

## INDEX BY SECTION NUMBER WITH DETAILS

### Abbreviation used

<b>IBOC</b>	International Board of Certification (ITAA)
<b>COC</b>	Commission of Certification (EATA Europe)
<b>CTA*</b>	Certified Transactional Analyst*
<b>EATA</b>	European Association for Transactional Analysis
<b>FTAA</b>	Federation of Transactional Analysis Associations
<b>ITAA</b>	International Transactional Analysis Association
<b>PSC</b>	Professional Standards Committee
<b>PSD</b>	Professional Standards Division
<b>PTSC</b>	Professional Training Standards Committee (Europe)
<b>PTSTA*</b>	Provisional Teaching and Supervising Transactional Analyst*
<b>STA*</b>	Supervising Transactional Analyst*
<b>TA</b>	transactional analysis
<b>TA101</b>	Basic introductory course in transactional analysis
<b>TAB</b>	Transactional Analysis Bulletin
<b>TAWCS</b>	Transactional Analysis World Council of Standards
<b>TAJ</b>	Transactional Analysis Journal
<b>TEW</b>	Training Endorsement Workshop
<b>TSTA*</b>	Teaching and Supervising Transactional Analyst*
<b>TTA*</b>	Teaching Transactional Analyst*

\* (C), (E), (O) or (P), abbreviations for counselling, education, organisations and psychotherapy follow these designations.

**Section 1 Introduction:** An introduction to TA, an introduction to the Professional Standards Division, acknowledgements, explanation of terms and abbreviations, the four fields, contact details.

**Section 2 Status of training:** The status of training, mutual recognition, the training process, trainers' responsibilities, national and regional requirements for psychotherapy and/or counselling.

**Section 3 Ethics and professional practice guidelines:** Ethical dilemmas and decision-making in training, and supervision, professional practice and advertising guidelines, hyperlinks to ITAA Ethics Manual.

**Section 4 The TA101 introductory course:** The official TA101 course: purpose, requirements and certification, the TA101 course outline, the TA101 written examination, endorsement of CTAs as TA101 instructors.

**Section 5 The four fields:** Introduction, the four fields of specialization: counselling, education, organizations, and psychotherapy – brief descriptions, the core competencies.

**Section 6 IBOC Training Contracts:** Introduction, filing of IBOC contracts and payment of fees, selecting a field of specialization, extending a contract, cancelling a contract, changing a supervisor, changing field of specialization, exceptions for supervisors of CTA and TSTA training contracts, expansions for supervisors of CTA and TSTA training contracts.

**Section 7 Overview of the CTA examination:** Introduction, eligibility for the CTA exam,

the examination timetable.

**Section 8 The CTA written examination:** Introduction and overview, the counselling written examination, the education and organizations written examinations, the psychotherapy written examination, marking the written examination, appeals procedures for the written examination.

**Section 9 The CTA oral examination:** Introduction, procedure, instructions for candidates, instructions for examiners, the function of the chairperson, the function of the process facilitator, the function of the observer, guidelines for oral examination with translation, exceptional circumstances, appeal procedures.

**Addendum to section 9: Procedures to run on-line CTA exams**

**Section 10 The Training Endorsement Workshop (TEW):** Nature and purposes of the training endorsement workshop, participants, registration for the TEW, TSTA supervision and letters of recommendation, materials for the TEW, organization of a TEW, staffing of a TEW, the TEW programme, feedback, requirements and recommendations from TEW staff, the TSTA contract, content outline for the TEW, the training proposal outline (TPO).

**Section 11 The TSTA examination:** Introduction, eligibility for examination as a TTA, STA or TSTA, supervision, PTSTA records of training and supervising hours, applying for the examination, withdrawal from the examination, the examination, the scoring procedure, guidelines for examiners in the TSTA examination, guidelines for supervisees in the supervision section of the TSTA exam, partial completion of the exam.

**Addendum to section 11: Procedures to run on-line TSTA exams**

**Section 12 Forms:** All forms as listed in Sections.