

UKATA Diploma in Transactional Analysis Practice Application Form

FIELD OF APPLICATION (please tick as appropriate):

- Psychotherapy
 Educational
 Counselling
 Organisational

PERSONAL DETAILS

Name:		Phone Number:	
Address:			
E-Mail:		Mobile No:	

TRAINING SUCCESSFULLY COMPLETED (to be completed by the RTE Director or Course Tutor)

Year	RTE Training Attended	Training Hours	Name	Signature

The total number of hours needs to meet or exceed 360 hours. Please sign to indicate successful completion of training hours.

NB: Please outline any specialised training completed if you are working in a specialised field e.g. working with children and young people.

ASSESSMENT (to be completed by an RTE Director or Course Tutor)

Please enter your name and signature below to confirm the applicant has successfully completed and passed at least six assessments whilst accruing the training hours detailed above.

The final assessment should include an oral presentation of the applicant's client work.

In the event of completing assessments at different RTEs, please provide written and signed evidence from each RTE.

Assessment Date	Nature of Assessment (Essay, reflective, oral, etc)	Assessed by	Signature of assessor

LETTER OF ENDORSEMENT

Please provide a letter of endorsement from the **main trainer** with regard to the applicant's **competence**.

PERSONAL DEVELOPMENT WORK

For psychotherapeutic counselling and psychotherapy applicants, this is to be provided by the Therapist (who is not a trainer or supervisor for the applicant).

NB. All trainees following a psychotherapeutic counselling or psychotherapy pathway and who wish to achieve UKCP registration are required to:

- undertake personal psychotherapy congruent with the style the trainee will be practising
- undertake personal psychotherapy for a minimum of 40 hours per year for a minimum of 4 years and normally throughout the duration of their training.

This personal psychotherapy must normally be undergone with a UKCP registered psychotherapist, BPC registered psychotherapist, or a CTA who is a current member of EATA or the ITAA and who is not their trainer or supervisor.

Students/Trainees attending a weekly group therapy may count all the hours of the therapy group.

For counselling, organisational, and educational fields this is to be defined by the RTE Director or Course Tutor.

PERSONAL THERAPISTS

Please enter your name and signature below to confirm that the applicant has completed the 120 required hours of personal psychotherapy/development work. Letters of confirmation of hours from previous therapists/facilitators are also acceptable.

Please enter the **number of hours completed PER YEAR** and not the overall number.

Dates from - to	Type of Personal Development Work (e.g. Individual or Group Psychotherapy).	Hours completed	Name of Therapist (who is not the applicant's trainer or supervisor): and qualification	Signature:

SUPERVISION

Please complete the following box detailing evidence of all supervision received.

Give the name of the supervisor, their qualifications and number of hours of supervision.

Please include additional qualifications if supervising a specialised field e.g. working with children and young people.

Dates from - to	Supervisor's name and qualification.	Hours of supervision received		Signature
		1.1	Group	

CURRENT SUPERVISOR

As the applicant's current supervisor, I can confirm my responsibility to ensure the information by the applicant is correct and that I have discussed this application. To the best of my knowledge, this application is an accurate reflection of the required data, including:

- The 34 hours of TA supervision
- The 200 hours of supervised practice

I also confirm that I am providing an endorsement concerning the applicant's competency to practice by signing this form.

NB. Please note: This signature cannot be the same as the sign-off from an RTE Director or Course Tutor.

Supervisor's Name:		Supervisor's Signature:	
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UKATA MEMBERSHIP

Please confirm your UKATA membership by entering your membership number below

UKATA Membership Number:	
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DECLARATION

I hereby confirm that to the best of my knowledge this is an accurate reflection of the training I have received towards my UKATA Diploma in Transactional Analysis.

I confirm that I have been a UKATA member throughout my training and abide by the UKATA Code of Ethics and the Requirements and Recommendations for Professional Practice.

If extenuating circumstance result in the applicant not able to meet the requirements, then an accompanying letter, explaining the situation needs to be submitted with the application. All information received will remain confidential.

Member's signature:		Date:	
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We would like to congratulate you and inform other members of your award by publishing your name in the Transactional Analyst Magazine. If you prefer this not to happen, please tick here

HOW TO SUBMIT THE APPLICATION FOR THE UKATA DIPLOMA

Please submit this form, along with supporting documentation, via email attachment to office@ukata.org

Alternatively, send to 483 Green Lanes, London N13 4BS.

NB. DO NOT SEND ORIGINAL DOCUMENTS. The UKATA uses a postal scanning service and receives scanned post only.

The £50 fee is to be made by bank transfer to the UKATA bank account 10024689, sort code 16-00-23 on submission of the application.

Applications for the Diploma:

The UKATA Diploma is only open to UKATA members.

The fee of £50 is payable upon submission of the application. Payment of the fee does not guarantee the granting of the UKATA Diploma. The fee is for processing and assessing your application.

Payment can be made by bacs transfer to the UKATA on submission of your application (see above). Fees are only refundable if the application is withdrawn within 14 days of submission. Once your application fee has been made your application will be forwarded to the Training and Accreditation Standards Committee (TASC) for consideration. There are no deadlines for submission. The TASC would hope to let the candidate know the outcome of their deliberations within a month of receipt of the completed application.

Cancellation of applications:

Applications for the UKATA Diploma can be withdrawn at any time by the applicant. However, the fee is non-refundable after the initial period of 14 days. Should the applicant wish to reapply in the future following a withdrawal of a previous application, the relevant fee will be payable again.

CPD

Once the applicant has been awarded the UKATA Diploma the diploma holder will come under the UKATA CPD policy unless the member is also a Contractual Trainee in which case the member will be required to complete the Student Annual Summary and Contract for professional development form. It is the applicant's responsibility to keep records of any CPD/Training.

Appeals

Should an applicant wish to appeal the result of the application the policy and procedures can be found in the UKATA Diploma in Transactional Analysis Practice Procedures document available on the UKATA website.