. Some of these changes are agreed also with TACC, when specified. **Please, share this information with your trainees and colleagues.**

PTSC Telegram is published at irregular dates, when we want to inform about relevant decisions and discussions made in **PTSC, COC and TACC**.

Any changes and decisions published in it **come into effect immediately**. Anyway trainees have the possibility to ask to use the former format, only where it is explicitly said, by 01.01.2011. Please, remind this date: after it only the new format will be used.

You will find this information in the **website** www.eatanews.com and the principal ones also in **EATA Newsletter** ("News from PTSC").

This telegram comes from Carla de Nitto (I), **Chair of PTSC from July 2010**, elected in Prague. If you need to contact me about PTSC matters, you may use my e-mail: cdenitto.eata@libero.it. Thanks to Sabine Klingenberg that during the last three years leaded PTSC offering a great contribution to EATA community.

Members of PTSC: Carla de Nitto, Chair, (I), Jacqueline Dossenbach (CH), Marco Mazzetti, Chair of COC (I), Roos Ikelaar (NL).

Dear colleagues,

this telegram is informing you about news coming from PTSC and COC meetings in Hamburg (march 2010) and Prague (July 2010) and TACC/T&CC meeting in Montreal (August 2010).

It will be a very rich document that includes a lot of information regarding [events](#) significant for all the trainers (see below point 1), [news](#) (point 2) and [decisions](#) (point 3) from one year till today. Finally you will find the [ongoing discussions](#) (point 4). You will find also information about and other relevant changes.

I'm especially glad to announce the new status of **CTA trainer** that has been

approved by PTSC. It is an important chance to better articulate the accreditation processes, creating a status which mirrors the interest of focussing on training for CTAs (see below point [2.1](#)).

In this number you will also find a **detailed distinction between the two types of TEW (Training Endorsement Workshop) and the TEvW (Training Evaluation Workshop)** (see below point [2.2](#)). Thanks to Matthias Sell for his professionalism leading these processes.

1. EVENTS

On occasion of the World Conference in Bilbao, we are organizing the International Trainers Meeting, that will take place on July 5th 2011 in Bilbao, from 10:00 a.m. to 1.30.

It will be a wonderful chance for the **worldwide TA trainers** to share their thinking on a relevant issue for this special time: *“Professional Standards and Accreditations in TA worldwide: today perspectives”*.

All the trainers are invited to participate and share their reflections and to contribute to a wide view from different perspectives.

Another significant event will be the next year in **July, 2012 the International Trainers Meeting**.

National Associations are invited to propose themselves to host this important event.

Please, send your proposal to Marianne Rauter (DGTA.GS@t-online.de). The bidding process will be published also via website.

2. NEWS

2.1. CTA Trainer: a new status of certification

The *CTA trainer* is a new status that allows to provide TA training and supervision to prepare to the exams future CTAs; the Trainer fully takes responsibility toward his/her trainees and sign autonomously their CTA training contracts (without any endorsement by a TSTA).

In addition, the new status of accreditation of trainers will focus on specific criteria to train future CTAs that are different from focus and criteria needed to train PTSTAs.

This new status has been accredited considering the European situation for many PTSTAs, interested to train just future CTAs. The CTA trainer's status takes care of this kind of need.

The procedure to reach this kind of accreditation is described below (see below 2.2.2.).

A CTA trainer, whenever he/she wants, may decide to **sign a new TSTA training contract** to become TSTA.

To become a CTA trainer the advanced PTSTA have to be evaluated participating to a TEvW (see below 2.2.3).

The CTA trainer status at the moment *is a special status recognised by EATA* for everyone with EATA contracts. A dialogue is open about it with the T&CC.

2.2. TEW (old format), TEW (new format) and TEvW: differences and similarities

Thanks to Matthias Sell that has strongly contributed to this section of the PTSC Telegram, clarifying the specificity of each of the mentioned kind of training.

You will find below a short description about it and in the next EATA Newsletter (inside the insert "News from PTSC") a detailed description of the three paths, procedures, the commune spirit of them and whatever is linked to it.

This clarification is aimed to help CTAs to choose their favourite path to continue their training in TA and PTSTAs to have detailed information about how to become CTA trainer.

A special attention is for all of you, P/TSTA, in order to have updated and clear information for your trainees. Please, dear colleagues, **inform them** about it.

