

## PCT101 Course Syllabus PCT Forms & Filing Fundamentals

WHERE NONLAWYER PROFESSIONALS BECOME KNOWLEDGABLE IP PARALEGALS

### Course Overview

PCT101 is a self-paced foundational course on Patent Cooperation Treaty patent forms and filing. Upon successful completion, students will have been taught substantial fundamentals in filing PCT patent applications. Provided is a review of what international patents are, a robust introduction to PCT patent forms, detailed walkthroughs of online filing procedures, as well as hands-on exposure to PCT rules, formalities and processes.

### PCT101MSP- \$496.00

- PCT Forms & Filing Fundamentals Course
- Approximate Total Duration: 16 hours

### PCT101MSX- \$596.00

- PCT Forms & Filing Fundamentals Course + Final Exam
- Approximate Total Duration: 16 hours + 2 Hour Final Exam

### **Lesson 1: Priority Claims**

- Overview & Course Objectives
- Priority
- The Right of Priority
- Priority Date
- Correcting and/or adding Priority Claims
- Restoration of the Right of Priority
- Homework (optional)

### **Lesson 2: Rectification & Incorporation by Reference**

- Request for Rectification of Obvious Mistakes
  - Rules
  - Publication
  - Limitations
  - Procedure
  - National Phase Ramifications
- Incorporation by Reference
  - Rules & Articles
  - Time Limit & Requirements
- Homework (optional)

### **Lesson 3: Supplemental International Search**

- Supplementary International Search (Rule 45bis)
- Objectives of the SIS
- Benefits of the SIS
- Where and When the SIS Should Be Filed
- SIS Process
- SIS Requirements
- Scope of the Supplementary Search
- Supplementary International Search Authorities
- Supplementary International Search Report
- Refund of Fees
- SIS Procedure
- Homework (optional)

### **Lesson 4: Third Party Observations, Licensing & Amendments**

- Third Party Observations – Objectives
  - System
  - Section 800 of Part 8 of the Administrative Instructions
  - Summary
  - Procedures
  - Filing
- Licensing
- Amendments
- Comparison between Articles 19 v. 32(4)(b) Amendments
- Procedures – Making Amendments & Replacement Sheets
- International Preliminary Report on Patentability
- Homework (optional)

### **Lesson 5: Withdrawals & Procedural Safeguards**

- Withdrawing the Application
- Withdrawal to Prevent Publication
- Withdrawal of Designations
- Withdrawal of Priority Claims
- Withdrawal of Supplementary Search Request
- Effects of Withdrawal
- Withdrawal Procedures
- Procedural Safeguards
- Homework (optional)

### **Lesson 6: Biological Material & Sequence Listings**

- Biological Material
  - Rules 13bis; 48.2(a)(viii)
  - Overview
  - When to include the information
  - Reference to Material Deposits by Third Parties
- Sequence Listing
  - Rules 5.2, 13ter and 49.5(a-bis)
  - Section 208 & Annex C of the Administrative Instructions
  - Overview
  - International Search Authority Copy
  - Filing Sequence Listings with the Application
  - Procedure for non-compliance with the Standard
  - PatentIn Software
- PCT-SAFE
- Homework (optional)

### **Lesson 7: Miscellaneous & National Phase**

- PCT Mailing Requirements (electronic & physical)
- Correspondence
- Confidentiality of International Applications
- Licensing Indications
- National Phase Applications
  - What is it?
  - Due Dates
  - Amendments
  - Requirements
  - PCT/IB/308 – Second Notice
  - AIA Considerations
  - Receipt
- Bypass Application vs. National Phase Application
- Homework (optional)

### **Lesson 8: PCT Changes & The Future + Course Review**

- General Information
- Trivia
- Recent Developments
- Future Developments
- Course Review
- PCT & WIPO Resources
- Homework (optional)

### Cancellations & Refunds

Course tuition, less a \$25.00 handling charge per registration, will be refunded upon WRITTEN CANCELLATION received prior to the “sent” timestamp of the Institute’s initial email containing the first session’s playback link; or in the case of live classes, within 7 days of the first live session. Cancellations received after this time will not be considered, and no refunds will be given. Attendee substitution for the course is permitted, though the new student will be required to register in full themselves and must meet all prerequisites within 30 days of cancellation.

### The IPParalegal Institute

75-5660 Kopiko St. Ste. C7-163  
Kailua-Kona, HI 96740  
www.ipparalegal.institute

Tele: 808.953.7371  
Facsimile: 808.498.4570  
IPeducation@ipparalegals.com