

LTE/CDMA Wireless Device Certification Program Management Document

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CTIA–The Wireless Association[®]
Certification Program
1400 16th Street, NW
Suite 600
Washington, DC 20036

e-mail: certification@ctia.org
Telephone: 1.202.785.0081

www.ctia.org/certification

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1. Overview

The purpose of the CTIA LTE/CDMA Wireless Device Certification Program (“Program”) is to verify conformance of wireless devices, using LTE and/or CDMA air-interface technology, to defined industry requirements. Verification is performed in CTIA Authorized Test Labs.

The benefits of CTIA Certification include:

- Providing assurance to wireless network operators that devices being certified meet minimum performance requirements defined by the industry
- Speeding time-to-market for new wireless devices by providing vendors with industry-wide common baseline performance requirements to which new devices can be tested

The Program utilizes the Global Certification Forum™¹ (GCF) Certification Criteria GCF-CC and GCF-CC2, available at <http://member.globalcertificationforum.org/Website/private/refdoc.aspx>.

Wireless devices that may be certified include, but are not limited to, mobile phones, tablets, modules, devices with embedded modules, and wearables.

1.1. Document Scope

This Program Management Document (PMD) defines the requirements and processes of the CTIA LTE/CDMA Wireless Device Certification Program. For device vendors, this document describes the requirements for obtaining and maintaining CTIA Certification and the process to apply for certification. For test laboratories, this document describes the procedures to evaluate vendors’ devices.

1.2. Definition of Terms

Term	Definition
Converged Device	A Device with Wi-Fi technology.
Device	A wireless device, utilizing LTE and/or CDMA air-interface technology.
Device Endorsement	See GCF-CC2 for definition.
ECO	Engineering Change Order. A hardware or software upgrade of a Device previously submitted for Certification.
Integration	A Device containing a certified Module.
Module	A Device requiring integration into a final consumer device. Is it optional, but recommended, that the module obtain certification. The final integrated consumer device will require certification. The advantage of obtaining certification of the module itself is to

¹ Global Certification Forum, Ltd (<http://www.globalcertificationforum.org>)

	provide an assurance to the integrator that the module meets CTIA's requirements. Integrated devices incorporating certified modules may then be certified using a reduced testing process and a reduced certification fee.
Re-Labeled Device	A device that is identical to a currently certified device, but has a different vendor name and model name/number.
Variant	A Device, from the same vendor, that is similar to another Device (Parent) previously submitted for certification. The Variant has a unique model name/number.

1.3. Roles and Responsibilities

This section describes the roles and responsibilities of the parties involved with the CTIA Certification process and mentioned throughout this document.

1.3.1. CTIA

As owner of the CTIA Certification Program, CTIA defines the requirements for CTIA Certification, administers the overall program and awards CTIA Certification to the vendor.

1.3.2. CTIA Authorized Testing Laboratories (CATLs)

CATLs shall at all times maintain compliance with the Policies and Procedures for CTIA Authorized Testing Laboratories document. Interested organizations may contact CTIA to obtain a copy of this document. CATLs have the authority to perform certification testing for the CTIA Certification Program and must follow the procedures described in Section 2 of this document.

Each CATL shall appoint a Primary Point of Contact (PoC) to interface with CTIA. The PoC is responsible for approving who within their company shall be given access to the certification database and for informing CTIA when individual user access should be disabled (for example, when a user leaves the company).

1.3.3. Wireless Device Vendors

Vendors requesting CTIA certification of a device must follow the procedures described in Section 2 of this document. Certification testing may be conducted at any of the available CATLs per the vendor's choice.

Each vendor shall appoint a Primary Point of Contact (PoC) to interface with CTIA. The PoC is responsible for approving who within their company shall be given access to the certification database and for informing CTIA when individual user access should be disabled (for example, when a user leaves the company).

1.4. Is CTIA Certification Mandatory?

The CTIA Certification Program is a voluntary program operating at the request of and for the benefit of CTIA members. CTIA Certification is not a requirement for sale of a device in North

America. The Program is developed by CTIA with the assistance of industry advisory groups comprised of representatives from wireless operators, device vendors, testing laboratories and testing solution suppliers.

