



PTCRB

How to Certify an Integrated Device

Revision 1.1

December 12, 2018

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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?

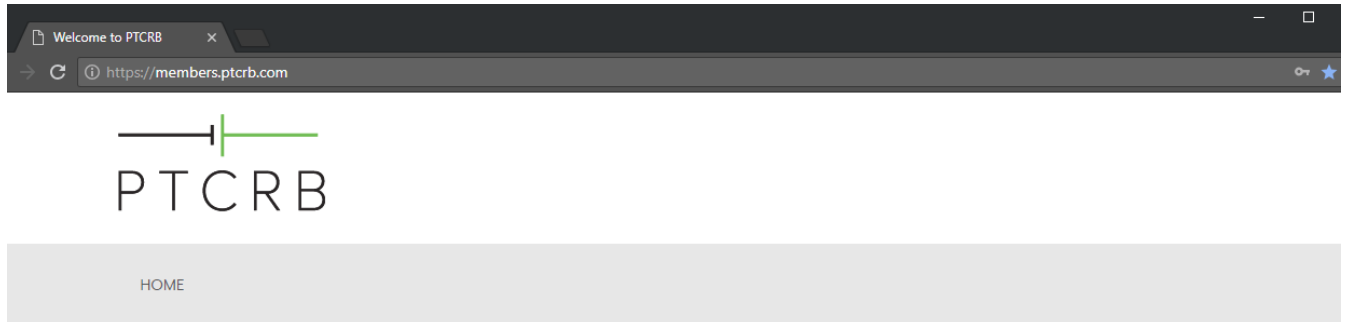
PTCRB approval is required for a device to be used on an operator's network that is part of the PTCRB membership.

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 use them. 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:

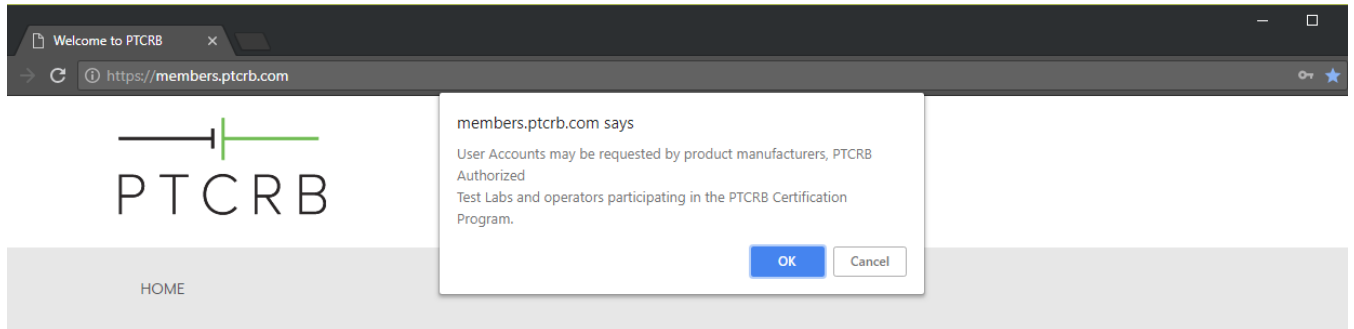
[Login](#)

[I Forgot My Password](#)

[New User Registration](#)

CTIA Certification LLC is the administrator for the PTCRB certification process and PTCRB-issued IMEIs.





REGISTERED USER LOGIN



User Name:

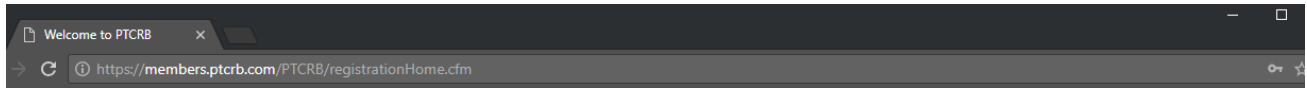
Password:

[Login](#)

[I Forgot My Password](#)

[New User Registration](#)

CTIA Certification LLC is the administrator for the PTCRB certification process and PTCRB-issued IMELs.  





