

## STEPP: Agent/Attorney 4-Day Course

### USPTO: Office of Patent Training

Start*	End*	Duration (hr)	Course Title	Description
<b>Day 1</b>				
1:00 PM	1:30 PM	0.5	Welcome, Introductions and Housekeeping	Brief introduction and Q&A before the start of the course.
1:30 PM	2:30 PM	1	The Role of a Patent Examiner	Presentation discussing the responsibilities, duties, and work expectations of a patent examiner.
2:30 PM	3:45 PM	1.25	Understanding a training application	Presentation and exercise directed to how examiners are trained to read and understand an application. A training application will be used for the exercise.
3:45 PM	4:00 PM	0.25	Break	
4:00 PM	5:00 PM	1	Basic Requirements to File and Informalities	Presentation and exercise highlighting common formal issues found in patent applications.
5:00 PM	5:15 PM	0.25	Wrap-Up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions.
<b>Day 2</b>				
1:00 PM	1:15 PM	0.25	Check-in, Overview of Day 1	Time for reacquainting participants with the subject matter discussed in the previous module.
1:15 PM	2:45 PM	1.5	Planning a Search	Presentation focusing on the tools available to Examiners for searching and how these tools are used to formulate a search of both the claimed and disclosed inventions of the training application.
2:45 PM	3:00 PM	0.25	Break	
3:00 PM	5:00 PM	2	35 U.S.C. 101 and 112	Participants will review material and discuss 35 U.S.C. 101, 112(a), 112(b), 112(d) and 112(f) with trainers. Following the discussion, breakout groups will work to complete associated exercises within the training application.
5:00 PM	5:15 PM	0.25	Wrap-Up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions.
<b>Day 3</b>				
1:00 PM	1:30 PM	0.5	Check-in, Overview of Day 2	Time for reacquainting participants with the subject matter discussed in the previous module.
1:30 PM	1:45 PM	0.25	Case Reporting - Stage I	Presentation on how examiners are trained to report a case after conducting preliminary examination activities
1:45 PM	2:30 PM	0.75	Mapping Art to Claims	Workshop devoted to applying the principles of 35 U.S.C. 102 and 103 to the training application
2:30 PM	2:45 PM	0.25	Break	
2:45 PM	5:00 PM	2.25	Mapping Art to Claims	Workshop devoted to applying the principles of 35 U.S.C. 102 and 103 to the training application
5:00 PM	5:15 PM	0.25	Wrap-Up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions.
<b>Day 4</b>				
1:00 PM	1:15 PM	0.25	Check-in, Overview Day 3	Time for reacquainting participants with the subject matter discussed in the previous module.
1:15 PM	1:45 PM	0.5	Mapping Art to Claims (cont. )	Workshop devoted to applying the principles of 35 U.S.C. 102 and 103 to the training application
1:45 PM	2:00 PM	0.25	Case Reporting - Stage II	Presentation on how examiners are trained to report a case after conducting the search and analyzing the claims with respect to the prior art prior to writing an office action.
2:00 PM	3:00 PM	1	Writing an Office Action	Presentation detailing steps necessary to write an office action. The training application is used as an example.
3:00 PM	3:15 PM	0.25	Break	
3:15 PM	4:30 PM	1.25	Professional Responsibility and Practice before the USPTO	Ethics lecture focusing on the roles and responsibilities of registered patent practitioners
4:30 PM	5:15 PM	0.75	Roundtable Discussion and course Wrap-Up	Facilitated Subject Matter Experts roundtable discussion with participants

\*Note: Times are subject to change depending upon the location(s) of the target audience of each course.