

STEPP: Inventor 3-Day Course Schedule

USPTO : Office of Patent Training & Office of Innovation and Development

Start	End	Duration	Course Title	Description
Day 1				
8:30 AM	9:00 AM	0.5	Welcome, introductions, housekeeping	Brief introduction and Q&A before the start of the course.
9:00 AM	10:00 AM	1	How to File a Patent Application	This presentation will go over the different forms, fees and formalities required for the respective type of application, i.e. Design or Utility (Provisional and Non-Provisional).
10:00 AM	11:00 AM	1	How to Search	This presentation will cover why a search should be performed before filing an application, tools and resources available for searching, text and classified searching.
11:00 AM	12:00 PM	1	Claim Drafting Requirements	This presentation will define what a claim is, why it is important and the different requirements needed when writing a claim.
12:00 PM	1:00 PM	1	Lunch	
1:00 PM	4:30 PM	3.5	Inventor Course Exercises	Exercises designed to test knowledge gained from CBT reviews
4:30 PM	5:00 PM	0.5	Wrap Up Q&A	Time dedicated to continuing any discussion.
Day 2				
8:30 AM	9:00 AM	0.5	Morning Check In	Time for reacquainting trainees with the subject matter discussed the previous day.
9:00 AM	12:30 PM	3.5	Reading and Understanding an Application	Presentation and exercise providing an in depth look at how examiners are trained to read and understand an application. An accompanying exercise will allow trainees to walk in an examiner's shoes by picking up and working on a Sample Application.
12:30 PM	1:30 PM	1	Lunch	
1:30 PM	3:30 PM	2	Public Search Facility Workshop	Information on Patent and Trademark Resource Centers (PTRCs) and exercise utilizing Public East workstations and the Sample Application
3:30 PM	4:30 PM	1	Mapping Art to Claims	Exercise allowing trainees to try applying prior art to claims of the Sample Application
4:30 PM	5:00 PM	0.5	Q&A	One on One discussions
Day 3				
8:30 AM	9:00 AM	0.5	Morning Check In	Time for reacquainting trainees with the subject matter discussed the previous day.
9:00 AM	11:00 AM	2	Mapping Art to Claims (Cont.)	Exercise allowing trainees to try applying prior art to claims of the Sample Application
11:00 AM	12:00 PM	1	Writing an Office Action and Responding to Applicant	Presentation detailing steps necessary to write an office action and reply to applicant once a response is received. The Sample Application is used as an example.
12:00 PM	1:00 PM	1	Lunch	
1:00 PM	3:00 PM	2	Writing an Office Action and Responding to Applicant (Cont.)	Presentation detailing steps necessary to write an office action and reply to applicant once a response is received. The Sample Application is used as an example.
3:00 PM	4:00 PM	1	Resources for Inventors	Presentations covering resources available to inventors.
4:00 PM	5:00 PM	1	Course Wrap-up and Q & A	Roundtable discussion and time for completing a course survey