1.5. Eligible Participants

Any wireless device vendor may participate in the CTIA Certification Program. CTIA membership is not required to be a program participant.

2. Program Procedures

2.1. Test Facilities

Multiple laboratories are authorized to perform certification testing for the CTIA Certification Program. Labs are authorized per CTIA Certification Test Plan.

A current listing of CATLs can be found at www.ctia.org/certification.

Vendors may utilize CATLs for pre-certification testing as per Section 2.3 of this document.

2.2. Test Results

CATLs are responsible for uploading the full test results, including the Summary Test Report ([APPENDIX C: Summary Test Report](#)), and test logs, to the certification database. In the event that the hardware and/or software versions are not the same for all testing, the device vendor shall fill out the Declaration of Hardware and Software Differences in Tested Devices ([APPENDIX D: Declaration of Hardware and Software Differences in Tested Devices](#)) and upload it to the Supporting Documentation area within the certification database.

2.3. Use of CTIA Certification Test Plans

As noted in the copyright statement on each of CTIA's certification test plans, only CATLs are permitted to use the test plans for commercial testing purposes. No other test labs are permitted to use these test plans. The test plans may not be altered or reproduced in any way without prior permission from CTIA. No portions of the test plans may be used in other documents without prior permission from CTIA.

CATLs shall refer to the *Policies and Procedures for CTIA Authorized Testing Laboratories* document for the terms and conditions under which the certification test plans may be used.

For CTIA certification, the test plans must be run in their entirety. No tests shall be omitted. The only exceptions to this rule are:

- In cases where no testing is required (for example, see Section 3.4 of this document), but the vendor requests the CATL to run portions of a test plan. In this case, the CATL shall prominently place an explanation on the cover of the test report.

- A Waiver Request Form ([APPENDIX E: Waiver Request Form](#)) has been approved by CTIA.

Use of CTIA certification test plans for pre-certification testing is permitted under the following conditions. The CATL shall inform CTIA of the vendor name and model name/number of the device to be tested by sending an e-mail to certification@ctia.org. The CATL shall prominently label on the cover of the test report: "Pre-Certification Test Report. For [vendor name] internal use only." There is no CTIA certification fee for pre-certification testing. Within a reasonable period of time, the vendor is expected to submit a certification request following the procedures in Section 2.5 of this document.

Use of CTIA certification test plans for purposes outside of CTIA Certification must be pre-approved by CTIA. The CATL shall submit a request via CTIA's certification database at <https://cpo.ctia.org/> by selecting Non-Certification Testing, Submit Request. If approved, the CATL shall prominently label on the cover of the test report: "Test run with permission from CTIA. Device was not submitted for CTIA Certification".

2.4. Certification Fees

Vendors shall pay a certification fee to CTIA (see [APPENDIX B: CTIA Certification Fees](#)) and shall inform the CTIA if a P.O. number shall be noted on CTIA's invoice to the vendor. Vendors shall also pay a certification testing fee to each CATL utilized for certification testing. Certification testing fees will be independently determined by each CATL.

2.5. Certification Request

Vendors shall submit certification requests via CTIA's certification database at <https://cpo.ctia.org/>. User login accounts may be requested by selecting "I need a user name and password" on the login page. The vendor shall select the appropriate request from the Request Type drop-down list:

- LTE/CDMA Device Certification Request – Initial
- LTE/CDMA Device Certification Request – Variant
- LTE/CDMA Device Certification Request – ECO

2.6. Award of Certification

Upon completion of the following items, the device will be certified:

- Final test results, indicating the device has passed all required tests, from each CATL conducting testing on the device
- All required documents from the vendor
- Certification of the parent device, in the case of Variant Certification Requests and ECO Certification Requests
- Payment of the certification fees, in the case of Initial Certification Requests and Variant Certification Requests

- Fully executed License Agreement (See [APPENDIX A: Certification License Agreement](#))

2.7. Period of Certification

Provided that all terms defined in this document are met, CTIA Certification is valid the life of the device.