2.2.1. TEW (old format)

It is the Training Endorsement Workshop that you will find in the Handbook, section 10. For a short scheme, look at fig. 1. Within one year after the endorsement in this kind of TEW, the CTA may sign a TSTA training contract, have an individual training and after that he/she reaches the needed requirements, take her/his exam as TSTA.

2.2.2. TEW (New format)

This Training Endorsement Workshop comprehends two different Workshops, the **Training Preparation Workshop (TPW) + the Training Evaluation Workshop (TEW)**. The principal procedures (see fig. 1) are described below:

- **Minimum one year after the CTA exam** a candidate registers for the first workshop, the TPW (this remains unchanged).
- **TPW:** the emphasis is on the *preparation* for teaching and training. It will be prepared according to the same criteria of the old format: the participant will show his/her teaching ability (Teaching), his/her

competence to supervise (Supervision) and his/her training planning (TPO). As a preparation for the future activity, the feedback of the staff-trainers *focuses primarily on the process* of teaching/supervision, with one specific point to address for the future preparation.

- **Personal plan for the next three years** of their training practice.
- **TEW:** Training Evaluation Workshop. After three years another workshop takes place, with the same staff of the previous one. At this time the staff-trainers would focus on both the process and the content of Teaching and Supervision.
- Within two years of **individual time of preparation** the participant may attend to a TEvW to become CTA trainer.

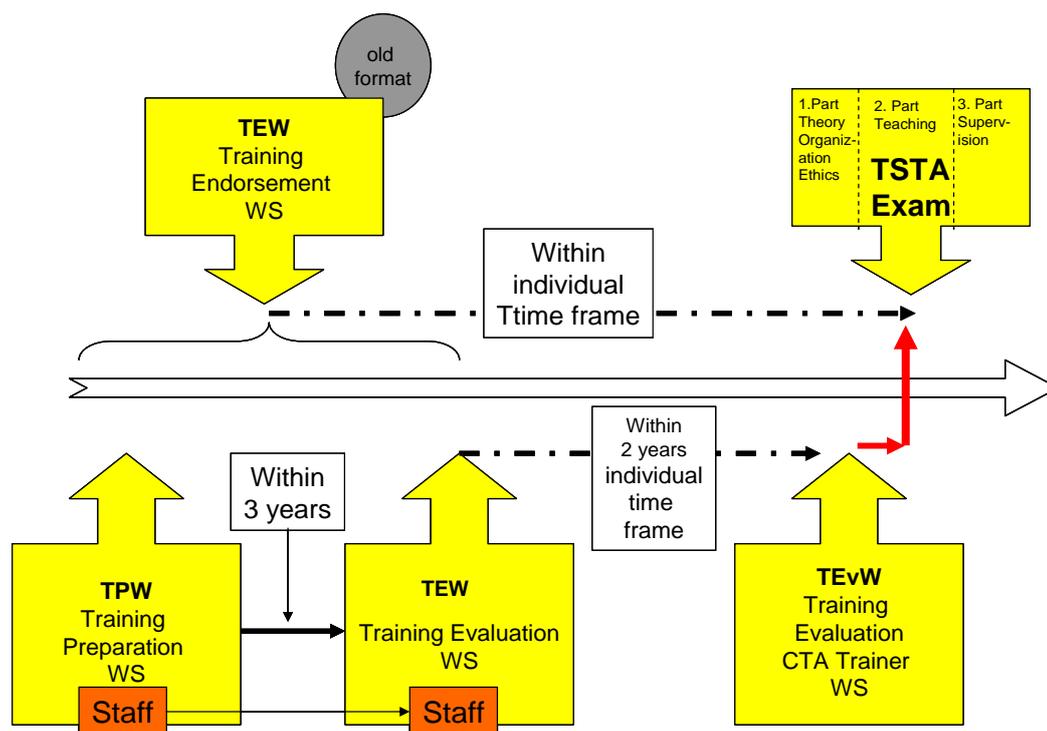


Fig. 1: Different types of Training Workshop: TEW (old format), TPW/TEW (new format) and TEvW

2.2.3. TEvW, Training Evaluation Workshop for CTA trainers

It is a high level evaluation for advanced PTSTA who made a decision to become CTA Trainer. The purpose of the workshop is to evaluate on seven areas: (1) **Teaching:** management of the process and didactic of learning; (2) **Supervision:** structure of supervision and the philosophy of supervision in TA; (3) **TRO**, that means **Training Report Outline**, to write about the own experience, the highlights and the weak spots during the time being a PTSTA; (4) **Ethics Awareness** for ethic standards in TA and present this in case group discussions; (5) **Exams being**

involved with the organization, reporting about the own experience during exam processes; (6) **Personal Style**: getting feedback from colleagues, in terms of development the own identity being a TA-CTA-Trainer; (7) **Personal planning a curriculum for TA-training** and what should be organized differently.