HOME

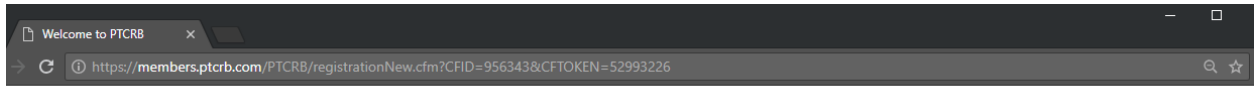
I already have an account on the PTCRB or CTIA certification database.

User Name:

Password:

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

CTIA Certification LLC is the administrator for the PTCRB certification process and PTCRB-issued IMEIs.  



User Registration Request

* Given Name: * Email:

* Surname/Family Name: * Company:

* Business Title: * Company Website:

* Address: * Phone:

Address 2: * Description of company's business/operations:

Address 3:

* City:

State:

* Zip/Postal Code:

* Country:

* Agreement: Manufacturer/Observer
 Operator
 PTCRB IoT Working Group
 PVG Member

Select the groups to which you would like to belong:

Website Rules and Use Instructions

PTCRB requires that a valid company email address must be used for PTCRB account access. Web-based email addresses are not permitted for access to the PTCRB site. Members violating this rule will have their accounts disabled. Access to the PTCRB

I have read and agreed to the above rules and instructions.

* Required fields

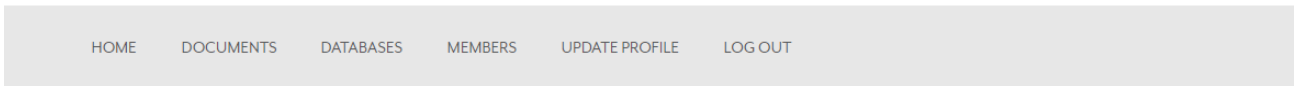
3.0 Navigating the PTCRB Website

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



PTCRB Document Group: manufacturer-observer

Folder: \

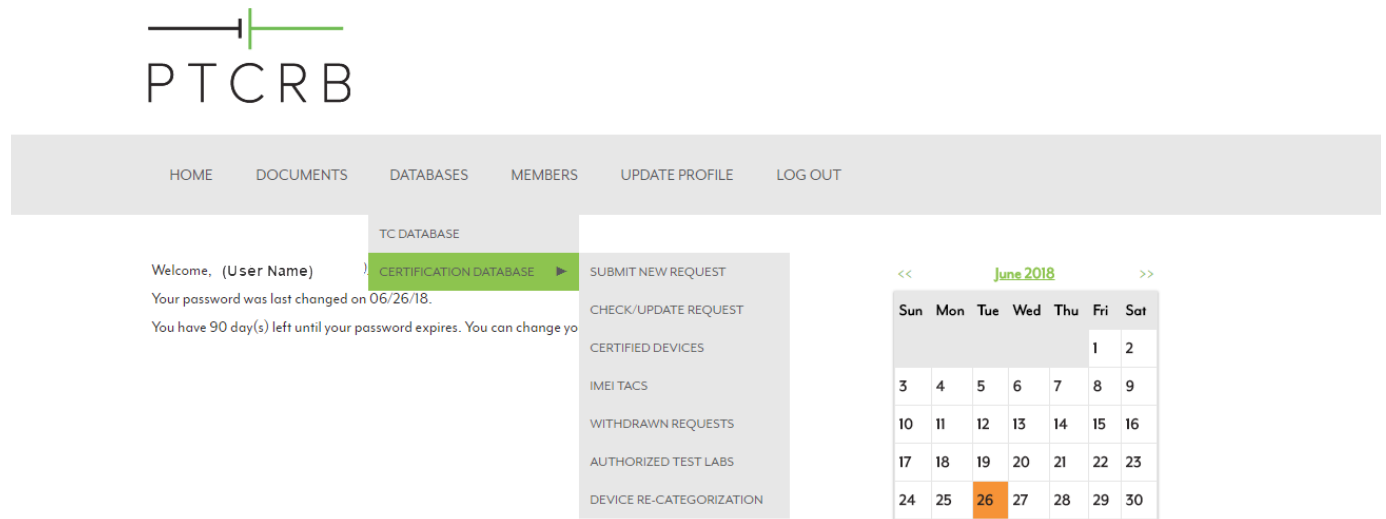
Name	Size	Type	Date
Forms		Folder	2017-05-24 02:41:35 PM
Logo		Folder	2017-06-19 01:33:53 PM
Meeting Documents		Folder	2017-05-24 02:45:54 PM
Meetings		Folder	2017-03-03 03:45:45 PM
Misc		Folder	2017-05-24 02:45:54 PM
New Logo Files		Folder	2017-10-27 03:24:14 PM
PPMD and NAPRD Documents		Folder	2017-05-24 02:45:55 PM
Test Plan Documents		Folder	2017-05-24 02:46:00 PM
1581025 PTCRB Certification Brochure - Rev4.pdf	256 Kb	File	2017-05-24 02:41:35 PM
1581110 PTCRB_Cert_Process.pdf	2155 Kb	File	2017-05-24 02:41:35 PM
1788005 Operator List.xlsx	33 Kb	File	2017-05-24 02:41:34 PM
1788006 Lab List.xlsx	36 Kb	File	2017-05-24 02:41:34 PM
Testing.docx	12 Kb	File	2014-02-28 10:53:52 AM

