

Title of the training Training preparing for the European patent administration certification (EPAC)
Public Candidates preparing themselves for the EPAC organized by the European Patent Office in October 2025.
Prerequisites Candidates have to fulfill the requirements to present themselves to the EPAC (see EPO homepage).
Entrance requirements This is a non-degree training course. The European patent administration examination is intended for paralegals, patent administrators and formalities officers. In order to fully benefit from the CEIPI training and to successfully pass the EPAC, participants should have the knowledge and skills necessary to practice in one of these professional fields.
Objectives Help candidates prepare for the EPAC 2025.
Program Content: <ul style="list-style-type: none"> - the background of the patent system, the aim of patents, the criteria for patentability, patenting systems and the hierarchy therein, the priority concept, the PCT system and the International Bureau, the EPC system and the EPO, - filing a PCT application and filing a (direct) European application including the requirements of obtaining a filing date and the formal requirements, - search and publication and filing divisional applications, - entry in the national and regional phase after PCT and, especially on the entry into the European phase, - international preliminary examination and examination in the EPO, - post-grant procedures (oppositions, limitations and revocations), national validation and appeal procedures. Duration (for information purposes): 4 days according to the following schedule: <ul style="list-style-type: none"> - six half-day morning sessions on 15/05, 28/05, 12/06, 03/07, 04/09 and 11/09/2025 AND - one full-day Q&A session on 25/09/2025 (date to be confirmed further to date of EPO technical tests) Timetable (for information purposes): <ul style="list-style-type: none"> - 8:30 – 12:00 (morning sessions) - 8:30 – 12:00 / 13:30 – 17:00 (full-day session) Location: online training Tutors: The tutors for this course are either professional representatives (from private practice and industry) or staff of the departments of first instance of the EPO. All have extensive knowledge and practical experience in the procedures before the EPO.
Teaching methods General presentations and exercises. The course is offered in the three EPO official languages (English, German, French)

Technical and pedagogical frame

- Access to the online session will take place via the connection to a distance-learning platform. The ID and password for the connection will be made available to the participants in advance.
- The online sessions include presentations, exercises and discussions of the solutions with the tutors.
- The participants must have appropriate technical equipment to participate in the online session, in particular a laptop or similar device and high speed WIFI.

Training material

Training supports will be provided on the basis of the course material on the EPAC website of the EPO. The material contains presentations covering the different topics of the EPAC syllabus as well as exercises designed for practical training purposes.

Validation

- The training aims at the adaptation and development of skills. Participants can receive an attendance certificate.
- An evaluation questionnaire will be sent at the end of the course in order to measure client satisfaction.

Location

Online.

Fee

1 600 € (subject to validation by the University authorities)

Contact for information, enrolment and technical support*

Cynthia Jehl

Training assistant

Phone: 0033 3 68 85 84 86

Email: cynthia.jehl@ceipi.edu

*Ms Jehl is the CEIPI referent for the technical support of the participants during the distance training, insofar as she will ensure the follow-up of the online sessions and that she can be contacted in case of questions related to the connection of participants and tutors. However, the CEIPI does not assume any legal responsibility in the event of a malfunction of the platform used during the online sessions or a lack of speed/network quality among participants and tutors.