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2.1 The status of training

This handbook contains the regulations and guidelines on how to train to become a CTA and TSTA, and describes the requirements developed by the PSC.

TA training is a professional undertaking. Qualifications include the fulfillment of a certain number of hours of training, supervision, and practical experience in one's field and the successful completion of written and oral exams. Some people choose to do some of the training without taking the exams, in which case their participation is continuing professional development.

TA training imparts personal and professional competence, and certification as a transactional analyst provides full authority to use that designation and to practice TA within the legal requirements of one's state or country.

2.2 Mutual recognition

Through the Transactional Analysis World Certification Standards (TAWCS), there is mutual recognition between ITAA's International Board of Certification (IBOC), and EATA's Commission of Certification (COC). The examination and certification procedures for each body are the same.

2.3 The training process

A. *Accredited trainers.* Only PTSTAs, TSTAs, TTAs, and STAs can provide accredited TA training or supervision.

B. *Fields of application.* There are four fields of application within TA:

- Psychotherapy
- Counselling
- Education
- Organizations

The trainee chooses the field of application in consultation with his or her supervisor, i.e., the PTSTA or TSTA with whom the training contract is initiated. See Section 5 for a more detailed description of the four fields.

C. *Eligibility for training.* Those interested in training and certification as a CTA should check with their national or regional organization to confirm their eligibility. In general the prerequisites are:

- the individual fulfills the educational requirements of the national organization
- the opportunity for practical application exists in a relevant profession
- it is possible for the candidate to take the necessary training and supervision by those qualified to give it, i.e., PTSTAs and TSTAs.

D. *The contractual basis of training.* Training is formally based on a training contract:

- between the trainee and the trainer, who must be a PTSTA or TSTA, and who acts as the trainee's supervisor
- between the trainee and the IBOC

The trainee usually initiates a training contract with his or her supervisor after an initial period of training. With the supervisor's consent, the prior training can be counted.

- E. Length of training.* Trainees are encouraged to pursue training at their own pace by acquiring the necessary training hours and fulfilling the IBOC requirements. Experience shows that training to the CTA level takes at least three years, and often four to six. Endorsement to PTSTA requires a year beyond CTA certification, and TSTA certification usually requires another four to seven years.
- F. Curriculum.* There is no standardized curriculum for TA training. Trainers are free to organize the contents, form, style and order of training within the framework of the guidelines set out in this handbook and with regard to the core competencies (see Section 5) of the relevant field of specialization.
- G. The trainer/trainee relationship.* One of the basic principles of TA training is that trainees actively plan and structure their training and take responsibility for their personal and professional development as well as their training process.
- H. Supervisor's responsibilities.* The supervisor is responsible for guiding and assisting the trainee according to his/her individual personality, learning style and particular circumstances. The supervisor bears part of the responsibility for the trainee's adequate preparation before he/she takes the examination. To remain informed about requirements, the supervisor must regularly participate in examinations. Where the supervisor thinks it is necessary and appropriate, he/she can require the trainee to fulfill certain extra training requirements. The relationship between the supervisor and trainee is based on mutual choice and personal trust. Where a trainee decides to change supervisor, this should be done without prejudice to the trainee.
- I. Exposure to other trainers.* It is easier for trainees to develop their own personal style if they have a broad range of training experiences, and it is therefore important for them to work with several TSTAs or PTSTAs with different personal styles and different personal emphasis on the various approaches to TA.
- J. Variations.* Requests for variation of the rules for any of the provisions in this handbook may be made to the IBOC and the detailed procedure for this is given in Section 6 of this handbook.

2.4 Trainer's responsibilities

- A. Keeping up to date.* It is the professional responsibility of all trainers to keep up to date on all current regulations laid down by IBOC or PSC. Current information is available from four different sources:
- the current ITAA Training and Examinations Handbook
 - successive issues of the PSC newsletter (Update), in which amendments to the handbook are published
 - the ITAA website (www.itaaworld.org)
- B. Variations.* **No variation of the rules will be granted for candidates on the grounds that the trainer did not know the details of current regulations.**

- C. *Exam documentation.* It is the responsibility of candidates and their supervisors, **not of IBOC**, to ensure that the candidate's documentation is complete and accurate. Section 12 shows a list of all relevant documents that can be downloaded from the ITAA website. Trainers should ensure that they check the candidate's documents for completeness and accuracy. A candidate who appears with incomplete or inaccurate documentation will not be examined.

2.5 National and regional requirements for psychotherapy and/or counselling

The practice of psychotherapy and/or counselling is officially or semi-officially recognized in some countries and regulated in others. A trainee therefore may need to meet specific national or state requirements for training and accreditation as well as the requirements for TA before becoming a recognized practitioner in his or her country. The trainee's national TA organization(s) should be aware of what these requirements are, and trainees and supervisors should familiarize themselves with them.

With this in mind, the PSC has agreed that national TA organizations, in cooperation with the PSC, insert extra pages into this handbook, giving details of any extra provisions for training or accreditation that may be necessary to meet official requirements in their own countries. In every case, such national provisions are in addition to the training and accreditation requirements of the PSC and are not substitutes for, nor alterations of, any PSC requirements.

Any queries regarding the content of pages added by a national TA organization should be directed to the appropriate officials or committees of that organization.