

1.4 Institute of Transactional Analysis Registration Policy

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1. Principles

- 1.1 Protection of the public by listing Practitioners and Training Establishments (TEs) who demonstrate meeting the required standards.
- 1.2 Protection of the ITA by addressing the legal issues and future risks to which the ITA may be exposed.
- 1.3 Develop an integration of the codes of EATA, UKCP and the ITA, in order to provide a coherent framework for Practitioners and TEs to work within.

2. Registration of Individual Practitioners

2.1 The register is in three parts:

2.1.1 Contractual Trainees:

Entered as: Trainee Transactional Analyst with
Psychotherapy/Counselling/Organisational/Educational speciality. ITA Registered.

Requirements: Valid Contract with EATA

No outstanding complaint sanctions

Paid up membership

Annual form signed by Principal Supervisor

2.1.2 CTAs:

Entered as: Certified Transactional Analyst with
Psychotherapy/Counselling/Organisational/Educational speciality. ITA Registered.

Requirements: Completion of Annual CPD form

No outstanding complaint sanctions

Paid up membership

2.1.3 Trainers/Supervisors:

Entered as: Either

Provisional Teaching and/or Supervising Transactional Analyst with
Psychotherapy/Counselling/Organisational/Educational speciality. ITA Registered.

And/Or

Teaching and/or Supervising Transactional Analyst with
Psychotherapy/Counselling/Organisational/Educational speciality. ITA Registered.

Requirements: Completion of Annual CPD form
No outstanding complaint sanctions
Paid up membership
Additionally, in the case of Provisional status, valid contract with EATA
and annual form signed by Principal Supervisor

2.2 Administration of the Register of Individual Practitioners involves the following:

2.2.1 Upon receipt of the above requirements, the name of the practitioner will be entered on the ITA web-site under Practitioner Register. The only qualification entered will be as above. Changes of status (e.g. trainee becoming a CTA) will usually be entered automatically by the Administrator. Change of name must be notified. In cases where individuals are known by more than one name, Deed Poll or appropriate evidence of name change must be forwarded to the Administrator.

2.2.2 The Administrator will issue an annual Practitioner Registration Certificate. This certificate is not a qualification, and should not be considered as such (see below 2.2.3). It may be displayed as evidence of registration with the ITA. The certificate remains the legal property of the ITA and must be returned if requested by the ITA Chair.

2.2.3 Practitioners are advised to use the term ITA Registered on letterheads, business cards and adverts, and to display the Registration Certificates in a prominent position. The term ITA Registered MUST NOT be used on its own. It must follow the exact usage as described under the 'Entered as' section 2.1 above. This means that the membership status must precede the 'ITA Registered' label.

2.2.4 Usage of the term 'ITA Registered' is not a requirement – it is intended as an extra layer of protection, informing the public and other members alike, that the practitioner is a professional member of the ITA and is subject to its codes and procedures.

2.2.5 Subscription only members such as Regular and Trainee members are prohibited from entry in the Register. They cannot use the term 'ITA Registered' until they become contractual trainees with EATA and abide by the conditions in that category.

2.2.6 All practitioners defined in 2.1, 2.2 and 2.3 are automatically eligible to be placed on the register unless debarred in terms of section 8. Listing will be automatic in both the published list and on the web site, subject only to the provision of information listed in paras 2.1, 2.2 and 2.3. Listing of contact details (e.g. home address, telephone numbers etc) is optional.

3. The Professional Practice Committee

3.1 The Professional Practice Committee oversees the Practitioner Register. In the event that a registered member does not comply with PP codes or procedures, the PP Chair has the authority to convene a Registration Committee meeting. The Registration Committee may suspend the member from the register, on either a temporary or permanent basis. Temporary suspension is automatic in cases where one or more of the requirements listed in section 3.1 are not met. This action does not affect the membership status. Suspension of a member from the register on a permanent basis requires Council ratification.

3.2 Should the PP Committee consider that there may be a breach of the ethics code, the chair of PP may refer the matter to the ethics committee as a complaint. The Ethics Committee has its own procedures and sanctions. The Ethics procedure includes the possibility of a Hearing Board, and the possible sanction of terminating the ITA membership of the individual practitioner.

4. Registration of Training Establishments

4.1 A training establishment is defined as one or more trainers offering training to CTA level. The term 'training establishment' shall include all staff, voluntary or paid, that form a part of the organisation – this includes administrative staff, cleaning staff etc, as well as the building in which the training takes place. The training establishment is responsible for ensuring that the TA course is delivered in a safe, respectful manner in keeping with the values and principles enshrined in the TSC code, the code of ethics and the code of professional practice of the ITA, and in respect of psychotherapy training establishments offering courses leading to UKCP registration, the relevant codes of the UKCP.

4.2 When registering with the ITA, a training establishment shall appoint a designated person, who is empowered by the TE to represent it with the ITA, and shall be known as the ITA Representative (ITAR) of the TE. This person shall be responsible for returning annual forms, communicating with the ITA and representing the TE in the event of a complaint being made about the TE to the ITA. Any new RTE that registers with the ITA will have an initial registration check that ensures that the RTE provides the core requirements for qualification as an RTE in place and that they will be monitored under the revised monitoring system by TSC within 2 years.

4.3 The ITAR may be the owner, director or other person in the organisation who holds authority for policy decisions. It cannot be the administrator if that is their sole function. The ITAR must be a member of the ITA.

4.4 The ITAR shall ensure that:

4.4.1 Appropriate vetting of staff takes place. This includes both paid and unpaid staff.

4.4.2 Confidentiality is maintained and records are stored securely.

4.4.3 The building is safe.

4.4.4 There is appropriate insurance.

4.4.5 In the case of Psychotherapy training courses leading to UKCP registration, the TE agrees to meet QQR and other conditions imposed by the UKCP. This includes the appointment of an external moderator for the training programme.

