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**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
CERTIFIED TRANSACTIONAL ANALYST TRAINING CONTRACT**

A. GENERAL INFORMATION Contracts should be filled out completely. Type or write clearly in English (or attach a translation). **UK members: see Appendix 2 ITA Supplementary pages for procedures.** Incomplete contracts will be returned to the trainee. Complete contracts will be sent off by the ITA Administrator for endorsement. 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 6 weeks for processing).

B.COMMITMENT OF THE TRAINEE

1. I am a member of EATA and I will renew my membership annually for the duration of this contract.
2. I have reviewed and agree to honour the Code of Ethics and to follow the Professional Practice Guidelines of EATA.
3. I have read and understand the EATA Training and Examination Handbook as it relates to CTA training.
4. I plan to be examined and certified as a Transactional Analyst with the following speciality (tick one): Counselling ____ Educational ____ Organisational ____ Psychotherapy ____
5. I have made an agreement with the undersigned supervisor who will provide supervision and guidance in line with EATA requirements.
6. I understand that this contract expires 5 years after the date of endorsement by EATA.
7. If my field of Specialty differs from my supervisor's, I attach the required Exception or Expansion and the associated training plan. These documents are part of this contract. The date these exceptions or expansions were granted by EATA was: _____

Trainee accepts on (date): _____ Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____ National association: _____

Postal code + city: _____ Country: _____

C. COMMITMENT OF THE PRINCIPAL SUPERVISOR

1. I am a (tick one): Teaching and Supervising Transactional Analyst (TSTA) ____ Provisional TSTA ____ in the following field(s)(tick): Counselling ____ Educational ____ Organisational ____ Psychotherapy ____
2. I am a member of EATA and agree to train 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.
3. I am aware of my responsibility to keep myself up to date with any changes related to EATA standards or procedures concerning training and certification of CTA candidates.
4. 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: _____.

Principal Supervisor accepts on (date): _____ Signature: _____

(Please print legibly) Last + First Name: _____

Address: _____ National association: _____

Postal code + city: _____ Country: _____

D. COMMITMENT OF THE TSTA SUPERVISOR (if applicable)

1. I am a Teaching and Supervising Transactional Analyst (TSTA) with a specialisation in the following field(s) (tick): Counselling ____ Educational ____ Organisational ____ Psychotherapy ____
2. I am a member of EATA and as Principal Supervisor of the above named PT/STA 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.

TSTA Principal Supervisor accepts on (date): _____ Signature: _____

Name (print): _____ National Association: _____

E. TRAINING PLANS AND COSTS

Attach to this contract on a separate sheet or at the end of this form a description of plans for training and an estimate of the overall cost of further training.

F. EATA'S SERVICES AND ENDORSEMENT

1. EATA will place the trainee on its list of members in training and inform ITAA.

2. EATA will notify the trainee of any change in the membership status of the Principal Supervisor.
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).

EATA endorses on (date)

Stamp and Signature:

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS CHANGE OF PRINCIPAL SUPERVISOR

Please fill out and send **3 COPIES of this form plus 1 COPY of your original CONTRACT** to the ITA Administrator (See Appendix 2 ITA Supplementary pages for more information). EATA will register the change and return one stamped copy of the form to each party and the national association. Allow about one month for processing.

We, the trainee, the former Principal Supervisor and the new Principal Supervisor hereby inform the EATA PTSC of the following change of Principal Supervisor. We have enclosed a copy of the original contract and, if necessary, the Exception or Expansion document. We have signed and dated this form.

Print legibly or type: These are your mailing labels!

