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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 supervisor. It is the declaration of a commitment by the trainee to complete his or her journey to certification and by the supervisor to support the trainee and share responsibility for his/her appropriate development. Formal responsibilities of the trainee and the 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 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 supervisor are expected to be paid-up members of ITAA.
2. Each contract should be dated and signed by both the trainee and the supervisor (and by a TSTA in case of the 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 18 months before the date of the CTA oral examination.

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

When a trainee and 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 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 supervisor when choosing this field of specialization.

The supervisor should take responsibility for informing candidates at the beginning of training about his or her field or fields of specialization, and about the procedures for filing contracts. Normally supervisors only sign contracts in their own field(s) of specialization. If a 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 his or her supervisor, or can renegotiate the contractual details with his or her existing 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.

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

### **6.5 Cancelling a contract**

If either the trainee or the supervisor wants to cancel a contract during its duration, he or she 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 supervisor or the trainee, and preferably both, should write "Cancelled on (*date*)" and sign it.

### **6.6 Changing a supervisor**

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

1. The trainee normally agrees to the change with his or her existing supervisor and with the future supervisor.
2. All three parties complete and sign the Change in 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 supervisor, and a date-stamped copy of the completed form will be returned to each party.

Both the trainee and supervisor are free to change the 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 his/her national requirements.
3. A TSTA may change fields either by taking the TSTA examination in the new field or by following the expansion route (see 6.9 below).
4. 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 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 supervisor does not have qualified status. If this is the case the 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 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 supervisor can provide good reason and the requirements are met.

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

1. The supervisor and trainee should apply for the exception at the same time.
  - The trainee should give good reason why he or she wants to sign a contract with the chosen 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 supervisor applies for the exception offering evidence of his or her 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 supervisor gives evidence that he/she has already obtained an exception in the relevant field. They have to specify also how many exceptions are still active in the field.
3. The supervisor submits a training plan, which becomes part of the training contract. In this training plan, the supervisor needs to
  - give the name of the proposed co-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-supervisor must
  - be someone who is qualified to teach and supervise in the field of specialization of the trainee, so he or she will be accredited in the relevant field or have been granted an expansion (see section 6.8);
  - agree in writing to cooperate with the supervisor in the training process;
  - be involved in not less than 30% of the contractual training;
  - 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-supervisor, IBOC may grant the exception, without the supervisor having to fulfill the requirements of cooperation with a co-supervisor. In this case, the 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 Exceptions and Expansion

Officer of IBOC, who handles contract exceptions on behalf of IBOC (see Appendix 1, the IBOC Newsletter and the website).

#### **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 supervisor will receive a letter to this effect from IBOC.
2. The 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 Chair of IBOC. The applicant should write stating the grounds for his or her appeal. The Chair of IBOC will consult with the committee at its next meeting. The committee's decision 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 supervisor for CTA training contracts in a given field.

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

#### **6.9.1 Introduction**

Some TSTAs and PTSTAs may wish to expand their permission to train and to sign training contracts because of their professional background and experience in a field of specialization other than that in which they are qualified. The expansion procedure has been developed so that experienced supervisors do not have to go through the whole CTA and TEW procedures, although that remains an option. A PTSTA may apply for an expansion two years after his or her 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 his or her field of specialization.
2. An expansion granted to a TSTA gives permission for him or her 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 him or her 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 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, supervisor and teacher in the field of specialization for which the expansion is required.

The applicant should submit:

1. An application for an expansion, giving reasons for the request.
2. A written statement, similar to sections A and B of the CTA written examination, but referring to the field of specialization for which the expansion is required. It should be anonymous and consist of two parts:

*Part 1:* Professional self-portrayal as a transactional analyst in the expanded field of specialization, including

- i. a description, including examples, of the way the applicant works within the field of specialization for which the expansion is requested;
- ii. a description of the applicant's training philosophy;
- iii. a discussion of how his or her work in this field is similar to and different from his or her area of specialization.

*Part 2:* A description of the candidate's professional experience as a trainer and/or supervisor in the expanded field, including, for example, personal experiences and details of giving workshops and/or lectures, supervising trainees and supervising projects. This will include details of extensive involvement in the training of at least two trainees.

3. A letter of support from a TSTA who is certified in the field of specialization for which the expansion is required. If such a TSTA is not available, a letter of support from a relevant PTSTA may be accepted.
4. A photocopy of his or her certification as a TSTA or of his or her TSTA contract.
5. Either a photocopy of two CTA certificates in the expanded field gained by trainees whose contracts he/she has held by Exception **OR** a copy of the applicant's oral examination certification in the new field (in other words, the applicant may choose to submit to the oral part of the CTA examination as evidence of his/her competence). For the expansions documentation checklist see Form 12.6.5.

Requests for expansions together with documentation should be sent to the relevant IBOC member. A delegated member of the committee handles contract expansions on behalf of IBOC (see the IBOC Newsletter or the corresponding websites).

### 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 his or her 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. If a PTSTA passes the TSTA exam, the expansion will be automatically recognized also at TSTA level.

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

If the expansion is not granted the applicant may appeal to the Chair of IBOC. The applicant should write stating the grounds for his or her appeal. The Chair of IBOC will consult with the committee whose decision will be final.

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

The IBOC Chair and Committee deal with variations to the basic procedure. The name and address of the person handling exceptions and expansions can be obtained from the IBOC Office.

#### **6.10 Documentation**

Certified Transactional Analyst Training Contract (12.6.1)

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

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