

PEB Introductory Certificate in Patent Administration Examination Regulations

1. Commencement

These regulations come into force on 20 May 2015.

2. Qualification purpose and progression

The Introductory Certificate in Patent Administration is designed to teach the underlying principles, the essential legal background and the practice of Patent and Design Administration.

The Introductory Course in Patent Administration is intended for people working as IP administrators, but is also suitable for secretaries and newly recruited Patent Attorneys.

Students will develop their knowledge, understanding and critical awareness of the structure, personnel and functions of a patent department, including the work of patent attorneys and support staff.

It encourages students to utilise and expand their existing knowledge, and so supports them in their day to day role and with their career aspirations.

The assessment requires students to develop skills in and understanding of the formalities role.

The Introductory Certificate in Patent Administration is a gateway qualification for the Advanced Certificate in Patent Administration.

3. Syllabus and structure of the examination

The [CIPA Introductory Patent Administration Course draft syllabus](#) gives details of the content of the course and examination content.

The Introductory Certificate in Patent Administration will be assessed via a closed book, two hour written examination, with 15 minutes reading time.

4. Exemptions

Please read the [Exemptions Policy](#) on the PEB website.

5. Eligibility

Please read the [Eligibility Policy](#) on the PEB website.

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6. Application for candidacy

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

7. Resitting the examination

The PEB Introductory Certificate in Patent Administration will normally be offered to candidates once a year. Actual dates will be published in accordance with the [PEB Publishing Key Dates Policy](#).

Please read the [PEB Resit Policy](#) for details about resitting the the Introductory Certificate in Patent Administration examination.

8. Quality assurance and governance of the PEB Introductory Certificate in Patent Administration

The Introductory Certificate in Patent Administration 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 processes. These cover a range of assessment related issues including the quality of question paper setting, the quality of marking, and the monitoring of standards over time.

9. Policies and procedures

The PEB Introductory Certificate in Patent Administration examinations are subject to these regulations and the PEB [policies and procedures](#). In applying to take the PEB Introductory Certificate in Patent Administration, a candidate agrees to be bound by both these regulations and the PEB policies and procedures.

10. Communications

All communications under these regulations should be addressed to:

The Patent Examination Board
95 Chancery Lane
London
WC2A 1DT

E: peb@patentexaminationboard.org.uk