TRAINEE: FULL NAME _____
 ADDRESS _____
 CODE + TOWN _____
 COUNTRY _____
 Trainee's Signature: _____

FORMER PRINCIPAL SUPERVISOR:

FULL NAME _____
 ADDRESS _____
 CODE + TOWN _____
 COUNTRY _____

Former Principal Supervisor's
 Signature: _____

NEW PRINCIPAL SUPERVISOR:

FULL NAME _____
 ADDRESS _____
 CODE + TOWN _____
 COUNTRY _____

Please tick one or the other statement:

I am a TSTA or a PTSTA in the same field of application as the original contract
 I am a TSTA or a PTSTA in a different field of application and I have enclosed my Exception or my Expansion document and associated training plan. The date this was endorsed by EATA was:

New Principal Supervisor's Signature: _____ DATE: _____

TSTA Principal Supervisor's Signature (if PTSTA above): _____ DATE: _____

EATA: The above change in Principal Supervisor was endorsed by EATA's PTSC (stamp):

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
EXCEPTIONS DOCUMENTATION CHECK LIST

Please complete this form and return it with the required documentation to:

Marco Mazzetti
Centro di Psicologia e AT
Via Archimede 127
20129 Milano,
Italy

Please print clearly

Candidate's name: _____

Candidate's address: _____

Telephone: Home _____ Work _____

Email: _____

I enclose (*please tick*):

- Application from the trainee
- Application from the trainer (specifying how many exceptions are active in the field).
- Training Plan for the trainee
- Trainer's verification of competency or previous exception obtained for the same field.
- Second Trainer's Agreement
- Endorsement by TSTA (or if necessary PTSTA) in the new field

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS

EXPANSIONS DOCUMENTATION CHECK LIST

Please complete this form and return it with the required documentation to:

Marco Mazzetti
Centro di Psicologia e AT
Via Archimede 127
20129 Milano,
Italy

Please print clearly

Candidate's name: _____

Candidate's address: _____

Telephone: Home _____ Work _____

Email: _____

I enclose (*please tick*):

- An application for an Expansion
- A written statement, including Professional Self-portrayal and Description of Professional Experience as a trainer and/or supervisor in the expanded field.
- A letter of support from a TSTA in the expanded field
- A photocopy of my Certification as a TSTA or of my TSTA Contract
- Either** photocopies of certificates of 2 people who have passed their CTA examination for whom I was the primary supervisor OR a copy of my Oral Exam Certification in the new field
- A photocopy of the Registration Fee

**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
PRINCIPAL SUPERVISOR'S ENDORSEMENT OF CTA WRITTEN
EXAMINATION**

Please have your Principal Supervisor complete this form and return it to:

*Cathy McQuaid,
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE*

Please print clearly:

Candidate's name: _____

Principal Supervisor's name: _____

Principal Supervisor's address: _____

_____ Telephone: _____

Field of application (*tick*): Counselling ___ Educational ___ Organisational ___ Psychotherapy ___

The candidate's contract was endorsed by EATA on (date):

As Principal Supervisor I have supervised and read this candidate's written examination for CTA.
Any comments that the supervisor wishes to make on the written examination should also be submitted at this time.

I confirm that the written study gives a true portrayal of my candidate's practice and I judge the examination to be of a passing standard.

Principal Supervisor's Signature: _____ Date: _____

In the space below, please list the names of any other persons who have either read or supervised this candidate's written examination and should therefore be excluded as a marker:

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS

CANDIDATE'S SUBMISSION OF THE CTA WRITTEN EXAMINATION

Please complete this form and return it to:

Cathy McQuaid
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE

Please print clearly

Candidate's name: _____

Candidate's address: _____

Telephone: Home _____ Work _____

Email: _____

Please enter details of where you intend taking the CTA Oral Exam:

Place _____ On date: _____

Field of application (*tick*):

Counselling ____ Educational ____ Organisational ____ Psychotherapy ____

Case Study Client Group (*tick*): Adult _____ Child _____

Date your contract was endorsed by EATA:

Please send this form to the Language Group Coordinator along with the following documentation:

Please tick each:

- 1. Principal Supervisor's Endorsement of the Written Examination.
- 2. A copy of your endorsed EATA contract and all documentation associated with it such as exceptions, expansions and associated training plans.
- 3. The appropriate exam fee.
- 4. Two securely bound and packaged Written Examinations.

If any of the documentation is missing your examination will not be processed.

**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
PRINCIPAL SUPERVISOR'S ENDORSEMENT OF CANDIDATE
TO CTA ORAL EXAMINATION**

Please have your Principal Supervisor complete this form and return it to:

Cathy McQuaid
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE

Three clear months prior to the date you intend to take your oral examination.

