How to Certify an Integrated Device

Revision 1.1
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1.0 General

1.1 Purpose

The purpose of the document is to describe to integrators the process involved in creating a PTCRB database entry for PTCRB approval.

1.2 Why is PTCRB Approval Required?

PTCRB approval is required for a device to be used on an operator’s network that is part of the PTCRB membership.

Historically PTCRB was only required by the operators in the USA and Canada, however the reach of the PTCRB has increased and many operators from around the world look to see PTCRB approval on devices in order to be able to it is required to be PTCRB approved. CTIA is the administrator for the PTCRB certification process.
2.0 Requesting Access to the PTCRB Member Website

To get access to the PTCRB members website go to https://www.ptcrb.com, click on “Login,” select “New User Registration,” and complete the form. Your user name and password will be received normally the same day.

Your email address must be an address from a valid company domain; PTCRB will not accept requests from public domain email services such as Gmail, outlook.com, Hotmail, etc.
REGISTERED USER LOGIN

User Name:

Password:

Login

Forgot My Password

New User Registration

CTIA Certification LLC is the administrator for the PTCRB certification process and PTCRB-issued IMEs.
I already have an account on the PTCRB or CTIA certification database.

User Name:
Password:
Enter

I do not have an account on the PTCRB or CTIA certification database.

Enter

CTIA Certification LLC is the administrator for the PTCRB certification process and PTCRB-issued IMEs.
3.0 Navigating the PTCRB Website

Once you have gained access to the PTCRB website please pay attention to the following areas:

3.1 Documents Area

From the Documents menu header select “manufacturer-observer” to see PTCRB related documentation. Some key items to look for in this section:

- Current PTCRB Program Management Document (PPMD) and NAPRD reference documents: these define the rules, procedures and requirements for certifying a device with PTCRB
- Lab List: contains the PTCRB Authorized Test Labs and the authorized testing capabilities of each
3.2 The Certification Database

Once access to www.ptcrb.com has been granted, please send an email to certification@ctiacertification.org to request access to the certification database. Make sure your PTCRB website username is included in the request to CTIA.

Log into PTCRB.com with you user name and password, and under the Databases menu select the “Certification Database”. Within this menu there are options for the following items:

- Submitting a new certification request
- Checking the status of requests already submitted
- Viewing all previous approved devices for your company
- Viewing IMEI TACs issued
- Viewing withdrawn certification requests
- Viewing a list of all PTCRB Authorized Test Labs
4.0 Entering a Request in the Database

Before submitting a new request to PTCRB make sure you have collected some key pieces of information ahead of time:

- Talk to your module manufacturer to confirm the module configuration you should select for certification:
  - Module model name/number
  - Module HW
  - Module SW
  - Module SVN
- Establish which PTCRB Authorized Test Lab will be performing the certification testing
  - Use the Authorized Test Labs link to find labs that are approved to be able to perform test
  - Make sure you are aware of the lab costs and certification timelines before assigning a certification request to the lab
- Make sure you have the model name/number available for the integrated device
- Generate a PO number if your organization requires CTIA to put that on the certification fee invoice
  - The PTCRB Certification fee for an Integrated Device is $1,500 for an Initial certification request.

Every effort should be made to enter correct and accurate information into the database when submitting a request. Once a lab accepts the certification request you will be unable to make any changes to the information provided. If you do find later that there are mistakes, you should first contact the PTCRB test lab, as they are able to update much of this information as they process the certification request.
4.1 Submitting a New Request

- From the Certification Database menu select “Submit New Request”
- Select ‘Initial Certification Request’ from drop-down menu
- Select “Continue”
- Select “No” in response to whether a PTCRB TAC Request has been submitted for this device
- Select “Integrated Device” under the Device Type option
- Select “Continue”
4.1.1 Device Name and Basic Details

- Enter model name/number for integrated device. This is the reference by which the device will be certified.

  *Note: this model name/number shall identify a single device; wild cards are not permitted in the model name/number.*

- Search for or select the module which is integrated in the device
- Select "Add" to link the module to the request

---

**Initial Certification Request**

Please enter the Model Name/Number and select the module.

- **Manufacturer:** PTCRB
- **Device Type:** Integrated Device
- **Model Name/Number:** [Your Device Model #]

**Available Modules:**

PTCRB Test Module

[Add button]
4.1.2 Selecting the Correct Module Configuration

- Select the correct HW and SW configuration of the module used in the integrated device
- Select “Continue”

Initial Certification Request

Please enter the Model Name/Number and select the module.