It is a wonderful experience of professional growth in group that takes advantage from the richness of the internationality of the experiences of candidates and staff members, all of them contributing to the growth of the TA community.

The first two TEvW venues: the first TEvW took place with success in *Budapest*, on December 2009 while the second one in *Barcelona*, Spain, on December 2010. Both of them have been excellent experience of high competency. Matthias Sell, as TEW Coordinator, led both of them and has reported a great, intense and rich professional experience from candidates and staff members.

Thanks to this experience EATA have accredited at the moment 9 (3+6) CTA trainers in the following fields: two in Education (1 from Germany and 1 from Switzerland), two in Counseling (from Germany) and five in Psychotherapy (1 from Germany, 1 from France and 3 from Italy).

Congratulations to all of them!

During 2011 will take place the following Training Endorsement/Evaluation Workshops:

- TEW (“old” format): April 4th-6th, in Krakaw;
- TEW (“old” format): July, 2th-4th, in Bilbao;
- TEvW: December 3th-5th in Lisboa (free place at the moment);
- TEW (new format), only for the participant of TPW in Turin (December 2008): December 7th-9th in Lisboa.

If you are interested, look for the Outline and Requirements in the website (www.eatanews.org) where you will find conditions and deadlines. You may also contact Matthias Sell, TEW Coordinator (sell@mmt-sell.de).

The first TEW in 2012 will be held in England (April 13th -15th). You will find later further information in the website for future events.

2.3. Alessandra Pierini (I) is the new Supervising Examiner.

A warm welcome to her and best wishes for her new task. A great thank you to Dave Spenceley for his generous and professional involvement in this task for six years.

If you need to contact her, use the following email address: alessandrapierini@tiscali.it

2.4. New Language Coordinators for UK and “Other Countries”.

Cathy McQuaid (UK) resigned from being Language Coordinator (LC) for the English language, UK and “Other countries”. Many thanks to Cathy. COC has decided to separate these two tasks. **Barbara Clarkson** (clarkson@talktalk.net) is the new LC for UK while **Marina Banic** (mbanic@sbb.rs) is the LC for “Other Countries”. Thanks to both of them for their availability.

2.5. COC has prepared a format with the administrative rules for the organisation of the examinations for CTAs and TSTAs.

All these procedures are included in the [appendix 1](#) in a document named “Contract for organising CTA and TSTA examinations between EATA COC and National Associations”. This contract is aimed to clarify general and administrative rules about the process of organizing the EATA examinations through a National Association.

Please, use the form of this “Contract” in the future, together with “Request for EATA Subsidy for the organisation of COC exams” and the “Local Exam Supervisors Job Description”. Please, contact Marco Mazzetti, Chair of COC (marcomazzetti.at@libero.it) for any further information.

2.6. TA training hours required for the CTA exam

According to the new accredited status of CTA Trainer, the hours required for CTA exam can be delivered not only by PTSTA or TSTA (Professional Practice Guidelines 3.2.2. E) but also by CTA Trainers.

2.7. Advertisement

This it is not new, but useful to remind taking into account recent misunderstandings: according to our Professional Practice Guidelines (3.2.2. G) members should be careful when they public their names in association with someone with different titles in order to not create misunderstanding about own category, e.g. CTA and (P)TSTA. Members in contract might check their advertising with the Principal Sponsor.

3. DECISIONS

As said before, any change and decision published in PTSC Telegram/T&CC Update **come to effect immediately**. When is possible to ask for the old format it is clearly said (3.1.3; 3.5.1). Anyway this possibility comes to an end on **01.01.2012**.

3.1. CTA exams

3.1.1. Certification of the words number of the written examination

The candidate sending to the Language Coordinator his/her written examination has to send also a signed statement of the number of words in his/her written exam. The Language Coordinator can ask for an electronic version of the exam, if needed.

