

USATAA-TA PRACTITIONER CERTIFICATE PROGRAM

OVERVIEW

The TAP Certification Training Program was begun by the United States Association for Transactional Analysis in order to give recognition to those who are using Transactional Analysis in their work without having to go through the 4-5 years of training that is required to become a Certified Transactional Analyst (CTA) in the International Transactional Association. TAP can be thought of as a preliminary step to CTA for those wanting to pursue that certification or as a stand-alone certification for those who want to be certified as a TA Practitioner.

There are three levels to the program: learning the theory and methods of Transactional Analysis (TAP); practicing application of the theory and methods (TAAP); and becoming a teacher of the theory and methods (TAPI).

LEVEL I: TAP (CERTIFIED TRANSACTIONAL ANALYSIS PRACTITIONER)

TAP Requirements

1. Sign a training agreement with a TA Practitioner Instructor. [TAP Training Agreement](#).
2. TA 101 Course or 6-hour Introduction to Transactional Analysis Theory
3. Completion of four additional modules on the application of TA (or the Equivalent) (50 hours minimum)
4. Endorsement of instructor that participant has completed all the approved learning objectives for the TA Practitioner Certificate.
5. Membership in USATAA.
6. Apply to USATAA for Certificate & Pay Fee (\$50)
7. Taught by TAPI, CTA (with certification to teach the TA 101), PTSTA, TSTA, or Diplomate in Redecision Therapy with a TAPI Certificate.
8. Awareness of and agreement with the USATAA Code of Ethics.

Note: Certified TA 101 Instructors may include additional material from the approved 101 Outline and may endorse the TA Practitioner as meeting International Transactional Analysis Association's requirements for completion of the TA 101.

Learning Objectives for the TAP Modules

Part 1: Introductory Keynote (2 contact hrs)

By the end of this course participants will be able to:

1. List three transactional analysis concepts
2. Describe three ways TA can be applied in a counseling practice, classroom or organization.

Part 2: TA Basics (at least 6 contact hrs)

By the end of this course the participants will be able to:

1. Name the three ego states
2. Describe the functioning of each ego state
3. Describe one way that rackets develop
4. Describe three different types of transactions
5. Describe the predictable transactional patterns called games
6. Identify positive and negative strokes
7. Describe two possible childhood influences on life patterns or scripts

Part 3: Foundational Modules (at least 12 contact hrs per module)

In the first four modules, participants learn to apply Transactional Analysis theory in their own lives and to begin to use it in their practices. Additional advanced modules focus on application of Transactional Analysis theory.

Module 1

Personality and Ego States: Structural Analysis

By the end of this course participants will be able to:

1. Explain the influence of introjected/internal parent ego states in their life
2. Use four ways of diagnosing ego states
3. Describe the development of each ego state
4. Construct an ego-gram
5. Identify a change they want to make in their own ego-gram
6. Identify at least three strengths in each ego state
7. Draw Berne's second order diagram of the Child and Parent ego states
8. Draw a diagram showing subdivisions of functional Child and Parent ego states
9. Identify two strengths related to Nurturing Parent, Controlling or Critical Parent, Adapted Child, and Free Child

Module 2

Transactions, Strokes and Transactional Intervention in Conflicts. By the end of this course participants will be able to:

1. Differentiate complementary, crossed, and ulterior transactions
2. Name two advantages related to each of the above three types of transactions
3. Name two disadvantages related to each of the above three types of transactions
4. Use crossed transactions to change the course of conversations
5. Use positive unconditional strokes appropriately
6. Use positive conditional strokes appropriately
7. Use healthy negative conditional strokes appropriately
8. Name at least three ways of structuring time
9. Describe two ways to invite people to change how they structure time
10. Use one way to intervene transactionally to solve conflicts

Module 3

Habitual Painful Feelings (Rackets), and Destructive Patterns (Games)

By the end of this course participants will be able to:

1. Use two ways to invite change in beliefs that support painful feelings
2. Explain the connection between old patterns of thinking and feeling and current thinking/feeling patterns
3. Identify two common destructive interactional patterns that lead to painful feelings (games)
4. List two ways to intervene in games
5. Identify two ways to show the interaction patterns in games
6. Identify the three positions in the Karpman drama triangle and
7. Describe an alternative behavior to replace each of the three positions in the Karpman drama triangle
8. Explain each of the existential life positions
9. Identify at least two games in which they have been involved

Module 4

Life Patterns or Scripts

By the end of this course participants will be able to:

1. Explain how habitual painful feeling patterns (rackets) and destructive interactional patterns (games) advance limiting or self-destructive life patterns
2. Explain the difference between an injunction and a counter injunction

3. List two ways that early life decisions impact adult life
4. Explain how positive and negative script decisions develop
5. Use script analysis to understand their own life patterns,
6. Explain three ways to facilitate changing script decisions that are experienced as negative
7. List two ways that using transactional analysis can help clients understand their thoughts, feelings, and behavior
8. Explain how to facilitate script change using Redecision Therapy
9. Explain how to facilitate script change using stroke theory

Note: In order to use transactional analysis in practice, individuals should have completed the necessary training in their field or discipline and have the appropriate legal authorization to practice in that field.