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



The screenshot shows the PTCRB website interface. At the top is the PTCRB logo. Below it is a navigation bar with links: HOME, DOCUMENTS, DATABASES, MEMBERS, UPDATE PROFILE, and LOG OUT. A dropdown menu is open under 'DATABASES', showing 'CERTIFICATION DATABASE' selected. To the left of the dropdown, a user is logged in with the message: 'Welcome, (User Name). Your password was last changed on 06/26/18. You have 90 day(s) left until your password expires. You can change yo...'. The dropdown menu contains the following options: SUBMIT NEW REQUEST, CHECK/UPDATE REQUEST, CERTIFIED DEVICES, IMEI TACS, WITHDRAWN REQUESTS, AUTHORIZED TEST LABS, and DEVICE RE-CATEGORIZATION. To the right of the dropdown is a calendar for June 2018, with the 26th highlighted in orange.

4.0 Entering a Request in the Database

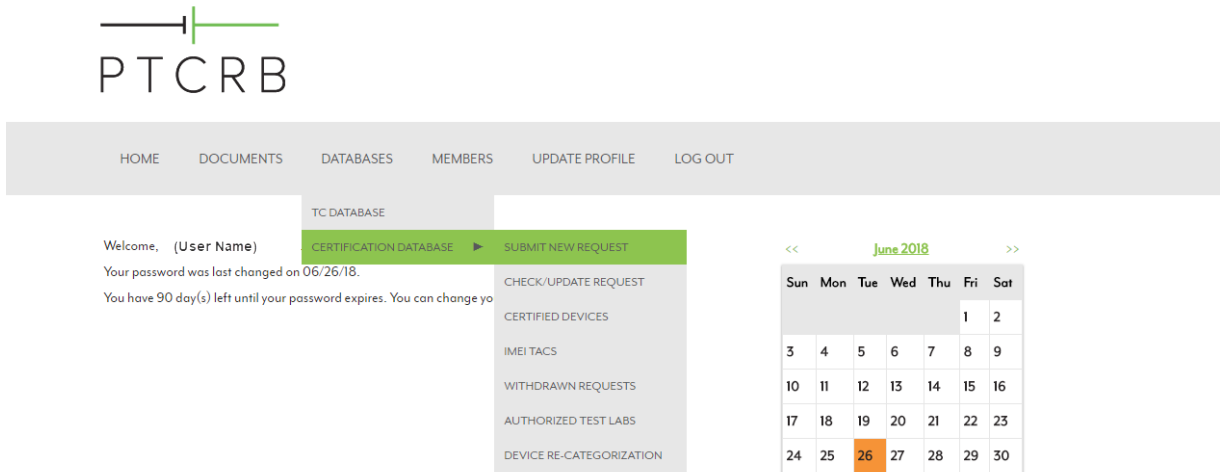
Before submitting a new request to PTCRB make sure you have collected some key pieces of information ahead of time:

- 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.

