



## THE PROGRAMME IN SHORT

Created and delivered by EUIPO staff members and leading IP professionals, the EUIPO Trade Mark and Design Education Programme (ETMD EP) for paralegals is a custom-made training course mainly intended for professionals working as IP administrators, legal assistants or company employees dealing in the trade mark and design fields.

The programme has been designed to fit seamlessly into participants' full-time work schedule. Approximately 5 hours of weekly dedication is required to follow the scheduled activities, most of which can be undertaken at the student's convenience.



Our comprehensive curriculum of approximately **80 hours of tuition** guides the participants through the EU trade mark and designs legal framework, the EUIPO's processes and the use of the EUIPO's online tools.



The programme contains a **3-day series of on-site workshops at the EUIPO's headquarters in Alicante**, where the participants will have the opportunity to meet the instructors and network with other IP professionals.



The programme's **hands-on approach** will allow participants to apply the acquired knowledge and skills directly in their daily job.

### Recommendations for participants

- Although a **certain knowledge and work experience in the field** is highly recommended, there are no formal professional requirements.
- Have a thorough knowledge of English (written and spoken).

### Selection process

**60 places will be filled on a 'first come, first served' basis.**

### Trainers

EUIPO staff and/or leading IP professionals

### Methods

#### Six modules covering trade mark and design

- Live sessions and online tutorials (approximately 1-hour sessions)
- Asynchronous self-study using pre-recorded content and e-learning courses
- Hybrid virtual classroom
- On-site workshops at EUIPO in Alicante on October 25-27, 2023

### Evaluation process

- Ungraded **assignments** at the beginning of Modules 2 to 6
- **Exams** at the end of Modules 2 to 6
- Participants must pass all exams in order to obtain the programme certificate.

### Period

From September 2023 to February 2024

### Length

80 hours

### Tuition fees

EUR 750

### Application period

01/06/2023 – 30/06/2023

### Start of the course

21/09/2023





Module	(submit to change)	Topic	Type	Location	Duration	Date
Module 1		Intro to EUTMs, RCDs and EUIPO services		e-learning content release on:		21/09/2023
		ETMD EP for paralegals, introduction tutorial	Online tutorial	Virtual Classroom	60:00 - 90:00	21/09/2023
		Mark types and acceptable formats of representation	Live Session	Virtual Classroom	60:00 - 90:00	25/09/2023
		Introduction to the EUIPO user area, online services and search tools	Online Tutorial	Virtual Classroom	60:00 - 90:00	28/09/2023
Module 2		Applying for an EUTM		e-learning content release on:		29/09/2023
		Pre-filing considerations and searches for Trade Marks	Live Session	Virtual Classroom	60:00 - 90:00	02/10/2023
		Ownership of EUTMs	Live Session	Virtual Classroom	60:00 - 90:00	05/10/2023
		How to build a list of goods and services	Online Tutorial	Virtual Classroom	60:00 - 90:00	11/10/2023
		How to complete an EUTM application, demo	Online Tutorial	Virtual Classroom	60:00 - 90:00	16/10/2023
		Exam Module 2	Examination	ALP	TBD	16/10/2023
Workshop		On-site Workshops at the EUIPO in Alicante				
		How to complete an EUTM application, practical exercises	Workshop	On-site	TBD	25/10/2023
		How to submit a correct representation of a trade mark, practical exercises	Workshop	On-site	TBD	25/10/2023
		How to prepare an annex aligned with EUIPO practice	Workshop	On-site	TBD	26/10/2023
		How to submit a correct representation of a design, practical exercises	Workshop	On-site	TBD	26/10/2023
		How to use RCD e-filing, practical exercises	Workshop	On-site	TBD	26/10/2023
		How to manage an EUTM from application to registration and beyond	Workshop	On-site	TBD	27/10/2023
		How to get the most out of EUIPO online databases	Workshop	On-site	TBD	27/10/2023
Module 3		Procedural matters in EUIPO proceedings		e-learning content release on:		03/11/2023
		General principles regarding proceedings before the EUIPO	Live Session	Virtual Classroom	60:00 - 90:00	06/11/2023
		Entries in the Register	Live Session	Virtual Classroom	60:00 - 90:00	09/11/2023
		Changing the name, address and legal form of entities in the Register	Live Session	Virtual Classroom	60:00 - 90:00	13/11/2023
		Renewal of trade marks	Online Tutorial	Virtual Classroom	60:00 - 90:00	16/11/2023
		Q&A and pitfalls - Entries in the Register	Online Tutorial	Virtual Classroom	60:00 - 90:00	20/11/2023
		Exam Module 3	Examination	ALP	TBD	20/11/2023
Module 4		RCD application and design invalidity proceedings		e-learning content release on:		24/11/2023
		Pre-filing considerations and searches for Designs	Live Session	Virtual Classroom	60:00 - 90:00	27/11/2023
		RCD application procedure	Live Session	Virtual Classroom	60:00 - 90:00	30/11/2023
		DesignView database and RCD e-filing	Online Tutorial	Virtual Classroom	60:00 - 90:00	04/12/2023
		Design renewals	Online Tutorial	Virtual Classroom	60:00 - 90:00	07/12/2023
		International registrations and Design invalidity proceedings	Online Tutorial	Virtual Classroom	60:00 - 90:00	11/12/2023
		Exam Module 4	Examination	ALP	TBD	14/12/2023
Module 5		Trade mark opposition proceedings		e-learning content release on:		08/01/2024
		General overview of Relative Grounds for refusal and introduction to opposition proceedings	Live Session	Virtual Classroom	60:00 - 90:00	08/01/2024
		Comparison of goods & services and the Similarity tool database	Online Tutorial	Virtual Classroom	60:00 - 90:00	11/01/2024
		General considerations related to opposition proceedings	Live Session	Virtual Classroom	60:00 - 90:00	15/01/2024
		How to file an opposition before the EUIPO	Online Tutorial	Virtual Classroom	60:00 - 90:00	18/01/2024
		Exam Module 5	Examination	ALP	TBD	18/01/2024
Module 6		Cancellation proceedings and appeals		e-learning content release on:		26/01/2024
		Cancellation proceedings	Live Session	Virtual Classroom	60:00 - 90:00	29/01/2024
		Appeal proceedings	Online Tutorial	Virtual Classroom	60:00 - 90:00	05/02/2024
		How to file an e-Appeal	Online Tutorial	Virtual Classroom	60:00 - 90:00	08/02/2024
		Exam Module 6	Examination	ALP	TBD	08/02/2024
<b>END OF COURSE - Closing Session</b>			Live Session	Virtual Classroom	1:30:00	29/02/2024