2.8. Certification of Re-Labeled Devices

A re-labeled device is defined as a device that is identical to a currently certified device, but has a different vendor name and model name/number.

- The device shall be submitted as an Initial certification request:
- The re-labeled vendor name and model name/number shall be entered
- The CATL used for the originally certified device shall be chosen
- The CATL shall upload the test reports of the originally certified device along with two additional documents:
 - A Product Equality Letter from the re-labeling vendor. This letter shall state that the re-labeled device is the same as the originally certified device (referenced by vendor name and model name/number as it appears in the certification database) and that no changes have been made other than the vendor name and model name/number. The letter shall be signed and dated.
 - An Authorization of Use Letter from the vendor of the originally certified device. This letter shall state that the vendor of the originally certified device allows the CATL to use the test reports from this device for certification of the relabeled device. The letter shall be signed and dated.

3. Evaluation Criteria

3.1. Effective Date

The applicable certification criteria for a given device will be those in effect, as defined in this PMD, on the date the certification request is submitted. Should the criteria change while the device is undergoing certification testing, the vendor has the option to utilize the new criteria.

The CTIA Certification Test Plans referenced in this section may be downloaded from CTIA's web site at www.ctia.org/certification. The latest revision at the time the request is submitted shall be used. All testing must be performed in CTIA Authorized Testing Laboratories.

3.2. Conformance Testing

Devices incorporating LTE technology must be tested to the CTIA Conformance Test Plan for LTE Wireless Devices.

Devices incorporating CDMA technology must be tested to the CTIA Conformance Test Plan for CDMA Wireless Devices.

3.3. Cabled Interoperability Testing

Should the device require cabled interoperability testing, the vendor shall check the appropriate Cabled IOT Device Endorsement (CDMA Cabled IOT and/or LTE Cabled IOT) when submitting the certification request and select one or more CATLs for such testing.

3.4. Over-the-Air Performance Testing

All devices shall be tested to CTIA's Certification Test Plan for Wireless Device Over-the-Air Performance. Test applicability shall be as described in Appendix O of the test plan.

For ECOs, testing must be conducted if the changes impact any of the following areas:

- Hardware design
- Calibration data/procedure
- Maximum output (radiated) power

If the changes do not impact these areas AND the conducted RF measurement has not changed +/- 1 db, then Over the Air Performance Testing on the ECO is not necessary.

3.5. Wi-Fi Testing

Devices that incorporate Wi-Fi technology ("Converged Devices") shall be tested to the CTIA/Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices. The vendor shall check the Wi-Fi feature when submitting the certification request and select a CATL for such testing.

3.6. Hearing Aid Compatibility (HAC) Testing

Devices that are hearing aid compatible may optionally be tested to CTIA's Certification Test Plan for Hearing Aid Compatibility. This is not a requirement for certification. Should a vendor choose to have the device tested to CTIA's Certification Test Plan for Hearing Aid Compatibility, the vendor shall check the HAC feature when submitting the certification request.

If the HAC feature is checked, the following items shall be considered:

- If the manufacturer has declared an M rating for the device, the device shall be tested to Section 2 (RF Emissions Measurements) of the test plan.

- If the device supports T-coil and the manufacturer has declared a T rating for the device, then Section 3 (Audio Band Magnetic Field Measurements) of the test plan shall be performed.

3.7. FCC Compliance

Vendors shall obtain an FCC Grant of Equipment Authorization and provide the associated FCCID during the certification submission process.

3.8. User's Manual

A user's manual/guide for the device shall be supplied. A draft version is acceptable.

4. Supplier Best Practices

The wireless industry has developed a set of "Best Practices" for suppliers of wireless devices, which can be found at www.ctia.org/certification. While vendors are encouraged to utilize these best practices, they are not required for a device to be certified.

5. CTIA Certification Seal

When CTIA Certification is awarded to a specific device, the vendor is entitled (in accordance with the License Agreement – refer to [APPENDIX A: Certification License Agreement](#)) to utilize the CTIA Certification Seal in association with the device:



Digital files for reproduction of the seal will be supplied to vendors upon request.