Note for the candidate: keep a completed copy for your personal file.

Please print clearly:

Candidate's name: _____

Principal Supervisor's name: _____

Principal Supervisor's address: _____

_____ Telephone: _____

Field of application (*tick*): Counselling ___ Educational ___ Organisational ___ Psychotherapy ___

As Principal Supervisor (*tick one*):

___ I provided training and supervision for the duration of the contract endorsed by EATA on:

___ I assumed responsibility on (*date*): _____ subsequent to a transfer from a prior

Principal Supervisor (*name*): _____. This transfer was notified to

ITAA/EATA and endorsed on (*date*): _____

This candidate has completed:

___ total hours advanced TA training

___ total hours TA supervision

___ hours of supervision provided by me

___ total hours in practical TA experience (provided by candidate)

As a result of my personal observation and evaluation I believe this candidate to be competent as a practitioner of transactional analysis in the chosen field. I would not hesitate to recommend others to the candidate, since I believe her/him to be an ethical and responsible professional.

My more personal and detailed evaluation is in a separate letter of endorsement, together with my personal comments on the candidate's written examination (Principal Supervisor's please note that the deadline for this personal letter of endorsement and your comments on the written examination is three clear months prior to the examination date.

Signature: _____ Date: _____

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS**NOTICE OF INTENTION TO TAKE CTA ORAL EXAMINATION**

Complete and return this form to your Language Group Co-ordinator:

Cathy McQuaid
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE

3 clear months prior to the date of your oral examination.

NB: Keep a copy for your personal file.

Please print clearly:

Name: _____

Address: _____

Telephone: _____

I have met all requirements stated by COC for oral examination and I declare my intention to take a CTA oral examination at Place: _____ Date: _____

Specialty (*tick*): Counselling ____ Educational ____ Organisational ____ Psychotherapy ____

Re-sit: Yes / No

Name and address of your Principal Supervisor: _____
_____ Telephone: _____

My training contract has been endorsed by ITAA/EATA on (*date*):

If you were granted exceptions, changes in contract or Principal Supervisor, or other, please provide all the details including the dates agreed by EATA on a separate sheet.

My written examination was approved on (*date*):

(Do not delay in sending this form if you have not received your written examination evaluation. The Examination Co-ordinator will complete this for you if necessary)

I will include in the file I will submit at the oral examination itself:

- A list of all training and supervision (TA and non-TA) I have received in my field of application (hours, dates, trainers/supervisors, subject).
- A professional resume with a detailed list of the hours and format (group, individual, co-leading etc) of my professional TA practice in my field of application.
- A copy of my endorsed EATA training contract including the documentation regarding exceptions and expansions and their associated training plans.

Signature: _____ Date: _____

**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
ACKNOWLEDGMENT OF ITEMS RECEIVED FOR CTA EXAMINATION**

*Cathy McQuaid
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE*

To:
Date:

Dear TA colleague

I have received your:

- CTA Written Examination
- Payment
- Principal Supervisor's Endorsement of CTA Written Examination Form
- Notice of Intention to take CTA Oral Examination Form
- Principal Supervisor's Endorsement of the Candidate to CTA Oral Examination Form
- Letter of personal endorsement from your Principal Supervisor
- A copy of your endorsed EATA training contract and associated documents.
- Application form for CTA Oral Examination

Your Written Examination is being marked. You may expect to receive your Assessment within approximately six to eight weeks. Your identity will be anonymous although the Evaluator will sign your Assessment so you will know who he or she is.

I enclose:

- Receipt
- Checklists of instructions for oral examination
- Notice of Intention to take CTA Oral Examination Form
- Application form for CTA Oral Examination
- Principal Supervisor's Endorsement of the Candidate to CTA Oral Examination Form
- Other – UKCP Requirements form

Please make and keep a copy of every document for your personal file.

Please take responsibility for checking with your Principal Supervisor as you proceed in case of any changes in requirements.

All good wishes for your success.

