



Certified Patent Practitioner Candidate Handbook and Study Guidelines Updated February 2024.

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A. INTRODUCTION

The Certified Patent Practitioner (CPP) credential is a professional designation intended to distinguish those who have demonstrated experience, proficiency, knowledge, and understanding of patent drafting and

prosecution through involvement in the patent preparation and prosecution processes. The CPP program was created as an initiative of the Patent Institute of Training, LLC. A separately incorporated entity, the National Council on Patent Practicum, Inc. (NCPPI, Inc.), oversees the development and operation of the CPP program. CPP's mission is to assist and serve the public by establishing certification standards for patent professionals. "Certified Patent Practitioner" and "CPP" are trademark/service marks.

To achieve certification, candidates must pass an eight (8) hour examination. The CPP Qualifying examination stems from the claims drafting section of pre-1998 Patent Bar examination. It should be noted that the CPP Qualifying examination is not a replacement for the Patent Bar examination, rather, it is a supplement to the Patent Bar designed to show proficiency of a patent practitioner with regards to patent preparation and prosecution. The CPP Qualifying examination has been designed to measure skill and knowledge for an individual who has less than five years of patent preparation and prosecution experience. Candidates are required to meet educational standards (see section F). By awarding the designation of CPP, the NCPPI is formally recognizing the patent practitioner who has provided evidence that he or she meets accepted professional industry standards.

Examination Development

NCPPI has contracted with Prometric to administer the certification examination. Prometric is a full-service testing company providing licensure, certification, and specialty examinations, including practical simulation tests for associations, state boards, government agencies, and corporations. For example, Prometric administers the United States Patent & Trademark Office's (USPTO) Patent Bar. The development of a valid examination for the CPP certification process began with a clear and concise definition of the knowledge, skills, and abilities needed for competent job performance. Unlike the Patent Bar, the CPP examination tests proficiency in patent drafting in order to provide employers with a baseline idea of a CPP's patent drafting aptitude. Using interviews, surveys, observations, and group discussions, NCPPI worked with patent professionals to delineate critical job components. The knowledge and skill basis for the examination were derived from the actual practice of the patent professionals.

Patent Practitioner Definition

Patent preparation comprises identification, evaluation, development, strategy, drafting, and/or use of patentable ideas. Patent prosecution comprises analysis, strategy, and/or effective advocacy for patent applicants when responding to Office Actions. Certified Patent Practitioners are people of good ethical reputation who subscribe to the CPP Rules of Conduct and who in business or professional activities have significant patent preparation, prosecution, and/or patent strategy responsibility. Patent Practitioners work in a variety of settings, including business (corporations); private practice (law firms); or government (USPTO); and as service providers to the above. It should be noted that a Patent Practitioner is not necessarily a technical specialist, patent agent, patent prosecution attorney, patent examiner, or someone who qualifies to sit for the Patent Bar. However a Patent Practitioner can be anyone who has the responsibility to support the patent process (e.g., patent searchers, patent litigators, patent developers, patent engineers, etc.).

B. APPLICATION DEADLINES AND EXAMINATION SCHEDULE

The examination is computer-based and is currently offered once a year. Please note, applications must be completed and the testing appointment must be made at least seven (7) days prior to the test date. Candidates are strongly encouraged to complete their applications at least thirty (30) days prior to the opening of the testing window for which they want to sit. For example, candidates who want to test in

October should complete their applications in September. Candidates can only schedule for the next available testing window.

C. APPLICATION FEES

The application fee is \$500. Payments can be made via any major credit card as part of the online application. As the application is online, checks and money orders are not accepted as payment. The fee must be paid in U.S. funds. The application fee is not refundable. The application fee includes the processing of the application. If the candidate does not take the examination or does not successfully complete the examination, then the application is closed and the candidate must reapply and pay the application fees again. If the candidate fails the examination, then the candidate can schedule another testing appointment. To schedule another testing appointment, the candidate must return to the scheduling system. All fees are subject to change. If such a change occurs before the reprinting of this candidate handbook, a notice of the change will be attached to the application. Be aware of the importance of any such notices.

D. APPLICATION SUBMISSION

All candidates will apply online at www.thencpp.org/cppregistration. If you are a new candidate who has not started an application, select “New Candidate” under the “New CPP Candidate” header.