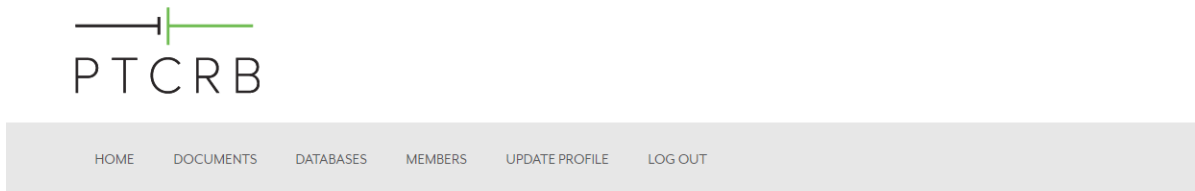
Every effort should be made to enter correct and accurate information into the database when submitting a request. Once a lab accepts the certification request you will be unable to make any changes to the information provided. If you do find later that there are mistakes, you should first contact the 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”



The screenshot shows the PTCRB website dashboard. At the top is the PTCRB logo. Below it is a navigation bar with links: HOME, DOCUMENTS, DATABASES, MEMBERS, UPDATE PROFILE, and LOG OUT. A dropdown menu is open under 'DATABASES', showing options: CERTIFICATION DATABASE (selected), CHECK/UPDATE REQUEST, CERTIFIED DEVICES, IMEI TACS, WITHDRAWN REQUESTS, AUTHORIZED TEST LABS, and DEVICE RE-CATEGORIZATION. The 'SUBMIT NEW REQUEST' option is highlighted. To the right is a calendar for June 2018, with the 26th highlighted in orange.



The screenshot shows the 'Submit New Request' page. At the top is the PTCRB logo. Below it is a navigation bar with links: HOME, DOCUMENTS, DATABASES, MEMBERS, UPDATE PROFILE, and LOG OUT. Below the navigation bar is a breadcrumb trail: home > submit new request. The main heading is 'Submit New Request'. Below the heading is a message: 'Please choose the type of request you would like to submit from the following options.' There is a 'Request Type:' label followed by a dropdown menu with 'Initial Certification Request' selected. A 'Continue >>' button is highlighted with a red box.

- 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”

[home](#) > [submit new request](#) > [certification request](#)

Initial Certification Request

Manufacturer: PTCRB

Has a PTCRB IMEI TAC Request been submitted for this model?

If you are unsure, check for your model by using the search box below. If you see your model, choose Yes. Otherwise, choose No.

Yes No Search box:

[home](#) > [submit new request](#) > [certification request](#)

Initial Certification Request

Manufacturer: PTCRB

Has a PTCRB IMEI TAC Request been submitted for this model?

If you are unsure, check for your model by using the search box below. If you see your model, choose Yes. Otherwise, choose No.

Yes No

Device Type:

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

[home](#) > [submit new request](#) > [certification request](#)

Initial Certification Request

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

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

Available Modules:

PTCRB Test Module	<input type="button" value="Add"/>
-------------------	------------------------------------

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”

[home](#) > [submit new request](#) > [certification request](#)

Initial Certification Request

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

Manufacturer: PTCRB

Device Type: Integrated Device

Model Name/Number:

Please select the HW/SW version

PTCRB Test Module

HW Version	SW Version	SVN
------------	------------	-----

AutofillHW387 AutofillSW387 AutofillSVN387

[home](#) > [submit new request](#) > [certification request](#)

Initial Certification Request

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

Manufacturer: PTCRB

Device Type: Integrated Device

Model Name/Number:

Chosen Module:

Module	HW Version	SW Version
--------	------------	------------

PTCRB Test Module AutofillHW387 AutofillSVN387

[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 1 / 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

Type	ID	Issuing Country	
FCC ID	FCCID	United States	<input type="button" value="Add"/>

You must enter at least one Regulatory Approval ID.