3.1.2. Modified the examiners' evaluation form (12.7.15)

It has been added, below to the name of the examinee, if he/she has passed or deferred (see [appendix 2](#)).

3.1.3. Written exam questions for Theory in Organizational field (agreed also by T&CC, Montreal 2010).

Modified the written exam questions for Theory in Organizational field (see below [appendix 3](#)). Thanks to Sabine Klingenberg and Anne de Graaf for their work.

Important: the candidate **may choose** the old format **by 01.01.2012**. After this date he/she has to use only the new format.

3.2. CTA training

3.2.1. Percentage rule for CTA training in the field (agreed also by T&CC, Montreal 2010)

Candidates have to have, as a minimum, 30% of the required professional training hours in TA (30% of 300=90) in the field in which the candidate wants to be examined.

3.2.2. Anonymity of the candidate and possibility of feedback of the marker of the written exam at the end of exam process.

When the written exam process is ended is possible to ask for feedback to the marker. Therefore in the Handbook (form 12.7.8.) after "[...] can be paid" we add: "and clearly state if you are available for a feedback with the candidate at the end of the exam process".

3.3. TEW

3.3.1. Change of the process of TPO

The TPO has to be sent 8 month before to the staff member. He or she has to give feedback and decide to accept or not accept the TPO. If he or she does not accept it, it has to be sent back with the feedback. The candidate has to include the feedback, send the new version and the first feedback to the TEW coordinator. The TEW coordinator has to send both to a second marker. Then the second marker gave feedback. If the TPO is accepted, the candidate can participate in the TEW/TPW, if not the candidate has to write a new TPO.

3.3.2. Requirement for the TEW

A possible requirement of the TEW is to follow another TEW. The obtained endorsement of TPO is valid for a period of three years.

3.3.3. Deadline to sign a TSTA training contract after the TEW endorsement

The contract must be signed within one year otherwise the candidate has to participate in a new TEW/TPW.

3.4. PTSTA Training

3.4.1. 101 Instructor

For the 101 instructor they have to follow the procedure according to the EATA Training and Examination Handbook 4.4.

3.4.2. Length of TSTA contract

If there is a second contract - this contract expires exactly 14 years after the first endorsement (even for the exceptional cases when there was a gap between the first and the second contract). *Both TSTA and PTSTA are co-responsible to take care of the term of the contracts.*

3.4.3. Outline and Requirements of the next Training Evaluation Workshop

You may find Outline and Requirements for the Training Evaluation Workshop for experienced PTSTA to become a CTA trainer in the website www.eataneews.org, with all information you need.

3.5. TSTA Examination

3.5.1. TA 101 Topics for TSTA Teaching exam (agreed also by T&CC, Montreal 2010).

Small changes have been made. You may find the new list in the [appendix 4](#).

Important: the candidate **may choose** the old format **by 01.01.2012**. After this date he/she have to use the new format.

3.5.2. Tape TSTA exams as a mandatory

We have introduced the mandatory to tape the TSTA exam, in each of its section. This will allow having the possibility to appeal in any circumstance. Therefore in the Handbook (section 11.7.1) we will say: “Equipment to record the exam is mandatory as in absence of the recording the appeal can not be done”.

3.5.3. Waiting list for TSTA Exams

Most people are aware of the waiting list for TSTA exams and can take individual responsibility for checking the availability of places with the Supervising Examiner (SE). COC agreed on the following procedure: the Supervising Examiner keeps a list and, if there is a place available in the next exam site, she will give the place to persons on the waiting list. The SE will not accept anyone for a place if she or he has not completed all requirements when they apply.

3.5.4. Change in TSTA Training contract (Handbook, 12.6.2)

Small and significant changes are made to underline the commitment of the trainee; they are the following:

- B5: I have *read and commit* to follow the Code of Ethics and the Professional Practice Guidelines of EATA.
- B8: I have made an agreement with *the undersigned trainer who will provide supervision and guidance* in line with EATA requirements.
- (new) B.16: I have *read and understand the EATA Training and Examinations Handbook plus any additional requirement related to my country. In fact it is the Training Manual*

3.6. Rules for expansions

3.6.1. Two clarifications have been made in the Handbook about expansions (section 6. part 2); you will read below (changes are underlined):

(Introduction) Part 2:

- A description of the candidate's professional experience as a trainer and/or supervisor in the expanded field, including, for example, personal experiences and details of giving workshops and/or lectures; supervising trainees and supervising projects. This will include details of extensive involvement in the training of at least two trainees, with a regular EATA or ITAA contract with the applicant".
- Either a photocopy of two CTA certificates in the expanded field gained by trainees whose contracts he/she has held by Exception or a copy of the applicant's Oral Exam Certification in the new field (in other words the applicant may choose to submit to the oral part of the CTA examination as evidence of his/her competence: in this case s/he needs a special permission from the PTSC to go to the exam)".