If you are a new candidate who has started, but not finished an application, select “Returning Candidate.” When you select “Returning Candidate,” you will be prompted to enter your username and password, which you previously entered in Contact Information of the online application. Please note: The username and password that you create during the application process will be used by passing candidates to update their information on the CPP Registry listing. The online application is presented in sections. Following the Introduction and Instructions screen, the candidate will complete the following sections:

- A. Contact Information
- B. Education (includes college/university name, location, years attended, and degree received)
- C. Employment (includes employer name, location, contact information, start and end dates of employment) for current and previous employers
- D. Professional References (includes name, location, and contact information for two professional references)
- E. Resume Upload (includes candidate's Curriculum Vita).
- F. Transcript Upload (unofficial is accepted).
- G. Code of Conduct Acknowledgement

Candidates are encouraged to gather all of the information outlined above prior to beginning the application. The completion of the application should take no more than 30 minutes.

As noted, candidates who begin the application, but must stop before completion, can return to the application by returning to www.thencpp.org/cppregistration. When you select “Returning Candidate,” you will be prompted to enter your username and password, which you entered in the Contact Information of the online application.

Please note that all applications and payments are processed by NCPP. Credit card statements will reflect the NCPP name as the payee. An application will not be processed until it is complete and payment is accepted. Questions regarding the application or payment can be directed to NCPP at cppexam@thencpp.org.

Once an application is processed, NCPP will issue an eligibility number to the Candidate. The Candidate can then use that eligibility number to register for the CPP Exam with Prometric.

E. APPLICATION AND TESTING PROCESS

It is recommended that a CPP candidate adhere to the following steps:

1. Review this candidate handbook (available online at www.thencpp.org) prior to completing the application. Follow the instructions given. Questions can be addressed to NCPP using the contact information noted above or NCPP via email cppexam@thencpp.org. Failure to follow the instructions can lead to the rejection of an application.
2. Review the eligibility requirements. To sit for the CPP examination, a Candidate must meet the necessary education and experience standards. See section F for further details. **DO NOT** submit an application before you have satisfied all eligibility requirements. Keep in mind, the application fee is non-refundable.
3. Complete the application and pay the application fee. A completed application must be submitted through www.thencpp.org/CppRegistration.
4. Complete the application at least seven days prior to the desired testing date. Please note: Candidates are encouraged to apply to NCPP 30 days before the opening of the testing date for which they want to sit to allow for application and payment processing. For example, if you want to test on October 14, 2023, your application must be completed (including payment) and you must schedule your testing appointment no later than October 7, 2023. However, you are encouraged to complete your application by September 14, 2023. You can only schedule for the next available test.
5. Schedule a testing session. Upon the approval of your application, NCPP will notify you of your eligibility to sit for the examination and will provide you with an eligibility number that you will use to schedule with Prometric. Navigate to www.prometric.com/ncpp to schedule your exam with Prometric.
6. Plan to log in for your exam 30 minutes before the scheduled appointment to allow time for check-in procedures. If you are late in arriving, you will not be allowed to test and will forfeit your exam fee.
7. Sitting for the examination. Each session is performed over a morning and afternoon. The examination consists of short answer questions, claims drafting, and specification drafting exercises. The actual examination time is 8 (eight) hours total. However, including breaks and pre/post exam procedures, the entire duration is 9 (nine) hours and 15 (fifteen) mins.
 - Intro, NDA, tutorial: 10 minutes
 - Section 1: up to 90 minutes
 - **Optional** Scheduled break: up to 20 minutes
 - Section 2: up to 150 minutes
 - Scheduled break: up to 45 minutes
 - Section 3: up to 240 minutes
 - Brief post-exam survey: 10 minutes
8. Wait for the examination results. The Certified Patent Practitioner Examination score reports will be available from NCPP approximately 8-10 weeks following the close of the examination via an online score report portal.

F. ELIGIBILITY REQUIREMENTS

To sit for the certification examination, you must meet certain requirements. Please provide all requested information with your application. Applications will not be considered complete without the requested information.

Candidates for the CPP examination must meet the scientific and technical training requirements as outlined per the USPTO Patent Bar registration processes found [here](#).

Education

To sit for the certification examination, the candidate must have received a Bachelor's degree or higher from an accredited university.

Experience

No previous work experience is required to take the examination. However, previous work experience may aid in your passing of the examination. If you have no previous work experience, it is suggested that you take a patent preparation course to prepare for the examination.

