

UNITED STATES PATENT AND TRADEMARK OFFICE
EAST AND WEST TRAINING APPLICATION 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.

The cost for training is \$25 due with submission of the application form. The fee can be paid by check, money order, credit card, or deposit account. Confirmed class seats can be rescheduled for a later time if written cancellations are received two weeks prior to the class date. This fee is non-refundable.

Individual instructions can be pre-arranged for a three hour class at \$120 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, given once a month, from 8:30am to 3:30pm.

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 8:30 a.m. to 12:30 p.m.

Please arrive at the Public Search Facility (PSF) one half-hour before class so you may obtain an On-line Service Card and password.

To enroll in the class, complete the training application indicating your selected form of payment and first and second choices of class dates (see posted schedule). Applications with payment may be left at the general reference desk in the Public Search Facility or may be mailed to: U.S. Patent and Trademark Office, PSF Public Training Center, Box 1450, Alexandria, VA 22313-1450, or faxed with appropriated payment to 571-273-0020. **You will be notified of your confirmed date.** For further information concerning class registration or participation, please contact Juanita Baker at 703-272-3275.

APPLICATION FORM IS ON REVERSE SIDE

APPROPRIATE PAYMENT MUST ACCOMPANY APPLICATION

EAST AND WEST TRAINING FORM

NAME: _____

EMPLOYER: _____

ADDRESS: _____

TELEPHONE: Home _____

Business _____

BADGE NUMBER: _____

ON-LINE ACCOUNT ESTABLISHED? Y N

CHECK ONE OF THE FOLLOWING:

Training Date: _____ EAST (8:30 – 12:00) _____

WEST (8:30 – 3:30) _____

PAYMENT MUST ACCOMPANY THIS APPLICATION FORM

Payment: Deposit Acct. Credit Card Check Cash Receipt

Please make check or money order payable to the Director of the U.S. Patent and Trademark Office. Invoices are **NOT** issued. Purchase orders are **NOT** accepted.

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You may FAX charge and deposit account orders **only** to 571-273-0020.