4. ONGOING DISCUSSION

And finally, I wish to inform you about some of the principal issues that we are planning to discuss in the future, looking at the new challenges in our TA community. On the behalf of PTSC, I would be glad to receive your ideas and feedback about:

- Minimum of 50 hours of personal development in TA (therapy, personal work): a *requirement* for all fields (instead of a recommendation)?
- CPD for all Transactional Analysts?
- Written exam and case studies – useful for research?
- General requirement of a second marker for the written exam?

Next COC and PTSC meetings will take place in Bucharest on 4th of March 2011.

Please make sure that your feedbacks arrive until 18th of February 2011 at cdenitto.eata@libero.it

Before ending this Telegram, I really wish to thank all trainers who are committed in developing the TA community.

A special thanks to all the people that are so professionally working in the Committees (COC and PTSC) that contribute so much to all these reflections and changes. Thanks a lot also to all the people who make possible all process of certification in TA, all Language Coordinators and Exam Supervisors, to the Supervising Examiner, and to the TEW Coordinator. Thanks for your commitment and your voluntary work.

I'm looking forward meeting you in **Bilbao** at the **International Trainers Meeting**,

the **World Conference**, and the **exams**, to contribute together to the development of professionalism in TA.

Warm regards

Carla de Nitto

Chair of PTSC

P.S. Three appendix are attached

Appendix 1

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS COMMISSION OF CERTIFICATION

Contract for organizing CTA and TSTA examinations between EATA COC and National Associations

1. **The National Association applies to COC to organize examinations:** This needs to be at least 18 months before the date of exams, and must be done by the President/Chair of the Association. COC will discuss and accept or reject the application at the first possible meeting or, if needed, by email.
2. **The National Association accepts to organize examinations following all the EATA rules**
3. **The general rules for the exams are included in the EATA Handbook**
4. **The specific administrative rules are included in the present contract and are accepted both by the National Association and COC.** EATA pays for all the practical arrangements (renting rooms, coffee/tea, refreshments and soft drinks during the exams, wine and flowers for the celebration, travel costs for the exam supervisors if needed, etc.) plus a dinner for all examiners and exam organizers in the evening following the examiners meetings.

EATA has set a budget of €25 per examiner to fund the dinner, however if this is insufficient the National Association should liaise with the EATA COC and the EATA Treasurer. It is the responsibility of the National Association and of the exam supervisors to identify the right number of the participants to the dinner, with appropriate enquiries (i. e. asking all responders in the “call for examiners” form).
5. **National Association will pay for all the costs and be reimbursed from EATA.** After the exam the costs have to be verified by invoices, lists of examiners, etc.
6. **All the costs must be budgeted at least three months in advance, and approved by the COC and the treasurer.**
7. **Appointment of local exam supervisors:**
 1. Both a CTA and a TSTA exam supervisor need to be appointed.
 2. This is normally done by suggestion of the National Association in cooperation with the EATA COC who must agree the appointment.
8. **Regulations about exam supervisors on site** have been formally clarified:

1. If there are 15 or more CTA candidates there will be two exam supervisors
 2. If there are 5 or more TSTA candidates there will be an extra exam supervisor whose job will be to co-ordinate the volunteers (supervisees, audiences etc).
 3. The local TSTA exam supervisors normally appoint a volunteer to be responsible for taking care of the volunteer supervisees and audiences in the TSTA examinations: the “volunteer organiser”.
 4. The local exam supervisors (both CTA and TSTA) normally appoint volunteer(s) to help them in the practical organization of the exams
9. **As soon as the exam supervisors are appointed, they must liaise with the supervising examiner** to inform her/him they will take responsibility for the exams.

