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1 INTRODUCTION

1.1 An introduction to TA

Transactional analysis (TA) is a theory of personality, a theory of social behavior, and a comprehensive system of psychotherapy originated by Eric Berne, MD (1910-1970), in the late 1950s. Among the attractive features of TA is that it is applicable to diverse fields such as psychotherapy, counselling, education, organizational development, coaching, supervision, consultation, and management training. The term, “transactional analysis” is generic like “science” or “history” and so is written in lower case.

1.2 An introduction to the Professional Standards Division

The Professional Standards Division was created in 2013, to integrate training and certification back into ITAA. The Professional Standards Division is made up of the International Board of Certification (IBOC) and the Professional Standards Committee (PSC). The IBOC manages CTA and TSTA training contracts and exams, and training endorsement workshops (TEWs). The PSC sets the standards for training and certification, and oversees professional practices and ethics issues.

Also in 2013, the Transactional Analysis World Council of Standards (TAWCS) was created by ITAA and EATA in order to standardize training and certification worldwide.

1.3 Acknowledgements

The idea of a training handbook to facilitate the task of trainers and trainees in TA was initiated by William and Marty Holloway a number of years ago and was brought to completion by Marge Reddington in 1977. Since that time, the handbook has undergone many changes and revisions. A major revision in 2017/8 closely follows the one created by EATA. The handbook is regularly updated as required, with substantive changes published in the PSC newsletter (Update) and in *The Script*. For the current January-2018 edition, Section 3 has been completely rewritten, and there are substantive changes in Sections 7, 8, and 11, as well as consequential changes in several Forms.

1.4 Explanation of terms

(See Index for a complete list of abbreviations used)

The TA101 is the official introductory course on transactional analysis theory and application. It is a pre-requisite for anyone wishing to train for Certified Transactional Analyst (CTA), which requires a written and oral exam. CTAs who have been certified for over a year and are interested in teaching and/or supervising others in TA may apply to attend a training endorsement workshop (TEW) (for details, see Section 10.2). On completion of the TEW and official endorsement of their training contract, the successful candidate may describe him or herself as a Provisional Teaching and Supervising Transactional Analyst (PTSTA). After further training and successful completion of the TSTA exam, the PTSTA becomes certified as a Teaching and Supervising Transactional Analyst (TSTA). Individuals may also choose to be certified as a Teaching Transactional Analyst (TTA) only, or a Supervising Transactional Analyst (STA) only.

Throughout the training process and after certification, the individual is expected to remain a member of ITAA.

ITAA manages the Transactional Analysis Journal (TAJ), which is published by Routledge Publishers (January 2018). The TAJ replaced the Transactional Analysis Bulletin (TAB) in 1970. ITAA also manages and publishes *The Script*.

1.5 The four fields

Anyone who trains in transactional analysis can specialize in one or more of four fields: psychotherapy, counselling, education, or organizations. Further details are given in Section 5 of this handbook. Whenever possible, regulations in this handbook apply equally to each field, but where necessary, there are specific regulations for each field.

1.6 Contact details

See the ITAA website (www.itaaworld.org) for contact addresses. The US dollar is the official currency of IBOC. The website gives contact details for regional and national TA associations.