



**DELTA**PATENTS



Training for IP Administrators

**IP ADMINISTRATORS  
FULL TRAINING PROGRAM  
PREPARING FOR THE  
DUTCH EXAM FORMALITIES  
OFFICERS**

# DELTAPATENTS WELCOMES YOU

## Why DeltaPatents?

DeltaPatents is a **patent attorney firm** based in the Netherlands with a passion for quality. We provide the highest quality advice and service to public and private companies at various stages of growth from start-up to Fortune 500. All our patent specialists have a deep technological knowledge and extensive industrial experience at companies like Philips, NXP, ASML, and Dupont/Danisco. Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

Our client's needs vary when it comes to patenting routes and level of support needed, and we are able to adapt to their needs and work together with local in-house support staff. This gives us a wide range of knowledge over a broad spectrum of patent procedures.

We are proud to be a leading training organisation for Patent Attorneys for over a decade, offering a complete range of training modules for the European Qualifying Examination – EPC and PCT, and various other IP subjects.

*"It was a pleasure to study with such a skilled and nice instructor"*

Our **blogs** keep you up-to-date on the EQE, Case law, Patent procedures, Unitary Patent and Dutch IP News.



In 2006 we started **training IP support staff**, culminating in a full training program preparing for the official Dutch Formalities Officers exam. The training modules are now offered throughout Europe.

Our training focuses on giving insight and understanding, and ensuring that the acquired knowledge can be practically applied. Unique for DeltaPatents is that we thoroughly train and guide our tutors. For our tutors, training is a profession, mastered by teamwork and frequent involvement in courses. We take feedback of attendants seriously and act on it. For us, quality and customer satisfaction are essential.

*"Education is not the learning of facts,  
but the training of the mind to think"*  
*Albert Einstein*

Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

## DeltaPatents' personal touch

We believe in teaching and treating candidates with a personal touch. You will be trained in small groups, giving ample opportunity to discuss unclear issues in more detail and get personal assistance.

Hospitality is important to us. For candidates staying in Eindhoven for a couple of days, we aim to organize a social event, such as a dinner or a trip to a local place of interest.

We welcome email contact with our tutors to ask follow-up questions, to clarify course materials or to report mistakes.



# IP ADMINISTRATORS

## FULL TRAINING PROGRAM

### PREPARING FOR THE DUTCH EXAM

### FORMALITIES OFFICERS

#### Objective

The Dutch Exam for Formalities Officers is usually held in May or June each year. The Exam Committee of the Platform Formalities Officers has established a list of knowledge and competences that a certified Formalities Officer is expected to have.

It is necessary to register for the exam via [secretariaat@formalitiesofficers.nl](mailto:secretariaat@formalitiesofficers.nl) and pay a fee.

The fee level is lower if you are a member of the Platform FO.

In co-operation with the Platform, DeltaPatents offers a 9-day full training program in preparation of this Exam, focussing on providing the desired knowledge and competences to the participants.

#### Who should attend?

IP Administrators and other IP support staff, either from an industrial in-house IP department or from private practice, who wish to obtain in-depth knowledge on several patent aspects and procedures and insight in trademark and design procedures. It is advisable that attendants have some experience in the field of patents. Experience in the field of trademarks and designs is not necessary.

#### In 2023 we offer onsite/online training

We offer this course as onsite/online training. Some course days will be onsite, at Aristo in Utrecht Lunetten and some course days will be online, using video sessions with the WebEx system. With this system you can interact with the tutor and the other candidates,

ask questions and give answers to the questions of the tutor.

It requires you to have a system with internet connection, a microphone and a speaker (you may wish to consider a headset); preferably you use a laptop or other computer, but WebEx is also available on smartphones and tablets.

For the online training we have divided the topics to be presented in blocks.

Each onsite course day will be on a Monday, from 09.00 till 17.00 hrs. Every online course day will be split in two half days and will be scheduled on Tuesday and Thursday mornings from 09.00 till 12.30 hrs. The exam training will be online, on a Monday from 09.00 till 17.00 hrs.

#### Structure and approach

We offer four modules that fully prepare the participants for the Exam Formalities Officers. These modules are:

- General Aspects Patents + Core EPC Procedures (3-day)
- PCT Procedures + Foreign Systems (3-day)
- NL Patent Procedure + Changes of Ownership (1-day)
- Trademarks and Designs (2-day)

In addition to these modules we offer a one-day Exam Training which focuses on giving attendants skills on dealing with the exam – how can you most effectively demonstrate your skills in the time available and score maximum marks. The Exam Training will use the Wiseflow program that is also used for the exam.



It is possible to enrol for the complete series of courses (with or without the optional exam training), or to enrol for separate modules, according to your needs. However, attendants of separate modules should keep in mind that those are part of a full training program and the tutor will make connections to knowledge acquired in previous lessons. Furthermore, subjects may be treated less extensively, to avoid overlap with earlier lessons.

Our focus is to create insight and a thorough understanding of the several procedures. We not only explain what actions should be taken and when, but more importantly why they should be done and how. Our explanations follow the natural course of applications from filing to grant, so as to be consistent with the daily practice of IP Administrators. Additionally, we cover issues during the preparation for filing and after grant.

