New CLEC Checklist
(For Facilities Based CLECs)

NOTE: This guide is not to be considered an all-inclusive list of requirements that CLECs must adhere to. Requirements may vary from company to company depending on the type of service the CLEC is providing and which RBOCs / ILECs they are interconnecting with.

All services highlighted in green are performed by Fred Goldstein of ionary Consulting.
All services highlighted in blue are performed by Mary Lou Carey of BackUP Telecom Consulting, LLC.

Pre-Planning Consideration

- ❑ Establish a business plan
- ❑ Identify target markets
  - ✓ Identify markets in terms of geography
  - ✓ Idenfity the type of customers targeted
  - ✓ Identify the types of service provided (ISP, PRIs, residential DSL, small business via T1 EELs, etc.)
- ❑ Establish a network plan
  - ✓ How do you plan to provide the various types of service you are offering?
  - ✓ Will you connect to the RBOC / ILEC through a switch, collocation, or POI?
  - ✓ What form of interconnection will you use?
  - ✓ Etc.

Agreements / Certifications

- ❑ Attorney: recommend choosing one that specializes in CLEC Interconnection
- ❑ State Certification: required in each state you wish to provide service in
- ❑ Interconnect Agreements: recommended for each RBOC / ILEC you're interconnecting with
  - ✓ Search through the existing Interconnection Agreements to find one that best fits your business and network plans. It's much more cost effective to opt into one that has already been approved.
- ❑ Long Distance Provider: recommended if you choose to offer long distance service
- ❑ 911 PSAP: required only when you offer voice services. Most metropolitan areas have a designated 911 service provider you connect to. (This is usually the RBOC / LEC, operating under state contract).
- ❑ Administrative Operating Company (AOCN): required if you order central office codes. You can sign an agreement with Telcordia and handle your own BIRRDS inputs or you can sign an agreement with an AOCN provider to input your codes into BIRRDS for you. (BIRRDS is the data base used to create the Local Exchange Routing Guide [LERG] and Terminating Point Master [TPM].)
- ❑ Billing Provider: required if you need help preparing and managing end user bills
- ❑ CABS Billing Provider: required to submit Carrier Access Billing to other long distance providers that terminate calls on your network
- ❑ Call Center to handle ordering, billing and repair issues: only necessary if you do not have the staff to handle these issues yourself
- ❑ Centralized Message Distribution System (CMDS) provider: only necessary if you wish the seek reimbursement from other telecom providers for third party billing, calling cards, etc
- ❑ CLASS services provider: only necessary for providers that offer voice services; provides the database services required for calling features such as Caller ID, *69, etc.
- ❑ Directory Assistance / Operator Services provider (OS/DA): only required if you provide voice services
- ❑ NPAC agreement: only required if you port numbers or order Central Office Codes (NPA-NXX-X) located in a pooling area. Most of the USA is now pooled, though some rural areas are not.
- ❑ Service Order Activation (SOA) Provider: required if you port numbers
- ❑ SS7 provider: required to gain connectivity to the SS7 network / database

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Switch Location Considerations

- Building that has a sufficient amount of fiber run to it. A "carrier hotel" is desirable.
- Building that has adequate structural reinforcements to withstand a moderate-intensity natural disaster (earthquakes, etc.)
- Building that has a proper floor loading.
- Building that has a ample power supply.
- Building that has air conditioning, since telecom equipment generates heat year round.

Switch Considerations

- Switches are not easily replaced, so make sure it has all the features you need BEFORE you buy it.
- If you plan on porting central office code numbers (NPA-NXX), your switch must be LNP capable.
- If you plan on ordering central office code numbers in a pooling area (NPA-NXX-X), you must be LNP capable and able to provide pre-recorded messages for LRN number blocks that are not assigned.

