



**Australian Transactional
Analysis Association
(ATAA)**

Training Guide

2018

(Version 6)

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Introduction

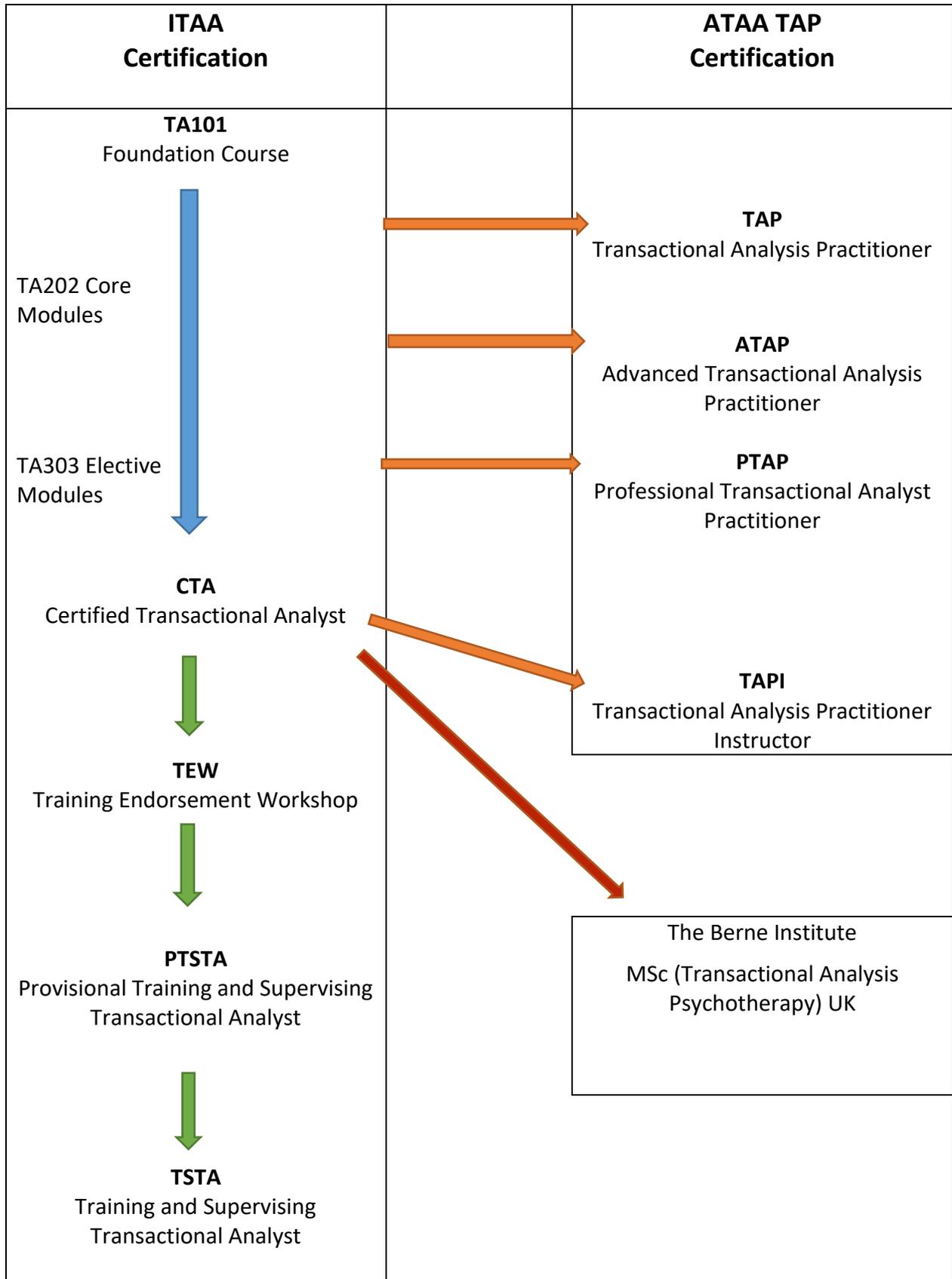
Training in Transactional Analysis (TA) is available to established professionals seeking to diversify and develop skills, new professionals seeking to strengthen skills and experience, and individuals developing new career options. Many people also use transactional analysis for their own personal growth and development.