Yours sincerely

Language Group Co-ordinator

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS PROCEDURES FOR TAKING CTA ORAL EXAMINATION

1. *Notice of Intention of the candidate to take the CTA Oral Examination and Principal Supervisor's Endorsement of the Candidate to Oral Examination* to be received by the Language Coordinator 3 clear months prior to the date of the exam.

Note: The *Notice of Intention to take the CTA Oral Examination* gives all the basic information about the candidate's intention to take the oral examination at a specific time and place, and which type of examination is intended, e.g. counselling/organizational etc. This form constitutes the candidate's commitment to take oral.

The *Principal Supervisor's Endorsement of the Candidate to Oral Examination* is a formal statement signed by the Principal Supervisor that the candidate has completed the training/supervision/practice hours.

2. *Principal Supervisor's Personal Letter of Recommendation* of the candidate as being ready for CTA examination and certification. This letter may take the form of the Principal Supervisor's own choosing and further remarks about the written examination may be included here. To be received by the Language Coordinator 3 clear months prior to the date of the exam.

3 *Notice of Withdrawal from Oral Examination*. If a candidate intends to withdraw from oral examination, notification in writing should be received by the Language Coordinator 3 clear months prior to the date of the exam.

Attention: if a candidate withdraws for any reason other than deferral on the written examination, the candidate must inform the Language Coordinator *at least two months ahead of the oral date*, otherwise the oral exam fee will not be transferred to a later oral examination date. Note: in practice, a phone call to meet the withdrawal deadline is acceptable followed immediately by a written note.

4. *Application Form for the Oral Examination* to be received by the Language Coordinator one clear month prior to the date of the exams.

Note: *Application Form for the Oral Examination* gives the final statement from the candidate of name and address, type of examination requested, names of board members refused (e.g. through bias, familiarity, previous examination, recent supervision) together with details of examination language and use of translation where needed. Candidates must also write on this form the exact name and title they wish to have printed on their certificate (please type or write it very clearly). This form is used to make the final list of oral examination candidates and therefore it is very important that it is received in time and that it is written clearly.

5. On receipt of the oral application form, having checked that the administrative documentation has been completed correctly, the Language Co-ordinator will issue the candidate with a *Completion of Registration Certificate*. The candidate must take this to the oral examination site, where it will be collected by the Examination Supervisor. See also the separate instructions sheet regarding 'Procedures for Oral Examination on Site'.

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
APPLICATION FOR CTA ORAL EXAMINATION

Return this form to:

Cathy McQuaid
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE

not less than one month prior to date of oral examination (and only when you know you have passed your written examination).

Send a copy to the Language Co-ordinator and keep a copy for your personal file.

Full Name (*print*): _____

Field of application (*tick*):

Counselling ____ Educational ____ Organisational ____ Psychotherapy ____

Client group on which to be examined (*tick*): Adults _____ Children _____

I refuse the following people on my oral examination board: (see ‘Guidelines on Refusing Examiners’, enclosed with this form)

I can take my oral examination in the following languages:

My native language is:

The language on my tapes is _____

I have a passive knowledge of the following languages: _____

I know I will have to bring a translation of my tape transcripts and examination documents (into English or the working language of the exam venue. The Written Examination itself does not need to be translated but the Assessments do): Yes / No

I will bring a translator: Yes / No (If Yes) Name of Translator): _____

(The limit is three candidates sharing the same translator and if this is planned they must inform the local exam supervisor of their intention well in advance of the examination date.)

Please see the note in the Candidate Instructions list with regard to arrangements for translation. It is the candidate’s responsibility.

