

13.4.1 Certified Transactional Analyst Training Contract

GENERAL INFORMATION

Contracts should be filled out in English, clearly and completely. Send in signed PDF, with a copy of your bank transfer (ABSOLUTELY NO CHEQUES OR BANKERS DRAFTS) to: Marianne Rauter, EATA Executive Secretary, Email: office@eatanews.org. Incomplete contracts will be returned to the trainee.

Complete contracts will be endorsed when the EATA Office has confirmation that the full amount of filing fee has been received.

Paying in Euro:

1. See table “Exams-Contracts Fees. Find the amount of Euros you must pay according to what is listed for your country. <https://eatanews.org/structure-of-exams-fees/?highlight=fees>

2. Transfer the amount of Euros due directly to: SWIFT-BIC: SOLADE S1KNZ; IBAN: DE29 6905 0001 0001 102789 Sparkasse Bodensee, Marktstätte 1 78462 Konstanz, Germany.

Or: SWIFT-BIC: UBSWCH ZH 80A; IBAN: CH45 0027 9279 C263 2960.5 UBS, rue du Rhone 8, Case postale 2600, CH-1211 Geneve 2, Switzerland.

3. You will receive a stamped contract after 4 to 5 weeks. Now your contract is valid.

COMMITMENT OF THE TRAINEE (please tick to confirm)

- I have an active and unrestricted membership of my national affiliated organisation, which is indicated below.
- I am a fully paid-up member of the European Association for Transactional Analysis.
- Without prejudice to my right to resign, I agree to renew my membership of both associations annually for the duration of this contract.
- I acknowledge active and unrestricted membership of my national affiliated



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organisation and fully paid-up EATA membership is a requirement for CTA certification.

- I understand that if I cancel or fail to renew my membership of EATA this contract will cease to be valid with immediate effect.
- I have read and commit to follow the Code of Ethics and the Professional Practice Guidelines of EATA.
- I take personal responsibility for reading and familiarising myself with the relevant sections of the EATA Training and Examination Handbook relating to this contract, and any training, evaluation, and exams that I am undertaking along with any additional requirement(s) related to my country.
- I choose the following field as the field I will specialise in (tick one):
Counselling / Educational / Organizational / Psychotherapy
- I have made a separate agreement with the undersigned Principal Supervisor for supervision and guidance during training for CTA certification in accordance with EATA/COC requirements.
- I understand that should my Principal Supervisor end their EATA membership during the term of this Agreement this will not be held against me. I will identify and engage the services of a successor principal supervisor as soon as possible.
- I understand that this contract expires 5 years after the date of endorsement by EATA. Should I wish to continue I can take out a further contract.
- If my field of specialty differs from my principal supervisor's, I attach the required Exception or Expansion. These documents form part of this contract. The date these exceptions or expansions were granted by EATA was: [Click or tap to enter a date.](#)
- I agree that EATA may place my name on its list of members in training.
- I detail below my training plan as agreed with my principal supervisor.

Training Plan



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What is the cost for?	Details	Amount
Additional Training	Click or tap here to enter text.	Click or tap here to enter text.
Conferences	Click or tap here to enter text.	Click or tap here to enter text.
Exam Preparation	Click or tap here to enter text.	Click or tap here to enter text.
Mock Exam	Click or tap here to enter text.	Click or tap here to enter text.
Supervision	Click or tap here to enter text.	Click or tap here to enter text.
Therapy / Personal development	Click or tap here to enter text.	Click or tap here to enter text.
Travel	Click or tap here to enter text.	Click or tap here to enter text.
Other (please state)	Click or tap here to enter text.	Click or tap here to enter text.

Trainee accepts on (date): [Click or tap to enter a date.](#) Signature: [Click or tap here to enter text.](#)

Last + First Name: [Click or tap here to enter text.](#) Address: [Click or tap here to enter text.](#)

Postal code + city: [Click or tap here to enter text.](#) Country: [Click or tap here to enter text.](#)

Email address: [Click or tap here to enter text.](#)

National association: [Click or tap here to enter text.](#)

COMMITMENT OF THE PRINCIPAL SUPERVISOR

I am a (tick one): Teaching and Supervising Transactional Analyst (TSTA) Provisional

TSTA ; CTA Trainer in the following field(s) (tick):

Counselling Educational Organizational Psychotherapy

I have an active and unrestricted membership of my national affiliated organisation,



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which is indicated below.

