

Free FCC Radio Narrowband Clinics at the Radford University (RU) located in the City of Radford, for Localities, Higher Education and State Government Agencies

The Virginia Information Technologies Agency Radio Clinic

Purpose and Who—Two fold:

Will provide personal individual guidance to each individual Public Safety Entity, Locality, Higher Education Institution and State Government Agency on the FCC Narrowband Mandate

VITA will Narrowband each callsign held by each Public Safety Entity, Locality, Higher Education Institution and State Government Agency. This includes the preparing and filing of each callsign to the FCC ¹

These will be individual sessions

What you will need:

Bring a COPY ONLY of each of your FCC licenses in hand and fill out the attached license questionnaire. ² Only one questionnaire is necessary regardless of number of callsigns unless the **contact or antenna placement information** is different for each license held. If unsure about what to bring please call the number listed at the end of this page

Bring your questions too on your radio equipment—including what you have now or what you are considering to purchase.

When: Monday, November 15th thru Wednesday November 17th

Where: Radford University
Material Management Office
501 Stockton Street
Radford, VA. 24142

Time: November 15th –10:00 AM to 5:00 PM; November 16th –8:00 AM to 5:00 PM; November 17th 8:00-Noon

Note—Will extend the November 17th session time to 5:00 PM if all time slots for that day are full

Each Public Safety Entity, Locality, Higher Ed institution or State agency will be given up to **four**, 30 minute slots for review and submission of your FCC licenses as well as related questions to your individual radio systems.

The 30 minute time slots will start from the beginning of the published times and end as previously noted.

A Reservation IS REQUIRED / or we can not guarantee that there will be adequate time to review and file each license and/or answer related questions

Questions and Reservation info:

[David R. Warner](#)
[Spectrum Management](#)
[Public Safety Communications](#)
[Radio Engineering Division](#)
[Virginia Information Technologies Agency \(VITA\)](#)
[\(804\) 416-6199](#)

¹ VITA does NOT charge for this service; however there is a frequency coordination charge (made outside of VITA and the Commonwealth of Virginia's control) of approximately \$25.00 for each Public Safety/Local Gov't Callsign. Education and certain volunteer Fire/Rescue organizations may be \$70.00 per callsign or higher. Certain out of date licenses may be higher and require full coordination fees.

² Not filling out the attached questionnaire may delay processing of your FCC license. Questionnaire is sent only after making a reservation