



PPF101 Course Syllabus

U.S. Patent Forms & Filing Fundamentals

WHERE NONLAWYER PROFESSIONALS BECOME KNOWLEDGABLE IP PARALEGALS

Course Overview

PPF101 is a self-paced foundational course on U.S. patent forms and filing. Upon successful completion, students will have been taught substantial fundamentals in filing patent applications in the United States. Provided is a core understanding of what patents are, a robust introduction to U.S. patent forms, detailed walkthroughs of online filing procedures, as well as hands-on exposure to U.S. patent rules, formalities and processes.

PPF101MSP- \$496.00

- U.S. Patent Forms & Filing Fundamentals Course
- Approximate Total Duration: 16 hours

PPF101MSX- \$596.00

- U.S. Patent Forms & Filing Fundamentals Course + Final Exam
- Approximate Total Duration: 16 hours + 2 Hour Final Exam

Lesson 1: What is a patent?

- Overview / Course Objectives
- What is a Patent?
- Patent Laws
- Patent Language / Definitions
- Types of Patents
 - Utility, Plant & Design
- Homework (optional)

Lesson 2: Patent Forms

- Bibliographic information
- Forms
 - Transmittal letter
 - Application Data Sheet
 - Oath / Declaration
 - Before 09/16/2012
 - After 09/16/2012 AIA Implementation
 - Power of Attorney (optional)
 - Information Disclosure Statement (optional)
 - Non-Publication Request (optional)
 - Other documents (optional)
- Signature Requirements
- Homework (optional)

Lesson 3: Patent Filing

- Electronic Filing System (EFS)
 - Joboptions vs. Image file
 - EFS Indexing
 - Requirements
 - Registered vs. Unregistered
 - Uploading & indexing documents
 - Verification
 - Payment
- Minimum Requirements to obtain a filing date
- Filing Receipt
- Notice to File Missing Parts
- Notice to File Corrected Application Papers
- Homework (optional)

Lesson 4: Pre-Office Action Prosecution

- Security Review
- Publication
- Restriction Requirement & Response
- Notice of Non-Compliant Amendment
- Preliminary Amendment
- Information Disclosure Statement
- Homework (optional)

Lesson 5: Office Actions & Responses

- Parts of an Office Action
 - Cover Sheet
 - Detailed Action
 - Summary
 - Attachments
- Response to Office Action
 - Basic format for responses
 - "Shell" response form
- Uploading & Indexing Responses
- Homework (optional)

Lesson 6: Final OA & Responses

- What is a Final Office Action
- Options for Response
 - Amending the Application
 - Advisory Action
 - Appeal
 - Abandonment
 - Request for Continued Examination (RCE)
 - Continuation
- Homework (optional)

Lesson 7: Notice of Allowance & Issue Fee

- Notice of Allowance & Issue Fees Due
- Rule 1.312 Amendment
- Issue Notification
- Homework (optional)

Lesson 8: Patents - Issue & Post Issue

- Letters Patent
- Maintenance Fees
- Expiration Dates
- Assignments
- 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.

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