

Standard Operating Procedures for Interested PETTP Participants

1. Review the information regarding the Patent Examiner Technical Training Program (PETTP) available on the USPTO Web site at www.uspto.gov/patents/pettp.jsp.
2. Inquire into participation in the PETTP by filling in and submitting the form available at www.uspto.gov/patents/pettp.jsp, or by sending an e-mail to Examiner_Technical_Training@uspto.gov that includes:
 - a. contact name,
 - b. contact telephone number, and
 - c. an indication of the technical area in which assistance can be provided.
3. After receiving a system generated e-mail in response to the inquiry, expect a telephone call from the point of contact within the specified area identified for technical assistance. The discussion during this call will normally include:
 - a. the identification of a target area(s) for technical training;
 - b. the identification of a specific target audience(s);
 - c. the identification of potential dates for the presentation of the technical training;
 - d. the USPTO's invited speaker requirements pursuant to Agency Administrative Order (AAO) 219-05;
 - e. the USPTO's non-coverage of participant expenses; and
 - f. the USPTO's policy on confidentiality of presentation content.
4. Once the technical training assistance offer is accepted by the USPTO, expect to be contacted by an assigned USPTO Lead to discuss (based on feedback from the target area(s)) specific training needs for the target audience. This discussion will also normally serve to:
 - a. jointly initiate development of a more focused overview of the training to be provided by discussing the education and experience backgrounds of the target audience;
 - b. determine the potential audience size;
 - c. determine the desired training session format (e.g. lecture, round-table, focused Q & A); and
 - d. determine the training session duration (normally a single, one hour session).
5. Provide a speaker or speakers who have a high degree of technical knowledge within their area of expertise and within the field of interest to the targeted audience. All PETTP participants must sign the USPTO's Invited Speaker Conflict of Interest Policy Statement prior to the presentation of the technical training.

6. Maintain communication with the USPTO Lead throughout the planning stages of the technical training session to receive assistance with:
 - a. finalizing details of the training session;
 - b. gaining speaker approval;
 - c. arranging meeting space and audio/visual assistance;
 - d. receiving visit logistics; and
 - e. arranging on-site hosts for the day of the training session.
7. Present the technical training session at a mutually agreed upon date and time to the target audience. This may be done either:
 - a. in-person at the USPTO's Alexandria VA campus; or
 - b. remotely to the USPTO's Alexandria VA campus (e.g. via webinar).
8. Provide feedback and/or comments to the USPTO regarding the PETTP.