LEVEL II: TAAP (CERTIFIED TRANSACTIONAL ANALYSIS ADVANCED PRACTITIONER)

TAAP Requirements

1. TAP Certificate
2. Membership in USATAA
3. Signed training agreement with a qualified TAPI.
4. Awareness of and agreement with the USATAA Code of Ethics
5. At least one academic year of supervision of the application of TA by a TAPI (who has training in supervision), PTSTA, or TSTA (50 hours minimum)
6. Endorsement of Supervisor
7. Apply to USATAA for Certificate and Pay Fee (\$75).

LEVEL III: TAPI (CERTIFIED TRANSACTIONAL ANALYSIS PRACTITIONER INSTRUCTOR)

TAPI Requirements

1. Be a TAAP
2. Membership in USATAA
3. Signed training agreement with a qualified TAPI.
4. Have at least a masters degree or equivalent experience in your field of education

5. Assist in teaching and supervising two complete TAP Certification Programs under the Supervision of the TAP Instructor (TAPI)
6. Endorsement of Supervising Instructor and Supervisor
7. Apply to USATAA for Certificate and Pay Fee (\$100).
8. Awareness of and agreement with the USATAA Code of Ethics.

CTAs with certification to teach the TA 101, PTSTAs or TSTAs may apply directly for the TAPI.

USATAA TAP TRAINING AGREEMENT*

COMMITMENT OF THE TRAINEE

1. I have read and discussed the requirements for Transactional Analysis Practitioner certification training requirements with a Supervisor qualified to teach TAP.
2. I agree to honor the professional code of ethics and to follow the professional practice guidelines of my profession.
3. I agree to honor the ethical guidelines of USATAA.
4. I plan to apply the certification in the following specialty or specialties:
Coaching ____ Educational ____ Organizational ____ Clinical ____
5. I have made an agreement with the undersigned supervisor(s) who will provide supervision and guidance in line with the USATAA training requirements in my chosen area of expertise.
6. I am a member of USATAA and will keep my membership current.

Last and first name (please print): _____

Address: _____

City _____ State _____ Zip _____

Phone: H _____ C _____ W _____

Email _____

Trainee accepts on (date): _____ Signature: _____

COMMITMENT OF THE SUPERVISOR

1. I am (list all credentials)

_____ and I agree to train the above mentioned trainee according to the guidelines and standards of USATAA as a _____.

2. I am aware of my responsibility to keep myself up to date with pertinent research and information and to pass on to the trainee.
3. I agree to limit my training to my areas of expertise and/or qualifications.

Acceptance date: _____ Signature: _____

Name _____

Address: _____

Phone _____ Email _____

*Both trainee and supervisor(s) to fill out, sign, and keep copies.

CERTIFICATION FORM

Introduction

If you came here to print and fill out the *TAP Certificate Form*, you have likely just completed a step along the TAP journey. If you have any questions about this process, send an email to education@usataa.org.

To apply for the TAP, TAAP, or TAPI, simply download the *TAP Certificate Form*, fill in the information, obtain the appropriate signatures, and mail, along with the appropriate fee, to the address on the form.

USATAA TAP Certification Form

Candidates for TAP certification should complete this form and mail with payment to the USATAA address below to complete certification process. Directions: 1. Legibly print your contact information below. 2. Have your TAP Instructor sign and complete information 3. Mail this form with a check to Datamate. You will be contacted if there are questions. In approximately 3 weeks, you will receive your TAP Certificate. 1. Print Name:

_____ Address: _____

City: _____ E-

mail: _____

Phone: _____ 2. TAP Instructor to complete: This

candidate has completed the following TA Basics introductory course in the theory and practice of Transactional Analysis and the four foundational courses in Transactional Analysis. (If TAP training occurred with several instructors, please have each sign and complete on the next page). Start Date: _____ End Date: _____ Location:

_____ Check one: TAP _____ TAAP _____ TAPI _____ Total hours completed: _____ Signed: _____ CE Credits

needed? _____ Certified TA Practitioner Instructor 3. Mail to: USATAA—TA Practitioner Datamate Bookkeeping & Tax, Inc. 7881 Church Street, Ste. F Gilroy, CA 95020 _____ \$50 for USATAA Membership _____ \$75 for TAAP Certification _____ \$50 for TA Practitioner Certification _____ \$100 for TAPI Certification

Candidates for TAP certification who received training with more than one qualified TAP Instructor, complete this page (including the signature of all TAP instructors), and mail to the USATAA administrative office. 1. Training Instructor:

_____ Location: _____ Start Date:

_____ End Date: _____ Information taught: TA Basics _____ Module 1 _____

Module 2 _____ Module 3 _____ Module 4 _____ Check one: _____ TAP _____ TAAP _____ TAPI

_____ total hours completed Signed: _____ Certified TA

Practitioner Instructor 2. Training Instructor: _____ Location:

_____ Start Date: _____ End Date: _____

Information taught: TA Basics _____ Module 1 _____ Module 2 _____ Module 3 _____ Module

4 _____ Check one: _____ TAP _____ TAAP _____ TAPI _____ total hours completed Signed:

_____ Certified TA Practitioner Instructor 3. Training

Instructor: _____ Location: _____

Start Date: _____ End Date: _____ Information taught: TA Basics _____ Module
1 _____ Module 2 _____ Module 3 _____ Module 4 _____ Check one: _____ TAP _____ TAAP _____ TAPI
_____ total hours completed Signed: _____ Certified TA
Practitioner Instructor