Please print here your name and title as you wish it to appear on your certificate:

Signature: _____ Date: _____

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
COMPLETION OF REGISTRATION CERTIFICATE FOR CTA EXAMINATION

From:

Cathy McQuaid
 74 Boxwell Park,
 Bodmin,
 Cornwall,
 PL31 2BE

Candidate's Name: _____ + _____

Address: _____

_____ Telephone: _____

Name of Principal Supervisor: _____

Speciality: Counselling ___ Educational ___ Organisational ___ Psychotherapy ___

Examination date and place: _____

The above candidate was sent a list of instructions for registration for CTA Oral Examination, including note of the penalty for late withdrawal. She/he has correctly submitted all of the following documents and information:

1. ___ Endorsed EATA contract and documentation.
2. ___ Written examination which has received a 'pass' evaluation
3. ___ Payment of fees (copy of payment)
4. ___ Principal Supervisor's Endorsement of the Written Examination form
5. ___ Notice of Intention to take the CTA Oral Examination form
6. ___ Principal Supervisor's Endorsement of the Candidate to Oral Examination form
7. ___ Principal Supervisor's personal recommendation of candidate to examination
8. ___ Application for CTA Oral Examination form
9. ___ Names of examiners the candidate refuses (normally five maximum):

10. ___ Does candidate intend being examined in working language of exam venue *Yes / No*

11. ___ If *No*, does candidate confirm he/she will bring a translator

If so, name of translator: _____

12. ___ Does candidate intend sharing a translator? If so, with whom: _____

I have a copy of each of these documents (except the written examination) in my record file, and the candidate has been instructed to keep a copy of each in his/her personal records file.

Signature of Language Group Coordinator: _____ Date: _____

**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
PROCEDURES FOR CTA ORAL EXAMINATION ON SITE**

Candidates are required to attend a Candidates Briefing Meeting, usually held at the examination location the *day before* the exams. *It is essential to attend the meeting.* If you fail to attend then you may not be allowed to take the examination, this will be at the discretion of the Local Exam Supervisor.

Candidates must take with them to this meeting:

1. *One* copy of Completion of Registration Certificate for CTA Examination
2. *One* copy of their written examination (in their own language)
(These are to be deposited with the Examination Supervisor)
3. *Four* copies of each of the following:
 - the assessments of your Written Examination (if deferred by one reader and passed by another, *both* assessments must be taken)
 - your Principal Supervisor's personal letter of recommendation
 - your CV (curriculum vitae)
 - the log of all your training, supervision and work experience. See also ITA TSC Log book front sheet.
 - your CTA Training Contract and documents pertaining to any Exceptions or Expansions or changes.

These documents are to be presented in four sets in four files, so that they may be easily read by each of the four examination board members. They are to be deposited with the Examination Supervisor, who may request them at the candidate's meeting, for the examination board members to collect and read through *before* the examination.

The files *may not be removed* from the examination office before the examination itself.

4. For the CTA Oral Examination itself, have with you the following:
 - (i) Three segments of taped work (audio or video). Each segment should be of about five minutes in length. The tapes containing the segments must not have been edited. One tape *must* be of a group, couple or family. For counsellors and psychotherapists, one tape *must* be of you working with an individual. One tape *may* be of your case study client (though this is not a requirement).

Have your tapes positioned ready to play.

- (ii) For each segment of tape, have four copies of a transcript, and where necessary, four copies of the transcript translated into English or the language of the exams. It is required that where a translation is supplied, it be presented on the same page, running alongside the original, so that the examiners can follow the verbal sound in both languages simultaneously. The transcripts may be accompanied by appropriate supporting material, e.g. seating plan, a description of the work to be heard.

- (iii) You must bring the necessary equipment for playing your tapes and the necessary electrical equipment either batteries or appropriate socket converters and lads suitable for mains supply.

- (iv) Bring a spare audio tape recorder to that you can record your examination.

5. *Translation:* If you are taking your oral examination at a location where the boards are not in your own language, you may need to bring a translator with you. You can normally assume at any examination site endorsed by EATA that English speaking boards will be available. When an examination site is being organised by a national or local TA organisation, e.g. DGTA, you need to confirm with the local exam

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS

supervisor that there will be English Language boards available. You can check with your Language Group Coordinator whether there will also be boards in the ‘working language’ of the examination venue.

Note: if the documents listed at 3 above are not in English, you *must* provide translations of these documents (4 copies) into English (or into the ‘working language’ of the venue if the ‘working language’ is not English).