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

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”

[home](#) > [submit new request](#) > [certification request](#)

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:

- A-GNSS
- GNSS
- AMR-NB
- AMR-WB
- AT Commands
- Bluetooth
- CDMA2000
- Circuit Switched Voice
- Connection Efficiency
- DARP
- EGPRS Multislot Class
- FUMO
- GAN/UMA
- GPRS Multislot Class
- HAC
 - M-Rating
 - T-Rating (Optional)
- HSDPA
- HSUPA
- IMPS
- ISM
- Java Version
- LTE UE Downlink Category
- LTE UE Uplink Category
- MIMO Downlink
- MIMO Uplink
- MMS Release

<input type="checkbox"/> Multi-SIM Support	-	Number	-	Feature
<input type="checkbox"/> OMA Browsing				
<input type="checkbox"/> OMA PoC				
<input type="checkbox"/> OMA DM				
<input type="checkbox"/> OMA SUPL				
<input type="checkbox"/> Remote SIM Provisioning		eUICC Manufacturer	<input type="button" value="Add"/>	
<input type="checkbox"/> Rx Diversity				
<input type="checkbox"/> SCOMO				
<input type="checkbox"/> STK SIM				
<input type="checkbox"/> STK USIM				
<input type="checkbox"/> TD-SCDMA				
<input type="checkbox"/> TTY				
<input type="checkbox"/> Video Telephony				
<input type="checkbox"/> UICC-Based NFC				
<input type="checkbox"/> VoLTE				
<input type="checkbox"/> WAP Version				
<input type="checkbox"/> Wi-Fi				

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"

[home](#) > [submit new request](#) > [certification request](#)

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

Please select a lab and point of contact for the testing.

Primary Lab	Point of Contact
testLab	-All-

Please check this box if LTE / LTE CA Interoperability Testing is required.

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"

[home](#) > [submit new request](#) > [certification request](#)

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

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.

Test Module TACs:

35721830

Continue

[home](#) > [submit new request](#) > [certification request](#)

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
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:
Brand Name:
Marketing Name:
Equipment Type: Please choose an option
Operating System/Platform Supported:

[Continue](#)

[home](#) > [submit new request](#) > [certification request](#)

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

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
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

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

Operators:

Select all operators

- ABC
- Aero
- amaysim USA Inc.
- ANCEL
- AT&T
- Bell Mobility
- Cellular One
- Centennial Communications
- Cincinnati Bell
- Claro
- Consumer Cellular
- Corr Wireless
- Dave Wireless
- Dobson Cellular
- Eastlink
- Edge Wireless
- FirstNet
- Immix Wireless
- Iusacell
- Jasper Wireless

- KORE Wireless
- LightSquared
- Mobile Telephone Networks
- movistar
- New Test Operator All
- NTT DoCoMo
- RACO Wireless
- Rogers Wireless
- Shaw Telecom
- Solavei
- something
- Telecom NZ
- Telefonica International
- TELUS
- TerreStar Networks
- TEST_B
- TIM Perú
- 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 #

[home](#) > [submit new request](#) > [certification request](#)

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

[home](#) > [check/update request](#) > [update certification request](#) > [requirements checklist](#)

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

Key: ✓ - Approved / - - Not Yet Approved / ✗ - Rejected

Choose File No file chosen

Upload Docs

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.

<< Upload More Documents

Done

Revision History

Date	Rev	Description
09/02/2015	1.0	Initial release
12/12/2018	1.1	Updated PTCRB logo/images and process steps