

Agent in Training Licence (Class 3) Application Checklist

	<p>Agent in Training Licence (Class 3) Application Form & Application Fee (required)</p>
	<p>Canadian Residency (required) Proof demonstrating Canadian residency is required. If an applicant does not reside in Canada or does not retain a business address in Canada, secondary residential ties must be established. Details can be found in the Registrar's Policy on Canadian Residency.</p>
	<p>Good Character (required) Details can be found in the Registrar's Policy on Good Character and Fitness to Practise.</p> <p>3 Letters of Reference (required, to be sent directly from referees to the College)</p> <p>Criminal Background Check (required)</p> <p>Records of Disciplinary Sanction issued by academic institutions, or professional or non-professional body (if applicable)</p> <p>Records of Bankruptcy or Insolvency (if applicable)</p> <p>Certificates of Registration issued by any organization responsible for the regulation of a profession from any jurisdiction in which the Trainee Applicant is or was registered (if applicable)</p> <p>Additional documentation or information to support the good character requirements:</p>
	<p>Fitness to Practise: Additional Information Form (if applicable) Additional information regarding an affirmative answer to the fitness to practise section on the Agent in Training Licence (Class 3) Application Form must be provided using this separate form.</p>
	<p>Language Proficiency (if applicable) Proof of language proficiency is required if English or French is not the applicant's first language, or if their education was taught in a language other than English or French. Details can be found in the Registrar's Policy on Language Proficiency.</p>
	<p>Training Agreement (if applicable) Letter from Training Supervisor confirming details of training agreement, to be sent directly from Supervisor to the College.</p>



Agent in Training Licence (Class 3) Application Form

Instructions:

Please complete this form in its entirety and submit it to the College of Patent Agents and Trademark Agents (CPATA) via email, along with all required supporting documentation, to the attention of the Director of Registration at dirregistration@cpata-cabamc.ca. We will use your personal email to contact you with information, notices or any deficiencies regarding your application. It is your responsibility to notify us of any changes to your email address, phone number, home address or any other contact information. To ensure that relevant experience is recognized, applications must be filed within thirty (30) days of commencing employment with a Training Supervisor. Details of the application process and required documentation can be found at: <https://cpata-cabamc.ca/agents-trainees/become-an-patent-agent-in-training/>

Section 1: Personal Information

Current Legal Name

First Name:

Middle Name:

Last Name:

Previous Name(s) (if applicable):

Previous First Name:

Previous Middle Name:

Previous Last Name:

Known by this name from:

to:

Preferred Name:

Date of Birth: mm/dd/yyyy

Section 2: Contact Information

Business Address

Company Name:

Address:

Unit/Suite:

City:

Province/
State:

Country:

Postal/Zip
Code:

Business Email Address:

Business Phone:

Extension:



Home Address

Address:

Unit/Suite:

City:

Province/
State:

Country:

Postal/Zip
Code:

Personal Email Address:

Preferred Phone:

Preferred Contact

Home

Business

Optional Information

To assist CPATA in connecting with licensees, we invite applicants to provide us with social media contact information. This information will not be published but will be used solely for CPATA's purposes.

Twitter:

Facebook:

LinkedIn:

Instagram:

Others:

Section 3: Post-Secondary Education Information

Name of Institution	Dates of Attendance	Credential Awarded



viii.	Have you ever been sanctioned or had a penalty imposed upon you by a court, an administrative tribunal or a regulatory body?	Yes	No
ix.	Have you ever been charged with or found guilty of a discipline offence by a governing body or a professional association?	Yes	No
x.	Have you ever been suspended by a professional association?	Yes	No
xi.	Have you ever been denied a licence or permit or had any licence or permit revoked for failure to meet good character requirements?	Yes	No
xii.	Have you ever been refused admission as an applicant or member of any professional body?	Yes	No
xiii.	Have you ever been discharged from any employment where the employer alleged there was cause?	Yes	No
xiv.	Have you ever been disciplined by an employer?	Yes	No
xv.	Have you ever been a respondent in proceedings in relation to a violation of any human rights legislation?	Yes	No
xvi.	While attending a post-secondary institution, have allegations of misconduct ever been made against you, or, have you ever been disciplined, suspended, expelled or penalized by a post-secondary institution for misconduct?	Yes	No
xvii.	Is there, to your knowledge or belief, any event, circumstance, condition or matter not disclosed in your replies to the preceding questions that touches or may concern your conduct, character and reputation, and that you know is or believe might be thought to be an impediment to the issuance of a licence to you or warrant full inquiry by the College?	Yes	No

Section 7: Fitness to Practise Declaration

The CPATA Regulations and By-laws require that an Agent in Training applicant, must, among other requirements, be fit to practise. To comply with this requirement, we ask a fitness question to address the applicant’s current capacity to be an Agent in Training.

In striving to balance respect for human dignity with the College’s obligation to protect the public interest, all applicants are required to answer the following question and, if the question is answered affirmatively, to provide a general description of the condition. If your response is yes, please refer to the Procedure Regarding an Affirmative Answer to the Fitness Question on the CPATA Application Forms.

Please contact the Director of Registration if you have any concerns about responding ‘yes’ to the following question.



