

## STEPP: 3-Day Training on Examination Practice and Procedure

USPTO : Office of Patent Training

Start	End	Duration	Course Title	Description	
<b>Day 1</b>					
8:30 AM	9:00 AM	0:30	Welcome, introductions, housekeeping	Brief introduction and Q&A before the start of the course.	Module 1: Reading and Understanding an Application
9:00 AM	10:00 AM	1:00	The Role of a Patent Examiner	Presentation discussing the responsibilities, duties, and work expectations of a patent examiner.	
10:00 AM	11:00 AM	1:00	Claim Interpretation	Presentation focusing how claims are interpreted by patent examiners according to the MPEP.	
11:00 AM	12:00 PM	1:00	101, 112(a), 112(b), and 112(f)	Presentation describing how examiners use statutes to increase the clarity of the record based on how the claims have been interpreted.	
12:00 PM	1:00 PM	1:00	Lunch		
1:00 PM	4:30 PM	3:30	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.	
4:30 PM	5:00 PM	0:30	Wrap Up Q&A	Time dedicated to continuing any discussion with respect to the Sample Application and answering any additional questions.	
<b>Day 2</b>					
8:30 AM	9:00 AM	0:30	Morning Check In	Time for reacquainting trainees with the subject matter discussed in the previous module.	Module 2: Planning a Search and Applying Prior Art
9:00 AM	12:00 PM	3:00	Planning a Search	Presentation and exercise focusing on the tools available for searching (EAST, CAT, Google Patents, and the Global Dossier) and how these tools are used to formulate a search of both the claimed and disclosed inventions of the Sample Application.	
12:00 PM	1:00 PM	1:00	Lunch		
1:00 PM	2:30 PM	1:30	Overview of 35 U.S.C. 102 and 103	Discussion of 35 USC 102 and 103 and how they are used by examiners to determine whether claims can be rejected via prior art	
2:30 PM	4:30 PM	2:00	Mapping Art to Claims	Exercise allowing trainees to try applying prior art to claims of the Sample Application	
4:30 PM	5:00 PM	0:30	Q&A	Time dedicated to continuing any discussion on 102 and 103 with respect to the Sample Application and answering any additional questions.	
<b>Day 3</b>					
8:30 AM	9:00 AM	0:30	Morning Check In	Time for reacquainting trainees with the subject matter discussed in the previous module.	Module 3: Writing an Office Action and Post Examination Processes
9:00 AM	12:00 PM	3:00	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	1:00	Lunch		
1:00 PM	2:00 PM	1:00	Double Patenting and Restriction	Presentation on how examiners are taught to apply both double patenting and restriction.	
2:00 PM	3:00 PM	1:00	Patent Trial and Appeal Board (PTAB)	Presentation on the role of PTAB, why PTAB is important, current work load etc.	
3:00 PM	4:00 PM	1:00	Central Reexam Unit (CRU)	Presentation on the role of CRU, why CRU is important, current work load etc.	
4:00 PM	5:00 PM	1:00	Course Wrap-up and Q & A	Roundtable discussion and time for completing a course survey	