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
LETTER TO ASSESSOR OF CTA WRITTEN EXAMINATION

From: *Cathy McQuaid*
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE

Date: _____

Dear

Thank you for agreeing to mark the enclosed examination script. This is part of a CTA examination.

The candidate intends to go for oral at: _____

Candidate Ref: _____

- Your assessment should be based on the guidelines, and scoring scales for assessing the written examination are enclosed with this letter. These are reproduced from the current EATA Training and Examination Handbook.
- When you have completed your assessment, but **before** writing your report, please contact me to inform me of your decision. I will then tell you how to proceed.
- When you write your assessment, it should include a clear statement of whether the paper is a passing one or a deferral.
- Will you write your assessment on *identifiable paper and sign it. Put the candidate reference on your assessment and send two copies to me.*
- Please do not make any marks on the script itself.
- Please return the script and your signed identifiable assessment (2 copies) to me within the time agreed, or within one month of the date of the letter.
- Please complete and return to me the attached claim form so that you can be paid.

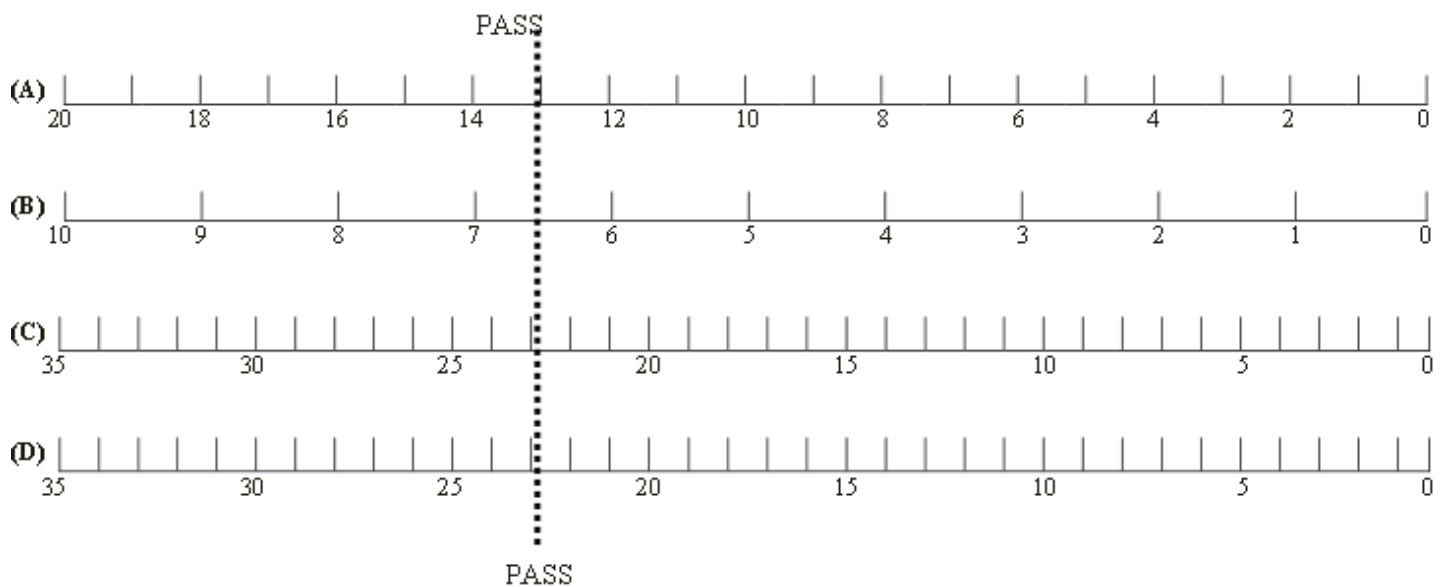
I appreciate you giving your time and energy, and thank you for a speedy return of the script.

