

**STEPP: Agent/Attorney & Inventor (Combined) 3-Day Course for Univ. of Hawaii**

**USPTO : Office of Patents Stakeholder Experience (OPSE)**

Start	End	Duration (hr)	Course Title	Description
<b>Day 1</b>				
1:00 PM	1:30 PM	0.5	Welcome, Introductions and Housekeeping	Brief introduction and Q&A before the start of the course.
1:30 PM	2:30 PM	1	The Role of a Patent Examiner	Presentation discussing the responsibilities, duties, and work expectations of a patent examiner.
2:30 PM	3:30 PM	1	Presentation on Forms and Requirements for Filing	Presentation focusing on understanding 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)
3:30 PM	3:45 PM	0.25	Break	
3:45 PM	4:45 PM	1	Understanding a training application	Presentation on how examiners are trained to read and understand an application. An accompanying exercise provided with breakout group instructions.
4:45 PM	5:15 PM	0.5	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	9:30 AM	0.5	Check-in, Overview of Day 1	Time for reacquainting participants with the subject matter discussed in the previous module.
9:30 AM	10:30 AM	1	Planning a Search (Part 1)	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.
10:30 AM	10:45 AM	0.25	Break	
10:45 AM	11:45 AM	1	Planning a Search (Part 2)	Live demonstration 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	11:45 AM	1	Class discussion on 35 USC 101 and 112	Presentation and Participants discussion on knowledge checks and examples on 101, 112(a), 112(b), 112(d) and 112(f).
11:45 AM	1:00 PM	1.25	Lunch	
1:00 PM	1:30 PM	0.5	101 and 112 training application exercise	Breakout groups completes exercise on the training application
1:30 PM	2:00 PM	0.5	Facilitated discussion on 35 USC 101 and 112 exercise	Breakout groups report out findings
2:00 PM	2:30 PM	0.5	Presentation on Resources	Presentation and demonstration discussing the different resources available at the USPTO (e.g., websites, etc.)
2:30 PM	2:45 PM	0.25	Break	
2:45 PM	3:45 PM	1	Presentation on Patent Center and DOCX	Presentation and Demonstration going over Patent Center and how to use DOCX files
3:45 PM	4:15 PM	0.5	Wrap-Up Q&A	Time dedicated to continuing any discussion with respect to the training application and answering any additional questions.

Day 3

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	10:30 AM	1	35 USC 102 & 103 - Prior Art Rejections	Presentation and discussion on knowledge checks and examples on 102 and 103.
10:30 AM	10:45 AM	0.25	Break	
10:45 AM	11:00 AM	0.25	Instruction to Mapping Art to Claims	Understanding Mapping Art to Claims breakout exercise activity and associated materials
11:00 AM	12:15 PM	1.25	Mapping Art to Claims Exercise	Breakout groups begin exercises allowing participants to try applying prior art to claims of the training application
12:15 PM	1:30 PM	1.25	Lunch	
1:30 PM	2:15 PM	0.75	Facilitated Discussion on Mapping Art to Claims	Breakout groups report out findings on the training application exercise and be provided homework assignment instructions
2:15 PM	3:15 PM	1	Writing an Office Action	Presentation detailing steps necessary to write an office action. The training application is used as an example.
3:15 PM	4:00 PM	0.75	Roundtable Discussion and course Wrap-Up	Facilitated Subject Matter Experts roundtable discussion with participants

**\*Times listed represent Hawaii Standard Time (HST).**

For more information, visit the [STEPP web page](#) or email [STEPP@uspto.gov](mailto:STEPP@uspto.gov). If you are an individual with a disability and would like to request a reasonable accommodation, please submit your request to the contact information listed above. Captioning service will be provided.



STAKEHOLDER TRAINING  
on EXAMINATION  
PRACTICE and PROCEDURE

