

STEPP: Inventor 4-Day Course

USPTO : Office of Patent Stakeholder Experience

Start	End	Duration (hr)	Course Title	Description
Day 1				
12:00 PM	12:15 PM	0.25	Welcome	Brief introduction and Q&A of the course
12:15 PM	1:30 PM	1.25	The role of a patent examiner/Understanding the patent examination process	Presentation discussing the responsibilities, duties, and work expectations of a patent examiner
1:30 PM	1:45 PM	0.25	Break	
1:45 PM	3:00 PM	1.25	Understanding the training application	Presentation on how examiners are trained to read and understand an application; an accompanying exercise provided with breakout group instructions
3:00 PM	4:00 PM	1	Basic requirements to file and informalities	Presentation of highlight on basic issues; an accompanying breakout exercise to continue working on the training application
4:00 PM	4:15 PM	0.25	Wrap-up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions
Day 2				
12:00 PM	12:15 PM	0.25	Check-in, Overview of Day 1	Daily review
12:15 PM	1:45 PM	1.5	Planning a search	Presentation on the tools available to examiners for searching; how these tools are used to formulate a search of claimed and disclosed inventions of the training application
1:45 PM	2:00 PM	0.25	Break	
2:00 PM	3:15 PM	1.25	Class discussion on 101 and 112	Participants will discuss knowledge checks and examples on 101, 112(a), 112(b), 112(d), and 112(f)
3:15 PM	4:00 PM	0.75	101 and 112 training application exercise	Breakout groups complete exercises on the training application
4:00 PM	4:15 PM	0.25	Wrap-up Q&A	Discussion with respect to the training application and answering any additional questions
Day 3				
12:00 PM	12:15 PM	0.25	Check-in, Overview of Day 2	Daily review
12:15 PM	12:35 PM	0.34	Case reporting - Stage I	Presentation on how examiners are trained to report a case after conducting preliminary examination activities
12:35 PM	12:55 PM	0.34	Instruction: Mapping art to claims	Understanding Mapping Art to Claims breakout exercise activity and associated materials
12:55 PM	1:55 PM	1	Mapping art to claims exercise	Breakout groups begin exercises applying prior art to claims of the training application
1:55 PM	2:10 PM	0.25	Break	
2:10 PM	3:40 PM	1.5	Mapping art to claims exercise	Breakout groups begin exercises allowing participants to try applying prior art to claims of the training application
3:40 PM	4:00 PM	0.33	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 before writing an office action
4:00 PM	4:15 PM	0.25	Wrap-up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions
Day 4				
12:00 PM	12:15 PM	0.25	Check-in, Overview Day 3	Daily review
12:15 PM	1:45 PM	1.5	Writing an office action	Presentation detailing steps necessary to write an office action; the training application is used as an example
1:45 PM	2:00 PM	0.25	Break	
2:00 PM	3:00 PM	1	Resources for inventors	Presentations covering resources available to inventors
3:00 PM	3:45 PM	0.75	Roundtable discussion	Open Q&A with a panel of USPTO personnel
3:45 PM	4:15 PM	0.5	Course wrap-up and Q&A	Time dedicated to answering any final questions