Codes Required

	Acronym	Stands for	Description	Required / Optional
	CCS	SS7 Point Codes	9 digit codes used to identify signaling points in the SS7 network	Required – choose one of 3 types ❑ Point Code Block ❑ Small Network Code ❑ Large Network Code
	CIC	Carrier Identification Code	4-digit code used to identify your company on all Feature Group D (FGD) traffic records. (Most visible when it follows "101" in 101xxxx dialing)	Required when: ❑ Your trunks are carrying long distance traffic ❑ Your trunks hand off long distance traffic to an LD provider
	CLLI	COMMON LANGUAGE ™ Location Identifier	11 character code that identifies your switch, assigned by Telcordia, first 8 characters identify city, state, building, remaining characters identify entity in building	Required ❑ One CLLI code for each switch, collocation or Point of Interconnection (POI) ❑ Telcordia issues switch and POI CLLIs, RBOC/LEC issues collocation CLLIs
	499A FRN	Federal Registration Number	FCC issues for federal tax purposes	Required
	IAC aka ACNA	Interexchange Access Customer, also known as Access Customer Name Abbreviation	3 digit alpha code that identifies your CLEC company (only one assigned per company)	Required ❑ Only one allowed per company

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	Acronym	Stands for	Description	Required / Optional
	LRN	Location Routing Number	Telephone number used to direct ported or pooled numbers to the correct switch	Required when: ❑ Order numbers in an area with mandatory number pooling ❑ Participate in Local Number Portability (porting numbers)
	NPA-NXX	Number Plan Area – 10,000 block (see "Forms section" for specifics on how to order)	Area Code and Prefix	Required when: ❑ Order numbers in a non-pooling area ❑ Need to establish and LRN in a pooling area
	NPA-NXX-X	Number Plan Area – 1,000 block (see "Forms section" for specifics on how to order)	Area Code, Prefix and thousands block	Required when: ❑ Order numbers in a pooling area
	OCN	Operating Company Number	4 digit code that identifies your company	Required ❑ One per state ❑ If providing service in more than 1 state, must have an overall OCN, called a Parent OCN
	RAO	Revenue Accounting Code	used to identify your company for billing purposes	Required – choose either: ❑ Hosted (by CMDS provider) ❑ Non-Hosted
	TRS	Telecom Relay Service Number	Code used to identify your company for contributions to the TRS fund (service for hearing impaired)	Required

Systems to be connected to

	System	Connect through	Notes
	BIRRDS	Telcordia	❑ Only required if you are acting as your own AOCN
	Local Service Request (LSR) System	Each RBOC / LEC you interconnect with	❑ Used to order loops to the end user
	Access Service Request (ASR) System	Each RBOC / LEC you interconnect with	❑ Used to order Entrance Facilities, UDITS, EELs, trunks, dark fiber and point to point circuits
	NAS	NANPA	❑ Order full NXX codes ❑ Order CICs ❑ Submit NRUF online
	SOA	NPAC or Verisign	❑ Only required if you issue your own SOA orders
	PAS	NEUSTAR	Xs in number pooling areas
	Trouble Ticket Administration Center	Each RBOC / LEC you interconnect with	

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Forms to be Submitted

	Forms	Submit to:	Notes
	Tariffs	State and FCC	❑ Provides product, terms and rate information
	Numbering Resource Utilization and Forecast report (NRUF)	NEUSTAR	❑ Fill out in advance of ordering codes ❑ Update every 6 months (due February 1 and August 1)
	Pooling Administration Forecast (PAS forecast)	Pooling Administrator	❑ Only required for codes in pooled areas ❑ Does not take the place of NRUF forecast ❑ Fill out in advance of ordering codes
	NPA-NXX part 1	NANPA if full NXX, National Pooling Administrator if a 1,000 block	❑ Initial code request for NXX or NXX-X, ordered by rate center ❑ Order through PAS or NAS ❑ Shortest time from application to code effective date is 66 days
	NPA-NXX part 2	BIRRDS	❑ Input of code into the BIRRDS database (aka the LERG) ❑ Can only be done by your dedicated AOCN ❑ Details routing and billing information
	NPA-NXX Part 4	Code Administrator that assigned the NPA-NXX or NPA-NXX-X	❑ Must be submitted within 180 days of code effective date ❑ May not be submitted until date that at least one paying customer is assigned a working number
	Trunk Forecast	each RBOC / LEC you interconnect with	❑ Provides estimate of trunk capacity they need to reserve for you ❑ Usually for two years out
	CLEC Profile	each RBOC / LEC you interconnect with	❑ Provides LEC information on types / quantity of services you plan to order, provides contact information for each division (billing, repairs, etc)
	Network Interconnection Sheet	each RBOC / LEC you interconnect with	❑ Provides specific information on how you plan to interconnect with them
	911 Interconnection forms	Designated Service Provider that interconnects with PSAP	❑ Provides information on how you are connecting to the PSAP