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2.1 The Status of Training

TA training is a professional training. This Handbook contains the regulations and guidelines on how to train to become a Certified Transactional Analyst, a CTA Trainer and a Teaching and Supervising Transactional Analyst, and describes the requirements laid down by the relevant committees of the European Association for Transactional Analysis.

Qualifications involve the fulfilment of certain requirements for the number of hours of training, supervision and practical experience, and the successful completion of the examinations.

TA training imparts personal and professional competence, and certification as a Transactional Analyst provides a full license to practise as a Transactional Analyst within the legal requirements of each country.

2.2 Mutual Recognition

There is mutual recognition between EATA's and ITAA's certification systems: examination and accreditation procedures of each association are reciprocally acknowledged. For details of the various committees involved see Section 1.6 above.

2.3 The Training Process

- A. *Accredited trainers.* Only CTA Trainers and Teaching and Supervising Transactional Analysts (TSTA, TTA and STA) or Provisional Teaching and Supervising Transactional Analysts (PTSTA) can provide accredited TA training.
- B. *Fields of application.* There are four fields of application within TA, as follows:
- ❖ Counselling
 - ❖ Educational
 - ❖ Organisational
 - ❖ Psychotherapy

The trainee agrees the field of application with his or her Principal Supervisor, i.e. the TSTA, PTSTA or CTA Trainer with whom they have a training contract. See Section 5 for further details of the four fields of application.

- C. *Eligibility for training.* Those interested in training and accreditation as a Certified Transactional Analyst should check with their national or regional organisation to confirm their eligibility. In general the prerequisites are:
- ❖ the individual fulfils the educational requirements of the national organisation
 - ❖ the opportunity for practical application of TA exists in a relevant profession
 - ❖ it is possible for the candidate to take the necessary training and supervision by those qualified to give it, i.e. TSTAs, PTSTAs or CTAs Trainers.
- D. *The contractual basis of training.* Training is formally based on a training contract

- ❖ between the trainee and trainer, who must be either a TSTA, PTSTA or CTA Trainer, and who becomes the trainee's Principal Supervisor
- ❖ between the trainee and EATA.

The trainee usually takes out a CTA training contract with his or her Principal Supervisor after several years of training. With the Principal Supervisor's consent, training received before the start of the contract can be taken into account towards final completion of requirements.

- E. *Length of training.* Trainees are encouraged to undertake training at their own pace, acquiring the necessary training hours and fulfilling the national and EATA requirements and preparing in terms of personal readiness.
- F. *Curriculum.* There is no standardised curriculum for TA training. Trainers are free to organise the contents, form, style and order of training within the framework of the guidelines set out in this Handbook and with special regard to the Core Competencies (see Section 5) of the relevant field of specialisation.
- G. *The trainer-trainee relationship.* One of the basic principles of TA training is that trainees actively plan and structure their training and take responsibility for their personal and professional development as well as for their training process.

The Principal Supervisor is responsible for guiding and assisting the trainee according to her/his individual personality, learning style and particular circumstances. The Principal Supervisor bears part of the responsibility for the trainee's adequate preparation before she/he takes the examination. Where she/he thinks it necessary and appropriate, the Principal Supervisor can require that the trainee fulfil certain extra training requirements.

It is easier for the trainee to develop their own personal style if they have a broad range of training experiences, and it is therefore important for the trainee to work with several TSTAs, PTSTAs or CTA Trainers with different personal styles and with different emphases on the various approaches to TA. The relationship between Principal Supervisor and trainee is based upon mutual choice and personal trust. When a trainee decides to change their Principal Supervisor, this should be done without prejudice to the trainee.

2.4 Trainers Responsibilities

- A. *Keeping up to date.* It is the professional responsibility of trainers to keep up to date on all Current regulations laid down by PTSC and COC. Current information is available from four different sources:
- ❖ the current EATA Training and Examination Handbook
 - ❖ successive issues of the EATA Newsletter, in which amendments to the Handbook are published as soon as possible after PTSC and COC meetings
 - ❖ the PTSC Telegram, circulated to all EATA trainers as necessary by PTSC
 - ❖ the EATA website
- B. *Variations.* No variation of the rules will be granted for candidates on the grounds that the trainer did not know the details of current regulations.

- C. *Exam Documentation.* It is the responsibility of candidates and their Principal Supervisors, and not of COC, to ensure that candidates' exam documentation is complete and accurate. Trainers should ensure that they check the candidate's documents for completeness and accuracy. *A candidate who appears with incomplete or inaccurate documentation will not be examined.*

2.5 National and Regional Requirements for Psychotherapy and/or Counselling

The practice of psychotherapy and/or counselling is officially or semi-officially recognised in some European countries and regulated in others. The trainee may therefore need to meet specific national requirements for training and accreditation as well as the requirements for TA training before becoming a recognised practitioner in their country. The trainee's national TA organisation(s) should be aware of what these requirements are, and the trainee and their Principal Supervisor should familiarise themselves with them.

In every case, such national provisions are in addition to the training and accreditation requirements of PTSC and are not substitutes for, nor alterations of, any PTSC requirements.