5.1. Use of the CTIA Certification Seal

Use of the seal is optional. However, when used, the seal must be displayed as a physical Seal affixed to a certified device and/or its packaging.

Before displaying the Seal, the device must be certified.

The Seal may be used in the vendor's advertising and product promotion material.

The Seal is not transferable.

5.2. Labeling of Certified Devices

Vendors are encouraged to display the CTIA Certification Seal on devices in one of the following ways:

- Directly to the device by painting, masking or impressing into the device's case or housing.
- By means of imprinting on the device's data plate.
- Directly on the device's packaging and on the device's owner's manual.

The Seal may be located anywhere on the device, including the battery compartment, but cannot be affixed to the battery or to the battery charger.

The Seal shall be acquired or developed by the vendor. Certification Seals will not be supplied by CTIA. Artwork for the CTIA Certification Seal is available from CTIA Certification Program staff.

There are no specific size requirements or restrictions for labeling. The Seal shall be large enough that the text is legible and the size shall be appropriate for the device or packaging on which it is displayed.

Upon expiration or revocation of certification, the vendor shall discontinue display of the CTIA Certification Seal from all devices and their packaging.

APPENDIX A: Certification License Agreement

The following agreement, between CTIA and the vendor submitting the certification request, is accepted by the vendor when the certification request is submitted.

Submitter has entered into a voluntary relationship with CTIA for the testing of certain wireless radio devices or equipment manufactured by or for the Submitter, and Submitter has demonstrated to CTIA's satisfaction that the [Model Name & Number, FCC ID] meets CTIA's requirements for Certification.

For these reasons, and for other good and lawful reasons and in consideration of the covenants set forth below, the parties agree as follows:

SECTION ONE CERTIFICATION

1.1 The Recitals are hereby incorporated in the same manner as if the same were repeated herein. Submitter is hereby granted a nonexclusive license to represent the specified product as meeting CTIA's requirements for certification based on the guidelines set forth in exhibits A and the CTIA Certification Program Management Document, and to use the CTIA Certification Seal in reference to the specified product in accordance with the terms of this Agreement. CTIA warrants that it has full power and authority to grant the rights herein granted.

1.2 CTIA will permit the use of appropriate references to CTIA and its Certification Seal solely in connection with the specified product. The CTIA Certification Seal or other registered CTIA marks, or any other reference, which may be interpreted to mean CTIA, may appear in advertising, promotional material or other literature to indicate the specified product meets CTIA's requirements for certification.

1.3 Submitter agrees to amend or discontinue the use of the CTIA Certification Seal upon the written request of CTIA.

1.4 References to CTIA and the CTIA Certification Seal shall not be misleading as to the extent of certification.

1.5 Submitter shall be entitled to utilize CTIA's Certification Seal for as long as the specified product meets CTIA's requirements for certification. Submitter will discontinue use of the CTIA Certification Seal upon receipt of CTIA's formal written notice (as set forth in exhibit A) to do so.

SECTION TWO COMPLIANCE

2.1 The specified product shall comply with all of CTIA's requirements for certification.

2.2 Submitter assumes full and complete responsibility for its use of the CTIA Certification Seal, and agrees that its use of the CTIA Certification Seal constitutes its declaration that the specified product has been made in compliance with CTIA's requirements for certification.

2.3 Submitter agrees that any tests or sampling of the specified product conducted by CTIA is only a check as to whether the specified product complies with CTIA's requirements for certification and in no way relieves the Submitter of his responsibility for the product.

SECTION THREE CORRECTIVE ACTION

3.1 Should CTIA conduct any tests or examinations of the specified product that disclose that units of the specified product do not comply with the requirements for certification, the Submitter shall, at its own expense, remove the CTIA Certification Seal from all units that in CTIA's opinion do not comply with CTIA's requirements for certification in Submitter's possession, or if the Submitter wishes to maintain the specified product's compliance with the CTIA Certification Seal program, Submitter shall, at its own expense either, rework, recall, or destroy all units of the specified product that in CTIA's opinion does not comply with CTIA's certification requirements at the time the units left Submitter's control. CTIA agrees to provide Submitter in a timely manner with the results of any tests or examinations that disclose that units of the specified product do not comply with the requirements for certification.

