

**STEPP: Agent/Attorney 4-Day Course**  
**USPTO : Office of Patent Training**

Start	End	Duration (hr)	Course Title	Description
<b>Day 1</b>				
9:00 AM	9:15 AM	0.25	Welcome, Introductions and Housekeeping	Brief introduction and Q&A before the start of the course.
9:15 AM	10:15 AM	1	The Role of a Patent Examiner	Presentation discussing the responsibilities, duties, and work expectations of a patent examiner.
10:15 AM	11:45 AM	1.5	Understanding a training application	Presentation on how examiners are trained to read and understand an application. An accompanying exercise provided with breakout group instructions.
11:45 AM	12:00 PM	0.25	Break	
12:00 PM	1:00 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
1:00 PM	1:15 PM	0.25	Wrap-Up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions.
<b>Day 2</b>				
9:00 AM	9:15 AM	0.25	Check-in, Overview of Day 1	Time for reacquainting participants with the subject matter discussed in the previous module.
9:15 AM	10:45 AM	1.5	Planning a Search	Presentation focusing on the tools available to Examiners for searching and how these tools are used to formulate a search of both the claimed and disclosed inventions of the training application.
10:45 AM	11:00 AM	0.25	Break	
11:00 AM	12:00 PM	1	Class discussion on 101 and 112	Participants will discuss knowledge checks and examples on 101, 112(a), 112(b), 112(d) and 112(f).
12:00 PM	12:30 PM	0.5	101 and 112 training application exercise	Breakout groups completes exercise on the training application
12:30 PM	1:00 PM	0.5	Facilitated discussion on 101 and 112 exercise	Breakout groups report out findings
1:00 PM	1:15 PM	0.25	Wrap-Up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions.
<b>Day 3</b>				
9:00 AM	9:30 AM	0.5	Check-in, Overview of Day 2, Welcome	Time for reacquainting participants with the subject matter discussed in the previous module.
9:30 AM	9:45 AM	0.25	Case Reporting - Stage I	Presentation on how examiners are trained to report a case after conducting preliminary examination activities
9:45 AM	10:00 AM	0.25	Instruction to Mapping Art to Claims	Understanding Mapping Art to Claims breakout exercise activity and associated materials
10:00 AM	10:45 AM	0.75	Mapping Art to Claims Exercise	Breakout groups begin exercises allowing participants to try applying prior art to claims of the training application
10:45 AM	11:00 AM	0.25	Break	
11:00 AM	12:00 PM	1	Mapping Art to Claims Exercise	Independent work with main room open for questions
12:00 PM	1:00 PM	1	Facilitated discussion on Mapping Art to Claims Exercise	Breakout groups report out findings on the training application exercise and be provided homework assignment instructions
1:00 PM	1:15 PM	0.25	Wrap-Up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions.
<b>Day 4</b>				
9:00 AM	9:15 AM	0.25	Check-in, Overview Day 3, Case Reporting - Stage II	Time for reacquainting participants with the subject matter discussed in the previous module. Presentation on how examiners are trained to report a case after conducting the search and analyzing the claims with respect to the prior art prior to writing an office action.
9:15 AM	9:45 AM	0.5	Facilitated discussion of the Mapping Art to Claims Homework Assignment	Breakout groups report out findings on training application Homework Assignment
9:45 AM	10:45 AM	1	Writing an Office Action	Presentation detailing steps necessary to write an office action. The training application is used as an example.
10:45 AM	11:00 AM	0.25	Break	
11:00 AM	11:30 AM	0.5	Pro Bono	
11:30 AM	12:30 PM	1	Professional Responsibility and Practice before the USPTO	Ethics lecture focusing on the roles and responsibilities of registered patent practitioners
12:30 PM	1:15 PM	0.75	Roundtable Discussion and course Wrap-Up	Facilitated Subject Matter Experts roundtable discussion with participants

For more information, email [STEPP@uspto.gov](mailto:STEPP@uspto.gov).