Appendix 2



EXAMINER EVALUATION FORM (Training and Exam Handbook - 12.7.15)

Directions: Please rate each **examiner** and the **chairperson** of your exam board, using the rating scale shown in bold below, and return the completed form to the supervisor of the examinations. Thank you for completing this form. Your evaluation will help in the process of creating superior examination boards.

RATING SCALE: The examiner’s skills in this area were perceived as

- 5 - highly developed
- 4 - good on the whole
- 3 - satisfactory on the whole
- 2 - unsatisfactory
- 1 - poor

Your name _____

Place/date _____

Chair of this board _____

Exam Supervisor _____

Insert in each column the name of an examiner			

RATING OF EXAMINERS:

Questions were clear and precise				
Questions were fair, relevant and appropriate for the knowledge and skills required by a CTA/TSTA				
The examiner offered the candidate the opportunity and the space to state his/her reasons and thinking and to defend his/her position				
The examiner offered clearly argued, fair, and relevant feedback				
The examiner made an effort to find the candidate’s strengths				
The examiner gave clear explanations for his/her ratings				

RATING OF BOARD CHAIRPERSON (in his/her role)

The chairperson stayed in charge of the examination process and kept it moving along	
The chairperson structured the examination clearly	
The chairperson dealt with problems effectively as they came up	
The chairperson helped to create a comfortable atmosphere, allowing the candidate to show his/her level of competence	

Appendix 3

Questions for organisational field CTA examination, section D

1. Which concepts in transactional analysis literature do you use to describe an organization? In your answer pay attention to the core dynamics and processes you observe in organizations as well as to organizational change. Elaborate on your selection.
2. Which concepts in transactional analysis literature do you use to describe interpersonal relationships and communication within organizations?
3. How do you reflect on communication in organizations as manifestations of organizational processes?
4. Describe how you reflect on the relationship between people working in organizations and other aspects of organizational life, such as customers, technical process, finance, and legal issues. How is transactional analysis useful for you in this regard?
5. Describe the phenomena of repetitive behaviour in organizations and your use of concepts in transactional analysis literature in understanding them. Include in your answer the way you use those concepts to produce change or growth.
6. Which TA - and other concepts do you use to
 - Assess the current situation and the short and long-term necessities
 - Design the direction of change and evaluate the outcomes of an organizational development or change process?
7. Describe a research project that you are involved in or know about. Discuss the implications for transactional analysis theory and/or practice.
8. Describe concepts that you use to work with organizations from non-transactional analysis origin and how you relate them to concepts in transactional analysis literature.
9. Which concepts in transactional analysis literature and non TA do you use to describe the phenomenon of organizational culture?

Appendix 4

TA 101 TOPICS FOR TSTA EXAM

ERIC BERNE AND THE DEVELOPMENT OF HIS IDEAS	STROKE ECONOMY
DEFINITION OF TRANSACTIONAL ANALYSIS	SOCIAL TIME STRUCTURING
VALUE BASE OF TA	DEGREES OF GAMES
AUTONOMY (DEFINITIONS OF)	REASONS FOR PLAYING GAMES
CONTRACTUAL METHOD	WAYS OF DESCRIBING AND UNDERSTANDING GAMES
AREAS OF APPLICATION - DIFFERENCES IN PROCESS	DRAMA TRIANGLE
DEVELOPMENT OF TA SINCE BERNE	DEFINITIONS OF RACKETS AND THEIR PAYOFFS
TA ORGANISATIONS WORLDWIDE	DEFINITION OF SCRIPT
STRUCTURE, STIMULUS AND RECOGNITION HUNGERS	RELATIONSHIP OF RACKETS, GAMES AND SCRIPT
DEFINITION OF EGO STATES	RACKET SYSTEM AND ANALYSIS
STRUCTURAL MODEL OF EGO STATES	LIFE POSITIONS - DEFINITION
CONTAMINATION	RELATIONSHIP OF LIFE POSITIONS TO GAMES AND SCRIPT
BEHAVIOURAL DESCRIPTION OF EGO STATES	
RECOGNITION AND DIAGNOSIS OF EGO STATES	ORIGIN OF SCRIPT IN CHILD'S EXPERIENCES
TRANSACTIONS AND TYPES OF TRANSACTIONS	PROCESS OF SCRIPT DEVELOPMENT
DEFINITION OF STROKES AND TYPES OF STROKES	CHANGING SCRIPT
DEFINITIONS OF GAMES	TA METHODOLOGY - GROUP AND INDIVIDUAL