The information is communicated to participants by presentations using overhead sheets. During each presentation, comprehension of the topics is tested with exercises and cases.

To stay close to daily practice we show some of the forms and official letters of the Patent Offices in our presentations. Furthermore we provide a unique set of flow charts developed by ourselves that explain the various procedures visually. We refer to the Applicant's Guides for further reading. For the EPC module, a booklet is provided with the relevant parts of the EPO Guidelines for Examination and the Applicant's guide. In between the sessions, candidates are required to make homework.

## Description of the modules

### General Aspects Patents + EPC Procedures (3-day)

Participants will obtain knowledge of 'overall issues' like the priority concept, patent routes and systems, inventor-/ownership, and representation. After attending this module the participant will be able to file a (priority) application and a European patent application (fax and electronic filing), invoke priority and deal with the most occurring issues for getting a filing date, and dealing with the formalities examination. Participants will have a good insight in time limits, remedies (like further processing) and fee payments and will be able to put the knowledge into practice.

Furthermore the participant will have knowledge of the EPC procedure from search to grant as well as of the validation procedure including translations according to the London Agreement and the unitary patent/UPC. The participant will also be able to carry out and monitor the main procedural steps during all these phases.

### PCT procedures + Foreign Systems (3-day)

The participant will be able to file a PCT application using the RO/101 form, invoke priority, deal with the most frequently occurring issues for getting a filing date, and deal with both formality and prosecution tasks during the rest of the international phase, EP regional entry and national entry in the US, China, India and Japan. Participants will have a good insight in time limits, remedies and fee payments and will be able to put the knowledge into practice.

Furthermore the participant will be able to perform and monitor the main procedural steps during all these phases.

The IP Administrator will also gain insight in what he/she might encounter during the different national phases like requesting examination, filing of assignment, Power of Attorney, IDS, payment of issue fees, renewal fees, etc.

### NL patent procedure + Changes of Ownership (1-day)

The participant will be able to file a NL application (fax and electronic filing), invoke priority and deal with the most occurring issues for getting a filing date, and dealing with the formalities as well as the prosecution of the application procedure, validation of the EP patent in the Netherlands and the procedure for obtaining a Supplementary Protection Certificate (SPC).

Participants will have a good insight in time limits, remedies and fee payments and will be able to put the knowledge into practice.

Furthermore the participant will be able to perform and monitor the main procedural steps during these phases.

Regarding the change of ownership attendants will understand IP rights as property, will be able to establish inventorship and ownership, and will learn what documents are required by the NL Patent Office, EPO and WIPO for registration of a change.

The participant will be able to record a change of name or ownership during the PCT International Phase, at the NL Patent Office and at the EPO. Furthermore the

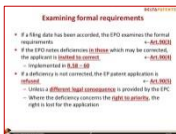
participant will learn how to deal with legalisation and notarisation of documents.

### Trademarks and Designs (2-day)

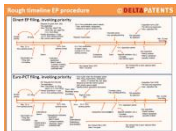
By the end of this session participants will understand the differences between trademarks, designs, domain names and copyright and the different way of thinking compared to patent law. For, different than in patent law, having a trademark and/or design registration does not necessarily mean that rights have been acquired or will remain valid during the registration period. Consequently, participants will acquire knowledge about the filing requirements and understanding of the registration procedure for the Benelux, European and International procedures. Lastly, participants will have an insight in the different filing routes.

## Training material

A comprehensive set of high quality, up-to-date training material will be provided including:



- All overhead sheets used during the presentations.



- Unique set of flow charts that visually explain the various procedures, summarize the steps to be taken and show parts of official letters of the Patent Offices



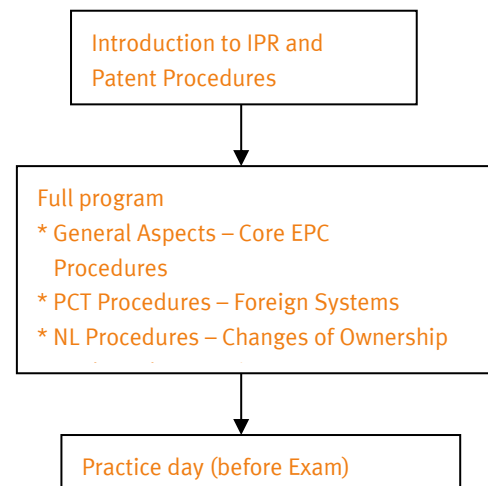
- Cases and questions (open and multiple choice) to assist participants in internalising the information.

## Prior training

It is advisable that attendants have some experience in the field of patents. Experience in the field of trademarks and designs is not necessary. Attendants with less experience can first follow the 3-day Introduction to IPR and Patent Procedures course.

## Subsequent training

In addition to these modules, we offer a practice day that is planned shortly before the exam. On this day we will practice previous exams and discuss difficulties that course participants have encountered while preparing for the exam.





## Full program for the Dutch exam

Here below you find the course fees.

