UNITED STATES PATENT AND TRADEMARK OFFICE
EAST AND WEST TRAINING REGISTRATION FORM
TRAINING FOR PUBLIC USERS

The United States Patent and Trademark Office offers training courses to the public on how to use the EAST and WEST on-line database text and image retrieval systems.

Confirmed class seats can be rescheduled for a later time if cancellations are received two days prior to the class date. Cancellations can be sent using the address, e-mail, phone number or fax information listed below to the attention of the Public Search Facility Training Coordinator.

Individual instructions can be pre-arranged in advance for a three hour class depending on staff availability.

The WEST class covers all basic text searches features, from keyboard and Boolean logic to command functions and index searching, with practice time. This is a 7 hour class, conducted from 8:30am to 3:30pm. See posted schedule (uspto.gov) for specific class dates.

The EAST class is a fast paced course for a user with on-line database and Boolean logic experience. Text searching using indexes and the use of the browser screen for rapid patent retrieval. This is a 4-hour class given once a month from 8:30am to 12:30pm. See posted schedule (uspto.gov) for specific class dates.

Please arrive at the Public Search Facility (PSF) one half-hour before class so you may obtain a badge and password.

To enroll in the class, complete the training registration form indicating your selected first and second choices of class dates (see posted schedule). Registration forms may be mailed to: U.S. Patent and Trademark Office, Attn: PSF Public Training Center, Box 1450, Alexandria, VA 22313-1450, e-mailed to PSF@uspto.gov or faxed to (571) 273-0021. You will be notified of your confirmed date. For further information concerning class registration or participation, please contact the PSF Training Coordinator at (571) 272-3275.

REGISTRATION FORM IS ON REVERSE SIDE

This collection of information is authorized by 35 U.S.C. § 41(i) and is used by the public to register (and by the USPTO to process registrations) for training classes at the USPTO Public Search Facilities. This collection is estimated to take 5 minutes to complete, including gathering the information, preparing the form, and submitting the completed application to the USPTO. Time will vary depending on the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden should be sent to the Manager of the Public Search Facilities, USPTO, P.O. Box 1450, Alexandria, VA 22313-1450. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. Send to: U.S. Patent and Trademark Office, Attn: PSF Public Training Center, P.O. Box 1450, Alexandria, VA 22313-1450.
EAST AND WEST TRAINING
REGISTRATION FORM

DATE SUBMITTED: ________________________________________________

NAME: __________________________________________________________

EMPLOYER: ______________________________________________________

ADDRESS: _______________________________________________________

_________________________________________________________________

TELEPHONE: Home ______________________________________________

Business _________________________________________________________

BADGE NUMBER: ________________________________________________

EAST (8:30 – 12:00) _______ 1\(^\text{st}\) Choice Training Date _____________

2\(^\text{nd}\) Choice Training Date __________________________

WEST (8:30 – 3:30) _______ 1\(^\text{st}\) Choice Training Date ________________

2\(^\text{nd}\) Choice Training Date __________________________

ON-LINE ACCOUNT ESTABLISHED?  Y ☐  N ☐