ATAA recognises training and trainers in Transactional Analysis (TA) starting from the TA 101 foundation unit to full qualification as a Certified Transactional Analyst (CTA). The CTA qualification is recognised by the International Transactional Analysis Association (ITAA), the European Association of Transactional Analysis (EATA) and the Federation of Transactional Analysis Associations (formerly WPATA). This training is also recognised by accrediting agencies such as the Psychotherapist and Counsellors Federation of Australia (PACFA) and the Australian Counsellors Association (ACA). The CTA can be converted into the formal university qualification of Master of Science (Transactional Analysis Psychotherapy) from the University of Middlesex in collaboration with The Berne Institute.

ATAA also offers Transactional Analysis practitioner (TAP) certification for those with prior qualifications in a humanities-based occupation wanting to incorporate TA knowledge and skills in their current practice.

This document explains the full process so that you can make an informed decision about the level of certification in Transactional Analysis that you want to attain.

Section A: Training and Certification in Transactional Analysis Learning Pathways



Section A: Training and Certification in Transactional Analysis Learning Pathways cont.

ITAA certification

This is the internationally recognised certification offered by the International Transactional Analysis Association (ITAA).

The process of certification to become a Certified Transactional Analyst (CTA):

- The TA101 course: The official introduction to Transactional Analysis, its history, and its key concepts. Students who participate in the course are awarded the TA 101 Certificate by ITAA and can then apply for the appropriate category of membership in ITAA.
- The TA202 course modules: These can be studied in class or online.
- CTA examination: After the successful completion of a written and oral examination students gain qualification to practise as a Certified Transactional Analyst.

CTAs then have the option to gain further qualification to teach TA through the following process:

- The Training Endorsement Workshop (TEW) is an educational, evaluative and prescriptive workshop designed to prepare and evaluate CTAs as TA supervisors and teachers.
- Provisional Teaching and Supervising Transactional Analyst (PTSTA) Endorsement (via TEW) to teach and supervise practitioners in your field under supervision of a TSTA.
- Teaching and Supervising Transactional Analyst (TSTA): Qualification as a teacher and supervisor of practitioners in your field and also of supervisors and trainers of TA.

ATAA Transactional Analysis Practitioner (TAP) certification

ATAA also offers a certification process for those with prior qualifications in a humanities-based occupation wanting to incorporate TA knowledge and skills in their current practice without committing to the full CTA study and examination.

After completing the TA101 course, students attain ATAA TA practitioner certification through the cumulative completion of TA202 and TA303 modules via the following stages:

- Transactional Analysis Practitioner (TAP after 50 hours),
- Advanced Transactional Analysis Practitioner (ATAP after 200 hours),
- Professional Transactional Analysis Practitioner (PTAP after 750 hours) and the
- Transactional Analysis Practitioner Instructor (TAPI after completing full ITAA Certified Transactional Analyst CTA).

Completion of TA modules, professional practice hours and supervision at each stage of TAP certification is also counted as a cumulative fulfilment of the requirements of the Certified Transactional Analyst (CTA) qualification recognised by the International Association of Transactional Analysis (ITAA).

The Berne Institute/Middlesex University (UK)

The MSc (Transactional Analysis Psychotherapy) is available as a further qualification to CTAs (Psychotherapy). This certification is conducted by The Berne Institute (UK) in conjunction with Middlesex University.

Section B: General information for students

Training Contract

Students must have a training contract with an accredited Transactional Analysis trainer or supervisor (TSTA or PTSTA). Accredited trainers can be found on the ATAA website. See 'Find a TA Practitioner' <https://www.taaustralia.com.au>

ATAA membership

Students must be a member of ATAA (Student member \$50) throughout the certification process.