3.2 Submitter agrees that it will cooperate with and assist CTIA in ascertaining the facts needed to determine that the specified product complies with CTIA's certification requirements.

3.3 Submitter agrees that with prior written notice to Submitter, CTIA may notify vendors, authorities, potential users, and others of an improper or unauthorized use of the CTIA Certification Seal, or any improper or unauthorized reference to CTIA, when in CTIA's opinion such notification is necessary in the interest of public or for CTIA's own protection.

SECTION FOUR TERMINATION

4.1 This Agreement shall continue so long as the specified product meets the requirements as set forth in Exhibit A, unless termination rights provided for in this Agreement are exercised.

4.2 If Submitter fails to comply with any of the terms and conditions of this Agreement, CTIA may immediately terminate or suspend this Agreement upon written notice to Submitter.

4.3 Upon termination of this Agreement, the license granted by Section 1.1 shall be canceled, and Submitter shall forthwith cease its use of the CTIA Certification Seal in connection with the specified product.

4.4 Termination of this Agreement by whatever means shall not affect any liability of the parties existing as of the date of such termination, and shall not relieve Submitter of its obligation to indemnify CTIA hereunder.

SECTION FIVE INDEMNIFICATION

5.1 Submitter indemnifies and holds harmless CTIA, its officers, directors, employees, members, and agents, against any and all liability, loss, cost, damage, claims, suits or expenses (including reasonable attorneys' fees and costs) of any kind whatsoever, arising in any way from any negligent or willful acts or omission or breach of this Agreement by Submitter or its agents or employees, or from Submitter's use, marketing, or sale of the specified product, including but not limited to third party claims for injury or damage allegedly caused by the performance or failure to perform of the specified product or false or misleading advertising or marketing in connection with the specified product, during the period of this Agreement or thereafter. Conversely, CTIA indemnifies and holds harmless Submitter, its officers, directors, employees, members, and agents, against any and all liability, loss, cost, damage, claims, suits or expenses (including reasonable attorneys' fees and costs) of any kind whatsoever, arising in any way from any negligent or willful acts or omission of breach of this Agreement by CTIA or its agents or employees.

that: 5.2 Submitter shall defend CTIA against any claim to which its indemnity relates, provided

- (i) CTIA provides Submitter with notice of the claim promptly after CTIA becomes aware of such claim, and the notice shall state the facts giving rise to such claim;
- (ii) Submitter controls the defense or settlement of such claim, and Submitter shall not settle or otherwise dispose of such claim without CTIA's prior written consent;
- (iii) CTIA cooperates with Submitter in every reasonable way to facilitate the defense or settlement of such claim; and
- (iv) CTIA does not settle or otherwise dispose of such claim without Submitter's prior written consent, and such consent shall not be unreasonably withheld or delayed.

that: 5.3 CTIA shall defend Submitter against any claim to which its indemnity relates, provided

- (i) Submitter provides CTIA with notice of the claim promptly after Submitter becomes aware of such claim, and the notice shall state the facts giving rise to such claim;
- (ii) CTIA controls the defense or settlement of such claim, and CTIA shall not settle or otherwise dispose of such claim without Submitter's prior written consent;
- (iii) Submitter cooperates with CTIA in every reasonable way to facilitate the defense or settlement of such claim; and
- (iv) Submitter does not settle or otherwise dispose of such claim without CTIA's prior written consent, and such consent shall not be unreasonably withheld or delayed.

SECTION SIX LIMITATION OF LIABILITY

6.1 Submitter acknowledges and agrees that CTIA shall not be responsible for the loss, damage, or claim in connection with the use or marketing of the specified product, whether liability is asserted in contract or tort (including negligence or strict liability). In no event will either party be liable to the other party, or to any third party, for the loss of profits, loss of use, loss of production, loss of goodwill, or incidental, indirect, or consequential damages of any kind.

6.2 In no event will Submitter be liable to CTIA, or to any third party, for special, incidental or consequential damages (including, without limitation, loss or use, time or data, inconvenience, commercial loss, lost profits or savings) to the full extent such may be disclaimed by law, even if Submitter has been advised of the possibility of such damages.