The full program for IP Administrators, preparing for the Dutch exam, consists of the following modules:

- General Aspects – Core EPC Procedures, price € 1.310
  - PCT Procedures – Foreign Systems, price € 1.380
  - NL Procedures – Changes of Ownership, price € 425
  - Trademarks & Design, price € 850
  - Exam Training, price € 425
  - Full program (9 days), price € 3.965
  - Full program (10 days, incl. Exam Training), price € 4.390
- Registration fee € 65



## Time schedule

- General aspects – Core EPC Procedures  
Monday 9 October 2023 – Onsite - Aristo Lunetten
- Core EPC Procedures  
Tuesday-Thursday 7-9 November 2023 - Online
- Core EPC Procedures  
Tuesday-Thursday 28-30 November 2023 - Online
- PCT Procedures  
Monday 18 December 2023- Onsite - Aristo Lunetten
- PCT Procedures  
Monday 8 January 2024 - Onsite - Aristo Lunetten
- PCT Procedures – Foreign Systems  
Monday 5 February 2024 – Onsite - Aristo Lunetten
- NL Procedures – Changes of Ownership  
Tuesday-Thursday 5-7 March 2024 - Online
- Designs  
Tuesday-Thursday 26-28 March 2024 - Online
- Trademarks  
Tuesday-Thursday 16-18 April 2024- Online
- Exam Training  
Monday 6 May 2024- online (1 full course day)

## Course language

The material will be provided in English, except for the part NL Procedures (material and tuition in Dutch). Tuition will be in English (or Dutch if all participants agree).

## Certificate

Each participant will be given a certificate of attendance.

## Registration

Please note that priority will be given to candidates enrolling for the full training program. The ultimate date of registration for the full program is 18 September 2023.

Members of the Dutch and the Belgium Platform Formalities Officers receive a reduction of 10%.

Prices include tuition, course materials. A registration fee of € 65 is charged for each booking. For a company booking of several courses at the same time, only one administrative fee of € 65 will be charged. All prices are exclusive of VAT (currently 21%).

Please use the enclosed registration form to enrol and send it to us by email or fax. You may also register online: [www.deltapatents.com](http://www.deltapatents.com).





**“I AM VERY  
IMPRESSED  
WITH THE  
QUALITY AND  
KNOWLEDGE  
LEVEL.”**





**Diane Tweedlie**



**Jelle Hoekstra**



**Tanja la Cour**



**Simone Koster**

## Meet the Tutors

- Diane Tweedlie is tutor for Pre-Exam, Main Exam Paper D and IP Administrators' courses. She is a European Patent Attorney in the field of Mechanical Engineering.
- Jelle Hoekstra is a founding partner of DeltaPatents, and an experienced tutor. He has been involved with Intellectual Property for more than 20 years in industry and private practice. He is a European Patent Attorney and author of several books on the EPC.
- Tanja la Cour is tutor for Main Exam Paper C and IP Administrators' courses. She is a European Patent Attorney in the field of Life Science and Biotechnology and Manager IP Support.
- Simone Koster is tutor for IP Administrators' courses. She is a Certified Formalities Officer at DeltaPatents for 10 years now.



**Lea Wijnen**

## Contact

For more information please visit the DeltaPatents website ([www.deltapatents.com](http://www.deltapatents.com)) or contact Lea Wijnen at DeltaPatents ([training@deltapatents.com](mailto:training@deltapatents.com)).



# REGISTRATION FORM

You may register by **fax** + 31 40 2366708 **mail** DeltaPatents B.V., Fellenoord 370, 5611 ZL Eindhoven, the Netherlands  
**website** [www.deltapatents.com](http://www.deltapatents.com) **email** [training@deltapatents.com](mailto:training@deltapatents.com)

name

how many years of experience in field of patents?

all round IP Administrator?

yes/no

company

company address

private address (town)

office address (town)

billing-address (if different), including email address and phone number

purchase order

VAT-number

tel. no.

e-mail address

member Platform FO

yes/no

A registration fee of € 65 is charged for each booking. If more than one course is booked at the same time, only one administrative fee of € 65 will be charged. All prices are exclusive of 21% VAT. No VAT will be charged if a VAT-number is provided on this form.

3-day

☐ Dates: 9 October 2023 – 7/9 November 2023 – 28/30 November 2023

General Aspects Core EPC

Onsite/online

3-day

☐ Dates 18 December 2023 – 8 January 2024 – 5 February 2024

PCT Procedures Foreign Systems

Onsite

1-day

☐ Dates: 5/7 March 2024

NL Procedures - Changes Ownership

Online

2-day

☐ Dates: Designs 26/28 March 2024

Trademarks & Designs

Trademarks 16/18 April 2024

Online

1-day

☐ Date: 7 May 2024

Exam Training

Online

Full Program

☐ Period: October 2023 – April 2024

(9 days) without Exam Training

Full Program

☐ Period: October 2023 – May 2024

(10 days) including Exam Training

**Cancellation policy: please check our website ([www.deltapatents.com](http://www.deltapatents.com)) for our cancellation policy**

DeltaPatents Training B.V. Fellenoord 370, NL-5611 ZL Eindhoven **phone** +31 40 7876030 **email** [training@deltapatents.com](mailto:training@deltapatents.com)