ATAA Code of Ethics

Students must read and agree to the ATAA Code of Ethics. See: <https://www.taaustralia.com.au/about-ataa/ethics/>

Learning Modes

Students may complete the module requirements in the following modes as long as an appropriate learning program has been verified by the recognised ATAA trainer or supervisor:

- Attending a class or training event
- Online (e.g. by Skype or Webinar)
- External studies (completion of essays and assignments)
- A combination of these learning modes.

The logbook

From the beginning of training, hours need to be recorded as part of a logbook. There are three kinds of hours to be logged:

- Training— This means trainer or supervisor contact time and/or the hours actually spent in a training group. Include title of course, dates and name/s of trainer/s.
- Supervision —This is supervision on professional application of TA in the field. Include dates and name and signature of supervisor.
- Application — Client contact time. This includes working with individuals and groups, so coaching, mentoring, individual and group or class teaching, training, individual and group therapy can all be counted depending on your field of application.

RPL (recognised prior learning)

Candidates who have completed the required amount of TA supervision from a recognised TA supervisor may be able to RPL in fulfilment of the ATAP requirements.

- RPL documentation requires soft and hard copies detailing the dates of supervision, name/s of supervisor/s, and, if possible a letter from the supervisor authenticating the supervision.
- Full documentation to the satisfaction of the TAP supervisor shall be required.

Section C: Coursework Summary

1. TA101 Foundation Course

The TA101 is the official introduction to transactional analysis, its history and its key concepts. The TA101 can be studied either through attending a two-day (12 hour) course or can be studied through an open-book written examination. Students who participate in the course are awarded the ITAA TA101 Certificate. Recipients of the TA101 Certificate can apply for the appropriate category of membership in ITAA.

- **TA 101 course**

Students can participate in a full 2-day course which is taught by an accredited TA101 instructor and has a set outline. For information on the outline of the course see 'TA101 Course outline' Appendix 1

- **TA 101 Written Exam**

The TA101 written examination is based on the TA101 course outline. It is an open-book examination, where candidates answer the questions in their own time and with the help of any TA books or other sources of information they wish. There is a minimum pass score of sixty-five. A pass in the examination can be accepted in the place of attendance at an official TA101 course. For further information see 'The TA101 Written examination' Appendix 2.

For further information contact the Training Coordinator see 'Training and Certification' on the ATAA website <https://www.taaustralia.com.au/>

2. TA202 Modules

There are twelve modules of study that cover the main concepts of Transactional Analysis. The duration of each module is 30 hours and can be studied in class or online. For further information on the content of each module see 'TA202 Modules in detail' Appendix 4.

- Module 1: Structural Analysis
- Module 2: TA Proper
- Module 3: Game Analysis
- Module 4: Racket Analysis
- Module 5: Script Analysis
- Model 6: Treatment Considerations
- Module 7: Transference and countertransference
- Module 8: Personality Adaptations
- Module 9: Developmental Stages
- Module 10: Self-Reparenting
- Module 11: TA for families and children
- Module 12: Redecision therapy

3. TA303 Elective Modules (EModules) 30 hours each

Elective modules offer further study for students wishing to specialise in the application of theory of TA.

- EModule 1: Treating addiction and suicide
- EModule 2: Group facilitation
- EModule 3: Relationship and Couples therapy
- EModule 4: Spirituality
- EModule 5: Organisational structures
- EModule 6: Integrational TA
- EModule 7: Relational TA
- EModule 8: Treating Sexual abuse – abusers and the abused
- EModule 9: TA in the Classroom
- EModule 10: TA in the workplace

Section D: Certification Requirements

1. Transactional Analysis Practitioner (TAP) (50 hours)

Prerequisites:

- Completion of TA101 foundation course (12 hours)
- Qualification to at least a Certificate IV level in a commensurate humanities-based area (psychology, social work, nursing, mediation, youth work, teaching etc)

Note: Those without prior qualifications in a commensurate area (see above), may simultaneously contract for both TAP and ATAP but shall not be granted either certificate until the completion of both sets of training. In these cases, these certificates shall be granted at the same time.

Certification requirements:

Module hours	Successful completion of at least one TA 202 module (30 hours minimum)
Applied Theory	Candidates shall answer the following question (1000-2500 words, aeq=3 hours): <ul style="list-style-type: none"> • ‘How do you propose to use your TA training in practice?’ <ul style="list-style-type: none"> ○ Trainers should ensure that there is sufficient inclusion of TA literature in the report. ○ The written component shall be assessed on a competent/not yet competent scale by the TAP trainer. ○ Candidates who are deemed ‘not yet competent’ shall be able to resubmit the written component.
Supervision	5 hours of supervision by an accredited ATAA trainer or supervisor

2. Advanced Transactional Analysis Practitioner (ATAP) Certificate (200+ hours)

Prerequisite:

- TAP Certificate **or**
- Concurrent enrolment in the TAP Certificate. In these cases, both certificates – TAP and ATAP - shall be granted at the same time when the ATAP is completed.

Certification requirements:

Module hours	Successful completion of at least three TA 202/303 modules (90 hours minimum)
Applied Theory	Presentation of <i>three sets of client case notes</i> – at least 2 pages for each client (aeq. 20 hours) that includes application of theory,

	<p>selection of diagnosis (counselling and psychotherapy) /selection of process (educational and organizational) and an outline of the way that TA was used. Please refer to the CTA examinations (Section 8) to use the correct questions to set up this process.</p> <p>Completion of a 1500 to 2000 word essay by the candidate outlining the way in which they have used TA. The question can be taken from the CTA examination list of questions (in the relevant field). The essay should:</p> <ul style="list-style-type: none"> • Key back into the written component required for the TAP (plans for TA usage) and analyse the way those plans were fulfilled/ changed/ not fulfilled. • Sufficiently reference TA literature • Give details about the way in which TA has been utilized. (NOTE: The written component may include other elements of TA (other than what was planned at TAP level) that were utilized while under ATAP supervision. • Contain a small case study (which may be one of the three presented) that includes application of theory, selection of diagnosis (counselling and psychotherapy) /selection of process (educational and organizational) and an outline of the way that TA was used. • The written component shall be assessed on a competent/not yet competent scale by the TAP trainer. • Candidates who are deemed “not yet competent” shall be able to resubmit the written component.
Client hours	40 hours under the supervision of the trainer/supervisor
Supervision	<p>35 hours of supervision in the application of TA by an accredited ATAA trainer or supervisor. At least 15 hours of supervision shall be completed one-on-one with a Principal Supervisor. The remaining 25 hours of supervision may be completed either individually or in-group (of less the seven members) with the Principal Supervisor, or another ATAA endorsed supervisor.</p> <p>(For organisational and educational candidates, the way these hours are completed can be negotiated with the supervisor)</p>

3. Professional Transactional Analysis Practitioner (PTAP) Certificate (750+ hours)

Prerequisite:

- ATAP Certificate

Course requirements:

Module hours	Successful completion of at least twelve TA 202/303 modules (360 hours minimum)
Supervision	75 hours of supervision in the application of TA by an accredited ATAA trainer or supervisor
Applied Theory	Completion of CTA written examination questions. See Section 8 of the ITAA Training and Examinations Handbook See: http://www.itaaworld.org/
Client hours	160 hours under the supervision of an accredited ATAA trainer or supervisor.

Note: The PTAP qualification should satisfy the membership requirements of the Psychotherapy and Counselling Federation of Australia (PACFA). For further information See: <http://www.pacfa.org.au/membership/>

4. Certified Transactional Analyst (CTA)

The Certified Transactional Analyst (CTA) is externally examined by the International Transactional Analysis Association (ITAA). The holder of a CTA is formally recognised as a stand alone qualification by the ATAA, ITAA and EATA. In Australia it is also recognised as fulfilling all requirements for Clinical membership of the Psychotherapists and Counselling Association of Australia (PACFA) and the Australian Counselling Association (ACA).

The CTA examination overview

(ITAA Training and Examinations Handbook Sections 8 and 9, January 2018)

The CTA examination consists of two parts:

- The written examination is submitted first
- The oral examination can be taken only once the written examination has been passed, and
 - no earlier than nine months after submitting the written examinations, and
 - no later than three years after passing the written examination.

Candidates for the CTA examination must have:

- a TA101 Certificate, either by attending a course or by taking an exam;
- a current training contract, at least 18 months prior to the oral examination date;
- been recommended as ready by their supervisor;

- fulfilled the minimum requirement of 2,000 hours made up as follows:
 - 750 hours of client contact, of which 500 must be in TA;
 - 600 hours of professional training, of which 300 must be in TA;
 - 150 hours of supervision, of which 75 must be by a PTSTA or TSTA who is a member of ATAA or ITAA
 - 40 of which must be with the candidate's supervisor;
 - 500 additional professional development hours.
- NOTE: Fulfilment of the ATAA TAP training can be counted towards satisfying the requirements of the CTA hours.

Overview of the written examination

The written examination, which used to be called the case study, consists of four sections:

- A. Self-portrayal of the candidate and his or her work as a transactional analyst.
- B. A report on the learning experience and personal development gained during TA training.
- C. The client case or project study.
- D. Theory and literature. The candidate is required to answer six questions on TA theory and practice.

Overview of the oral examination

The CTA oral examination is taken before a board of four advanced members of ITAA, EATA or FTAA, one of whom will act as chairperson. Marking is done according to the scoring sheet for the different fields of application. If the candidate passes the oral examination, they are certified as a transactional analyst. The examination is not public. An observer may be present at the examination if the examination supervisor so decides.

Candidates and examiners should be committed to a high examination standard. The oral examination examines, among other things, whether the candidate

- presents as personally and professionally competent and ethically responsible;
- demonstrates TA knowledge and competent application within the chosen field of specialization;
- is able to evaluate human behaviour appropriately in practice, relate this to TA theory and make an assessment;
- shows sufficient competence as a transactional analyst;
- demonstrates during the examination process that he or she has assimilated certain ideas that are compatible with TA such as respect, autonomy, acceptance, and positive confrontation.

For further information see ITAA's website: <http://www.itaaworld.org>

5. Transactional Analysis Practitioner Instructor (TAPI) Certificate

Certified Transactional Analysts (CTAs) are eligible to become a TAPI if they want to become involved in ATAA Practitioner training by either completing a TA training module or demonstrating knowledge and experience to apply for an RPL. Application to receive

certification and recognition as an ATAA TAPI shall be sent to the ATAA Board who shall have the right to accept or reject the application.

6. MSc (Transactional Analysis Psychotherapy)

Certified Transactional Analysts in the Psychotherapy field of application can have their CTA qualification taken into account for the award of the degree of Master of Science in Transactional Analysis Psychotherapy, in the APL programme conducted by The Berne Institute and validated by Middlesex University.

All candidates are required to attend at least one Professional Excellence Workshop (PEW) and present a paper there, of a standard suitable for publication in a professional journal. Professional Excellence Workshops run for three days and are held twice per year at The Berne Institute. You will then have a choice of three other options:

- attend a second PEW and present a paper, again of a standard suitable for publication; *or*
- submit a long essay of 5,000 words on an aspect of TA theory or practice, as agreed with programme tutors.

For further information about the content or academic requirements of the course, see www.theberne.com.

Section E: Appendices

Appendix 1

The TA101 course outline

A. Statement of the purpose of the TA101 course	
B. Projected outcomes	<p>By the end of the TA101 participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe basic theoretical concepts of transactional analysis 2. Apply basic transactional analysis concepts to problem solving 3. Classify a range of interpersonal behaviours and internal processes using basic transactional analysis concepts
C. Definition and underlying values of transactional analysis and its areas of application	<ol style="list-style-type: none"> 1. Definition of transactional analysis 2. Value base (philosophical principles) 3. Definitions of autonomy 4. Contractual method 5. Areas of application - differences in process <ul style="list-style-type: none"> • Counselling • Education • Organisations • Psychotherapy
D. Brief overview of the development of transactional analysis	<ol style="list-style-type: none"> 1. Eric Berne <ul style="list-style-type: none"> • Who was Eric Berne? • Development of his ideas <p>Literature list of Berne's most relevant works</p> 2. Development of transactional analysis <ul style="list-style-type: none"> • Evolution of transactional analysis theory and methodology post Berne • Eric Berne Memorial Awards • Literature list of EBMA award winning publications 3. Transactional analysis organizations
E. Theory of personality – ego states	<ol style="list-style-type: none"> 1. Motivational theory - structure, stimulus and recognition hungers 2 Definition of ego states 3. Structural model of ego states <ul style="list-style-type: none"> • Recognition and 4 types of diagnosis of ego states • Internal dialogue 4. Contamination <ul style="list-style-type: none"> • Exclusion 5. Behavioural descriptions of ego states <ul style="list-style-type: none"> • Egograms • Options

<p>F. Theory of communication – transactional analysis proper</p>	<p>1. Transactions</p> <ul style="list-style-type: none"> • Definition of a transaction • Types of transactions • Rules of communication <p>2. Strokes</p> <ul style="list-style-type: none"> • Definition of strokes • Types of strokes • Stroke economy <p>3. Social time structuring</p>
<p>G. Theory of life patterns – scripts</p>	<p>1. Game analysis</p> <p>a) Definitions of games</p> <ul style="list-style-type: none"> • Reasons for playing games • Advantages of games • Examples of games • Degrees of games <p>b) Ways of describing the process of games</p> <ul style="list-style-type: none"> • Drama triangle • Formula G • Transactional game diagram <p>Racket analysis</p> <p>a) Definitions of rackets and their pay-offs</p> <ul style="list-style-type: none"> • Trading stamps <p>b) Significance of internal / intra-psychic processes</p> <p>c) Relationship of rackets to transactions, games and script</p> <ul style="list-style-type: none"> • Racket system and racket analysis <p>3. Script analysis</p> <p>a) Life positions</p> <ul style="list-style-type: none"> • Definition of life positions, Okness • Four life positions • Relationship of life positions to games and script <p>b) Script (1) Definitions of script (2) Origin of script in child's experiences (3) Process of script development</p> <ul style="list-style-type: none"> • Injunctions • Attributions • Counter-injunctions • Early decisions • Somatic component <p>Program</p> <ul style="list-style-type: none"> • Script change • Script matrix and other script diagrams
<p>H. Transactional analysis methodology</p>	<ul style="list-style-type: none"> • Group and individual method

Appendix 2

TA101 written examination questions

1. Briefly define transactional analysis (TA) as you see it expressed in one of Eric Berne's books, giving the reference. Give two examples to illustrate how TA can be used to make life changes. (This question refers to TA as a body of knowledge, not to 'transactional analysis proper'. If no Eric Berne book is available in your language, use a TA theory book that is available, remembering to cite the book.)
2. A. The structural model of ego states: Give a definition of an ego state. Describe each ego state and explain four ways to diagnose an ego state.
B. Functional analysis: Draw a diagram of the functional model and give examples of behaviour from each mode.
3. Define a transaction, list the three types of transactions, and describe and draw an example of each type of transaction with dialogue.
4. Explain the relationship between stimulus hunger, recognition hunger, and strokes. Include definitions of each concept in your answer.
5. Discounting is an internal mechanism whereby a person minimizes or ignores some aspect of themselves, others or the situation. Give an example of the four levels of discounting by using a person going on holiday as an illustration. (NB. Do not use examples of passive behaviours.)
6. Describe how work colleagues might model the six ways of structuring time at a party.
7. Describe a game that you have observed and use the drama triangle to analyse it. What was the payoff for each of the participants?
8. Name the four life positions and explain how they relate to games and scripts, giving examples.
9. Define injunction, program, counter-injunction, and early decision. Explain the part each plays in script formation, using a script matrix to illustrate.
10. Using a TA definition of autonomy, distinguish between autonomy and independence, giving examples of how you might recognize the difference.

Appendix 3

TA202 modules - Content

<p>Module 1: Structural Analysis (30 hours)</p>	<ul style="list-style-type: none"> • Develop an understanding of the origins of TA and its growth and development • Develop knowledge of how to access significant TA literature • Gain information about the TA award winners (and what the awards were for) • Demonstrate knowledge of structural analysis and its importance to TA • Use structural analysis to identify ego states and to use this to analyse transactions • Demonstrate the use of ego states to identify behaviour and relationships with others by demonstrating the different aspects of effective and ineffective ego states • Use various techniques to bring about changes • Gain an understanding of personal ego states and to be able to identify personal strengths and weaknesses • Identify the major TA schools and current theories of structural analysis • Recognize strengths and limits of personal skill and the way to refer
<p>Module 2: TA Proper (30 hours)</p>	<ul style="list-style-type: none"> • Develop and understand transactions • Structural ego states and functional ego states • Use skills in TA to communicate with others • Understands how transactions work • Stroke theory • Time structuring • Transference
<p>Module 3: Game Analysis (30 hours)</p>	<ul style="list-style-type: none"> • Explain the use of Formula G – game theory • Recognize the various types of games and develop treatment plans • Game intensity • Karpman’s Drama Triangle and Choy’ Winner Triangle • Game analysis of self and the possible effects in countertransference
<p>Module 4: Racket Analysis (30 hours)</p>	<ul style="list-style-type: none"> • Racket analysis theory • Using the Racket feelings models • Recognize racket feelings and make treatment plans • Identify personal rackets within self • Recognize how rackets fit in overall script
<p>Module 5: Script Analysis (30 hours)</p>	<ul style="list-style-type: none"> • Life script theory and structural ego states • Practice script analysis • Diagnose early decisions in the formation of script

	<ul style="list-style-type: none"> • How scripts affect life • Various script treatments • Recognize own scripts • Relate script to transference and countertransference
Module 6: Treatment Considerations (30 hours)	<ul style="list-style-type: none"> • Contracting and stages of treatment • Difference between administrative, professional and psychotherapeutic contracts • Diagnosis • Examine the links between neuroscience and psychotherapy • Addictions and suicide • Ethical issues • Treatment plans
Module 7: Transference and countertransference (30 hours)	<ul style="list-style-type: none"> • Theories of attachment • Define transference, countertransference • Using transference and countertransference in treatment • Various views of transference • Recognize transference • Recognizing limits and referral of clients
Module 8: Personality Adaptations (30 hours)	<ul style="list-style-type: none"> • Personality Adaptation • OK Corral - Life Positions • Recognition and analysis of personality types • Varying treatment plans for different personalities • Knowledge of own personality • Personality adaptations and effects on therapy
Module 9: Developmental Stages (30 hours)	<ul style="list-style-type: none"> • Child and all of life developmental theories • Neurological and psychological development • TA developmental theories • Apply the stages of life to self and others
Module 10: Self-Parenting (30 hours)	<ul style="list-style-type: none"> • Self-parenting theory in TA • Recognition of self-parenting needs • Making treatment plans for self-parenting • Demonstrate self-parenting skills • Knowledge of self-parenting needs/strengths • Impact of self-parenting needs in therapy
Module 11: TA for families and children (30 hours)	<ul style="list-style-type: none"> • Describe birth, attachment and stage theories of development for children • Describe the neurological development of the and the effects of parenting styles • Describe and use the Script matrix • Describe various parenting styles (Templeton)
Module 12: Redecision therapy (30 hours)	<ul style="list-style-type: none"> • History and development of rededecision therapy • Gestalt in TA • Rededecision therapy in TA

	<ul style="list-style-type: none">• The use of redecision for clients in therapy• Use redecision techniques• Practise redecision
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Appendix 4

Information for Trainers for ATAA certification

Administration of TAP requirements:

At commencement of study

1. Registration

For any TAP Certificate beyond TA 101, trainers are required to notify the ATAA Training Coordinator by sending:

- I. **Transactional Analysis Practitioner (TAP) Registration Form**
- II. **Transactional Analysis Practitioner Training Contract**

2. Recognised Prior Learning

- Trainers are required to provide evidence of prior training for those candidates wishing to enter training.

3. ATAA Code of Ethics:

- The TAP trainer shall provide the TAP candidate with an ATAA *Code of Ethics* and should be satisfied that the TAP candidate agrees to abide by the *Code*.

4. ATAA membership

- Trainers are required to ensure that candidates have taken out Student membership with ATAA.

At completion of study

- When all certification requirements have been met, trainers are to complete and send to the ATAA Training Coordinator:
 - I. **Notice of Attainment.**
- The Training Coordinator will advise the ATAA Secretary who will process and send an official ATAA certificate to the trainee.

Transactional Analysis Practitioner (TAP) Registration Form

*To be completed and lodged at commencement of study

Contact details

First Name _____

Last Name _____

Postal Address _____

Home Phone _____ Mobile _____

Email _____

Member Association ATAA Other _____

Current Qualification relevant to TAP _____

TA Hours _____

TA Trainer/Trainers completed this with _____

Trainer's signature _____

Supervision hours _____ TA Supervisor _____

Supervisor's signature _____

- I enclose my ATAA membership fee (\$50 Student member)
 I enclose my contract filing fee (\$75)

Signature: _____



Transactional Analysis Practitioner Training Contract

*To be completed and lodged at commencement of study

COMMITMENT OF THE TRAINEE

1. I commit to complete: TAP _____ ATAP _____ PTAP _____
2. I am a member of ATAA and, without prejudice to my right to resign, I will renew my membership annually for the duration of this contract.
3. I have reviewed and agree to honour the code of ethics and to follow the professional practice guidelines of the ATAA.
4. I have made an agreement with the undersigned supervisor who will provide supervision and guidance in line with ATAA requirements.
5. I understand that this contract expires 5 years after the date of endorsement by ATAA.
6. I enclose \$75 as payment of the contract filing fee.

Trainee accepts on (date): _____ Signature: _____

First and last name (please print): _____

Address: _____

COMMITMENT OF THE TRAINER/SUPERVISOR

1. I am a (*tick one*): Teaching and supervising transactional analyst (TSTA) _____ Provisional TSTA _____ TAPI _____ in the following field(s) (*tick*): Counselling ___ Education ___ Organisation ___ Psychotherapy _____
2. I am a member of ATAA and, without prejudice to my right to resign, will renew my membership annually for the duration of this contract. I agree to train the above mentioned trainee according to the guidelines and standards of ATAA.

Supervisor accepts on (date): _____ Signature: _____

Last and first name (please print): _____

Address: _____

ATAA endorses _____ on (date) _____

Training Coordinator signature: _____

ATAA Transactional Analysis Practitioner Notice of Attainment

*To be completed and lodged at end of study

I _____ certify that my trainee

_____ has met the requirements of the following certificate:

(Please sign certificate attained)

Certificate	Certification requirements				Trainer signature
	Module hours	Applied Theory	Supervision	Client hours	
Transactional Analysis Practitioner (TAP)	Successful completion of at least one TA 202 module (30 hours minimum)	Essay 1000-2500 words	5 hours of supervision by an accredited ATAA trainer or supervisor		
Advanced Transactional Analysis Practitioner (ATAP)	Successful completion of at least three TA 202/303 modules (90 hours minimum)	a. Presentation of three sets of client case notes b. Completion of a 1500 to 2000-word essay	35 hours of supervision in the application of TA by an accredited ATAA trainer or supervisor.	40 hours under the supervision of an accredited ATAA trainer or supervisor.	
Professional Transactional Analysis Practitioner (PTAP)	Successful completion of at least twelve TA 202/303 modules (360 hours minimum)	Completion of CTA written examination questions.	75 hours of supervision in the application of TA by an accredited ATAA trainer or supervisor	160 hours under the supervision an accredited ATAA trainer or supervisor.	

Supervisor's signature: _____

For processing of certificate (Please print):

Trainee's name in full : _____

Trainee's address:

ATAA endorsement on (date) _____

Training Coordinator signature: _____