- I am a fully paid-up member of the European Association for Transactional Analysis.
- Without prejudice to my right to resign, I agree to renew my membership of both associations annually for the duration of this contract.
- I confirm the training cost plan is fair, accurate, and focused solely on candidate development.
- I agree to train and supervise 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.
- I am aware of my responsibility to keep myself up to date with any changes related to EATA standards or procedures concerning the training and certification of CTA candidates.
- I understand that if I cancel my membership of EATA I will inform the trainee and support them in finding another Principal Supervisor and signing a 'Change of Principal Supervisor Form' before my membership of EATA ends.
- If my field of specialty differs from the trainee's, I am enclosing my Exception or Expansion document(s). The date these exceptions or expansions were granted by EATA was: [Click or tap to enter a date.](#)

Principal Supervisor accepts on (date): [Click or tap to enter a date.](#) Signature: [Click or tap here to enter text.](#)

Last + First Name: [Click or tap here to enter text.](#) Address: [Click or tap here to enter text.](#)

Postal code + city [Click or tap here to enter text.](#) Country: [Click or tap here to enter text.](#)

National association: [Click or tap here to enter text.](#)

COMMITMENT OF THE TSTA SUPERVISOR (if applicable)

- I am a Teaching and Supervising Transactional Analyst (TSTA) with a specialization in the following field(s) (*tick*): Counselling Educational Organizational Psychotherapy
- I am a member of EATA and as Principal Supervisor of the above named PTSTA Principal 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.



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TSTA Principal Supervisor accepts on (date): [Click or tap to enter a date.](#)

Signature: [Click or tap here to enter text.](#) Name: [Click or tap here to enter text.](#) National Association: [Click or tap here to enter text.](#)

CANCELLATION OR EXPIRY OF CONTRACT

This contract will expire 5 years after the date of endorsement by EATA as shown below.

If the contract is not endorsed with the EATA stamp it is not valid.

If a trainee wishes to take out a subsequent contract they need to repeat this process.

If either party wishes to terminate this contract they must first come to an agreement with the other contracting party and then send the contract back to EATA, who will inform the national organization. Before sending the contract back to EATA, both the Principal Supervisor and the trainee, need to write "Cancelled on (date)" and sign it. Some associations receive the cancellation forms directly from members and the forms are forwarded via the national association to EATA.

A contract is automatically cancelled if either the trainee or the trainer does not renew his/her membership of EATA.

If, for whatever reason, the trainee wishes to change his or her Principal Supervisor during the term of this contract, this can be done as follows:

1. The trainee normally agrees the change with his or her existing Principal Supervisor and with the future Principal Supervisor.
2. All three parties complete and sign the Change of Principal Supervisor form. Four copies of this form must then be sent to EATA's Executive Secretary or to the national association, (see above 4.2), along with one copy of the original contract, and, if necessary, with any Exception document.
3. EATA registers the change of Principal Supervisor, and one date- stamped copy of the completed form is then returned to each party.
4. If there is a change of Principal Supervisor during a CTA training, the 40 hours of supervision required are to be counted by including all hours done with each of the Principal Supervisors.



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Both the trainee and Principal Supervisor are free to change the Principal Supervisor arrangements if they wish. The whole process should be conducted from an OK+ OK+ position without prejudice to any party.

NB: Please note completion of a change of Principal Supervisor form is NOT a new contract.

EATA'S SERVICES AND ENDORSEMENT

1. EATA will place the trainee on its list of members in training.
2. EATA agree to notify the trainee of any change in the membership status of the Principal Supervisor should they be informed of any such change.
3. EATA will notify the local TA association of the trainee of any change in the status of this contract.
4. 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).
5. This contract expires on: [Click or tap to enter a date.](#)

EATA endorses on (date) Stamp and [Click or tap to enter a date.](#) Signature: [Click or tap here to enter text.](#)