SECTION SEVEN NO APPROVAL

7.1 This Agreement does not constitute CTIA's guarantee or warranty of the specified product and no representation of any kind by Submitter in connection with its use of the specified product or otherwise will directly or indirectly, explicitly or implicitly convey or suggest any such guarantee or warranty. CTIA may require that a statement disclaiming directly or indirectly CTIA's guarantee or warranty must be included in the marketing and informational materials accompanying the specified product.

SECTION EIGHT INSURANCE

8.1 Submitter will maintain during the period of this Agreement liability insurance of at least two million dollars in policy limits covering claims or suits arising from the specified product, and will include CTIA as an additional insured on the policy as to matters covered by this Agreement, and Submitter will furnish to CTIA evidence of that insurance.

SECTION NINE COUNTERPARTS

9.1 This Agreement may be signed in two counterparts and either party hereto may sign any such counterpart, each of which when signed and delivered shall be deemed to be an original and both of which counterparts taken together shall constitute but one and the same instrument. This Agreement shall become binding when the counterparts shall have been signed and delivered by both parties. Each party intends to sign and deliver this Agreement by uploading an electronic image of their signed signature page into CTIA's Certification Database ("Database). Each party agrees that the delivery of this Agreement by uploading it into the Database shall have the same force and effect as delivery of original signatures, and that each party may use such electronic images of such signatures received in the Database as evidence of the execution and delivery of this Agreement by both parties to the same extent that an original signature could be used.

EXHIBIT A GUIDELINES FOR MAINTAINING CTIA CERTIFICATION

The license granted in the AGREEMENT shall endure for the term of the AGREEMENT provided that all terms and conditions defined in this AGREEMENT, and the CTIA Certification Program Management Document (PMD) are met. To retain certification throughout the duration of this AGREEMENT, the procedures defined in the PMD must be followed and the requested documentation must be received. The guidelines for submitting documentation and reevaluation are as follows:

1. Notification of any significant hardware or software changes which might affect the performance of products against criteria used for certification must be submitted to a CTIA Authorized Testing Laboratory (CATL) and to CTIA.
2. Failure to submit this notification will prompt the removal of the product(s) under question from the list of CTIA certified products.
3. The CATL will evaluate the changes and determine if regressive testing is necessary. Submitter may appeal the lab's decision to CTIA if regressive testing is felt to be excessive.
4. Submitter shall directly compensate the CATL for testing performed.
5. If the product fails to comply with CTIA's criteria upon a reevaluation, and Submitter elects not to comply with CTIA's criteria within a timely manner, this AGREEMENT and CTIA Certification shall be immediately terminated.

APPENDIX B: CTIA Certification Fees

Certification Request Type	Fee (U.S. \$) for Non-Converged Device	Fee (U.S. \$) for Converged Device
Initial	\$12,500	\$15,000
Variant	\$3,125	\$3,750
ECO	0	0

All fees will be invoiced to the vendor per the guidelines explained in Section 2.4 of this document.

Certification fees are per device.

Fees for Integrations and Re-Labeled Devices are the same as those of Variants.

Certification testing fees are separate from these fees and are determined independently by each CATL.

APPENDIX C: Summary Test Report

For devices incorporating CDMA technology:



Summary CTIA CDMA
Test Report.doc

For devices incorporating LTE technology, refer to the GCF-CC reporting criteria.

APPENDIX D: Declaration of Hardware and Software Differences in Tested Devices



HW SW Difference
Declaration.doc

APPENDIX E: Waiver Request Form

If the device does not meet the certification criteria, the vendor shall complete the Waiver Request Form and submit it to CTIA at certification@ctia.org. CTIA will review the request and attempt to provide an answer within 5 business days. If the request is approved, the CATL shall upload the form along with the test results to the certification database.



Waiver Request
Form.doc

APPENDIX F: Change History

Revision	Date	Description of Changes
Rev 1.0	August 2015	<ul style="list-style-type: none">• Replaces CTIA CDMA Certification Program Management Document