

UNITED STATES PATENT AND TRADEMARK OFFICE  
EAST AND WEST TRAINING REGISTRATION 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.

Confirmed class seats can be rescheduled for a later time if written cancellations are received two weeks prior to the class date.

Individual instructions can be pre-arranged in advance for a three hour class 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, conducted from 8:30am to 3:30pm. See posted schedule (uspto.gov) for specific class dates.

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 8:30am to 12:30pm. See posted schedule (uspto.gov) for specific class dates.

**Please arrive at the Public Search Facility (PSF) one half-hour before class so you may obtain a badge and password.**

To enroll in the class, complete the training registration form indicating your selected first and second choices of class dates (see posted schedule). Registration forms may be mailed to: U.S. Patent and Trademark Office, Attn: PSF Public Training Center, Box 1450, Alexandria, VA 22313-1450 or faxed with appropriated payment to (571) 273-0021. **You will be notified of your confirmed date.** For further information concerning class registration or participation, please contact Juanita Baker at (571) 272- 3275.

**REGISTRATION FORM IS ON REVERSE SIDE**

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 5 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  
REGISTRATION FORM**

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

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

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

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

TELEPHONE:           Home \_\_\_\_\_

  Business \_\_\_\_\_

BADGE NUMBER:     \_\_\_\_\_

**EAST (8:30 – 12:00)** \_\_\_\_\_

**1<sup>st</sup> Choice Training Date** \_\_\_\_\_

**2<sup>nd</sup> Choice Training Date** -----

**WEST (8:30 – 3:30)** \_\_\_\_\_

**1<sup>st</sup> Choice Training Date** -----

**2<sup>nd</sup> Choice Training Date** -----

ON-LINE ACCOUNT ESTABLISHED?   Y    N