

REGISTRAR POLICIES

NAME OF POLICY	Agents in Training		
APPLICABLE SECTIONS OF THE ACT, BY-LAWS AND REGULATIONS	CPATA Act 26(2), 29(2) Regulation 6, 7, 10, 11 College By-laws 9, 10, 12, 13		
APPROVED BY	EFFECTIVE	REVIEWED	REVISED
Registrar	June 28, 2021		

In this policy:

- a. "Applicant" means an individual who has applied to the College to be a Patent Agent or Trademark in Training.
- b. "Agent" means an individual registered with the College as a Patent Agent or Trademark Agent;

Policy

The College's registration program ensures individuals applying to be an Agent in Training meet the Canadian residence, good character, fitness to practise, language proficiency, and supervised training requirements.

Upon reviewing an application, the Registrar may take one of the following actions:

1. Register the applicant, with or without restrictions. If restrictions are required, a decision with reasons will be provided with instructions for appealing the decision to the Registration Committee; or
2. Refuse to register the applicant. In this case, a decision with reasons will be provided with instructions for appealing the decision to the Registration Committee; or

3. Request additional information. In this case, the Registrar was unable to render a decision based on the information provided and will reconsider the application with new submissions.

Upon approval of the application, the Registrar must set the effective date for the licence.

PROCEDURES

1. An individual will submit the Agent in Training (Class 3) Registration Application Form, the required application fees and the supporting documentation outlined on the application Checklist.
2. Registration staff will acknowledge receipt of the application, enter the application into College's membership database, process the application fee and review the application for completion.
3. Registration staff will follow up with applicants if documentation or information is missing from their submission, or if additional documentation or information is required for the Registrar's review.
4. Registration staff will prepare completed applications for the Registrar's review and decision.
5. The Registrar will consider the application and render a decision.
6. Registration staff will communicate the Registrar's decision to the applicant, in writing, and will provide instructions for appealing the decision to the Registration Committee should the Registrar decide to deny the application for any reason.

RELATED REGISTRAR'S POLICIES

[Canadian Residence](#)

[Good Character & Fitness to Practise](#)

[Language Proficiency](#)



College of Patent Agents and Trademark Agents | Le Collège des agents de brevets et des agents de marques de commerce
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REFERENCES

[CPATA Regulations](#)

[CPATA College By-laws](#)

[CPATA Act](#)

[CPATA Regulatory Objectives, Standards and Principles](#)