



UKATA Diploma in Transactional Analysis Practice Application Form

FIELD OF APPLICATION (please tick as appropriate):

- Organisational
 Educational
 Counselling
 Psychotherapeutic Counselling

Personal Details

Name:		Phone Number:	
Address:			
E-Mail:		Mobile No:	

Training Successfully Completed (to be completed by the RTE Director or Course Tutor)

Year	RTE Training Attended	Training Hours	Name	Signature

The total number of hours needs to meet or exceed 360 hours. Please sign to indicate successful completion of training hours.

NB: Please outline any specialised training completed if you are working in a specialised field e.g. working with children and young people.

Assessment (to be completed by an RTE Director or Course Tutor who is a UKATA Member)

Please enter your name and signature below to confirm the applicant has successfully completed and passed at least six assessments, ***including an oral presentation of their client work***, whilst accruing their training hours detailed above. (In the event of completing assessments at different RTEs, please provide written and signed evidence from each RTE).

Assessment Date	Nature of Assessment	Assessed by	Signature of assessor

Confirmation by current RTE that all assessments completed.

Name:		Signature:	
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Please provide a letter of endorsement from the main trainer with regard to the applicant’s competence.

Practice Hours

Please **provide and attach a summary sheet** of all practice hours undertaken in your area of specialisation.

Supervision.

Please complete the following box detailing evidence of all supervision received. Give the name of the supervisor, their qualifications and number of hours of supervision. Please include additional qualifications if supervising a specialised field e.g. working with children and young people.

Dates from – to	Supervisor’s name and qualification.	Hours of supervision received		Signature
		1.1	Group	

Current Supervisor.

Please enter your name and signature below to confirm that the applicant has completed the 34 required hours of supervision. It is your responsibility to ensure the information submitted by the applicant is correct.

NB. Please note: This signature cannot be the same as the sign-off from an RTE Director or Course Tutor. Please also provide a letter of endorsement concerning the applicant’s competency to practice.

Supervisor’s Name:		Supervisor’s Signature:	
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Personal Development Work (to be provided by the Therapist (who is not a trainer or supervisor for the applicant) for psychotherapeutic counselling and psychotherapy applicants, and the RTE Director or Course Tutor for counselling, organisational, or educational fields). All trainees following a psychotherapeutic counselling or psychotherapy pathway and who wish to achieve UKCP registration are required to undertake personal psychotherapy congruent with the style the trainee will be practising for a minimum of 40 hours per year for a minimum of 4 years and normally throughout the duration of their training. This personal psychotherapy must normally be undergone with a UKCP registered psychotherapist, BPC registered psychotherapist, or a CTA who is a current member of EATA or the ITAA and who is not their trainer or supervisor.

- **Students/Trainees attending a weekly group therapy may count all the hours of the therapy group. Individual and regular group therapy should make up at least 90% of the therapy hours requirement, i.e. 108 hours. Students/Trainees who attend therapy marathons may count 4 hours per year or an overall total of 12 hours over three years as therapy, the rest is to be counted as training. The ratio of marathon hours must not exceed 10% of the required therapy hours for the Diploma. How the student allocates the therapy marathon hours is up to them, e.g. Using 12 hours in one year or four hours over three years, the rest is to be counted as training. The ratio of marathon hours must not exceed 10% of the required therapy hours for the Diploma.**

Please enter your name and signature below to confirm that the applicant has completed the 120 required hours of personal psychotherapy/development work. Letters of confirmation of hours from the therapist/facilitator are also acceptable.

Type of Personal Development Work (e.g. Individual or Group Psychotherapy, Therapy Marathon)	Dates from - to	Hours completed	Name of Therapist (who is not the applicant's trainer or supervisor):	Signature:

UKATA Membership

Please confirm your UKATA membership by entering your membership number below

UKATA Membership Number:	
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Declaration

I hereby confirm that to the best of my knowledge this is an accurate reflection of the training I have received towards my UKATA Diploma in Transactional Analysis.

I confirm that I have been a UKATA member throughout my training and abide by the UKATA Code of Ethics and the Requirements and Recommendations for Professional Practice.

Signed:		Date:	
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We would like to congratulate you and inform other members of your award by publishing your name in the Transactional Analyst Magazine. If you prefer this not to happen, please tick here

Please submit this form, along with supporting documentation, and current application fee to UKATA Office, Unit 4 Spring Gardens, Park Lane, Crowborough, East Sussex, TN6 2QN.

Applications for the Diploma:

The fee of £50 is payable upon submission of the application. Payment of fees does not guarantee the granting of a UKATA Diploma and the fee is for processing and assessing your application. The UKATA Diploma is only open to UKATA members. Payment can be made by card by calling the Administration office or send a cheque made payable to UKATA with your application. Cheques will be banked within 14 days of receipt and fees are only refundable if the application is withdrawn within 14 days of submission. Once your application fee has been made your application will be forwarded to the TAS Committee for consideration. There are no deadlines for submission the TASC would hope to let the candidate know the outcome of their deliberations within a month of receipt of the application

Cancellation of applications:

Applications for the UKATA Diploma can be withdrawn at any time by the applicant. However, fees are non-refundable after the initial period of 14 days. Should the applicant wish to reapply in the future following a withdrawal of a previous application, the relevant fee will be payable again.

CPD

Once the applicant has been awarded the UKATA Diploma they will come under the UKATA CPD policy and expected to provide CPD returns unless they are also a Contractual Trainee in which case they will be required to complete the Student Annual Summary and contract for professional development form. It is the applicant's responsibility to keep records of any CPD/Training.

Appeals

Should an applicant wish to appeal the result of the application the policy and procedures can be found in the UKATA Diploma in Transactional Analysis Practice Procedures document available on the UKATA website.