4.4.6 All fees owed to the ITA are paid.

4.4.7 Trainees in the Foundation year become regular members of the ITA and trainees in subsequent years are trainee or contractual trainees. The names of trainees on training programmes are submitted to the ITA by the training establishment annually with their ITA Registration renewal. On confirmation of training programme and membership, the ITA will issue trainees with proof of membership. This was recommended from October 2007 and was required from October 2008.

4.4.8 The RTE has a contingency plan in place that would protect trainees and their training should training no longer be possible at the RTE.

4.5 TEs need to fill in an annual return form. The ITAR will then receive an annual TE Registration certificate and the use of the ITA Registered logo. The logo can be used on letterheads, business cards etc and on adverts placed in the ITA News.

4.6 Only Registered TEs are authorised to use this logo. This will enable a clear distinction to be made in adverts between TEs that are ITA Registered and those which are not.

4.7 The ITA Registered TE certificate remains the legal property of the ITA and must be returned if requested by the ITA Chair.

4.8 As with Corporate Membership, the TEs receive a free listing on the ITA website in return for reciprocal listing of the ITA website on their site.

5. Training Standards Committee

5.1 The TSC oversees the TE Register. In the event that a registered TE does not comply with TSC codes or procedures, the TSC Chair has the authority to convene a Registration Committee meeting (see 7.). The registration committee may decide to suspend the TE from the register, on either a temporary or permanent basis. Temporary suspension is automatic in cases where one or more of the requirements listed in section 4.4 are not met. De-registration does not prevent the TE from offering training in TA. It does mean however, that the ITA does not give it its seal of approval. Removal of a TE from the register on a permanent basis requires Council ratification.

5.2 Should TSC consider that there may be a breach of the Ethics code, the Chair of TSC will refer the matter to the ethics committee as a complaint, if in respect of a member of the ITA. The Ethics committee has its own procedures and sanctions. The ethics committee includes the possibility of it taking action against individual ITA members. The Ethics procedure includes the possibility of a Hearing Board, and the possible sanction of terminating the ITA membership of individuals within a TE. In the event that the alleged breach is by an ITA non-member, the ITAR is responsible for ensuring that such breach is rectified and not repeated; failure to do so may result in the suspension of registration of the TE, and this failure in itself may be the subject of an ethics complaint against the ITAR by TSC.

6. Administration

6.1 The ITA Administrator is responsible for receiving and checking registration forms and associated information. The Administrator will issue Registration certificates and maintain an up-to-date register for individual practitioners and TEs. In cases of doubt, the Administrator shall refer registration application to ITA council for guidance.

6.2 The ITA Administrator must be kept informed of all changes that may affect registration e.g. name changes, change of status, breaks in practice.

6.3 Should a practitioner stop practicing or should a TE stop trading, the Administrator must be informed, so that the party can be removed from the relevant register.

6.4 Queries about registration should in the first instance be addressed to the Administrator. The Administrator may then recommend that the issue be referred to the appropriate committee.

7. The Registration Officer and Committee

7.1 Council will nominate the Registration Officer (RO). In the event that the Registration Officer cannot perform that function, the ITA Chair will nominate one of the Principal Officers to act as Registration Officer.

7.2 The Registration Officer will organise meetings of the Registration Committee at the request of the PP Chair or the Chair of TSC. The Registration Officer can also convene a meeting in the case of a re-registration.

7.3 The Registration Officer will chair the meeting and will communicate the findings to the Practitioner or TE. The RO will inform the Administrator of any required action.

7.4 The Registration Committee will consist of the Chairs of TSC (or appointee) and PP (or appointee) and one Principal Officer, together with the RO. The RO is non-voting and will only chair and provide procedural and legal advice. The meetings will be minuted.

7.5 The Appeals hearing of the registration board will consist of the Chair of ITA (or appointee) and two non-ITA personnel. The Registration Officer will be informed of the decision which is final. The Registration Officer will inform the member of the results of the appeal.

8. De-registration, Re-registration and appeals

8.1 De-registration of a practitioner or TE can only occur following a meeting of the Registration Committee. The committee will convene at the request of either the Chair of PP or the Chair of TSC. The meeting will be organised by the Registration Officer. The Chair calling for the meeting will present evidence to the committee. The committee will consider whether there has been a breach of codes or procedures or unwillingness to comply with investigations. If de-registration is deemed appropriate, the de-registration will at first be temporary. Temporary suspension from the register will take place with immediate effect. The temporarily suspended practitioner or TE shall be required to return the certificate of registration. The individual or TE will be given a period of 4 weeks during which they can re-register or 60 days to lodge an appeal. De-registration will not be publicised since it is considered an administrative function. Permanent de-registration requires ratification by Council. The name of the individual or TE will be removed from the relevant register and the use of the term 'ITA Registered' will be prohibited as will the use of the ITA logo.

8.2 To re-register, the practitioner or TE needs to apply to the Administrator. The Registration Officer will call a meeting of the Registration Committee and present the case for re-registration. The Registration Committee can request additional information and decline or accept the request for re-registration. This decision is subject to appeal within 60 days of the decision being notified.

8.3 In the event of an appeal against the de-registration of a practitioner or TE, or if a request for re-registration has been declined, an appeal can be lodged with the ITA Chair. The ITA Chair will then convene an appeals hearing of the Registration Board. The appeals hearing board will consider written evidence from the person making the appeal, as well as from the registration committee. The appeals board may re-instate the de-registered party, with or without conditions or confirm their de-registration. The findings of this appeals hearing will be final.

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