

## Simplified Renewal Process for Student Members in TA Training

We in the ITAA aspire to be responsive to feedback from our members. We have, therefore, been working to simplify the renewal process for our student members. Through leveraging current technology, we have set up the following process:

1. The student sends an email to the ITAA administrator (Susan Lockwood) at [info@itaaworld.org](mailto:info@itaaworld.org) and copies in the trainer's email ID as registered with the ITAA. Attached should be the appropriate membership renewal form:
  - a. [Full— Student membership](#)
  - b. [TAlent 1— Student membership](#)
  - c. [TAlent 2— Student membership](#)

If the student is unsure which membership group is appropriate, [this TAlent list](#) will explain.

**Note:** Payment details are optional; please see step 3.b for clarification.

2. The trainer (P/TSTA) responds by “replying to all” and confirming the student membership using the following template:

I, \_\_\_\_\_, (P/TSTA) in \_\_\_\_\_ (list one or more fields: psychotherapy/counseling/organizations/education), confirm that

\_\_\_\_\_ (student's full name) is in my transactional analysis training program in the field of \_\_\_\_\_ (psychotherapy/counseling/organizations/education).

3. The ITAA administrator will validate the email ID to confirm that the trainer is an ITAA member and his or her field.

- a. If payment details are sent in the form, then the administrator will process the payment.
  - b. If payment details are not included on the form, the administrator will send the online payment link to the trainee so that he or she can make the membership payment.
4. The ITAA administrator will confirm the payment and membership status to the trainee.

We believe this process will simplify renewals for our student members. This process will be in place as of 1 April 2019, although student members are free to use the old method if they wish.

Please note that the membership renewal process for university students remains unchanged.