Manufacturer: PTCRB
Device Type: Integrated Device
Model Name/Number: Your Device Model #

Please select the HW/SW version

PTCRB Test Module

<table>
<thead>
<tr>
<th>HW Version</th>
<th>SW Version</th>
<th>SVN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutofillHW387</td>
<td>AutofillSW587</td>
<td>AutofillSVN387</td>
</tr>
</tbody>
</table>
**Initial Certification Request**

Please enter the Model Name/Number and select the module.

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>PTCRB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Type</td>
<td>Integrated Device</td>
</tr>
<tr>
<td>Model Name/Number</td>
<td>Your Device Model #</td>
</tr>
</tbody>
</table>

**Chosen Module:**

<table>
<thead>
<tr>
<th>Module</th>
<th>HW Version</th>
<th>SW Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTCRB Test Module</td>
<td>AutofillHW387</td>
<td>AutofillSVN387</td>
</tr>
</tbody>
</table>

[Remove]

[Continue]
4.1.3 Device Detailed information

- Enter the regulatory ID associated with this device and select “Add”
  - It is permissible to use the module’s FCC ID if you meet the conditions of the module’s FCC Grant
- Enter the HW and SW versions of your integrated device (end product)
  - Note that the SW and HW version of the integrated device seeking certification should not be the same as the module versions
  - If your integrated device does not have integration level SW, indicate a SW version of "0"
- The POC will auto populate based on the user entering the request. Add the billing contact information for the certification fee
- If a PO number is required in order to process the certification fee invoice and payment, enter a PO number. CTIA will send the invoice to the listed billing contact referencing this PO number.
- Select “Continue”

Initial Certification Request

Manufacturer: PTCRB
Model Name/Number: Your Device Model #
Device Type: Integrated Device
Technologies/Bands: GSM 850 / 900 / 1800 / 1900, UMTS FDD: Band I / Band II / Band IV, E-UTRA FDD: Band I / Band 2 / Band 3

Regulatory Approval IDs:
- This device has its own Regulatory Approval IDs
- This device is using the module’s Regulatory Approval IDs

<table>
<thead>
<tr>
<th>Type</th>
<th>ID</th>
<th>Issuing Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCC ID</td>
<td>FCCID</td>
<td>United States</td>
</tr>
</tbody>
</table>

Add

You must enter at least one Regulatory Approval ID.

HW Version:
SW Version:
Point of Contact (POC):
POC Email:
POC Phone:
Billing Company Name:
Billing Address:
Billing POC:
Billing POC Phone:
Billing POC Email:
Purchase Order # (if applicable):

Continue
4.1.4 **Device Features Supported:**

- Features supported by the module selected shall already be checked when you reach this screen.
- Many features cannot be changed by the integration; those are shown with shaded text. Select from the remaining any additional features supported by the device.
- Select “Continue”

---

### Initial Certification Request

**Manufacturer:** PTCRB

**Model Name/Number:** Your Device Model

**Device Type:** Integrated Device

**Technologies/Bands:** GSM: 850 / 900 / 1800 / 1900, UMTS FDD: Band I / Band II / Band IV, E-UTRA FDD: Band I / Band 2 / Band 3

**Features:**

- [ ] A-GNSS
- [x] GNSS
- [ ] AMR-NB
- [ ] AMR-WB
- [ ] AT Commands
- [x] Bluetooth
- [ ] CDMA2000
- [ ] Circuit Switched Voice
- [ ] Connection Efficiency
- [x] DARP
- [ ] EGPRS Multislot Class
- [ ] FUMO
- [ ] GAN/UMA
- [ ] GPRS Multislot Class
- [x] HAC
  - [ ] M-Rating: 5
- [ ] HSDPA
- [ ] HSUPA
- [ ] IMSI
- [ ] ISM
- [ ] Java Version
- [ ] LTE UE Downlink Category
- [ ] LTE UE Uplink Category
- [ ] MIMO Downlink
- [ ] MIMO Uplink
- [ ] MMS Release
4.1.5 **Selecting the Test Lab:**

- From the drop-down list select the test lab being used for approval. Contact should have been made with lab prior to entering the listing in the database.
- Select the point of contact at the lab if known, otherwise select “All”
- Select “Continue”
4.1.6 Specifying the IMEI and Finishing the Submittal

- The PTCRB certification process allows an integrated device to use the module’s IMEI allocation if the integrator is shipping less than 10,000 devices
  - If this condition is true select the option for using the module’s TAC and select the appropriate TACs from the list
- If the device shall be shipping more than 10,000 units, a unique TAC shall be required. This TAC can be issued by the PTCRB or by an alternate TAC allocation body
  - If required, select the appropriate option for the TAC issuing body
  - Select “Continue”