Ineligibility

Candidates who are convicted of or confess to a crime, have been disbarred, suspended, or lost a professional license, and/or have been previously denied admission as a CPP for lack of good moral character and reputation, shall report such to NCPP prior to registering for the CPP examination and at least 30 days prior to the CPP examination. NCPP shall review each report on an individual basis and will provide a disposition to the Candidate regarding their candidacy to take the CPP examination at least 1 week prior to the CPP examination.

G. ADDITIONAL APPLICATION INFORMATION

Personal Information

Please complete all sections of the application that pertain to personal information. This information is needed in order to facilitate communication with you. You should include your maiden name, if it is needed to confirm experience or training requirements. Provide complete information including zip codes, telephone numbers, and email addresses in order to expedite processing. During the application and certification process, it is your responsibility to keep NCPP informed of current addresses so that you will continue to receive all certification updates and renewal notices. All information collected hereunder shall be held in confidence and shall not be used for any purpose other than in connection with NCPP, Inc., including the creation of the Registry.

H. TESTING APPOINTMENT SCHEDULING

NCPP will provide an eligibility identification number and direct candidates to the online test scheduling system at www.prometric.com/ncpp to select the testing session. Candidates can only schedule for the next

available testing window. Following scheduling, Prometric will email a confirmation notice to each candidate. The confirmation notice will include the exam appointment date and time. You must take the Certified Patent Practitioner examination during the testing appointment that was scheduled following the approval of your application. **Appointments may not be rescheduled or canceled for any reason other than a verifiable emergency.** Exceptions will be made only for substantiated emergencies. In the event of an emergency, you must contact NCPP immediately. Then, NCPP will work with you to reschedule your testing appointment via www.prometric.com/ncpp for the next available testing appointment. Please note that the next exam may not occur until the following year. **In the event of a substantiated emergency, the Candidate will only need to pay a \$35 administrative fee to receive a new eligibility number for the next exam window.** If you do not have an emergency, you may resubmit your application during the application window for the next examination. However, the full testing fee will be required again.

Retaking the CPP Exam

If a Candidate does not pass the CPP exam, then the Candidate must apply to the subsequent CPP examination. The Candidate may use their score from the Short Answer section of the previous exam that they did not pass. However, the Candidate must still pay the \$500 registration fee to retake the exam. Please note that Short Answer carryover scores are only good for the subsequent exam. For instance, if a candidate has taken the exam twice and is registering for a third exam, the Candidate may only use their Short Answer score from the second exam to count towards their third exam. Thus alleviating the need for the Candidate to retake the Short Answer section during the third exam.

Canceling a Testing Appointment

Testing appointments can be canceled; however, candidates will not receive a refund for the canceled testing appointment. Candidates who are unable to test during their scheduled testing appointments should apply during the next testing window.

I. EXAMINATION INFORMATION

Examination Content

Eight (8) hours are permitted for completion of the actual examination, four (4) hours in the morning session and four (4) hours in the afternoon session. The examination is designed to test a Candidate's knowledge of: patent preparation, USPTO rules, practice, procedure, understanding of claims drafting, the ability to properly draft claims, the ability to properly analyze factual situations, and the ability to properly apply the patent laws and USPTO rules, practice, and procedure, such as would be required to render valuable services to patent applicants in the preparation of their patent applications.

The short answer section of the examination will test the Candidate's ability to accurately apply patent practice and procedure based on analysis and fundamental understanding of the patent practice. The patent preparation portion of the certification examination comprises 1 disclosure, 1 set of drawings, and 3 prior art references. The Candidate must draft a basic patent application comprising a specification and claims towards the novelty of the disclosure. As noted in the Examination Scoring subsection below, eight (8) major performance criteria items and four (4) stylistic analysis content items account for the examination's scoring assessment.

Video

Prometric offers an online video of what to expect on test day. The online video is accessible anytime, anywhere, through any computer with Internet access. Candidates may access the video [here](#).

Sample Questions

The following [sample tests](#) were taken from the Certified Patent Practitioner examination question repository and serve as samples of the question types and question content found on the Certified Patent Practitioner examination. Please see the answer key at the end of this handbook.

Resources

The Certified Patent Practitioner examination is based on current knowledge of practice in patent preparation and prosecution. The resources recommended below, although not comprehensive, may be helpful in preparing for the examination. Please note that registration for or participation in any of the below courses/activities DOES NOT guarantee any particular CPP exam result.

- [Patent Pipeline Program](#)
- Patent Institute of Training's [Patent Drafting course](#)

Examination Time Limits

You must take the examination on the test date scheduled following approval of your application. If you do not appear for your testing session, your testing fee will be forfeited. You will be required to complete another application and pay an additional testing fee. Exceptions to this policy will be made only for verifiable substantiated emergencies.

Reasonable Accommodations

Prometric complies with the provisions of the Americans with Disabilities Act (42 U.S.C. §12101 et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C. §2000e et seq.) in accommodating individuals who need reasonable accommodations to take the examination. Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. The candidate must submit to NCPP documentation provided by an appropriate licensed professional on the professional's letterhead. The documentation must include the candidate's name, address, and Social Security Number as well as a diagnosis of the disability and specific recommendations for accommodations. Prometric will implement the accommodations approved by NCPP, except where it may fundamentally alter the examination, influence the examination results, or result in an undue burden. Requests for a testing accommodation must be received by NCPP at least 45 days prior to the testing appointment date. Once NCPP reviews the request, the approval for reasonable accommodations will be forwarded to Prometric.

Examination Schedule

Your examination appointment will be nine (9) hours and fifteen (15) minutes maximum:

- Intro, NDA, tutorial: 10 minutes
- Section 1: up to 90 minutes
- **Optional** Scheduled break: up to 20 minutes
- Section 2: up to 150 minutes
- Scheduled break: up to 45 minutes
- Section 3: up to 240 minutes
- Brief post-exam survey: 10 minutes

Most examinations begin at 8:00 a.m. You will be notified of any changes to this schedule as far in advance of the examination as possible. Please log on for testing at least 30 minutes prior to the start of the examination. You must bring your current/valid (not expired) photo identification with signature to your scheduled testing appointment. Acceptable forms of identification include state-issued driver's licenses and government-issued passports and identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo). Your name on the photo identification must match EXACTLY the name you used to schedule your appointment. Failure to bring proper valid identification and/or a mismatch on your name as it appears on the proper valid documentation can result in your inability to sit for the examination.

Disqualification

Examination Rules

Prometric follows industry standard testing rules as outlined below:

- No books, papers, or other reference materials may be used during the exam.
- No electronic devices, including telephones, cameras, signaling devices, pagers, alarms, and recording/ playback devices of any kind may be used during the exam.
- You may not copy examination materials, documents, or memoranda of any type from the exam. [See confirmation email]
- Candidates may not access any materials other than food, drink or medicine during breaks.
- If you take an unscheduled break outside of the scheduled break times, your exam time will not be paused and will continue to run.
- The examination will be given only on the date and time noted on your confirmation email from Prometric. If an emergency arises, and you are unable to take the examination as scheduled, please email NCPP at cppexam@thencpp.org.
- No questions concerning the content of the examination may be asked during the examination period. You should carefully read the directions shown on the computer monitor.

Examination Scoring

The Certified Patent Practitioner Examination score reports will be available from NCPP approximately eight (8) to ten (10) weeks following the examination via an online score report portal. Candidates will receive an email from cppexam@thencpp.org upon score release that grants them access to the NCPP online score report portal. The standard passing score for the CPP Examination is seventy (70) or above.

Score reports will not be mailed. The individual score report will indicate whether you passed or failed the examination. Passing or failing is based on the scaled score indicated on your score report. A scaled score of seventy (70) is needed to pass the Certified Patent Practitioner examination. Unsuccessful candidates' score reports provide information about subscore areas. Subscores represent the content outline and are helpful because they highlight areas where further study may be indicated. If a candidate does not pass the overall exam and needs to retake the exam, the candidate may use only their score on the Short Answer questions to transfer to a subsequent exam retake. Thus, although a new exam fee will be required, the candidate will only need to take the claims drafting and specification drafting portions of the retake exam if they so choose to use their previous Short Answer question score.

There are 100 points possible on each section of the exam. However, each section of the exam is worth a different percentage of your overall score. The exam sections will count as follows. The short answer questions will account for thirty percent (30%) of the overall exam score. The claims section will account for thirty-five percent (35%) of the overall exam score, and the specification drafting section will account

for thirty-five percent (35%) of the overall exam score. For example, if a Candidate makes a raw score of 50 on the Short Answer section, a raw score of 75 on the Claims Drafting section, and a raw score of 80 on the Specification Drafting section of the exam, then the Candidate will be graded as follows:

Short Answer section: $(50 \cdot .3) = 15$ scaled points
 Claims Drafting section: $(75 \cdot .35) = 26.25$ scaled points
 Specification Drafting section: $(80 \cdot .35) = 28$ scaled points
 Total Points: $15 + 26.25 + 28 = 69.25$ (Failing Grade)

In the above scenario, the Candidate will not pass with a 69.25 scaled score.

Each section of the exam will initially be graded by two (2) graders, and the grades from those two (2) graders will be averaged for a cumulative grade. Any Candidate that receives between a sixty-five percent (65%) to sixty-nine (69.99%) score on the exam, based on the cumulative grades, will have their exam automatically regraded by a third-party grader who did not participate in the initial grading of the exam. In order for the Candidate to pass the exam at this point, the third-party grader must score the Candidate's exam at or above seventy percent (70%). The third-party grader's score for the Candidate, will then be averaged with the Candidate's previous cumulative grade. Once the third-party grader's score is averaged with the Candidate's previous cumulative grade, if the Candidate's new average is now at or above seventy percent (70%), then the Candidate will have been deemed to have passed the exam.

For example, using the numbers from above, if the Candidate's cumulative grade was 69.25, then the Candidate's exam will automatically be regraded by the third-party grader. In this scenario, the third-party grader must grade the Candidate's exam at or above 70.75 in order for the Candidate to then be moved into the passing exam category.

Assessments:

The Candidate will be provided with a disclosure of a new invention and a set of drawings. The CPP exam is pass/fail although an internal point system below will be used.

The Candidate will be provided with the following:

- Labeled Drawings
- Likely uses
- Preferred embodiments
- List of law firm/client preferences (stylistics)
- Boilerplate language
- Search results with closest known prior art

The Candidate is to draft a patent application that covers patentable subject matter and meets the requirements for content, patentability, novelty, utility, written description, and enablement, including independent and dependent claims.

Claims Drafting Evaluation Rubric:

| Performance Criteria | Requirement | Possible Points | Actual Points |
|----------------------|-------------|-----------------|---------------|
|----------------------|-------------|-----------------|---------------|

| | | | |
|--------------------------|---|-------------------|--|
| Claims Content Item | Breadth & Depth 2 Independent Claims 8 Dependent Claims -Points awarded for drafting from moderate to narrow | 60 | |
| Claims Content Item | Understanding of the inventive idea | 10 | |
| Claims Content Item | Did Candidate articulate the novelty | 10 | |
| Claims Content Item | Diversity (method, system, apparatus, CRM) -Points awarded for determining which type of claims add the most value | 10 | |
| Claims Content Item | Nexus between elements | 10 | |
| Total for Content | | 100 points | |

Items in below section are more stylistic. These items will make the difference between a top tier, mediocre, and sub-par Candidate.

| Stylistic Criteria | Requirement | Possible Deductions | Actual Deductions |
|-------------------------------|--|------------------------|-------------------|
| Deductions: | | 35 points | |
| Claim language, clarity, form | Check for: <ul style="list-style-type: none"> · improper antecedent basis · multi-infringer · Non-avoidance of prior art · Lack of clear format/structure · carbon copies · indefinite terms · lack of support in specification | deduct up to 25 points | |
| Grammar and Usage | Proper language, tenses, consistency of terms, spelling, & abbreviations. | deduct up to 10 points | |

| | | | |
|-------------------------|--|-------------------|--|
| Total deductions | | -35 points | |
| TOTAL SCORE | | | |

Specification Drafting Evaluation Rubric:

| Performance Criteria | Requirement | Possible Points | Actual Points |
|-----------------------------|---|------------------------|----------------------|
| Parts of the Application | Title, Description of Drawings, Detailed Description, Claims | 60 | |
| Specification Content Item | Enablement, Consistent part listing/labeling, stylistics adhered to | 25 | |
| Specification Content Item | Alternative embodiments | 15 | |
| Total for Content | | 100 points | |

Items in the below section are more stylistic. These items will make the difference between a top tier, mediocre, and sub-par Candidate.

| Stylistic Criteria | Requirement | Possible Deductions | Actual Deductions |
|---------------------------|--|----------------------------|--------------------------|
| Deductions: | | 35 points | |
| Damaging admissions | Check for admissions based on prior art | deduct up to 10 points | |
| Specification language | Check for: <ul style="list-style-type: none"> · Unnecessarily limiting language · Lack of coherency · Ambiguous/indefinite terms · Improper stylistics | deduct up to 15 points | |

| | | | |
|-------------------------|---|------------------------|--|
| Grammar and Usage | Proper language, tenses, consistency of terms, spelling, & abbreviations. | deduct up to 10 points | |
| Total deductions | | -35 points | |
| TOTAL SCORE | | | |

Passing Standard

The cut score or passing point used in this examination is a criterion-referenced approach. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a 'minimally acceptable' candidate will answer this item correctly?" This question prompts the judges to consider a group of minimally acceptable candidates and what proportion of that group will answer each item correctly. The result then represents the "minimally acceptable" score. The final passing score for the examination is based on this pooled judgment and includes a statistical adjustment for testing error.

Examination Retakes

The application fee includes the processing of the application and one testing opportunity. To schedule another testing appointment, the candidate must contact NCPP for a new eligibility, and then return to Prometric's scheduling system. When the candidate returns, he/she will be able to schedule a second testing appointment.

J. EXAMINATION PREPARATION

How to Study

NCPP encourages you to prepare for the Certified Patent Practitioner examination by using resources such as those listed in this handbook. Plan your review methods well in advance of the examination. Think about the study method that is best for you (e.g., individual review, study group, class, etc.) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids).

If you are not a Patent Pipeline Program student or have no relevant work experience, it is suggested that you take the Patent Institute of Training's Patent Drafting course, which will be offered 2 months prior to the beginning of the CPP examination. You can register for the CPP Exam Preparatory Course [here](#). Please note that registration for or participation in this course DOES NOT guarantee any particular CPP exam result.

Managing Test Anxiety

A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing coping mechanisms to make your tension work for you. In addition, an online demonstration and tutorial are available at www.Prometricworldwide.com/tds_v5/asp/home.asp. The demonstration and tutorial will familiarize you with the testing environment. They are not intended as a review of the Certified Patent Practitioner examination content. Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior. Take measures to reduce your stress during the examination. Use deep-breathing techniques, and be sure to stretch your muscles periodically. These exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else. Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared. Also, collect all the supplies you will need, and choose comfortable clothing for that day in advance. Knowing that you are prepared for the test will help to reduce your anxiety. Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

Tips for Taking the Examination

- Budget your time well. Because you will have eight (8) hours to complete the actual portions of the exam, you will want to complete the exam with time left for review. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles.
- Read each question carefully, focusing on what is being asked.
- Do not overanalyze or try to “read into” a question. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.
- Remember that this is a national test. Questions will focus on patent practice across the United States. The questions will be based upon an accepted knowledge base. Don’t be limited by thinking only about your organization’s policy or your clients.
- Pay close attention to the disclosure
- Review the suggested resources listed in this handbook.

K. CERTIFICATION

Eligibility Audits

A percentage of candidate applications will be audited to ensure compliance with the eligibility criteria. Applications for audit will be selected randomly. As part of the audit process, colleagues and employers providing verification of patent education and experience will be contacted to confirm their verifications. Please be sure all sections of the completed application are accurate.

Designation and Certificate

Each candidate who passes the Certified Patent Practitioner examination may use “CPP” after his or her name and will receive a certificate from CPP, Inc. Please note that the letters “CPP” should appear in a font no larger than the name of the individual and the name of his/her employer. Certification is recognized for a

period of one (1) year based on the last day of the month the examination was passed and may be renewed by re-examination or by recertification.

L. RECERTIFICATION

The continuing competence of Certified Patent Practitioners is a major interest of NCPP, Inc. CPPs are required to demonstrate continued competence in the field of patents to maintain their certification status. The credential is granted for a one-year period. To maintain the credential, candidates must earn at least six (6) hours continuing education (CE) credits during the one-year certification period. Credits can be earned through a variety of activities such as speaking at industry events, participating in industry events, writing, etc. The CPP credential will be recognized for a period of one (1) year from the last day of the month in which certification was earned. If certification is not renewed, it expires the last day of the month, one (1) year after certification was initially earned. For example, a candidate who took and passed the CPP exam on April 15, 2019 is required to complete the renewal by April 30, 2020. A CPP may renew their certification by following the steps outlined [here](#).

Demographic Information

Prior to submitting any recertification information, please review and update, if necessary, your demographic information using Update Contact Information available in the online application. NCPP, Inc. requires accurate and up-to-date contact information for all candidates to ensure the timely delivery of information related to your certification.

Recertification Fee

Renewal candidates must pay the non-refundable renewal fee of \$199 for recertification. The fee must be paid in U.S. funds.

Application Audits

To maintain the integrity of the CPP renewal process, renewal applications will be audited to determine compliance with the renewal requirements. A certain number of individuals whose renewal applications are selected for audit will be required to submit evidence that all requirements have been met. Failure to submit appropriate documentation may result in the revocation of the certification.

Attestation Statement

As part of the recertification process, renewal candidates must agree that all information submitted is accurate and up-to-date. In addition, renewal candidates must agree that they will comply with the CPP Rules of Conduct.

Application Procedures

To apply for recertification, a certificant will enter his/her continuing education (CE) credits. Once the appropriate number of CE credits is entered, the certificant can proceed to the attestation statement. To enter continuing education (CE) credits, individuals will enter the provider, course, credit hours, and other information as detailed in the CPP Recertification Policy for each CE activity. Individuals should self-report the educationally-focused credits earned in each CE course/activity in the credit hours field. The CPP Recertification Committee will review the reported credits.

- Provider: sponsoring organization for the CE course/activity
- Course: course/activity title
- Credit hours: total number of CE hours for the course/activity
- Description: further information on the CE course/activity

There is no requirement to attach documentation or proof of attendance at education events or background information. However, NCPP, Inc. reserves the right to request and audit documentation confirming the information submitted on each application. Individuals should retain appropriate supporting documentation for all continuing education (CE) credits for at least one (1) year following the submission of the renewal application.

M. APPEAL POLICY

Adverse decisions by NCPP may include, but are not limited to:

1. Denial of candidate application;
2. Denial of certification for an individual;
3. Denial of certification renewal for an individual; and
4. Revocation of certification.

In the event of an adverse decision in the areas outlined above, NCPP shall advise the individuals involved of the decision and of the procedure for appealing the adverse decision. The individual desiring to appeal NCPP's adverse decision (the "Grievant") must adhere to the following procedures and associated timelines. The request must be received within sixty (60) days of the date that notice of the adverse decision was issued by NCPP. The candidate is responsible for demonstrating with clear and convincing evidence that the appeal should be granted. NCPP shall review the request and notify the Candidate of its determination. All administrative practices and procedures, including appeals, will be non-discriminatory on the basis of age, race, creed, color, religion, lifestyle, national origin, gender, sexual orientation, veteran status, or disability.

N. Waive-in Policy

To waive in as a CPP, without take the CPP examination, the following criteria must be met:

- The Candidate must be in good standing of the Patent Bar of the United States and have received no disciplinary action
- The Candidate must have practiced continuously for five (5) years within the previous ten (10) year period or as in-house counsel with the primary role of overseeing patent prosecution, development, licensing, sales and/or acquisitions
- The Candidate must have drafted 50+ patent applications
- The Candidate must have drafted 50+ office action responses
- The Candidate must receive a reference or referral from another CPP member that attests to the same
- The The Candidate must sign an affidavit/declaration

NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY

The National Council on Patent Practicum (NCPP) is committed to a policy of nondiscrimination and the promotion of equal opportunity, fairness, justice, and respect for all persons. NCPP works to ensure that all programs are safe and welcoming and provide equal opportunity to all persons regardless of actual or perceived characteristics, including race, ethnicity, color, religion, ancestry, age, national origin, immigration status,

socioeconomic status, language, disability, gender, gender identity, gender expression, sexual orientation, cognitive capabilities, social–emotional skills, developmental level, chronic illness, or any other personal identity or distinguishing characteristic.

Discrimination is defined as acting toward people in a manner that results in adverse impact because they share similar characteristics or because they are from specific groups. NCPP does not engage in or condone actions and policies that discriminate against persons, including Candidates and their families, other recipients of service, members, and/or colleagues. NCPP supports policies and actions that promote equal opportunity, justice, fairness, and respect for all persons in all settings.