

**CIPA Introductory Certificate in Patent Administration (ICPA)  
PEB Examination Regulations**

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## **CIPA Introductory Certificate in Patent Administration (ICPA) PEB Examination Regulations**

### **Commencement**

These regulations are effective from 18 May 2016.

### **Qualification purpose**

This Patent Examination Board qualification covers the underlying principles, the essential legal background, and the practice of Patent and Design Administration.

The examination tests the understanding and application of the skills required in the formalities role.

### **Syllabus for the examination**

The [ICPA syllabus](#) gives details of the content of the course and the examination for this qualification.

### **Eligibility**

The ICPA Eligibility Policy can be read on the [PEB website](#).

### **Application for candidacy**

Applications to take the examination must be submitted using the PEB [ICPA Registration Form](#), and applications are subject to the [PEB Registration, Payment and Refund Policy](#), and the [PEB Late Examination Entry Policy](#).

The correctly completed application form **and** the correct fee must be received by the PEB by the stated examination registration closing date.

### **Reasonable Adjustments**

The PEB seeks to ensure fair and equal access to its examinations and operates a Reasonable Adjustments Policy. Details can be found [here](#).

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### **Policies and procedures**

The PEB ICPA examination is subject to all these regulations and the PEB [policies and procedures](#). In applying to take the PEB ICPA, a candidate is agreeing to be bound by both these regulations and all the PEB policies and procedures.

### **Exemptions**

The ICPA Exemptions Policy can be read on the [PEB website](#).

### **Dates and frequency of examinations**

The PEB ICPA examination will normally be offered once a year. Actual dates will be published [here](#) in accordance with the [PEB Publishing Key Dates Policy](#).

### **Disruption to an examination**

Should an examination be so disrupted that a meaningful outcome is not possible, the PEB may declare the examination void, and will seek to make alternative arrangements for affected candidates.

### **Fees**

Fees for the examination are published on the [PEB website](#).

### **Publication of results**

Results will be issued on the dates published on the [PEB website](#).

### **Resitting the examination**

Please read the [PEB Examination Resit Policy](#) for details about resitting the IPAC examination.

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### **Enquiries about Results**

Any candidate who has failed an examination may choose to apply for an Enquiry about Result in accordance with the stated policy and procedure on the [PEB website](#).

### **Quality assurance and governance of the PEB ICPA**

The ICPA examination is administered by the PEB, and is subject to the scrutiny of the PEB Governance Board, in accordance with its governance and quality assurance policies and processes.

These include a range of assessment related issues including the quality of question paper setting, the quality of marking, and the monitoring of standards over time.

### **Customer Feedback Policy**

The PEB welcomes customer feedback via its [Customer Feedback Policy](#).

### **Appeals**

The PEB investigates appeals against administrative decisions in accordance with its [Appeals Policy](#).

### **Communications**

All communications under these regulations should be addressed to:

The Patent Examination Board  
The Chartered Institute of Patent Attorneys  
2nd Floor Halton House  
20 – 23 Holborn  
London  
EC1N 2JD

E: [peb@cipa.org.uk](mailto:peb@cipa.org.uk)