**Initial Certification Request**

Manufacturer: PTCRB
Model Name/Number: Your Device Model #
Device Type: Integrated Device
Features: DARPP,GNSS,HAC,Bluetooth

Please select the type of IMEI/TAC you will be using:
- We are requesting our own PTCRB-issued TAC
- We are using the module’s TAC
- We are using our own non-PTCRB issued TAC
- We are using the module’s TAC and requesting our own PTCRB-issued TAC

Please note you may only use the module manufacturer’s IMEI TAC if your production will not exceed 10,000 units. If this is the case, please select the TAC(s) below and click Continue. If not, please choose “Requesting our own IMEI TAC” above.
Initial Certification Request

Manufacturer: PTCRB
Model Name/Number: Your Device Model
Device Type: Integrated Device
Features: DAR, GNSS, HAC, Bluetooth

GSM Association (GSMA) - Required Information:

Please provide the IMEI TAC details as they will be listed in the GSMA IMEI Database. The details below are unique to this TAC request for the purpose of reporting to GSMA only and will not impact your PTCRB certification request.

Model Name: [Field]
Brand Name: PTCRB
Marketing Name: [Field]
Equipment Type: [Field]
Operating System/Platform: [Field]
Supported: [Field]

Continue

Please select when the device shall be published on the ptcrb.com certified devices list.

- Publish when certified
- Publish [ ] days after certification

Please select the amount of information to be published:

- Basic
- Detailed

Continue
Initial Certification Request

Manufacturer: PTCRB
Model Name/Number: Your Device Model #
Device Type: Integrated Device
Features: GPS, GNSS, HAC, Bluetooth

Please select any operators allowed to view this request, and all its ECOs, while in pending status:

Operators:
- ABC
- Aero
- amoyam USA Inc.
- ANCEL
- AT&T
- Bell Mobility
- Cellular One
- Centennial Communications
- Cincinnati Bell
- Chato
- Consumer Cellular
- Cott Wireless
- Dave Wireless
- Dbacon Cellular
- Eastlink
- Edge Wireless
- FidoNet
- Immix Wireless
- ISPcell
- Jupitter Wireless

PTCRB Certification Listing Process
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KORE Wireless
LightSquared
Mobile Telephone Networks
movistar
New Test Operator All
NTT DoCoMo
RACO Wireless
Rogers Wireless
Shaw Telecom
Solavei
wormthing
Telecom NZ
Telefonica International
TELUS
TerreStar Networks
TEST_B
TIM Perù
T-Mobile
Union Telephone
US Cellular
Videotron
Vivo
Vodafone
Wind Mobile
4.1.7 Request is Submitted

- At this stage the certification request has been submitted and will be in the lab queue for them to process.
  
  The only thing left to complete in the database is to upload the user manual.
  
  - Select the “Upload Documents” button to upload the user manual (this can be a product description such as a brochure as well) of the integrated device as required by PTCRB.
  
  - This can also be done at a later date by using the “Check/Update Request” option from the certification database menu and navigating to the request page by clicking on the request #.

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Initial Certification Request

Manufacturer: PTCRB

Model Name/Number: Your Device Model #

Device Type: Integrated Device

Technologies/Bands: GSM, 850 / 900 / 1800 / 1900, UMTS FDD: Band I / Band II / Band IV, E-UTRA FDD: Band 1 / Band 2 / Band 3

Features: DARP, GNSS, HAC, Bluetooth

Request #46439 has been submitted successfully. You can review your requests by clicking here.
4.1.8 Uploading User Manual

- Under the Required Documents section of the certification request, there is a field to upload the user manual. Use the “Choose File” button to locate the user manual on your local drive and upload it to the database. Then select “Upload Docs”
  - The user manual must reference the manufacturer name and model name/number of the device
  - Draft documents are acceptable as is any document describing the device such as a product brochure
  - In order to upload, the file name is not permitted to contain any spaces or special characters

Initial Certification Request - Requirements Checklist

Request #: 46439
Submitter: Test Manufacturer
Manufacturer: PTCRB
Model Name/Number: Your Device Model #

Required Documents
Please upload the following required documents.

- Users Manual

Optional Supporting Documentation
If you have supporting documentation you would like to provide with this request, please name the documents and upload them here.

The document(s) uploaded successfully.
### Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/2015</td>
<td>1.0</td>
<td>Initial release</td>
</tr>
<tr>
<td>12/12/2018</td>
<td>1.1</td>
<td>Updated PTCRB logo/images and process steps</td>
</tr>
</tbody>
</table>