Yours sincerely

Language Group Coordinator

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
RATING SCALE FOR WRITTEN EXAMINATION

Full awareness of a broad range of aspects	Awareness of many aspects	Awareness of some aspects	Aware of a very few aspects	Lack of awareness of aspects
High recognition of significance of aspects	Recognition of significance of aspects	Some recognition of significance of aspects	Little recognition of significance of aspects	Does not recognise significance of aspects in most of the important areas
Competence throughout evidence in reported behaviours	Competence evident in reported behaviour	Competence somewhat evident in reported behaviour	Competence barely evident in reported behaviour	Competence not evident in reported behaviour
Takes metaperspective and complexity into account	Takes some aspects of metaperspective and complexity into account	Takes aspects of metaperspective and complexity into account	Hardly any awareness of metaperspective and complexity	Does not take any aspects of metaperspective and complexity into account at all
Material well organised and coherent	Material organised and coherent	Scant organisation of material and/or deficient coherence of material	Organisation and coherence of material missing	No organisation and no coherence of material throughout
Ethical position clear and significant	Ethical position recognisable and acceptable	Ethical position somewhat recognisable and acceptable	Ethical position inadequate or questionable	Ethical position missing or unacceptable



**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
LETTER SENT WITH ASSESSMENT(S) OF CTA WRITTEN
EXAMINATION**

From:

*Cathy McQuaid
74 Boxwell Park,
Bodmin,
Cornwall,
PL31 2BE*

Date:

Dear Candidate

Please find enclosed the assessment(s) of your written examination.

If your examination has been assessed as a passing paper, please continue with your application for the Oral Examination and keep to the deadline dates.

If your exam has been read by two markers and they have decided to defer it, please check with your Principal Supervisor what your next step should be.

Yours sincerely

Language Group Co-ordinator

ORAL EXAMINATION TA PSYCHOTHERAPY SCORING SHEET

CANDIDATE: _____ **DATE:** _____

Each of the ten following areas is graded on a 5-point scale. Select the number rating which you believe best describes the candidate's performance.

1. Professional and Personal Identity. Ability to describe his/her own ideological beliefs and relate them to the philosophical assumptions of transactional analysis, including the implications of cultural, racial, social identities and the significance of this on the assessment, the contract, the work and the therapeutic relationship.

5	4	3	2	1	1 _____
Awareness of own social and cultural identity and that of the client, and the possible implications of these on the therapeutic work, including the significance of differences. Clearly related to philosophical assumptions.		Some awareness of social, racial and cultural identity and differences in the therapeutic relationship, and the implications of these on the work. Some ability to articulate personal beliefs. Awareness of significance of TA's philosophy.	Little or no awareness of the significance of racial, cultural and social factors. No apparent belief system or awareness of significance of TA's philosophy.		2 _____
					3 _____
					4 _____

2. Establishment and maintenance of an I'm OK – You're OK relationship

5	4	3	2	1	1 _____
Competent and effective relationship including understanding of ulterior processes (e.g. games and transactions as transference and counter-transference), and the complexity of the therapeutic relationship.		Evidence of an effective empathic connection with the client. Some understanding of relationship dynamics and the appropriate demonstration of protection, permission and potency.	Scant evidence of an empathic connection and little understanding of the complexity of the therapeutic relationship.		2 _____
					3 _____
					4 _____

3. Theory: Capacity to conceptualise psychotherapy in terms of transactional analysis theoretical concepts

5	4	3	2	1	1 _____
Discussion of TA theory including different trends and approaches as well as recent developments		Knowledge of several major approaches in TA	scant knowledge - only one approach		2 _____
					3 _____
					4 _____

4. Integration into transactional analysis practice: Capacity to discuss a range of treatment options and support the chosen strategy.

5	4	3	2	1	1 _____
Flexible, in depth, discussion of practice in relation to theory		Discussion of practice in relation to theory, some reference to different options.	Little ability to relate practice to theory		2 _____
					3 _____
					4 _____

5. Clarity of client assessment

5	4	3	2	1	1 _____
Assesses situations and issues accurately		Perceives problems but is unclear as to their significance	Lack of awareness of major issues		2 _____
					3 _____
					4 _____

6. Contracts and Treatment Direction

5	4	3	2	1	1
Appropriate shared focus/treatment contract clearly related to treatment direction, interventions and the implications of the therapeutic context (setting, duration, frequency, legal obligations).		Appropriate shared focus or treatment contract somewhat related to treatment direction or interventions; OR evidence of therapeutic movement but not directly related to a contract. Some awareness of the implications of the therapeutic context.	No clear goal or treatment contract. Interventions indicate little or no treatment direction. Little awareness of the significance of the therapeutic context.		2 _____ 3 _____ 4 _____ _____

7 Effectiveness: Can the candidate demonstrate creativity and effectiveness and discuss interventions within the context of the relationship, the contract and the stage of treatment. Does the candidate monitor the effect of his/her interventions on the clients and respond to this?

