



**TEACHING AND/OR SUPERVISING TRANSACTIONAL
ANALYST TRAINING CONTRACT
Form 12.6.2**

COMMITMENT OF THE TRAINEE

1. I am a member of ITAA and, without prejudice to my right to resign, I will renew my membership annually for the duration of this contract.
2. I am a certified transactional analyst with specialization in the following application(s) (tick):
Counselling ____ Education ____ Organizations ____ Psychotherapy ____
I understand I can only sign a T/STA Training Contract in a specialization for which I have been certified as a CTA by IBOC.
3. I attended a training endorsement workshop (TEW) on (dates) _____ at (location) _____ and have been endorsed by the TEW staff to initiate a STA/TSTA Training Contract. I enclose a copy of the Staff Endorsement Form, completed and signed by my supervisor as appropriate.
4. I have reviewed and agree to honour the code of ethics and to follow the professional practice guidelines of ITAA in both my practice of TA and in training.
5. Within three years I will teach a TA101 Course, supervised by a teaching, or a teaching and supervising transactional analyst and submit a completed 'Instructor Endorsement Form' to the IBOC Office.
6. I will keep records of the training and supervision activities I provide to others and obtain for myself. These records will provide documentation and meet the requirements for admission to the STA/TSTA examinations of IBOC when I apply for the examination.
7. I have made an agreement with the undersigned supervisor to provide my primary supervision in accordance with IBOC's requirements.
8. If I change my supervisor, I will notify IBOC and my affiliate association on the necessary forms.
9. I will maintain an active involvement in providing TA training activities. If I am not doing so, I will notify IBOC and rescind this contract.
10. I plan to be examined for T/STA certification as a (tick one):
Teaching transactional analyst ____, or **Supervising transactional analyst** ____ or
Teaching and supervising transactional analyst ____ in the following application (tick one):
Counselling ____ Education ____ Organisations ____ Psychotherapy ____
11. I have read and understand the IBOC requirements for admission to STA/TSTA examinations.
12. I understand that this contract expires 7 years from the date of endorsement by **IBOC** at which time, if I have not completed my training, I may renew once only by submitting a second contract. No further renewals are possible.
13. I commit myself to serve as examiner for CTA exams minimum 3 times (i.e., exam sites) during the period of this contract and regularly to serve as a STA/TSTA examiner following my certification as STA/TSTA.

Trainee accepts on (date): _____ Signature: _____

Last and first name (please print): _____

Address: _____ National association: _____

City and postal code: _____ Country: _____

COMMITMENT OF THE SUPERVISOR

I am a (*tick*): Counselling ____ Education ____ Organizations ____ Psychotherapy ____
teaching and supervising transactional analyst.

1. I am a member of ITAA and, without prejudice to my right to resign, will renew my membership annually for the duration of this contract..
2. I am willing to provide the supervision to the STA/TSTA candidate above.
3. If my field of specialization differs from the trainee's, I am enclosing my exception or expansion document(s).
4. I understand and agree to the requirements, standards and procedures for training and supervision of STA/TSTA candidates, and agree to train the trainee according to the requirements of IBOC as they are put down in the ITAA Training and Examinations Handbook.
5. I understand that it is my responsibility to keep myself informed and updated to the IBOC requirements, standards and procedures and all other issues concerning STA/TSTA training.
6. I will inform IBOC of any changes in status, contract, training program, exceptional issues.
7. I am willing to serve as examiner for STA/TSTA exams if examiners are needed and I commit myself to serve as an examiner 3 times within a period of 5 years from the date of endorsement of this contract.

Supervisor accepts on (date): _____ Signature: _____

Last and first name (please print): _____

Address: _____ National association: _____

City and postal code: _____ Country: _____

IBOC'S SERVICES AND ENDORSEMENT

1. IBOC will place the trainee on its list of members in training, inform IBOC and make that list available to the public and the membership.
2. IBOC will notify the trainee of any change in the membership status of the supervisor if the supervisor is a member of IBOC.
3. IBOC will inform the trainee about official training materials and requirements.
4. IBOC will grant membership as teaching and/or supervising transactional analyst upon request after examination and certification of competency by IBOC and upon payment of dues.

IBOC endorses _____

on (date) _____

Stamp and signature: