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## **6 The IBOC TRAINING CONTRACTS**

### **6.1 Introduction**

At a certain point in their training, students of TA sign a formal contract with IBOC and a principal supervisor. It is the declaration of a commitment by the trainee to complete their journey to certification and by the principal supervisor to support the trainee and share responsibility for their appropriate development. Formal responsibilities of the trainee and the principal supervisor are distinguished by the use of the term “agreement” and outlined in the contractual documentation. For consistency, these agreements will continue to be called contracts in this handbook. The IBOC Office can provide details of TA trainers and institutes. A person may sign more than one contract, i.e., in different fields with different principal supervisors.

### **6.2 Filing of IBOC contracts and payment of fees**

Filing of contracts is done with IBOC. The following checklist needs to be followed each time a contract is sent to IBOC for endorsement:

1. Both the trainee and the principal supervisor are expected to be paid-up members of ITAA.
2. Each contract should be dated and signed by both the trainee and the principal supervisor (and by a TSTA in case of the principal supervisor being a PTSTA).
3. All relevant parts of the form should be completed.
4. The forms should be completed in English.
5. There is a fee for filing the contract.

A CTA contract must be registered at least 12 months before the date of the CTA oral examination.

### **6.3 Selecting a field of specialization**

When a trainee and principal supervisor sign a contract form, they need to select and specify the field of specialization. The four fields are counselling, education, organizations and psychotherapy. The field of specialization is normally selected so that the majority of the trainee's professional practice is contained within it. If the trainee's practice touches upon other fields of specialization, then the trainee and principal supervisor will normally agree that the trainee obtain some supervision from other trainers qualified in those fields.

Note that there may be national legal restrictions on who can practice as a psychotherapist, and it is important that trainees discuss these with their principal supervisor when choosing this field of specialization.

The principal supervisor should take responsibility for informing candidates at the beginning of training about their field or fields of specialization, and about the procedures for filing contracts. Normally principal supervisors only sign contracts in their own field(s) of specialization. If a principal supervisor wishes to sign a contract for a field of specialization in which they are not qualified, they need to apply to IBOC for a contract exception (Section 6.8), or expansion (Section 6.9).

#### 6.4 Extending a contract

A CTA training contract lasts for five years and a TSTA training contract is for seven years. If the trainee wants to continue training after these respective periods, the contractual relationship needs to be continued by signing a new contract form, following the same procedure as with the first contract. The contract fees have to be paid again. The second contract lasts for the same amount of time as the first. Formally, this second contract is a new contract, and the trainee can either change their principal supervisor, or can renegotiate the contractual details with their existing principal supervisor. **TSTA contracts may be renewed only once** and must be renewed at the time the first contract expires. Any lapse in time will require the trainer to repeat the TEW but as long as there is no gap there is no requirement to attend another TEW. If a TSTA contract expires the PTSTA reverts to CTA status. If the PTSTA ceases to be a PTSTA for whatever reason, any contracts held by him or her will automatically fall to the TSTA contract holder who will be responsible for them.

When PTSTAs send their second TSTA contract application (to continue after 7 years) to IBOC for endorsement, they must send a copy of their first (original) contract with it. The second contract will only be endorsed if both copies are received prior to the expiry date of the first. The second contract can then begin on the expiry date of the first. As it has been already implemented, no gaps are allowed between the first and the second contract: this rule will provide protection for trainees and supervisees under contract with the PTSTA making the application.

Under exceptional circumstances a contract may be extended, by application to IBOC.

#### 6.5 Cancelling a contract

If either the trainee or the principal supervisor wants to cancel a contract during its duration, they must first come to an agreement with the other contracting party and then return the contract to the IBOC Office. Before returning the contract, either the principal supervisor or the trainee, and preferably both, should write "Cancelled on (*date*)" and sign it.

#### 6.6 Changing a principal supervisor

Should the trainee wish to change their principal supervisor during the term of a contract, this can be done as follows:

1. The trainee normally agrees to the change with their existing principal supervisor and with the future principal supervisor.
2. All three parties complete and sign the Change in principal supervisor Form (12.6.3). This form should then be sent to the IBOC Office, along with the original contract, and, if necessary, any exception or expansion documents.
3. IBOC registers the change of principal supervisor, and a date-stamped copy of the completed form will be returned to each party.
4. If there is a change of principal supervisor during the CTA training, then the 40 hours of supervision can be reached by including ALL hours spent by both principal supervisors.

Both the trainee and principal supervisor are free to change the principal supervisor arrangements if they wish. The whole process should be conducted from an I'm OK – You're OK position without prejudice to any party.

**6.7 Changing field of specialization**

1. A CTA contract can be changed by cancelling the previous one and simply signing a new one in the new field in the usual way.
2. A CTA or PTSTA may change field by taking and passing the CTA oral examination, provided he/she is suitably qualified in the new field under their national requirements.
3. Adding fields: A person who is a qualified CTA in two fields and wishes to take out a TSTA contract in both fields needs only attend one TEW workshop.

## **6.8 Exceptions for principal supervisors of CTA and TSTA training contracts**

### **6.8.1 Introduction**

A TSTA or PTSTA and a trainee may for some reason want to sign a training contract together in a field of specialization in which the principal supervisor does not have qualified status. If this is the case the principal supervisor may apply for an exception.

### **6.8.2 Definition**

1. An exception is a specific permission given to a PTSTA or TSTA to sign a training contract in a field of specialization in which they are not qualified.
2. An exception is given to a principal supervisor for a single contract.
3. It does not confer the right to sign contracts within a field of specialization as a whole.
4. An exception may be granted if the trainee and the principal supervisor can provide good reason and the requirements are met.

### **6.8.3 Applying for an exception**

1. The principal supervisor and trainee should apply for the exception at the same time.
  - The trainee should give good reason why they want to sign a contract with the chosen principal supervisor. This will normally be the unavailability of an appropriate local trainer in the chosen field.
  - An additional endorsement must normally be obtained from a TSTA or PTSTA who is qualified in the trainee's field of specialization.
2. The principal supervisor applies for the exception offering evidence of their professional competence, qualification to work in and practical experience of the field of specialization in which the trainee wants to qualify. This trainer's verification of competency is not needed if the principal supervisor gives evidence that they have already obtained an exception in the relevant field. They have to specify also how many exceptions are still active in the field.
3. The principal supervisor submits a training plan, which becomes part of the training contract. In this training plan, the principal supervisor needs to
  - give the name of the proposed co-principal supervisor;
  - say whether this is a CTA or TSTA training contract;
  - describe who will be responsible for which sections of the training plan;
  - show that IBOC's training standards will be fulfilled.
4. The co-principal supervisor must
  - be someone who is qualified to teach and supervise in the field of specialization of the trainee, so they will be accredited in the relevant field or have been granted an expansion (see section 6.8);
  - agree in writing to cooperate with the principal supervisor in the training process;
  - be involved in not less than 30% of the contractual training (i.e: provide not less than 90 hours of field specific training and not less than 12 hours of supervision);
  - be a PTSTA or a TSTA for a CTA contract;
  - be a TSTA for a TSTA contract.

In cases where no qualified person is available as co-principal supervisor, IBOC may grant the exception, without the principal supervisor having to fulfill the requirements of cooperation with a co-principal supervisor. In this case, the principal supervisor must describe how they will obtain supervision and guidance from a TSTA in the chosen field.

Requests for exceptions together with documentation (including the Exceptions

Documentation Checklist – see 12.6.4) should be sent to the IBOC administration who will forward it to the relevant IBOC member.

#### **6.8.4 Granting or refusing an exception**

When the Exceptions and Expansions Officer receives the documents outlined above, the officer will examine them and, where necessary, ask another member of IBOC or a TSTA or an experienced PTSTA from the field of specialization for which the exception is requested, to help assess the application. If the exception is not granted, the officer will provide feedback to the applicant, stating the reasons for refusal and indicating what the applicant would need to fulfill before re-applying.

#### **6.8.5 When the exception is granted**

1. If the request for an exception is granted, the principal supervisor will receive a letter to this effect from IBOC.
2. The principal supervisor and trainee should go through the normal contract filing procedure enclosing a copy of the letter of approval.

#### **6.8.6 When the exception is refused**

If the request for an exception is not granted, the applicant may appeal to the IBOC Manager. The applicant should write stating the grounds for their appeal. The IBOC Manager will take a decision which will be final.

#### **6.8.7 Subsequent exceptions**

Trainers applying for further exceptions in the same field need not send verification of competence. There is normally a limit of three exceptions to be held simultaneously by a principal supervisor for CTA training contracts in a given field.

### **6.9 Expansions for principal supervisors of CTA and TSTA training contracts**

#### **6.9.1 Introduction**

In occasional circumstances, TSTAs and PTSTAs may wish to expand their qualification to train, supervise and sign training contracts in a field of specialization other than that in which they were initially qualified as a TA practitioner. The expansion arrangement is designed for individuals who already have an established practice and professional identity in another field of specialization. The intention is to account for the dual role and identity of the applicant. The expansion requirements have been revised so as to encourage diversity and access across fields of application and within regions, especially in the advent of on-line working arrangements.

The following expansion procedure has been developed so that experienced supervisors and trainers do not have to go through the whole CTA and TEW procedures, (although that remains an option). It is not expected that the applicant repeats all 2000 hours required for the CTA examination. There is an expectation that the individual, through working in partnership with an endorsing TSTA in the new field, engages in training and supervision in the additional field. This will include 100 hours of TA training in the new field, 40 hours of supervision with TSTAs in the new field, in addition to the extended period of practice in the new field.

A PTSTA may apply for an expansion two years after their endorsement as a PTSTA.

### 6.9.2 Definition

1. An expansion is a general permission, given to a TSTA or PTSTA to teach, supervise credit hours and sign training contracts in a category, which differs from their field of specialization. A TSTA or PTSTA, after an expansion, has the right to define themselves as TSTA or PTSTA in the new field.
2. An expansion granted to a TSTA gives permission for them to sign CTA and TSTA training contracts in a field that differs from the TSTA's field of specialization.
3. An expansion granted to a PTSTA gives permission for them to sign CTA training contracts in a field that differs from the PTSTA's field of specialization.
4. If a PTSTA applies for an expansion, the PTSTA's principal supervisor must
  - be certified in the field of specialization for which the PTSTA is applying; or
  - have an expansion for the field of specialization for which the PTSTA is applying; or
  - in unusual circumstances cooperate with a named TSTA who is qualified in the field of specialization for which the PTSTA is applying, either through certification or expansion, and who is jointly responsible for the PTSTA's training in the expanded category.

### 6.9.3 Applying for an expansion

The person applying for an expansion is required to demonstrate professional competence as a practicing transactional analyst, principal supervisor, and teacher in the field of specialization for which the expansion is required. The process has been simplified into two stages. The first step in this process is the successful completion of the CTA oral exam in the additional field. The second step is to complete a submission which is then considered by a TSTA adjudicator qualified in the new field.

The applicant should submit in the following order of steps:

1. An application for an expansion, giving reasons for the request sent to IBOC. This will alert the chair to negotiate a time frame and clarify requirements.
2. A written statement similar to sections A and B of the CTA written examination for the new field is submitted to IBOC. This should be of approximately 3000 words and include reference to any specific training in the new field, practice, and supervision from TSTAs in the new field, and which refers to both TA and non-TA elements of the professional development in the new field. The emphasis in this submission is on the applicant demonstrating themselves as a *practitioner* in the new field.

This document should be submitted to the IBOC administration and the Exam Co-ordinator as part of the normal process of applying for CTA examination. This will be the main document, equivalent to the CTA exam log, read by the exam board members prior to the oral exam.

3. On successful completion of their oral exam the applicant will submit:
  - A statement of *no more* than 6000 words *which includes the information outlined in 2 above*, with additional input on the applicant as a *trainer and supervisor* in the new field. This will refer to their experience of delivering workshops, training programmes, supervising trainees and detail the involvement in the training of at least two trainees toward CTA examination.

- A letter of support from a TSTA who is certified in the new field of specialization.
- A copy of their certificate as a TSTA or the PTSTA contract.
- A copy of their CTA certification in the additional field.
- A copy of payment of the registration fee.

Requests for expansions together with documentation (including the Expansions Documentation Checklist – see 12.6.5) should be sent to the IBOC administration who will forward it to the relevant IBOC member.

#### **6.9.4 Granting or refusing the expansion**

When IBOC receives the documents outlined above, it will appoint a TSTA or an experienced PTSTA, from the field of specialization for which the expansion is requested, as an adjudicator to look at the written statement.

- The adjudicator will be asked to say whether, in their opinion, the written statement is acceptable or unacceptable.
- If the adjudicator judges the written statement to be acceptable, IBOC will grant the expansion.
- If the adjudicator finds the written statement unacceptable, IBOC will consult another TSTA or an experienced PTSTA, from the field of specialization for which the expansion is requested, and ask them to adjudicate in the same way.
- If the second adjudicator accepts the written statement they will be asked to discuss the case with the first adjudicator and come to a joint decision. If the decision is to accept, IBOC will grant the expansion.
- If the second adjudicator does not accept the written statement, IBOC will not grant the expansion.
- If no agreement is reached a third TSTA will be called as an adjudicator and the matter will be discussed at the following IBOC meeting.
- If the expansion is not granted, the adjudicator(s) will provide feedback to the applicant, stating the reasons for refusal and indicating what the applicant would need to fulfill before re-applying.

#### **6.9.5 When the expansion is granted**

If the requirements set out in Section 6.9.3 are met and the written statement is accepted, IBOC will grant the expansion. The IBOC Office will be notified, and the applicant will receive the expansion document. The successful applicant can assume the title of TSTA or PTSTA in the new field. In cases where a PTSTA has successfully applied for an expansion, their additional qualification is carried over into their TSTA status following them passing the TSTA examination.

#### **6.9.6 When the expansion is refused**

If the expansion is not granted the applicant may appeal to the IBOC Manager. The applicant should write stating the grounds for their appeal. The IBOC Manager will take a decision which will be final.

#### **6.9.7 Variations in procedure**

The IBOC Chair and Committee deal with variations to the basic procedures.



**6.10 Documentation**

Certified Transactional Analyst Training Contract (12.6.1)

Teaching and/or Supervising Transactional Analyst Training Contract (12.6.2)

Change in Principal supervisor (12.6.3)

Exceptions Documentation Checklist (12.6.4)

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