5	4	3	2	1	1
Most interventions accomplish what they are designed to achieve. Therapist monitors the effect of his/her interventions and responds appropriately. Evidence of creativity and suitability to setting etc.		Interventions are moderately effective. Therapist somewhat attuned to the client's response. Interventions adequate for setting, context etc.	Interventions are counter-productive or ineffective. Therapist is ill attuned to the client's response.		2 _____ 3 _____ 4 _____ _____

8 Professionalism

5	4	3	2	1	1
Is aware of privileges and limitations of training and clearly relates to ethical principles		Limited awareness of privileges and limitations of training, but generally relates to ethical principles.	Serious question about awareness of limitations and/or ethical principles.		2 _____ 3 _____ 4 _____ _____

9. Capacity for self-reflection

5	4	3	2	1	1
High awareness and understanding of own process and its impact on therapeutic intervention.		Some awareness and understanding of own process and its impact on therapeutic intervention.	Little awareness and understanding of own process and its impact on therapeutic intervention.		2 _____ 3 _____ 4 _____ _____

10. Overall rating: Demonstration of an understanding and practice of the therapeutic relationship using TA concepts.

5	4	3	2	1	1
Ethical effective TA theory-based practice suitable to the context.		Some competence in theory and practice	Low competence using TA		2 _____ 3 _____ 4 _____ _____

Points are to be used as a guide and the judgment of the examiners is the final decision. However, deferment is automatic: 1) if a candidate receives a rating of '1' from all of the examiners in any one category, or 2) if the total score is 25 points or below for the examination.

TOTALS

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

If two examiners vote to defer, the candidate is deferred (no process facilitator is called).

A process facilitator is an experienced examiner whose purpose is to help the board solve problems arising during the examination procedures. Anyone can request the chairperson to call a process facilitator at any time during the examination. The candidate may request the chairperson to call a process facilitator at any point before the individual board members begin to score. This point is to be announced by the board chairperson, who will ask the board if they are ready to begin scoring. After this point, only the chairperson or a board member (through the chairperson) can call for a process facilitator.

The process facilitator will establish a clear contract with the board and will help the board reach a decision. If no decision to certify or defer is reached, the examination supervisor can be called. The examination supervisor can help the board reach a decision or can excuse the board and convene a new board to re-examine the candidate. Neither the process facilitator nor the examination supervisor will examine or vote.

Candidates name

Examiners name

Certify

Defer

1.	[]	[]	Combined Total _____
2.	[]	[]	
3.	[]	[]	Average Total _____
4.	[]	[]	(Combined total divided by 4)

EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS



EXAMINER EVALUATION FORM

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	Insert in each column the name of an examiner			
Place/date				
Chairperson of this board				
Exam Supervisor				
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	

Please add specific comments over the page

**EUROPEAN ASSOCIATION FOR TRANSACTIONAL ANALYSIS
APPLICATION TO APPEAL EATA EXAMINATION**

Name: _____ Telephone: _____

Address: _____

Email: _____

I wish to appeal against the outcome of the CTA / TSTA written examination / oral examination (delete as applicable).

Date of examination: _____

I enclose (*tick*):

- Either a copy of my written examination and the evaluation I have received
- Or a tape of my oral examination
- Copies of my oral exam tapes
- A copy of my oral exam score sheet

The grounds for my appeal are as follows:

(Please refer to the Appeals procedure and continue on another sheet or overleaf if necessary).

Signed: _____ Date: _____

Send this form with all the above documentation to the EATA Supervising Examiner.