Based on your personal history, your current circumstances or any professional opinion or advice you have received, are you currently experiencing any condition which is reasonably likely to substantially impair your ability to perform the duties of a Patent Agent or Trademark Agent in Training (as the case may be)? Yes No

Section 8: Training and Qualifying Examinations

Please select the option that applies: Patent Agent in Training Trademark Agent in Training

- a. I completed the 24-month training requirement and have previously attempted the qualifying examination.
- b. I completed the 24-month training requirement and have **not** attempted the qualifying examination.
- c. I am in progress with the 24-month training requirement.
- d. I have not started the 24-month training requirement and I have made arrangements to complete my training under the supervision of a licenced agent ("Training Supervisor").

Please provide your Training Supervisor's information.

First Name: Last Name: CPATA #:

Firm Name:

Firm Address: Unit/Suite:

City: Province: Country: Postal Code:

Email Address: Phone: Extension:

Section 9: Fees

Please complete the payment authorization section at the end of this form. The application fee for a class 3 licence is \$250.00 plus applicable taxes.



Section 10: Authorization and Undertaking

I grant to CPATA full authority to make enquiry from any police or other authority with regard to any criminal record or with regard to any of the matters referred in Section 5, and I authorize all persons enquired of pursuant to this authorization to provide all information requested.

I undertake to CPATA that I will report, in writing and at my earliest convenience, if at any time:

- I am served with an application for bankruptcy, make an assignment of property for the benefit of creditors, or present a proposal in bankruptcy to creditors under the Bankruptcy and Insolvency Act;
- I have been given a judgment by a court;
- I am personally subject to an order for costs;
- I am charged with, plead guilty to or am found guilty of any offence under the Criminal Code, the Controlled Drugs and Substances Act, the Income Tax Act, the Excise Tax Act or under a provincial securities act;
- I am charged with or found guilty of a discipline offence by the governing body of a professional association or am suspended by that professional association; and/or
- Anything occurs during my training period that would alter my responses to any of the questions contained in my application.

I further undertake that I will, at all times, well and truly keep and perform all of my obligations as an Agent in Training and will follow the rules and requirements of CPATA. I also undertake to comply with all ethical guidelines and rules governing Patent Agents and Trademark Agents, including the Code of Professional Conduct for Patent Agents and Trademark Agents.

Section 11: Signature

The signature can be provided in ink or by inserting a secure electronic signature into the space below for the purposes of meeting the registration requirement to provide a specimen signature under sections 9(e) and 12(e) of the College By-laws.

Signature

Date

Any information with respect to this application will be collected, used or disclosed in accordance with the CPATA's Privacy Statement.



Class 3 Agent in Training Licence Application – Payment Authorization

Amount: \$250 + applicable taxes (List of tax rates is below).

Credit Card:

Type: Visa Mastercard AMEX

Card #:

Card Validation Code (CVC): Expiry Date:

Name on Card:

Signature of Cardholder:

Authorized Amount \$ (including tax):

Once processed this information will be deleted by CPATA

Electronic Funds Transfer:

Please email payments to: payments@cpata-cabamc.ca and provide your name, CPATA No. and “Class 3 Application Fee” in the comments box.

Tax Rates:

Please select the tax rate based on the province associated with your business address. If you do not have a business address, please select the tax rate associated with your residential address.

Province	Tax Rate (%)	Province	Tax Rate (%)
British Columbia	0.05	Nova Scotia	0.15
New Brunswick	0.15	Nunavut	0.05
Manitoba	0.05	Ontario	0.13
Alberta	0.05	Quebec (HST ONLY)	0.05
Newfoundland and Labrador	0.15	Saskatchewan	0.05
Prince Edward Island	0.15	Yukon	0.05
Northwest Territories	0.05		

Professional Liability Insurance Information

Professional liability insurance protects the client and agent when an alleged error or omission by an agent results in financial loss for clients.

A licensee who holds a **class 1 licence or a class 3 licence and who provides services to the public, must have professional liability insurance** that meets the following requirements:

1. it must be issued by a company licensed in Canada;
2. it must cover claims made in and outside Canada;
3. it must indemnify the licensee for any civil liability that arises from the licensee acting as a patent agent or trademark agent;
4. it must have coverage limits of a minimum of \$1 million per claim and \$2 million aggregate per year.

Those who work in government or as in-house agents are exempt from the requirement. Class 3 licensees may be covered under their own policy, or the policy of their supervisor and/or employer.

Please select one of the following and provide the required information:

- a. On the effective date of my licence or before the end of 2022, I will have professional liability insurance that complies with CPATA's requirements.

Name of Insurer:

Policy Number (Optional):

- b. My employer/supervisor holds professional liability insurance that covers my practice and that complies:

Name of Insurer:

Policy Number (Optional):

- c. I am exempt from holding professional liability insurance because:

I am employed by Her Majesty in right of Canada or a province, or by an agent of Her Majesty in right of Canada or an agent or mandatary of Her Majesty in right of a province; or

I am employed by a corporation, trust, partnership, sole proprietorship, joint venture, association, agency or other entity that carries on business in Canada, whether or not for profit, including a municipal corporation, and work as a Class 1 or Class 3 licensee, within the scope of that employment.

Signature

Date