

## StART: 3-Day Online Training on filing a Nonprovisional Patent Application

### USPTO : Office of Patents Stakeholder Experience

| Start        | End      | Duration (hr) | Course Title  | Description  |
|--------------|----------|---------------|---|--|
| <b>Day 1</b> |          |               |   |  |
| 9:00 AM      | 9:15 AM  | 0:15          | Welcome, Introductions and Overview   | Brief introduction and Q&A before the start of the course.   |
| 9:15 AM      | 10:00 AM | 0:45          | Patent Basics Presentation  | Presentation discussing Intellectual Property, types of patent applications and filing status (small vs. micro entity)   |
| 10:00 AM     | 10:15 AM | 0:15          | Break   |  |
| 10:15 AM     | 12:00 PM | 1:45          | Search Training   | Presentation on Planning a Prior Art Search utilizing Keywords and Classification, utilizing Patents Public Search (PPUBS)   |
| 12:00 PM     | 1:00 PM  | 1:00          | Lunch   |  |
| 1:00 PM      | 4:00 PM  | 3:00          | Self Searching with Q&A assistance<br>(2x 1.5 hour breakout sessions)   | Time dedicated to search for your individual invention on your own - Breakout rooms available for one-on-one search assistance with Search and Classification Examiners  |
| <b>Day 2</b> |          |               |   |  |
| 9:00 AM      | 9:15 AM  | 0:15          | Morning Check-in and Q&A  | Time for Q&A   |
| 9:15 AM      | 10:15 AM | 1:00          | Presentation on Claim Writing   | Presentation focusing on understanding the scope of the claim, formality requirements, indefiniteness, written description and enablement requirements   |
| 10:15 AM     | 12:00 PM | 1:45          | Individual Claim Drafting   | Time designated for each participant to formulate at least one claim utilizing the results from the search performed   |
| 12:00 PM     | 1:00 PM  | 1:00          | Lunch   |  |
| 1:00 PM      | 4:00 PM  | 3:00          | Optional Claim Writing with Q&A assistance<br>(2x 1.5 hour breakout sessions)                                   | Breakout rooms for one-on-one assistance with Pro Se Art Unit Examiners and/or SPEs with understanding claim drafting requirements   |
| <b>Day 3</b> |          |               |   |  |
| 9:00 AM      | 9:15 AM  | 0:15          | Morning Check-in and Q&A  | Time for Q&A   |
| 9:15 AM      | 10:00 AM | 0:45          | Presentation on Forms & Requirements for Filing   | Presentation focusing on the proper forms for Provisional, Design and Non-Provisional Applications including an overview of the cover sheet, micro entity status, internet authorization and the transmittal form (not electronically filed) |
| 10:00 AM     | 10:30 AM | 0:30          | Application Data Sheet  | Presentation going over the details of the Application Data Sheet  |
| 10:30 AM     | 10:45 AM | 0:15          | Break   |  |
| 10:45 AM     | 12:00 PM | 1:15          | Presentation on Patent Center and DOCX  | Presentation and Demonstration going over Patent Center and how to use DOCX files  |
| 12:00 PM     | 1:00 PM  | 1:00          | Lunch   |  |
| 1:00 PM      | 4:00 PM  | 3:00          | Finalizing the claimed invention, specification and drawings (if applicable)<br>(2x 1.5 hour breakout sessions) | Breakout rooms for one-on-one assistance with Pro Se Art Unit Examiners and/or SPEs to assist with compliance and formality requirements and properly labeling drawings  |