

**UNITED STATES PATENT AND TRADEMARK OFFICE  
EAST AND WEST TRAINING APPLICATION FORM  
TRAINING FOR PUBLIC USERS**

The United States Patent and Trademark Office offers training courses to the public on how to use the **EAST** and **WEST** on-line database text and image retrieval systems.

The cost for training is \$25 due with submission of the application form. The fee can be paid by check, money order, credit card, or deposit account. Confirmed class seats can be rescheduled for a later time if written cancellations are received two weeks prior to the class date. This fee is non-refundable.

Individual instructions can be pre-arranged for a three hour class at \$120 depending on staff availability.

The **WEST** class covers all basic text searches features, from keyboard and Boolean logic to command functions and index searching, with practice time. This is a 7 hour class, given once a month, from 8:30am to 3:30pm.

The **EAST** class is a fast-paced course for a user with on-line database and Boolean logic experience. Text searching using indexes and the use of the browser screen for rapid patent retrieval. This is a 4-hour class given once a month from 8:30 a.m. to 12:30 p.m.

**Please arrive at the Public Search Facility (PSF) one half-hour before class so you may obtain an On-line Service Card and password.**

To enroll in the class, complete the training application indicating your selected form of payment and first and second choices of class dates (see posted schedule). Applications with payment may be left at the general reference desk in the Public Search Facility or may be mailed to: U.S. Patent and Trademark Office, PSF Public Training Center, Box 1450, Alexandria, VA 22313-1450, or faxed with appropriated payment to 571-273-0020. **You will be notified of your confirmed date.** For further information concerning class registration or participation, please contact Juanita Baker at 571-272-3275.

***APPLICATION FORM IS ON REVERSE SIDE***

**APPROPRIATE PAYMENT MUST ACCOMPANY APPLICATION**

This collection of information is authorized by 35 U.S.C. § 41(i) and is used by the public to register (and by the USPTO to process registrations) for training classes at the USPTO Public Search Facilities. This collection is estimated to take 10 minutes to complete, including gathering the information, preparing the form, and submitting the completed application to the USPTO. Time will vary depending on the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden should be sent to the Manager of the Public Search Facilities, USPTO, P.O. Box 1450, Alexandria, VA 22313-1450. **DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS.** Send to: U.S. Patent and Trademark Office, Attn: PSF Public Training Center, P.O. Box 1450, Alexandria, VA 22313-1450.

## EAST AND WEST TRAINING FORM

DATE SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: Home \_\_\_\_\_

Business \_\_\_\_\_

BADGE NUMBER: \_\_\_\_\_

EAST AND WEST TRAINING DATE REQUESTED:

Training Date: \_\_\_\_\_ EAST (8:30 – 12:00) \_\_\_\_\_

Training Date: \_\_\_\_\_ WEST (8:30 – 3:30) \_\_\_\_\_

ON-LINE ACCOUNT ESTABLISHED? Y  N

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### PAYMENT MUST ACCOMPANY THIS APPLICATION FORM

Deposit Acct.  Credit Card  Check  Cash Receipt

Please make check or money order payable to the Director of the U.S. Patent and Trademark Office. Invoices are **NOT** issued. Purchase orders are **NOT** accepted.

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CHARGE TO MY USPTO DEPOSIT ACCOUNT: \_\_\_\_\_ - \_\_\_\_\_  
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Name as it appears on the account: \_\_\_\_\_

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You may FAX charge and deposit account orders **only** to 571-273-0020.

**OR**

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