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

**A. GENERAL INFORMATION**

Contracts should be filled out in English, clearly and completely. UK members: contact National Association for procedures. Send in three copies, with a photocopy of your bank transfer (ABSOLUTELY NO CHEQUES OR BANKERS DRAFTS) to: Marianne Rauter, EATA Executive Secretary, Silvanerweg 8, 78464 Konstanz, Germany (NO REGISTERED MAIL). Incomplete contracts will be returned to the trainee. Complete contracts will be endorsed when we have confirmation that the full amount of filing fee has been received.

Paying in Euro: first you need to identify which Numbeo group your country is in with the table that you can find on the website <http://www.eatanews.org/examinations/contract-and-exam-fees>. Then on the table *Exams-Contracts Fees*, you will find the amount you have to pay according to the Numbeo of your country. Then transfer the amount 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. The contract is valid only when returned to the candidate stamped with the endorsement of EATA (allow about 4 to 5 weeks for processing).

**B. COMMITMENT OF THE TRAINEE**

1. I am a member of EATA and, without prejudice to my right to resign, I agree to renew my membership annually for the duration of this contract.
2. I have read and commit to follow the Code of Ethics and the Professional Practice Guidelines of EATA.
3. I have read and understand the EATA Training and Examination Handbook plus any additional requirement related to my country.
4. I plan to be examined and certified as a Transactional Analyst with the following specialty (tick one): Counselling \_\_\_\_ Educational \_\_\_\_ Organisational \_\_\_\_ Psychotherapy \_\_\_\_
5. I have made an agreement with the undersigned trainer 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: \_\_\_\_\_

Email address: \_\_\_\_\_

**C. COMMITMENT OF THE PRINCIPAL SUPERVISOR**

1. I am a (*tick one*): Teaching and Supervising Transactional Analyst (TSTA) \_\_\_\_ Provisional TSTA \_\_\_\_ CTA Trainer \_\_\_\_ 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 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.

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.
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: