



**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION OFFICE OF
REGULATION AND CERTIFICATION**

IACRA User Guide

AVS Integrated Airman Certification and Rating Application

Date: December 2018



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1 OVERVIEW OF IACRA

IACRA is a web-based enterprise application that provides functionality to minimize the necessity of paper airman certification/rating application forms such as the 8710. IACRA electronically captures and validates airman information required to complete the airman application and the other certification documents including the appropriate temporary airman certificate and knowledge test results. It integrates critical elements of multiple FAA program databases. IACRA automatically ensures that applicants meet regulatory and policy requirements, and it uses electronic signatures throughout the certification process which brings the application in compliance with the Government Paperwork Elimination Act. The IACRA system design allows a Certifying Officer with electronic signature authority to have applications and ratings collected and validated in real-time, with checks against the Registry and other FAA databases. FAA designees and return users can be validated immediately.

IACRA's web-based architecture provides access to the application by the public via the internet. This approach facilitates single source data entry by the applicant and the examiner, and it facilitates integration with other FAA, and eventually, other governmental databases.

1.1 ROLES

IACRA uses 'roles' to determine levels of access granted to the user. IACRA validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and completes the registration, the information is verified against the various FAA databases in order to determine authorization. These roles are defined in Table 1.1.

Table 1-1: IACRA Roles

Role	Description
Applicant	Any person applying for an airman certificate.
Recommending Instructor (RI)	Any person authorized to instruct applicants and considers them ready for the practical test.
Designated Examiner	Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical tests.
Aviation Safety Inspector/Aviation Safety Technician (ASI/AST)	FAA personnel who are authorized to issue specific airman certificates.
School Administrators	14 CFR 141 School/14 CFR part 142, and 121/135 training center representatives authorized to complete part of

	student applications in IACRA. This person can complete all sections of the application that the student applicants can complete. The School Administrator can't complete the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.
Chief Flight Instructors/ Assistant Chief Flight Instructors	Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.
Airman Certification Representative (ACR)	Any person authorized by the Administrator to issue specific airman certificates.
Training Center Evaluator (TCE)	Part 142 training center representatives, authorized by the Administrator, to instruct applicants, perform evaluations, and issue specific airman certificates.
Flight Instructor Renewal Examiner (FIRE)	A Designated Examiner who can renew a flight Instructor's Certificate through Renewal by Activities and Renewal by FIRC.
Aircrew Program Designee (APD)	An Aircrew Program Designee is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's FAA approved training program.
142 Recommending Instructor	The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.
Air Carrier Flight Instructors	The Air Carrier Flight Instructor can sign the applicant's training records or logbook and make the required endorsement. They can also sign CFR 121 and 135 pilot applications if the applicant previously failed a rating or sign 121/135 Second in Command applications.

1.2 APPLICANT PROCESS OVERVIEW

The following is an overview of the IACRA on-line application process. Depending on your role, the process will vary.

1. Open Internet Explorer 11 (also, many versions of Chrome and Firefox are supported) – the IACRA web site address is <http://iacra.faa.gov/iacra/>
2. Choose Login or Register (if not already a registered user)
3. Once registered, a FAA Tracking Number (FTN) is assigned. This is a unique and permanent number assigned to each registered user. (IACRA-assigned FTNs can sometimes be updated as a result of the addition of identifying information, such as an existing Airman Certificate number, to the IACRA user profile.)

4. Login to IACRA using the logon ID and Password created during the Registration Process.
5. From the Console, accept the Terms of Service (TOS) and start a new application. Follow the on-line instructions for your role – each role has unique tasks.
6. The application is electronically submitted to the Airman Registry to be processed and the applicant is issued a Temporary Certificate, Notice of Disapproval or a Letter of Discontinuance.

1.3 LOGGING INTO IACRA

The IACRA web site address is <http://iacra.faa.gov/iacra/>. The home page and login steps are the same regardless of the role.



If you are not a Registered IACRA user	→ Select Register
If you are a Registered IACRA user	→ Enter Username → Enter Password → Click on Login
If you have a valid FAA PIV card	→ Click on FAA Employee Login

All IACRA users must accept the terms of service before being allowed to use the application.

1.3.1 Login Error Messages

If you enter the wrong username or password, you will receive an error message.

IACRA - Login

LOGIN ERROR - Invalid username or password. Make sure CAPS LOCK is off, and try again.
You have 2 failed login attempt(s) left before your account is temporarily locked.

If you have already registered, log in below. If not, please [Click Here to Register](#).

User Name:

Password:

[Forgot your username or password?](#)

(Please try the online username/password recovery before calling the help desk)

If you are a FAA user, please log in using [FAA Employee Login](#)

1.4 CONTACTING THE FAA NATIONAL SERVICE DESK (NSD)

The National Service Desk is available when users have support issues with IACRA or other FAA supported programs. Users that have forgotten their password should attempt online or email password recovery prior to contacting the help desk. If users are unable to recover their password using the IACRA password recovery options or are unable to find the information they need in the IACRA FAQs or this manual, they may contact the help desk:

- Hours of operations: 24 hours a day/7 days a week
- Telephone number: toll free – 1-844-FAA-MYIT(322-6948)
- E-mail address: helpdesk@faa.gov

1.5 ACRONYMS

Acronym	Meaning
ACR	Airman Certification Representative
APD	Aircrew Program Designee
AQP	Advanced Qualification Program
ASI/AST	Aviation Safety Inspector
ATP	Airline Transport Pilot
CFR/FAR	Code of Federal Regulations
CO	Certifying Officer
FAA	Federal Aviation Administration
FAQ	Frequently Asked Questions
FIRC	Flight Instructor Refresher Course
FIRE	Flight Instructor Renewal Examiner

FSDO	Flight Standards District Offices
FTD	Flight Training Device
FTN	FAA Tracking Number
IACRA	Integrated Airman Certification and Rating Application
IATA	International Air Transport Association
ID	Identification
LTA	Lighter than Air
NFN	No First name
NMI	No middle initial
NSD	National Service Desk
NVIS	National Vitals Information System
PCATD	Personal computer aviation training device
PDF	Portable Document Format
PIC	Pilot in Command
PTRS	Program Tracking and Reporting Subsystem
SIC	Second in Command
SSN	Social Security Number
TCE	Training Center Evaluator
TIFF	Tagged Image File Format
TOS	Terms of Service

2 IACRA REGISTRATION

2.1 IMPORTANT INFORMATION FOR 1ST-TIME IACRA APPLICANTS

- IACRA provides the ability to electronically fill out the FAA form 8710-1, FAA form 8710-11, FAA form 8400-3, FAA form 8610-1 and FAA form 8610-2. During the registration process, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you. IACRA uses the FTN to identify an individual and you must provide that number throughout the airman certification process.
- If appropriate, have your flight times calculated and ready before starting an application.
- Have your current certificate in front of you while filling in the application. This will help you remember to list your entire certificate held information when prompted by IACRA.
- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call the FAA Support Central for help with your issue.

2.1.1 Deleting a non-Submitted application

The applicant has the ability to delete non-submitted application from the Retrieve Application page by clicking on the trashcan icon in the Delete column.

2.2 PRE-REGISTRATION DATA REQUIREMENTS (PART 141 & PART 142)

This section pertains only to part 141 flight schools/part 142 training centers. If this does not apply to you, please skip to [Registration Process Overview](#).

2.2.1 Pre-Registration Data Identifier Requirements

IMPORTANT: Note to Chief/Assistant Chief Flight Instructors: It is highly recommended you contact your local FSDO and check to ascertain how you are listed in the National Vitals Information System (NVIS) before proceeding. IACRA uses NVIS to read your existing credentials. Any difference in nomenclature may result in a registration delay.

If you are a registering in IACRA for part 141 flight schools/part 142 training centers, you are required to have the following information available in order to complete the IACRA registration process. If you are missing any piece of the required information, please contact your local Flight Standards District Office (FSDO).

- Airman Certificate and Date of Issuance
- School Certificate Number
- School Designation Code (This is a 4 digit alphanumeric code, usually the first four characters of your certificate number)
- If you are an ACR or TCE, a Designee Number is required

2.2.2 Pre-Registration Activities for CFR 141/CFR 142

If you are a school administrator, Chief Flight Instructor, Airman Certification Representative (ACR), or Training Center Evaluator (TCE), you must associate yourself with your primary school or training center during the registration process before you can log into and use IACRA.

2.3 REGISTRATION PROCESS OVERVIEW

Please read carefully the process steps that follow. Depending upon your role, the process varies slightly.

1. Retrieve your airman certificate and have it available during the registration process, as you will be required to enter the information exactly as it appears on the certificate.
2. Start by opening Internet Explorer 11 (Chrome and Firefox are also supported) and browse to <http://iacra.faa.gov/iacra/> to access the IACRA site.
3. Choose the Role and Register; acknowledge the Terms of Service (TOS).
4. Once you have registered and have your login information, an FAA Tracking Number (FTN) is assigned to you. The FTN is a permanent and unique airman number. Please record and keep your FTN Number as it will be needed for future use in completing this application.
5. If you are not a school administrator, proceed to step 6. Otherwise, if you are a school administrator, you must be validated by an ACR or TCE using IACRA or by calling the National FAA IT Service Desk prior to logging in.
6. Login to IACRA using the name and password you created, and the FTN assigned to you during the Registration process.
7. Follow the on-screen instructions for your role. Each role type has unique tasks.
8. Check and re-check all of the information entered before you digitally sign/submit the application. Once the application has been signed, you will not be able to correct previously entered data.
9. The successful applicant is issued a results document that can be printed while the application is electronically sent to the Airman Registry to be processed. The

results document can be a Notice of Disapproval, Letter of Discontinuance, or a Temporary Certificate.

2.4 REGISTERING IN IACRA FOR THE FIRST TIME

All users must be registered in IACRA in order to apply for a certificate. The Registration process is used to collect information about the person registering for IACRA. The first step in the Registration process is to select a role. For the following example, the user is an applicant.

2.4.1 Select the Role or Roles You Will Be Using

IACRA - Select Role(s)
Please select the role or roles below for which you would like to register.

Applicant

Applicant

Instructors

Air Carrier Flight Instructor - (CFR 121, 135)

Chief / Assistant Chief Flight Instructor - (CFR 141)

142 Recommending Instructor - (CFR 142)

Recommending Instructor - (CFR 61, 65, 141, SIC, Student, Remote, Flight Review)

First time users will usually choose applicant.

Acknowledge the Terms of Service by clicking on the Agree to TOS and Continue button.

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Agree to TOS and Continue >>

2.4.2 Certification Information

Your Current Status	Action
I possess an Airman Certificate	→ Enter your Airman Certificate number as shown on your certificate → Enter the Date of Issuance as shown on your certificate
I do not have an Airman Certificate	Leave this section blank

IACRA - User Profile Information

Certificate Information

Airman Certificate Number

Date of Issuance

2.4.3 Personal Information

Personal Information

Please Note: The total length of name (including first, middle, last and any suffix) must be less than 50 characters.

First Name No First Name

Middle Name No Middle Name

Last Name

Name Suffix

SSN Social Security Number None Do Not Use

Date of Birth

Sex Male Female

Hair Color

Eye Color

Weight (lbs.)

Height (inches)

Phone

Email Address

Figure 2-1: Personal Information Screen

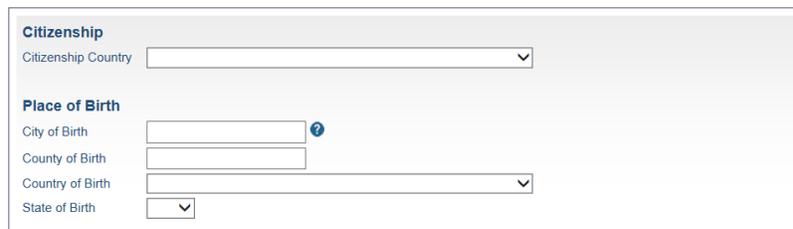
- Enter your full First Name Or select No First Name
- Enter your full Middle Name Or Select No Middle Name
- Enter your Legal Last Name
- Select your Name Suffix from the drop down list, if applicable
- Enter Social Security Number or None or Do Not Use

NOTE: If you don't want to disclose your Social Security Number, leave this field blank and click the "Do Not Use" radio button. "Do Not Use" will appear on the certification application. If you do not have a Social Security Number, click the "None" radio button. If you choose to disclose your Social Security Number, use only a United States SSN. Disclosure of your SSN is voluntary. Disclosure of your SSN will facilitate maintenance

of your records, which are maintained in alphabetical order and cross-referenced with your SSN and Airman Certificate number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file. Social Security Numbers are not shown on airman certificates.

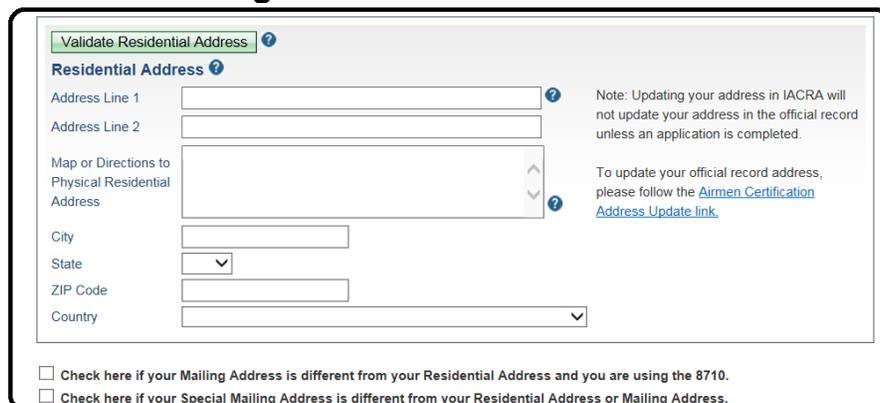
- Enter Date of Birth
- Select Male or Female
- Select Hair Color from the drop down list
- Select Eye Color from the drop down list
- Enter your Weight in pounds
- Enter your Height in inches
- Enter your phone number
- Enter your email address (must be unique and cannot be assigned to another existing IACRA user)

2.4.4 Citizenship



- Select the Country of your Citizenship from the drop down list
- Enter the City in which you were born
- Enter County of Birth
- Select the Country of your birth from the drop down list
- Select the State of your birth if applicable

2.4.5 Permanent Mailing Address



- Enter your Address information

→ Complete all the relevant information
Complete the checkboxes if applicable.

2.4.6 School or Air Operator Selections

The following section will only appear when applicable for certain Roles for Instructors, Certifying Officer or School Administrator.

You are registering for a role(s) which requires affiliation with a school or air operator.
Please add any school(s) or air operator(s) you are associated with.

Affiliated Role: -- Choose Role --

Affiliated Schools/Air Operators: <<None>>

Please affiliate yourself with the school(s) or air operator(s) you are associated with. If you are planning to work on applications for a school or air operator with multiple designation codes, please affiliate yourself with each designation code.

Please Note: School/air operator affiliations are validated against the Vital Information Subsystem (VIS). If you cannot affiliate yourself with a school or air operator and believe you should be able to, please contact your local FSDO and ensure that VIS has your current information.

→ Select role from drop down list
→ Complete the other sections that appear based on this role as applicable

2.4.7 Security Questions

Security Questions

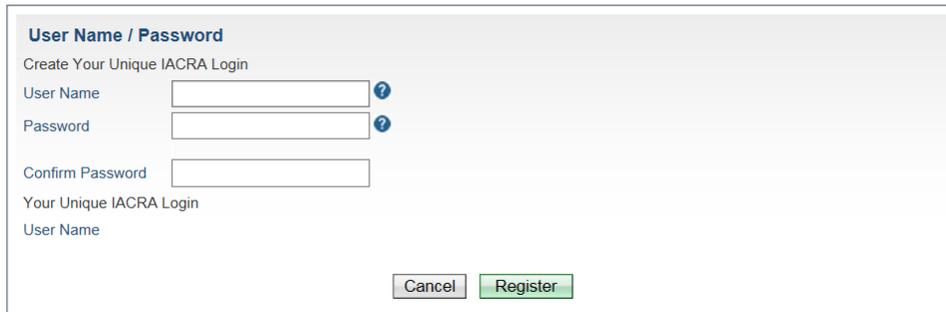
Security Question 1
[Dropdown menu] ⓘ
Answer
[Text input field]

Security Question 2
[Dropdown menu] ⓘ
Answer
[Text input field]

→ Select a Security Question from the drop down list
→ Enter your Answer

NOTE: This information will be used for Password Reset in case you forget your password

2.4.8 User Name/Password



User Name / Password
Create Your Unique IACRA Login
User Name ?
Password ?
Confirm Password
Your Unique IACRA Login
User Name

The User name is the logon you will use to access the IACRA Application

- Enter the name
- The password will be required to logon to the IACRA Application
- Enter the password
- Enter the password again to confirm
- Select Register

2.4.9 Successful Registration Confirmation

The following confirmation displays when you have completed the application successfully.



Thank you for registering with IACRA.

Your FTN is: **C9902284**
Your User Name is: **pmouse**

! Please take careful note of your FTN, username and password. You will need your username and password to sign in to your IACRA account. Your FTN will be required by your CO or instructor when completing applications in IACRA. If you have entered a valid email address, your username and FTN will be emailed to you.

The Password you selected will not be displayed but has been stored in the system. You will need to remember this password for accessing the IACRA application.

2.5 APPLICANT CONSOLE

The Console allows the applicant to manage existing applications, start a new application or review the status of submitted applications. When the applicant has applications in the system the following is an example of what is displayed:

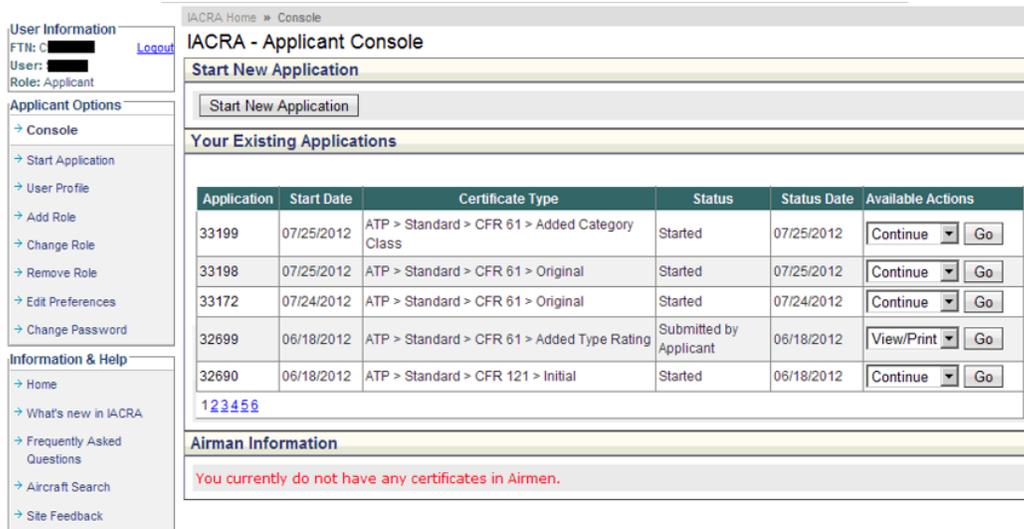


Figure 2-2: IACRA Applicant Console

2.5.1 User Information

User information is now displayed on the left navigation panel. This information includes the following about the person based on the logon name and password entered.

- FTN number
- User name
- Role selected

In addition, the user can select logout from the left navigation panel at any time.

2.5.2 Applicant Options

Based on the authorization of the user, options are displayed. The user can move between functions by selecting the appropriate option.

Option	Description
Start Application	Allows the user to start the application process
User Profile	Allows the user to update personal information separately from the application process
Add Role	This option allows a user to add roles for additional authorizations/functionality within IACRA
Change Role	Allows the user to change their role to another authorized role. For example, this user was logged on as an applicant. When selecting change role, this user has the option to change the logged on role to Recommending Instructor. The Change Role allows the user to remain logged into IACRA

	and yet change their session authorizations. This option is only available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel
Remove Role	Allows a user to remove a role no longer applicable to them. This option is only available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel
Edit Preferences	Any user defined preferences will be displayed and can be updated. Currently, the default document viewer is available. The user can choose their default document view as TIFF or PDF. The application will save this information and all documents will be displayed in this preference.
Change Password	Allows the user to change their password at any time. The old password must be entered and the new password entered and confirmed to be changed.

2.5.3 Information & Help

The bottom left of the navigation panel can be accessed by the user at any time. These options include return to the HOME page, What’s new in IACRA, Frequently Asked Questions, Site Feedback, Contact US, Training and Documentation and Available Certifications/Ratings.

2.5.4 Applicant Console Options

Option	Description
Start New Application	User select Start New application – the application process begins
Your Existing Applications	All applications associated with the user will display beginning with the most recent.
Continue an Application	A user has the option of starting but not completing an application at once. When the user starts an application without completing, it will be listed here with the option to continue in Available Actions column. The user will need to select that application and click the GO button to complete the application.
Delete an Application	Delete is only available prior to submission of an application To delete an application – Select Delete from the drop down menu under Available Actions and click the GO button –

	Once an application is deleted, it cannot be retrieved. The user will have to start a new application.
View/Print	The View/Print option is the only available option when the status is Submitted or signed by applicant. To view/print the application – Select view/print from the drop down (if not already displayed) and click the GO button – the application displays. From the display, select print or another option as appropriate.
Airman Information	Airman information from Airman’s database is displayed. This includes all current Airman Certificate information, and Airman Certificate Rating information.

2.6 PASSWORD MAINTENANCE

2.6.1 Forgot Username or Password

The Forgot Username or Password function is located on the Home page of IACRA. Once the user selects the link, the Username and Password Recovery screen will be displayed.

The screenshot shows a login and password recovery interface. At the top, there is a label 'Username:' followed by a text input field. Below that is a label 'Password:' followed by another text input field. Under the password field is a purple link that reads 'Forgot Username or Password?'. Below the links are two buttons: 'Login' and 'Register', separated by the word 'or'. At the bottom, there is a button labeled 'FAA Employee Login' and a blue link labeled 'Help'.

2.6.2 Email Password Recovery Option

Users can recover a forgotten username and password via email. The user will need to enter his or her email address or username – some users may be required to enter both.

IACRA - Password Recovery

Please enter the email address you used during registration and click Send Email.
The password recovery link will only be valid for **1 hour** from the time of your request. You will also have to answer the two security questions you created when you registered in IACRA. If you do not remember the email address you registered with, please contact the help desk at 1-877-287-6731.

Please enter your email address, confirm your email, then select the Send Email button

Email:

Confirm Email:

An email with the username and temporary password will then be sent to the email address entered. Once received the user may then log into IACRA with the temporary password. Upon login, the user will be required to change the temporary password.

2.6.3 Change Password

To access the Change Password function, the user must first login to IACRA and select any of the roles that they have registered with in IACRA.

The Change Password link is located on the left side of the console for the specific role that the user has logged in with.

User Information
FTN: A9125862 [Logout](#)
User: jbond016
Role: Designated Examiner

CO Options

- Console
- User Profile
- Add Role
- Edit Preferences
- **Change Password**

IACRA - Change Password

Please create a new password, which will meet current FAA standards for a strong password -- between 12 and 50 characters long using characters from all 4 of the following groups: Upper case letters, lower case letters, numbers and [symbols](#).

Current Password:

New Password:

Confirm New Password:

Figure 2-3: Change Password Screen

Once the link is selected the user will be prompted to enter a new password. The user will then be prompted to log back into IACRA to use their new password.

3 CERTIFICATION PATHS

See also:

[Instructor Certifications](#)

[Airworthiness Certifications](#)

[Crewmember Certifications](#)

3.1 PILOT CERTIFICATIONS

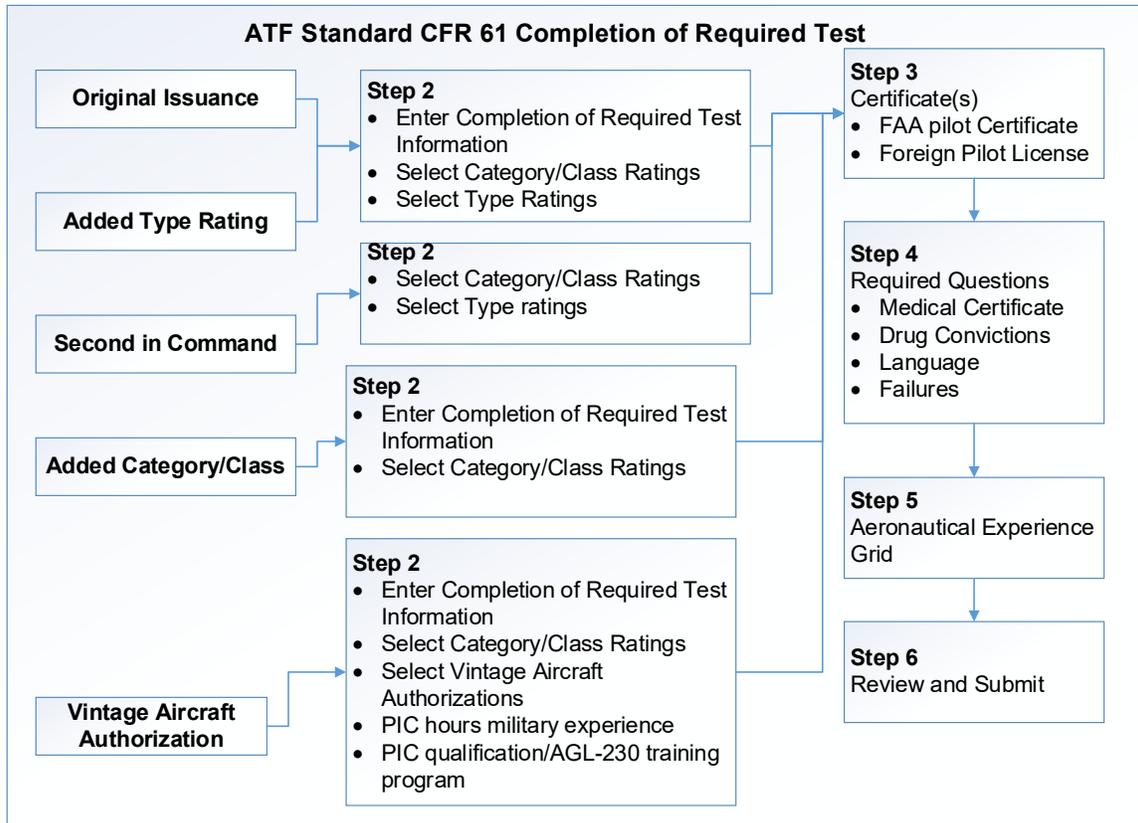
Table 3-1: Pilot Certification Paths

Type of Application	Sub-Type	Link to Path Information
Airline Transport Pilot	Standard	CFR 61 (Completion of Required Test)
		CFR 141 (Graduate of Approved Course)
		CFR 142 (Graduate of Approved Course)
		Military Competency
		CFR 121 (Advanced Qualification Program)
		CFR 121 (Training Program)
		CFR 135 (Training Program)
With Restricted Privileges (61.160)		CFR 61 (Completion of Required Test) - Original
		CFR 142 (Graduate of Approved Course) - Original
		CFR 121 (Advanced Qualification Program) - Initial
		CFR 121 (Training Program) - Initial
		CFR 135 (Training Program) – Initial
Commercial Pilot	Standard	CFR 61 (Completion of Required Test)
		CFR 141 (Graduate of Approved Course)
		CFR 142 (Graduate of Approved Course)
		CFR 121 (Graduate of Approved Course)
		CFR 135 (Training Program)
		Military Competency
Private Pilot	Standard	CFR 61 (Completion of Required Test)
		CFR 141 (Graduate of Approved Course)
		CFR 142 (Graduate of Approved Course)

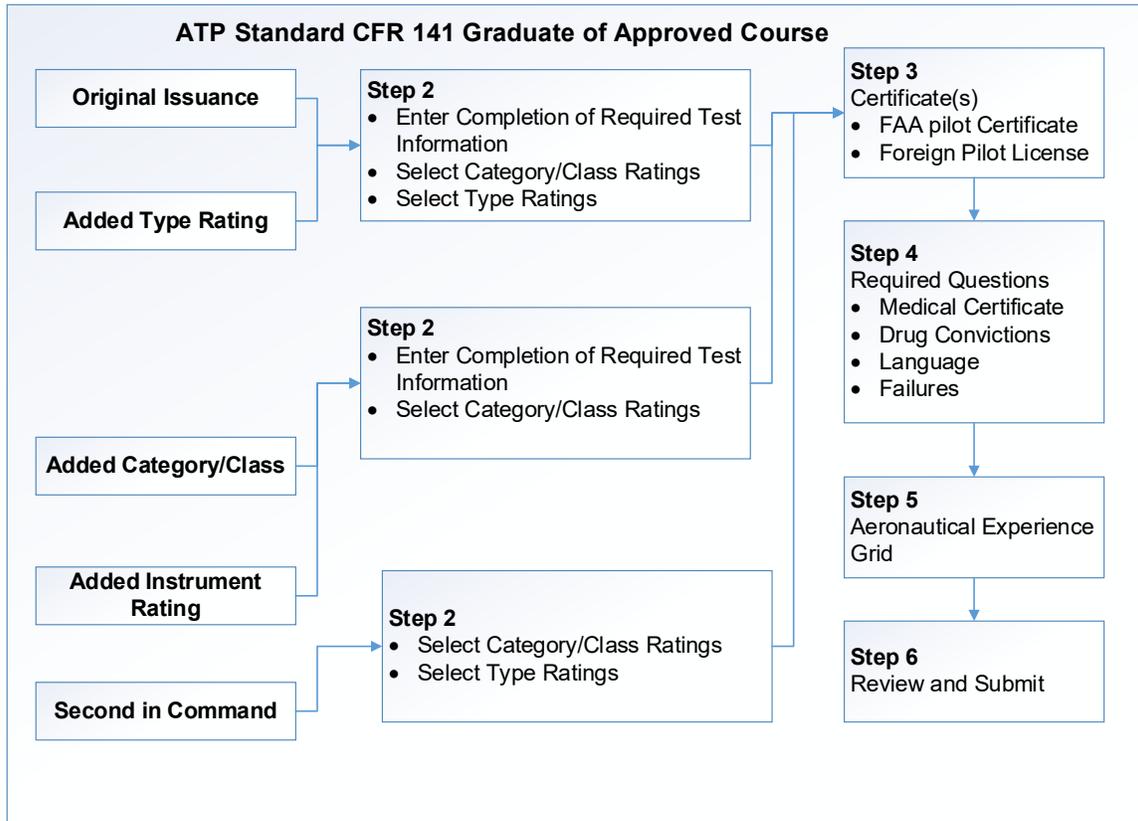
	Foreign-Based	CFR 61
	Foreign Based (Add U.S. Test Passed)	CFR 61 (Completion of Required Test)
		CFR 141 (Graduate of Approved Course)
Recreational Pilot	Standard	CFR 61 (Completion of Required Test)
		CFR 141 (Graduate of Approved Course)
Sport Pilot	Standard	CFR 61 (Completion of Required Test)
		Using Ultralight Hours
Student Pilot		
Remote Pilot - Initial		
Flight Review/Instrument Proficiency Check		

3.1.1 Airline Transport Pilot (ATP)

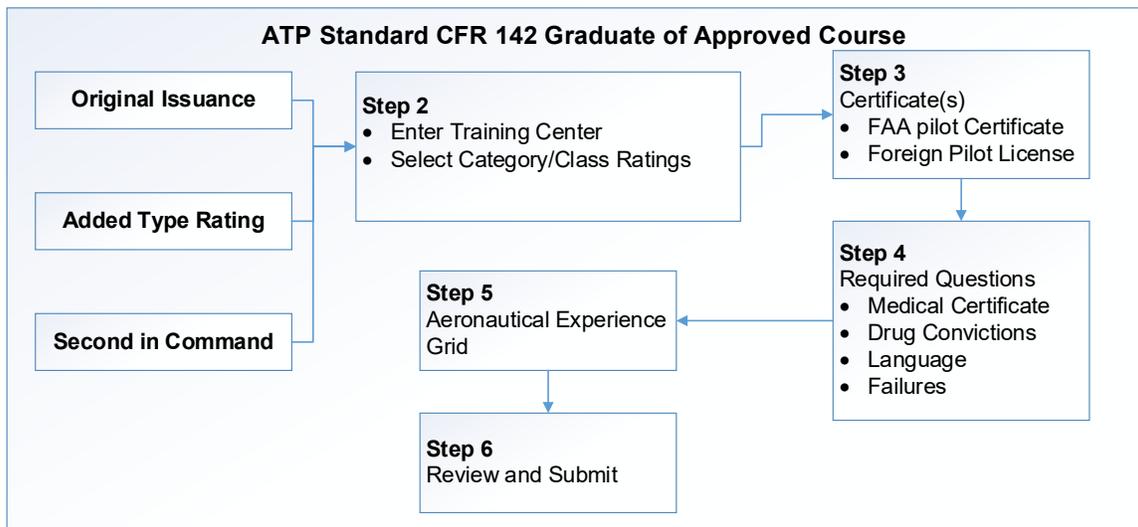
3.1.1.1 CFR 61 (Completion of Required Test)



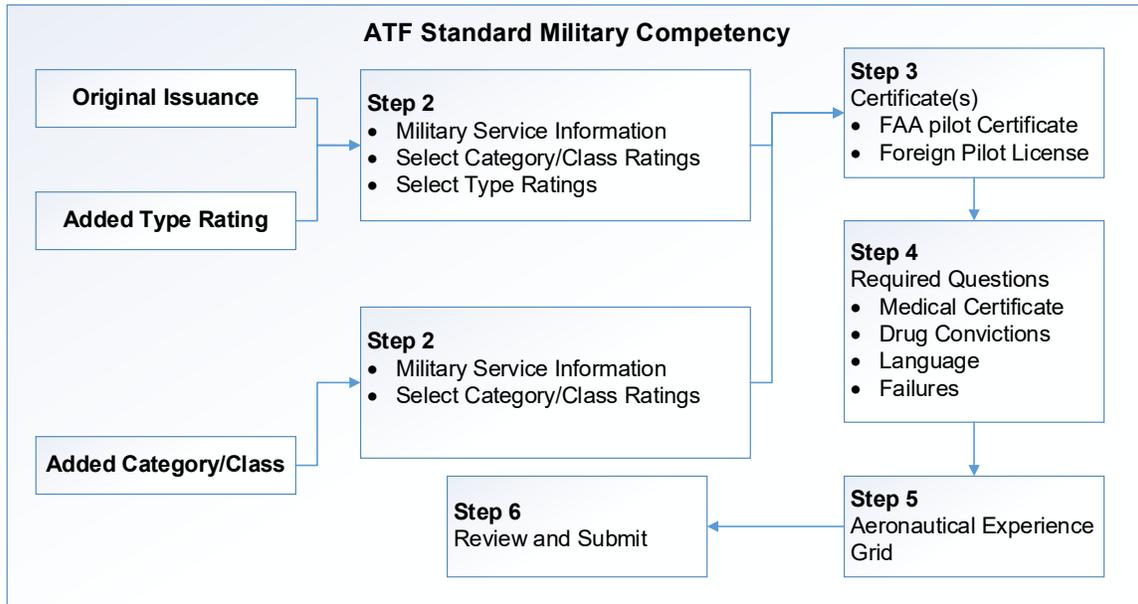
3.1.1.2 CFR 141 (Graduate of Approved Course)



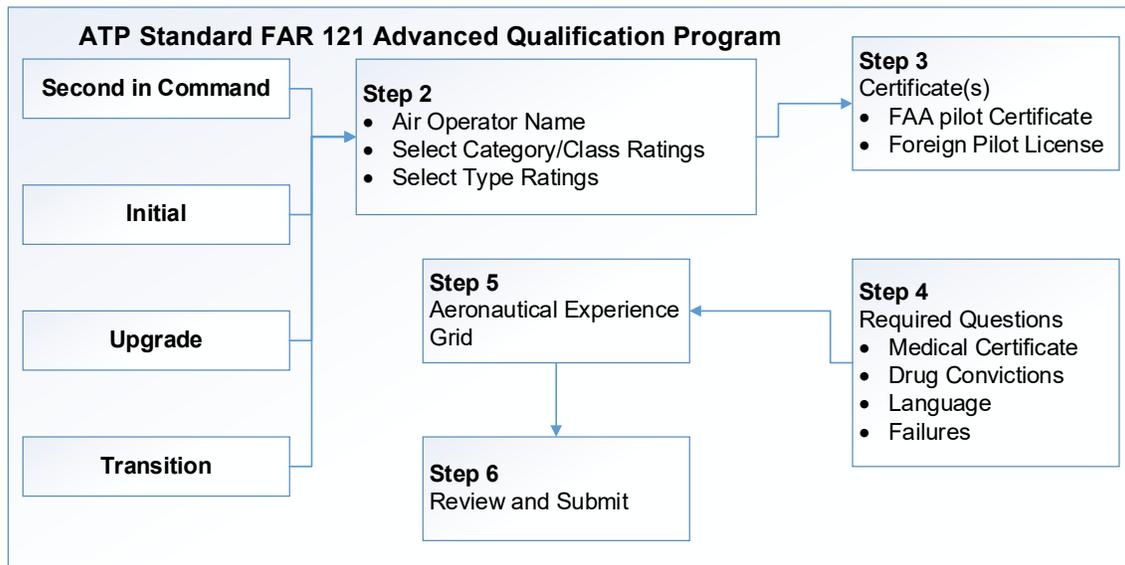
3.1.1.3 CFR 142 (Graduate of Approved Course)



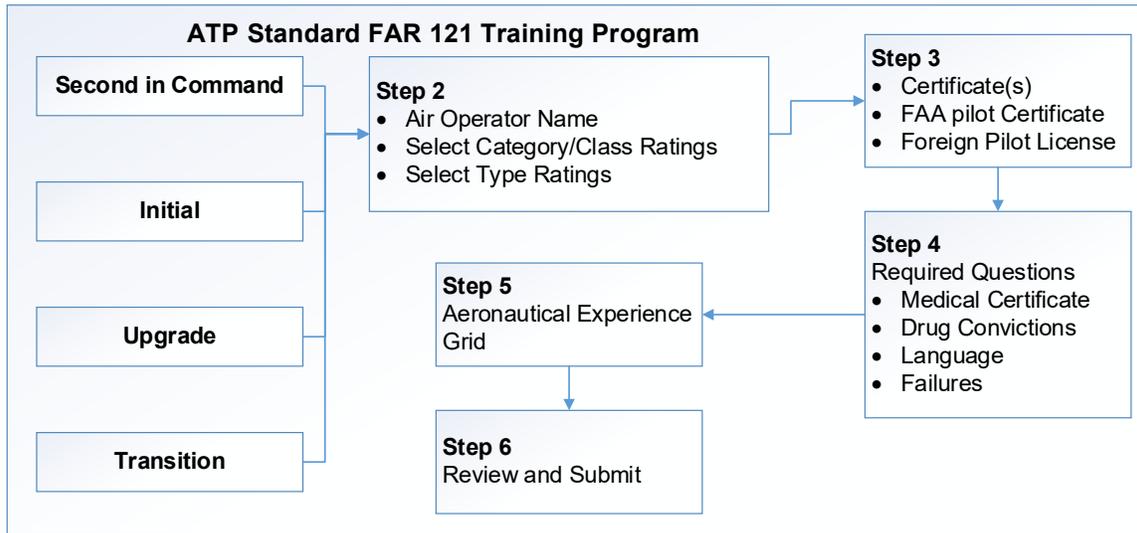
3.1.1.4 Military Competency



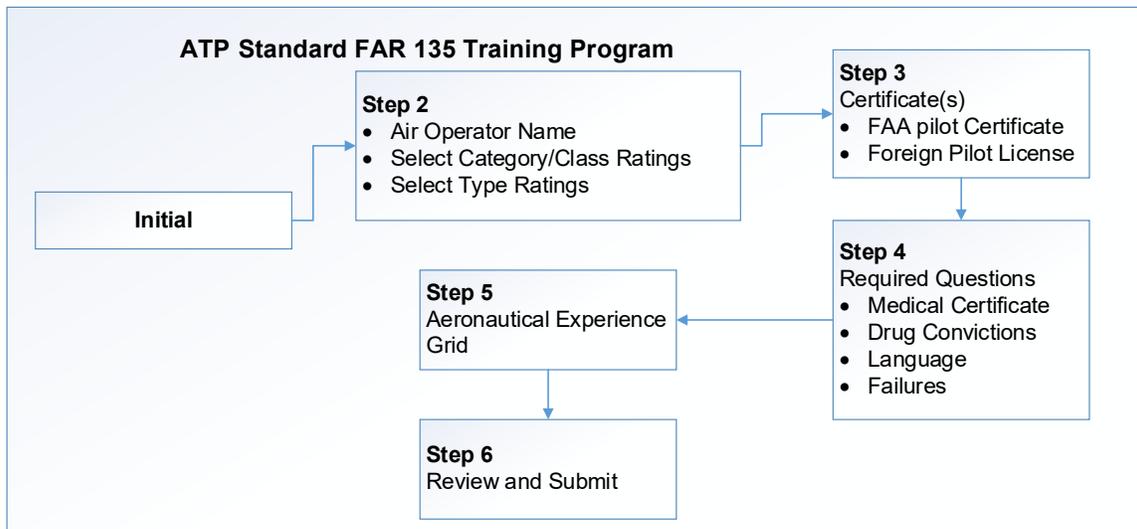
3.1.1.5 CFR 121 (Advanced Qualification Program)



3.1.1.6 CFR 121 (Training Program)

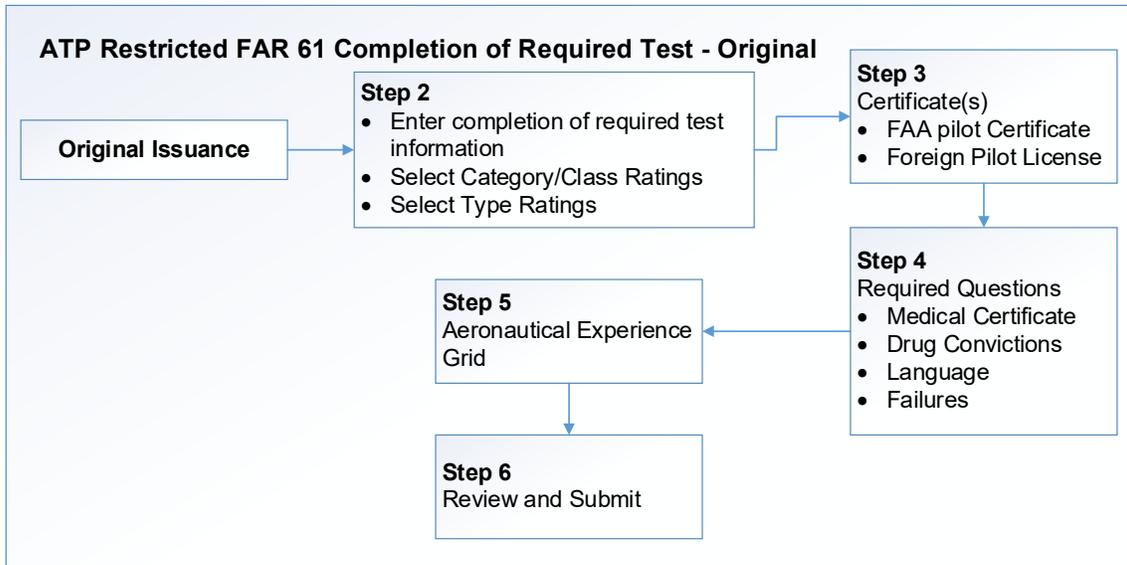


3.1.1.7 CFR 135 (Training Program)

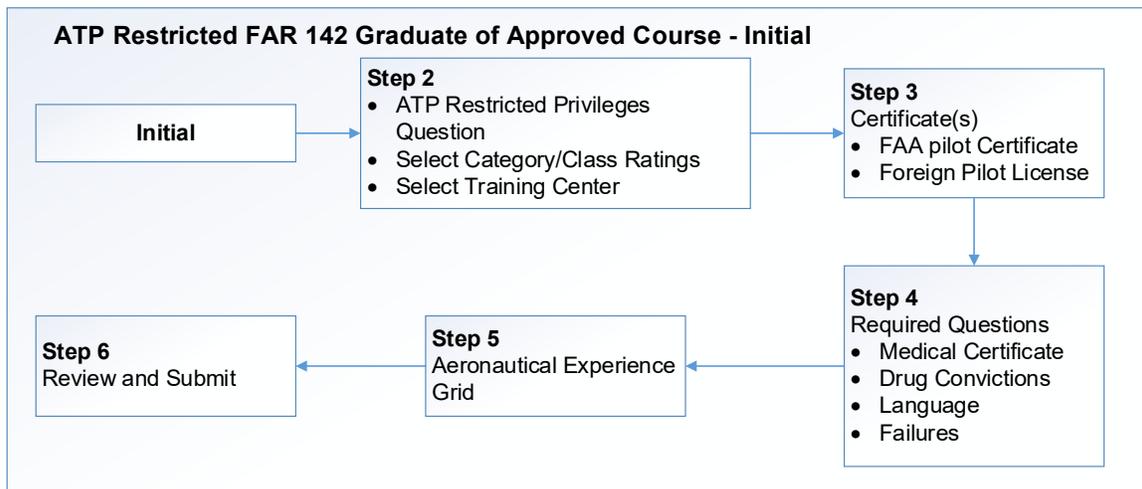


3.1.2 ATP with Restricted Privileges

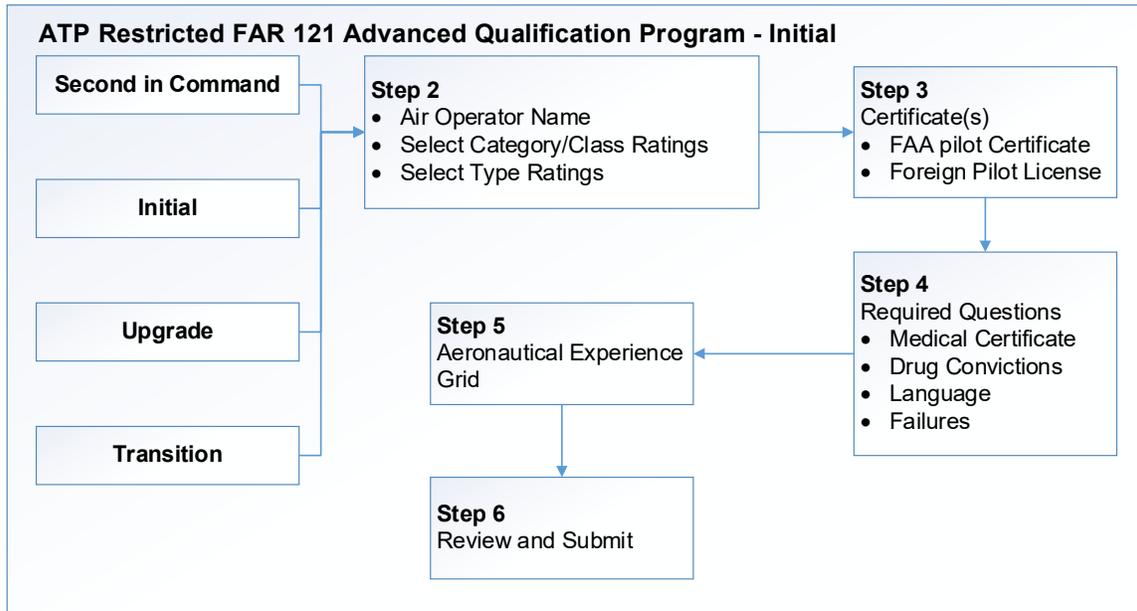
3.1.2.1 CFR 61 (Completion of Required Test) - Original



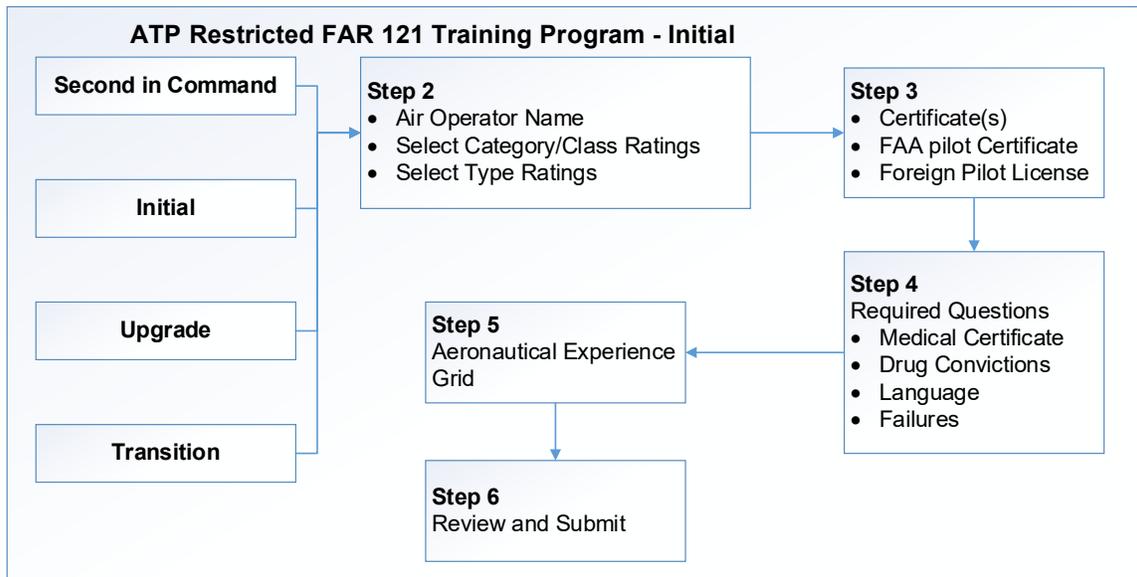
3.1.2.2 CFR 142 (Graduate of Approved Course) - Original



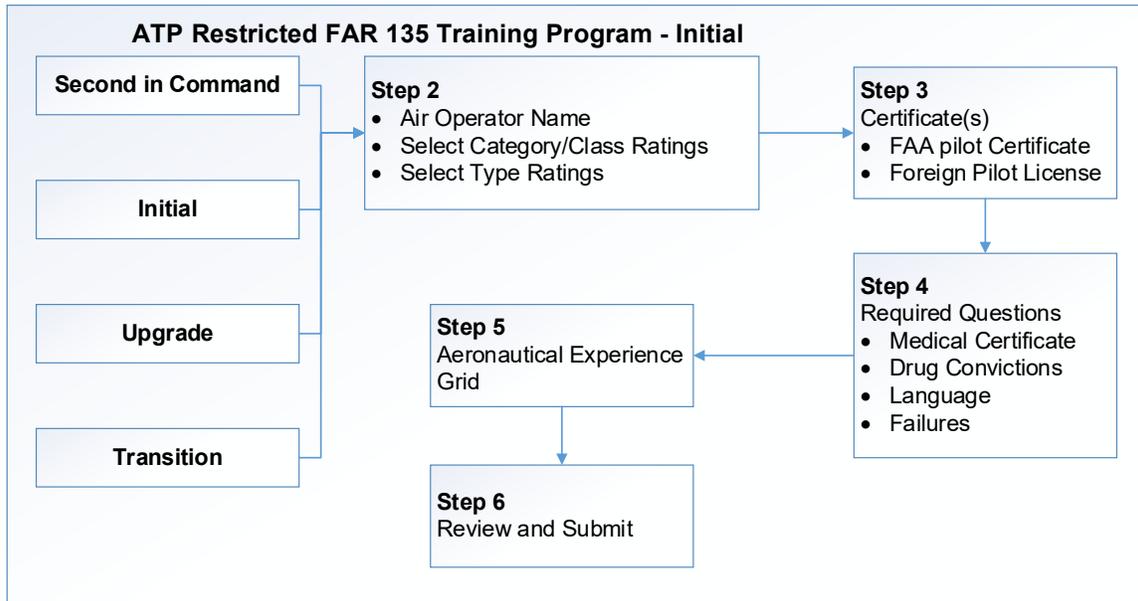
3.1.2.3 CFR 121 (Advanced Qualification Program) - Initial



3.1.2.4 CFR 121 (Training Program) - Initial

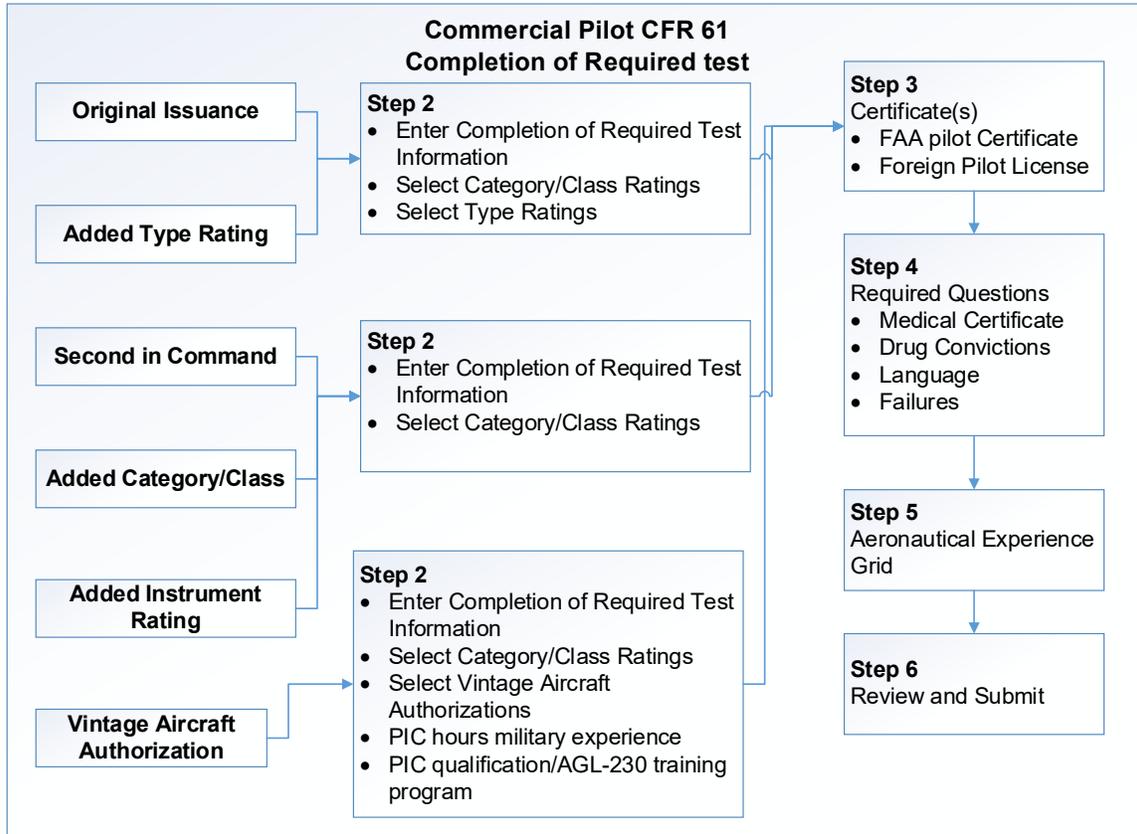


3.1.2.5 CFR 135 (Training Program) – Initial

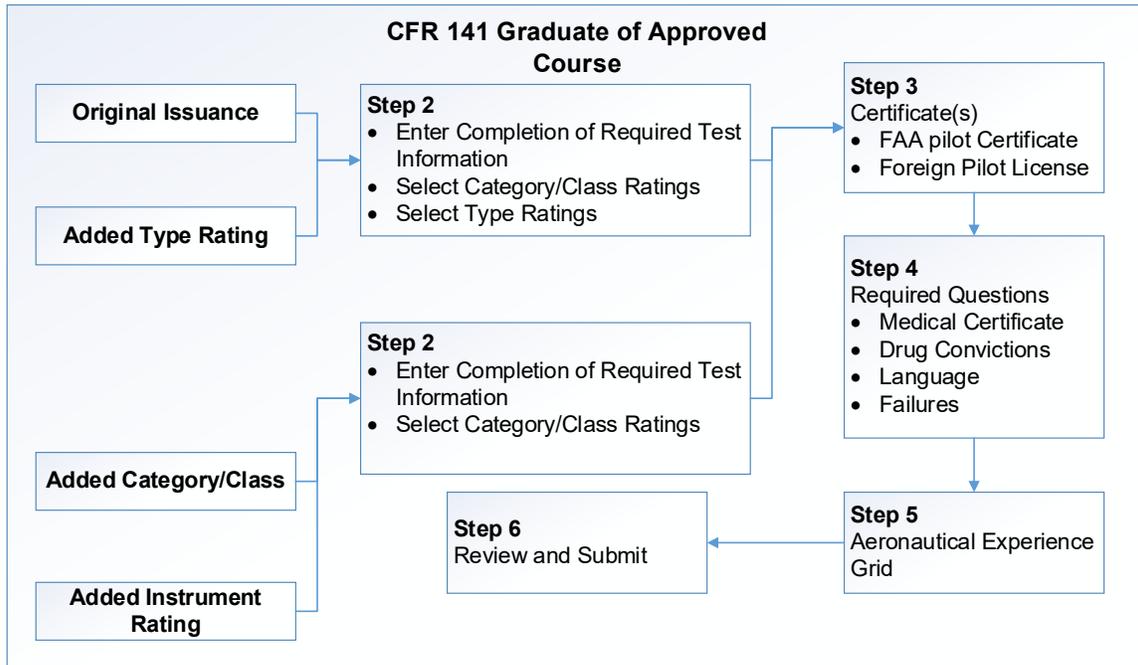


3.1.3 Commercial Pilot

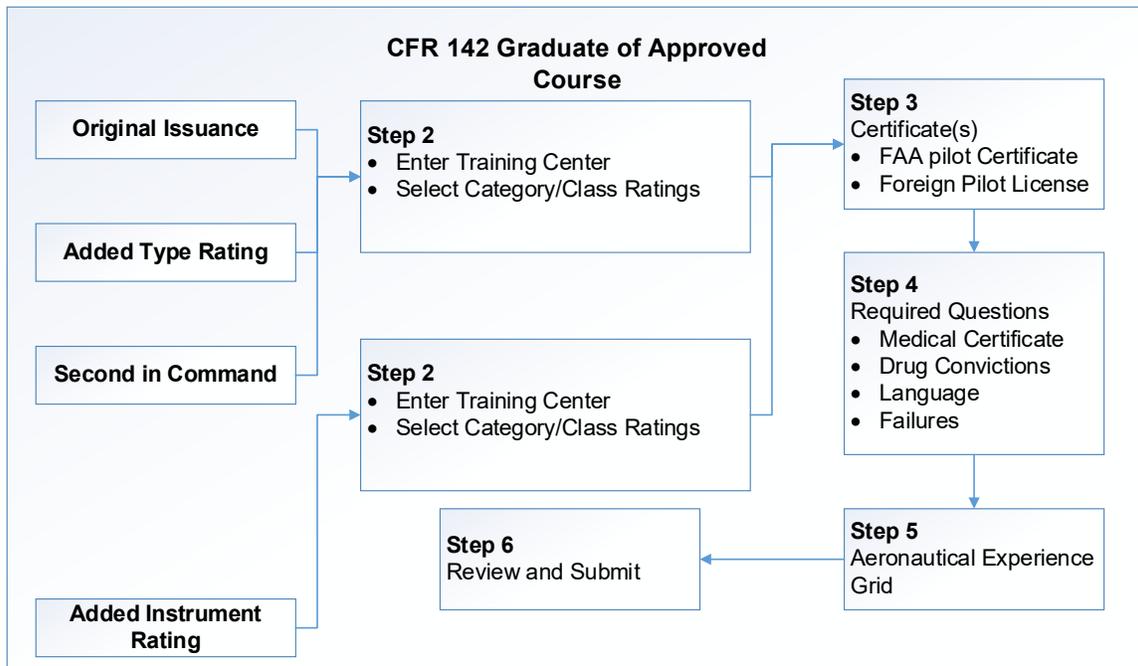
3.1.3.1 CFR 61 (Completion of Required Test)



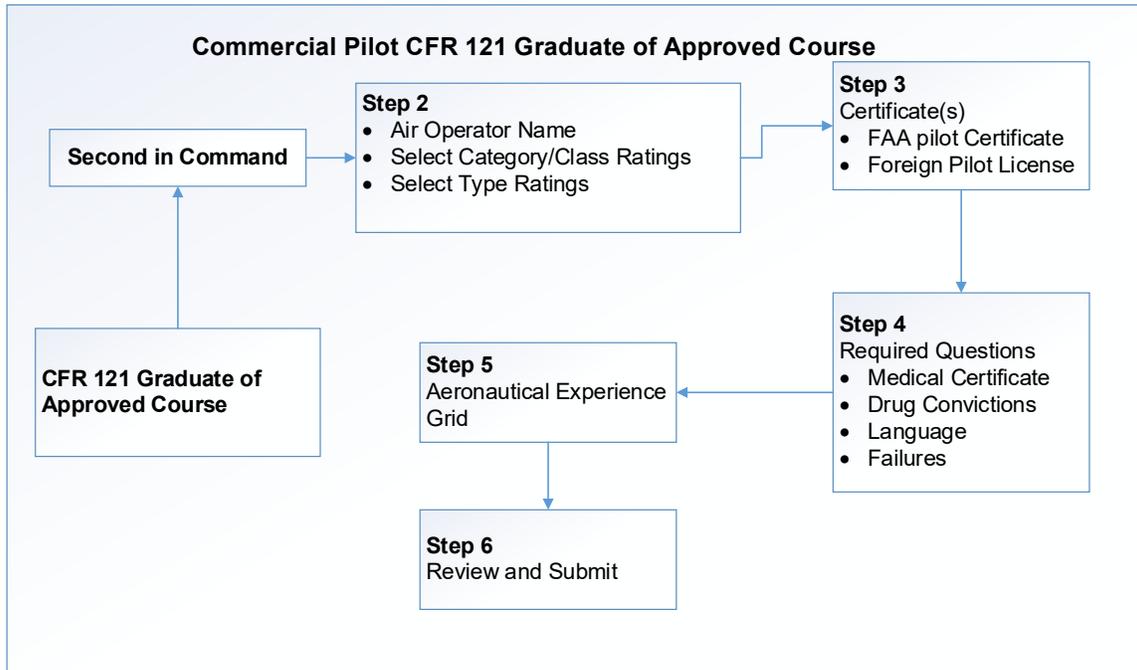
3.1.3.2 CFR 141 (Graduate of Approved Course)



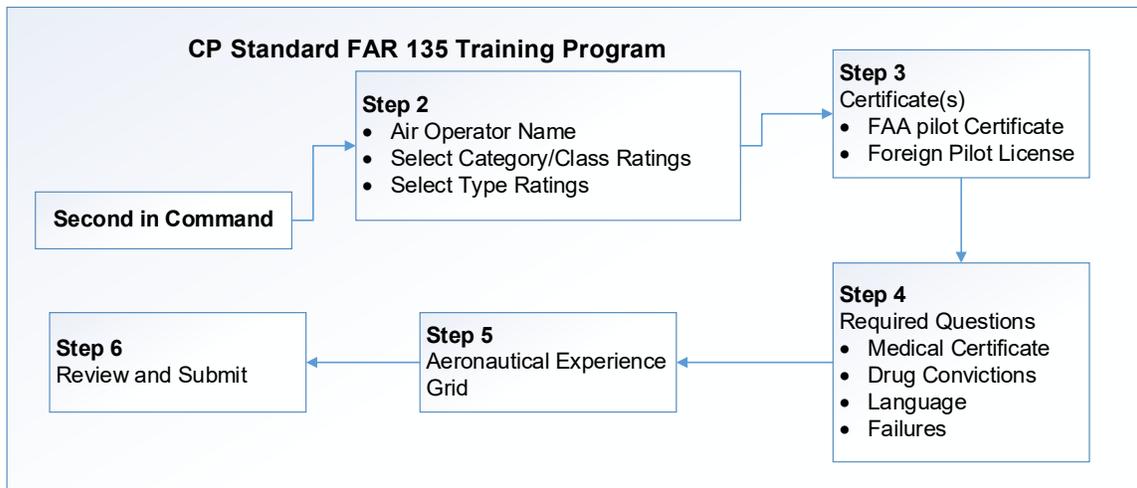
3.1.3.3 CFR 142 (Graduate of Approved Course)



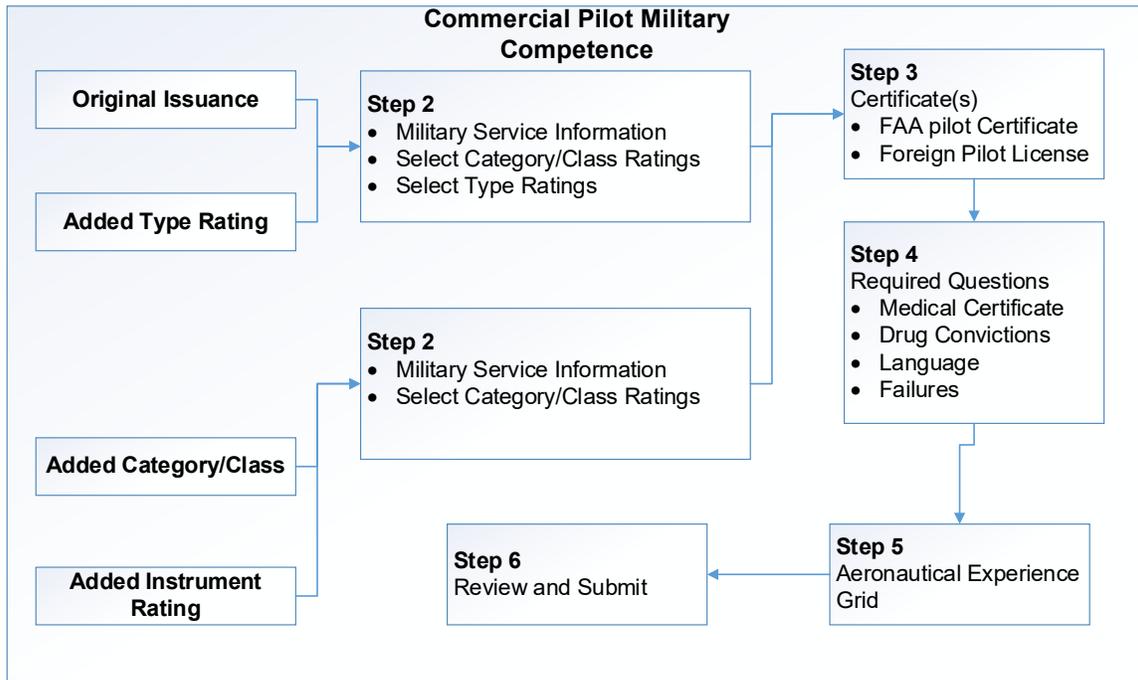
3.1.3.4 CFR 121 (Graduate of Approved Course)



3.1.3.5 CFR 135 (Training Program)

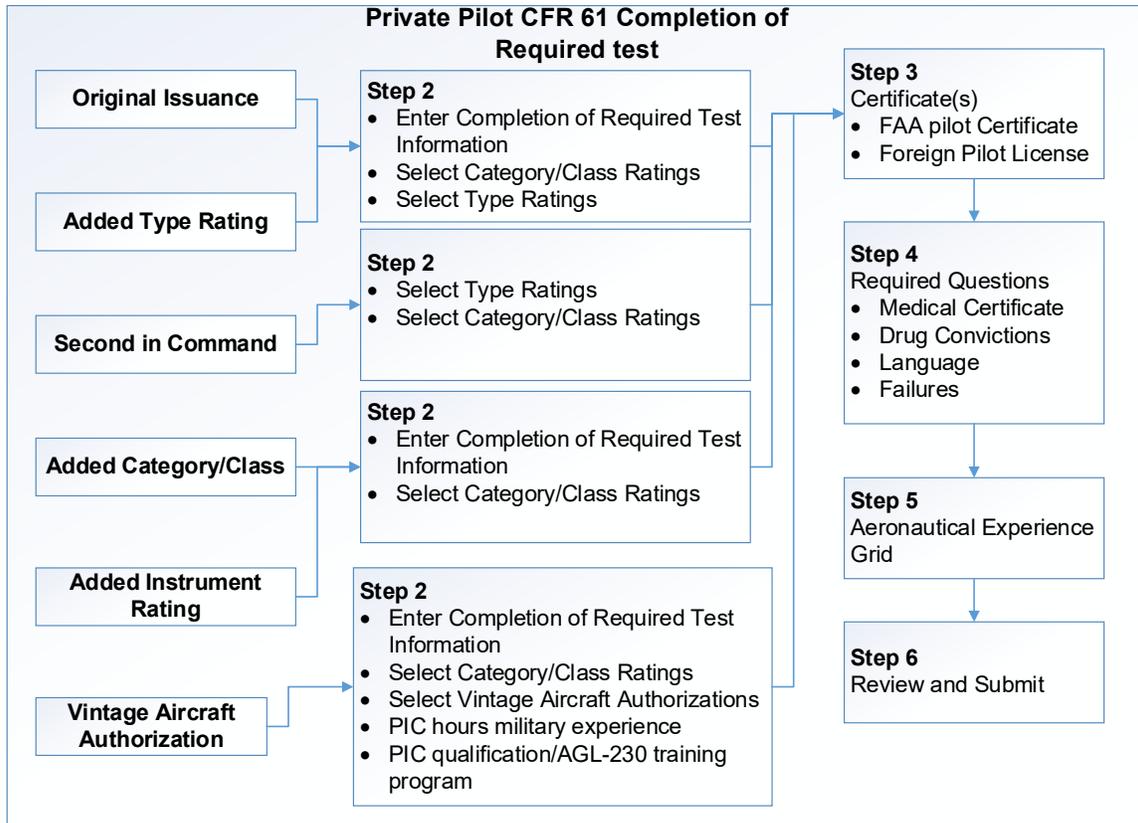


3.1.3.6 Military Competency

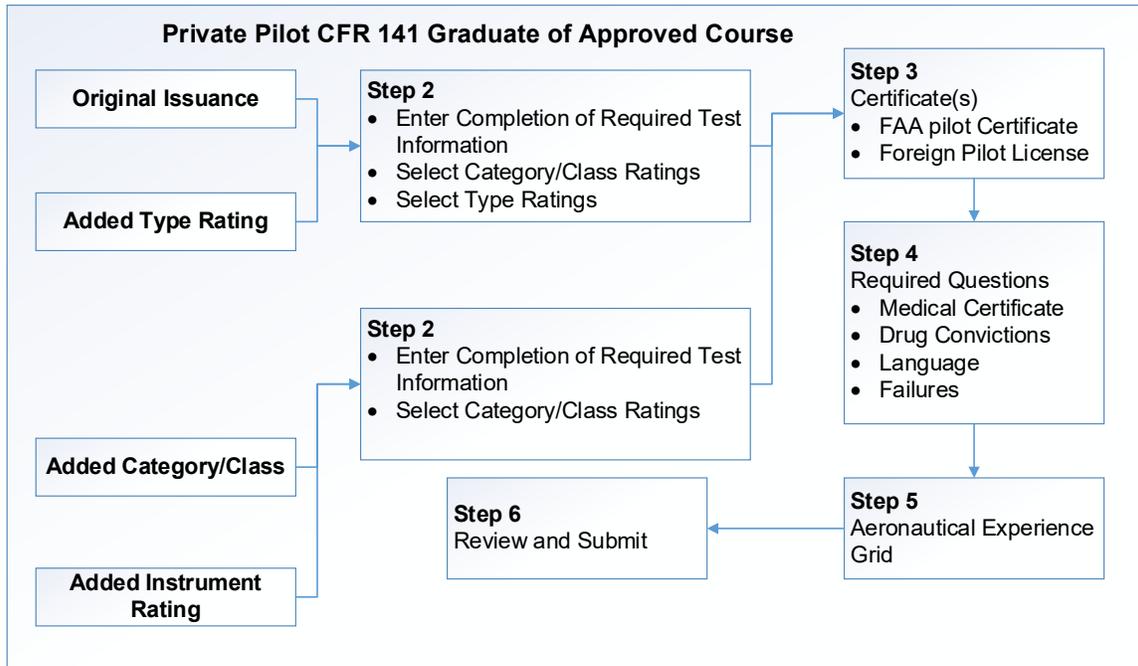


3.1.4 Private Pilot

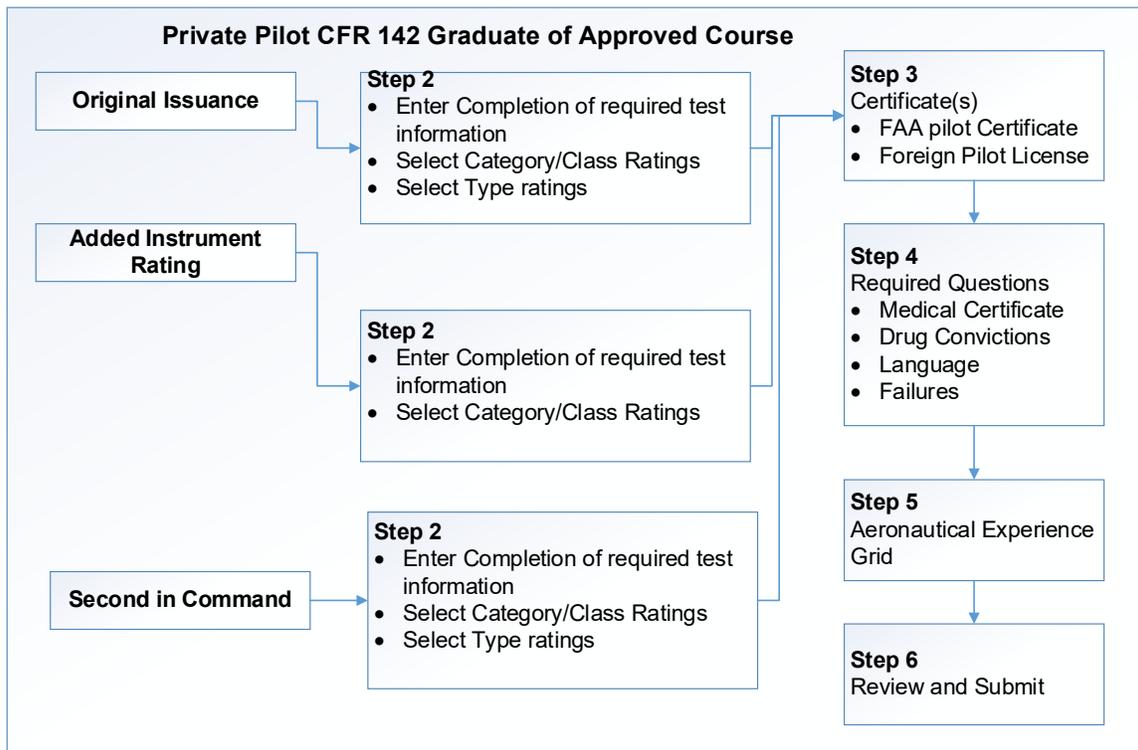
3.1.4.1 CFR 61 (Completion of Required Test)



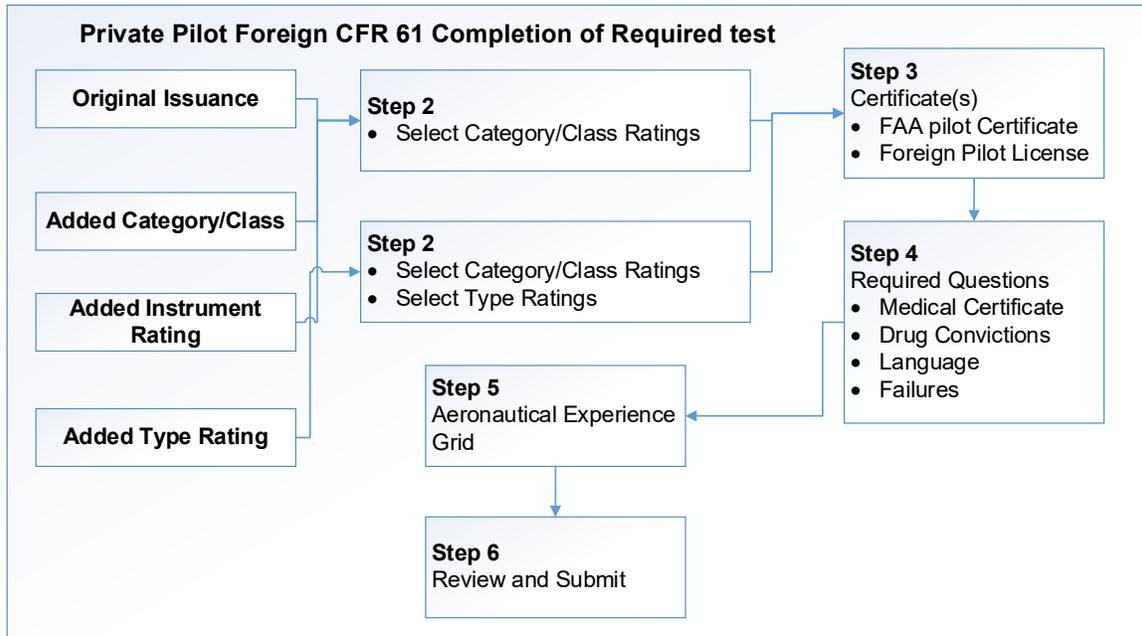
3.1.4.2 CFR 141 (Graduate of Approved Course)



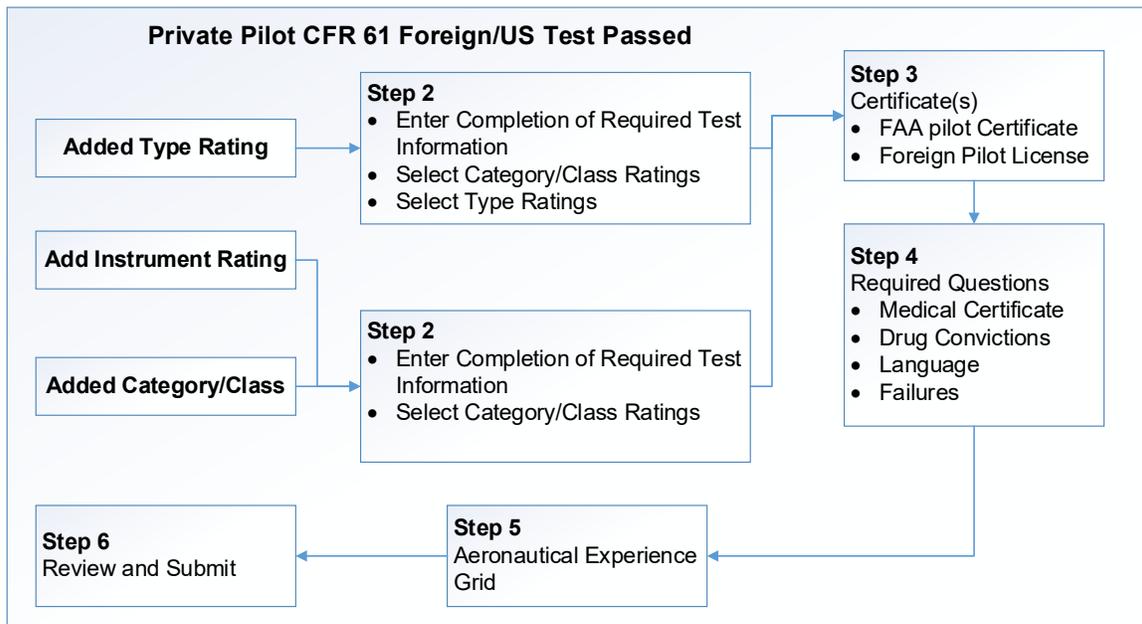
3.1.4.3 CFR 142 (Graduate of Approved Course)



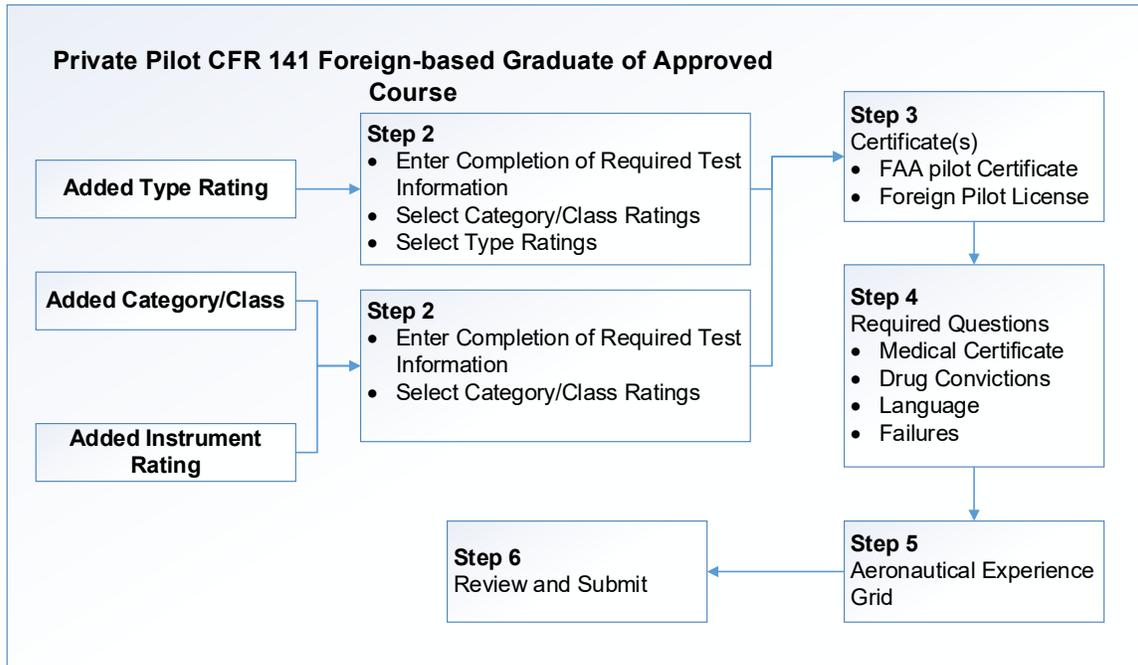
3.1.4.4 CFR 61 (Foreign Based)



3.1.4.5 CFR 61 (Completion of Required Test) Foreign

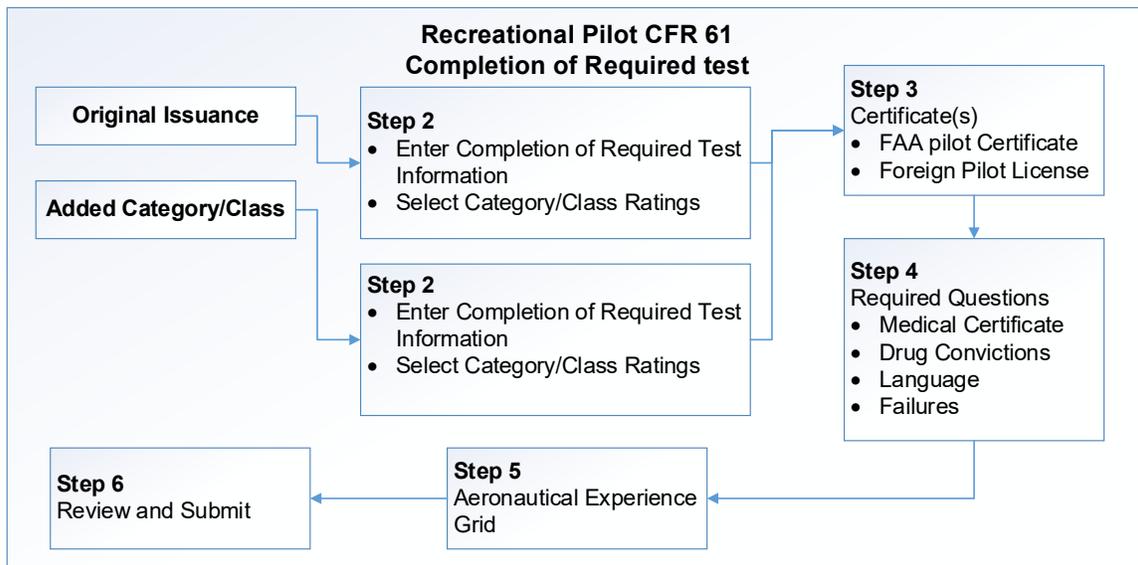


3.1.4.6 CFR 141 (Graduate of Approved Course) Foreign

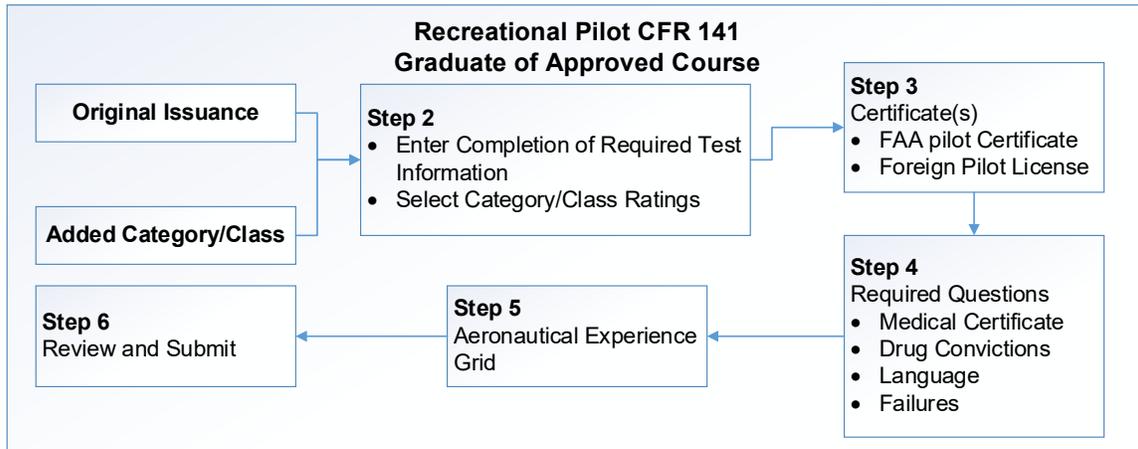


3.1.5 Recreational Pilot

3.1.5.1 CFR 61 (Completion of Required Test)

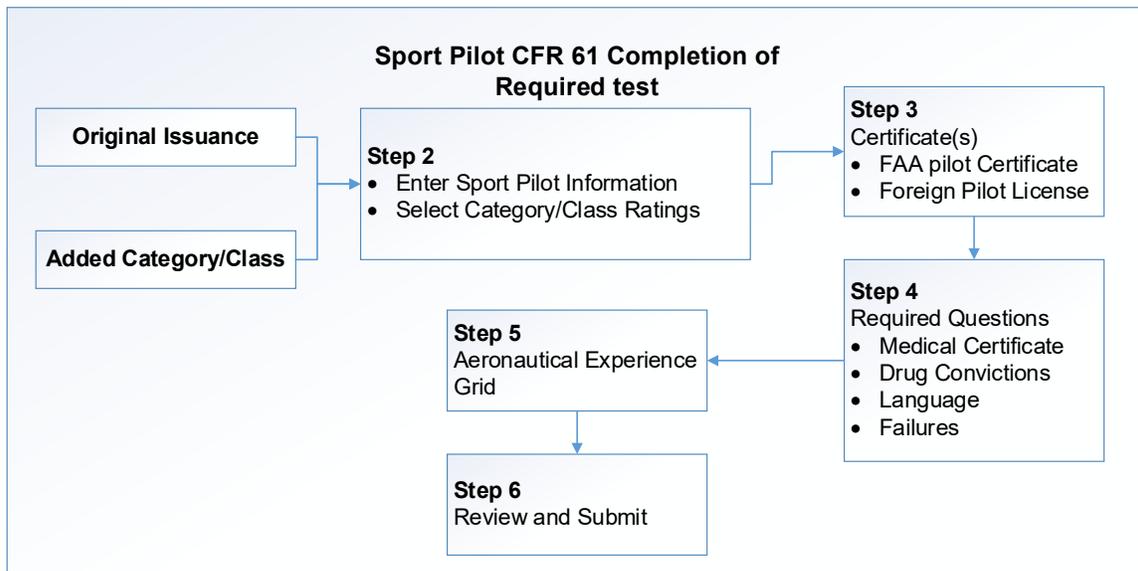


3.1.5.2 CFR 141 (Graduate of Approved Course)

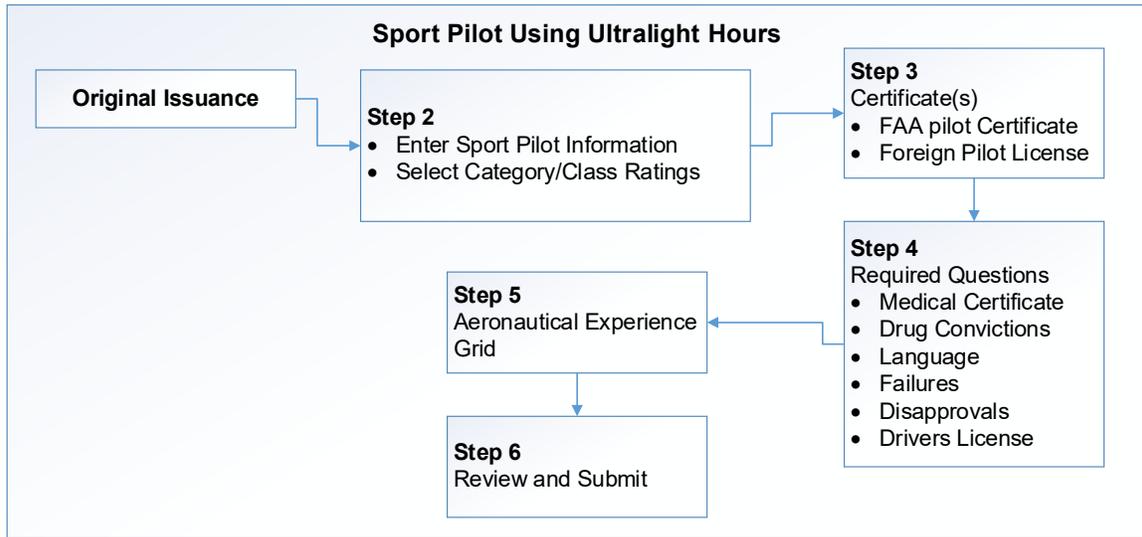


3.1.6 Sport Pilot

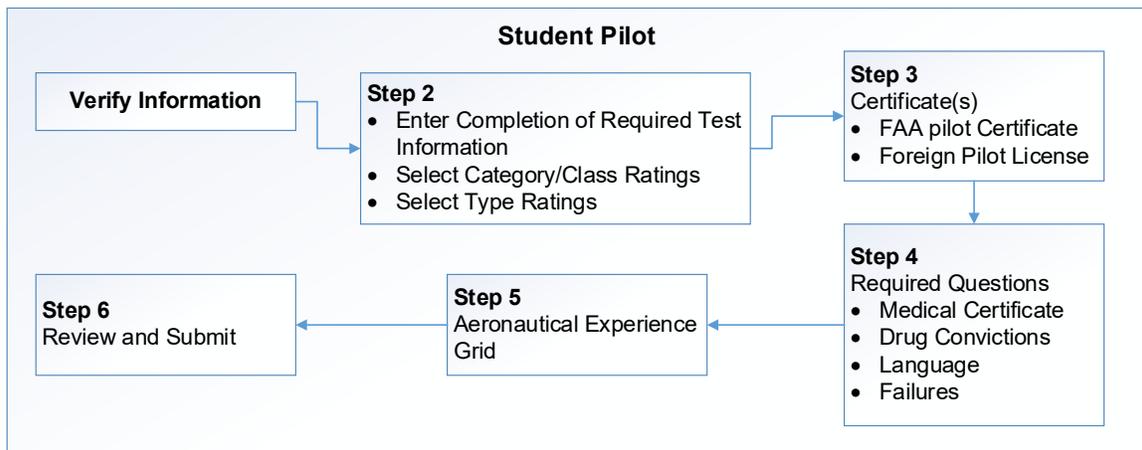
3.1.6.1 CFR 61 (Completion of Required Test)



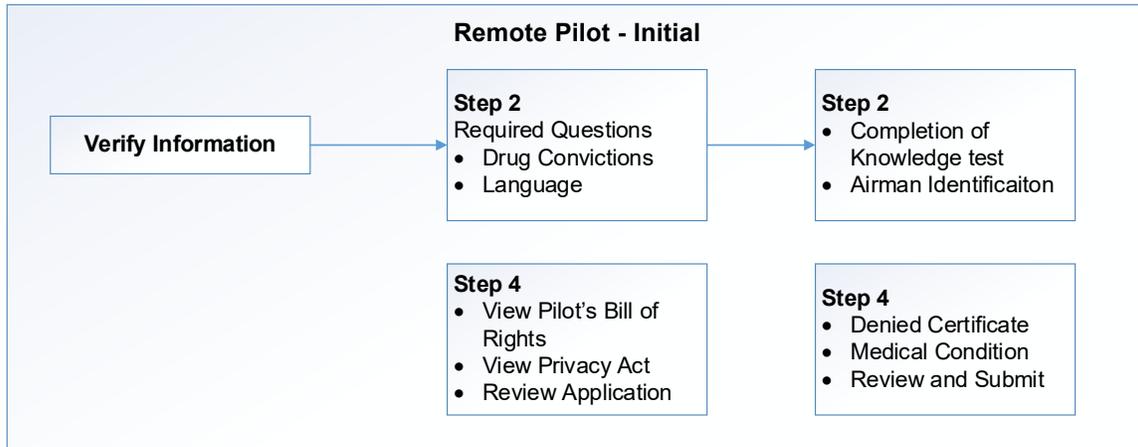
3.1.6.2 Using Ultralight Hours



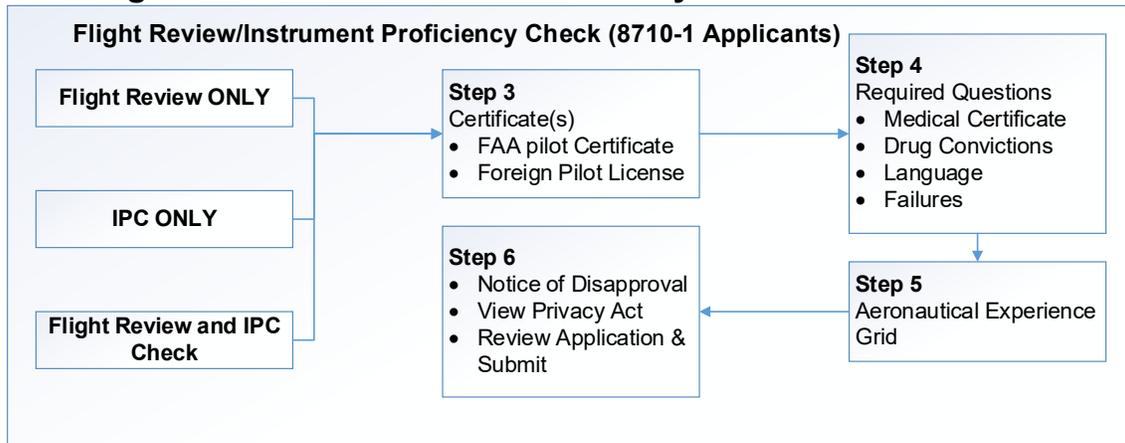
3.1.7 Student Pilot



3.1.8 Remote Pilot - Initial



3.1.9 Flight Review/Instrument Proficiency Check



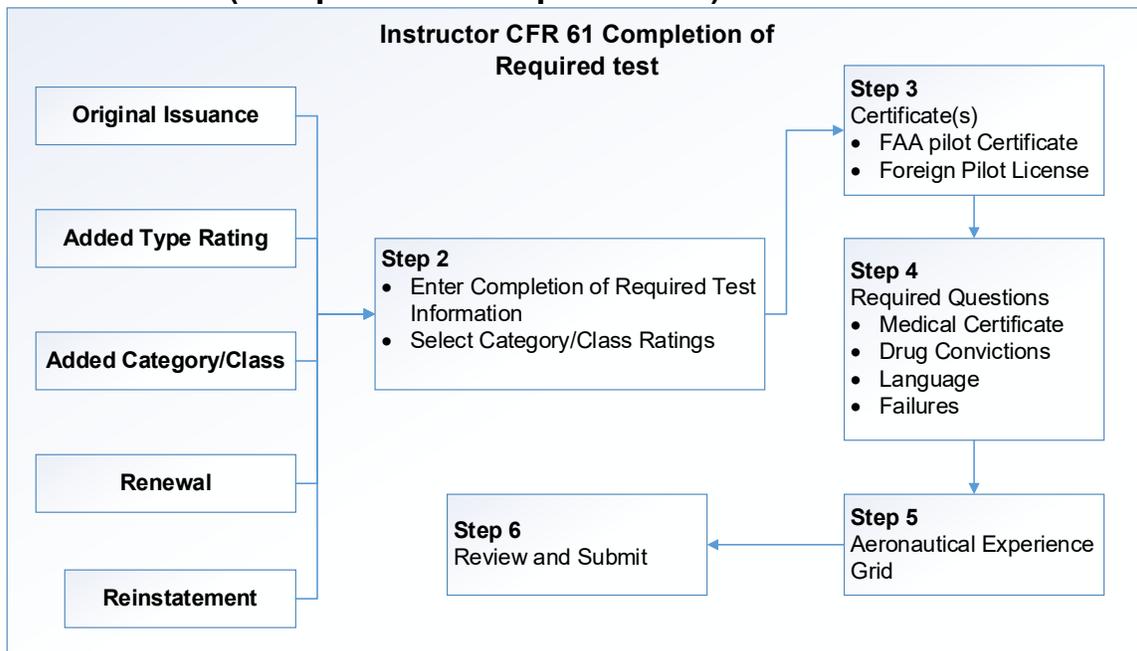
3.2 INSTRUCTOR CERTIFICATIONS

Table 3-2: Instructor Certification Paths

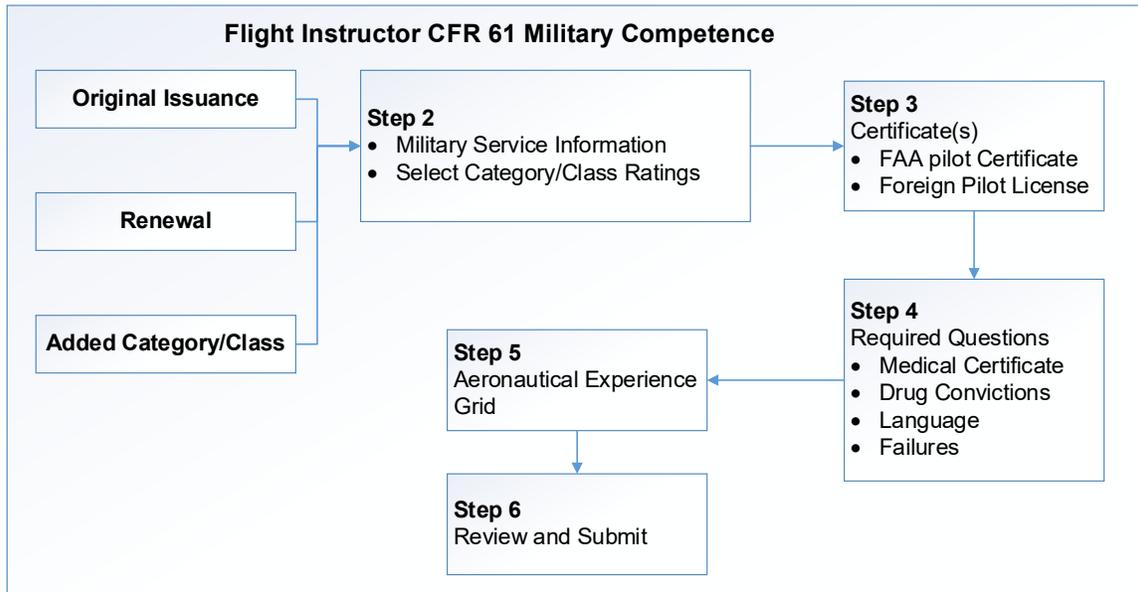
Type of Application	Sub-Type	Link to Path Information
Flight Instructor	Standard	CFR 61 (Completion of Required Test)
		CFR 61 Military Competency
		CFR 141 (Graduate of Approved Course)
		Activities
		Duties and Responsibilities
		FIRC – Flight Instructor Refresher Course
Ground Instructor	Standard	Ground Instructor – Approved Course
		Ground Instructor – Required Test

Authorized Instructor	Standard	Authorized Instructor – Required Test
Flight Instructor Sport Pilot	Standard	Flight Instructor Sport Pilot – Required Test
		CFR 141 (Graduate of Approved Course)
		Activities
		Duties and Responsibilities
		FIRC – Flight Instructor Refresher Course

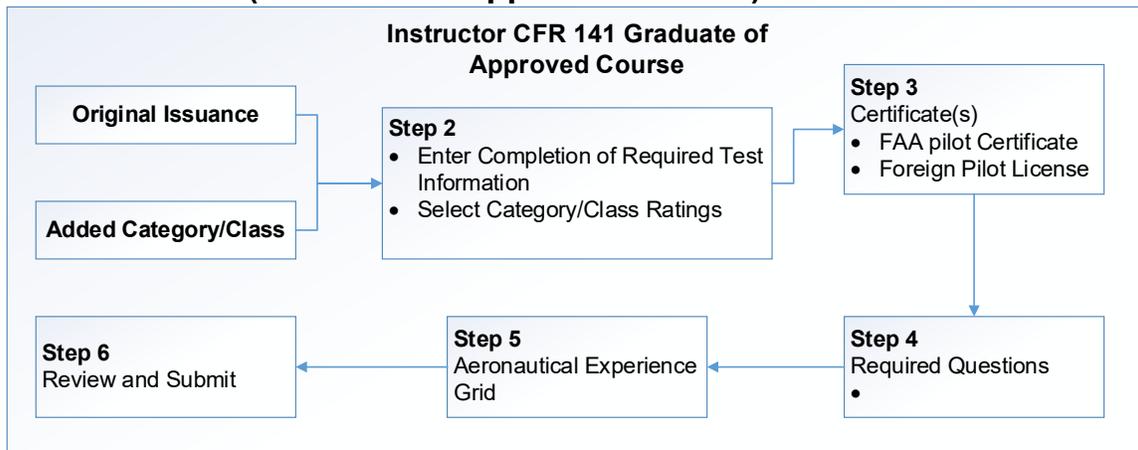
3.2.1 CFR 61 (Completion of Required Test)



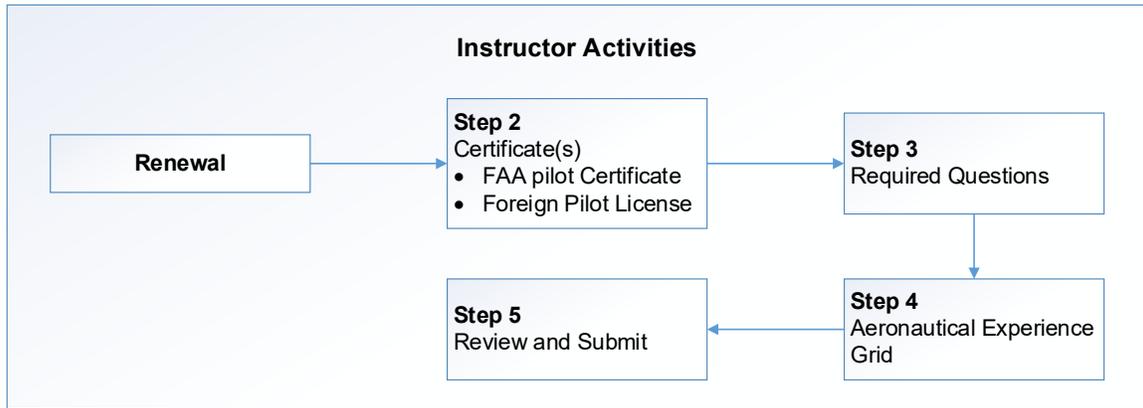
3.2.2 CFR 61 Military Competency



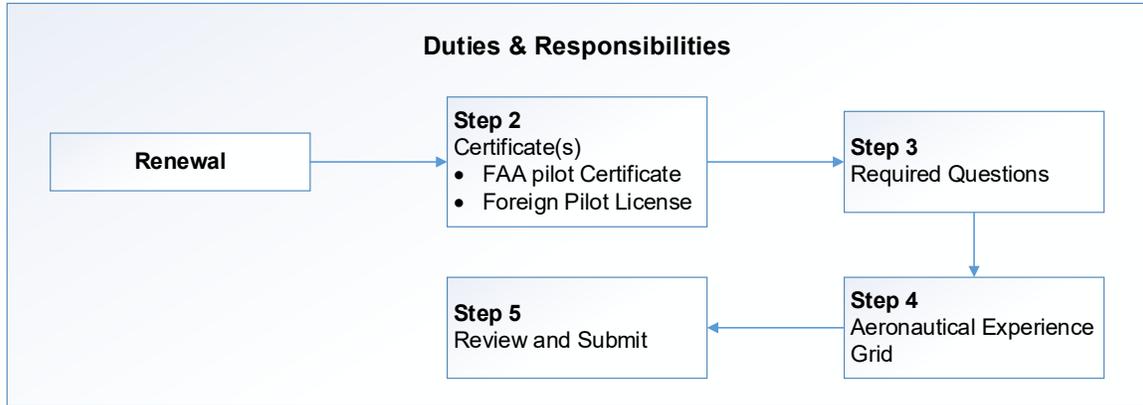
3.2.3 CFR 141 (Graduate of Approved Course)



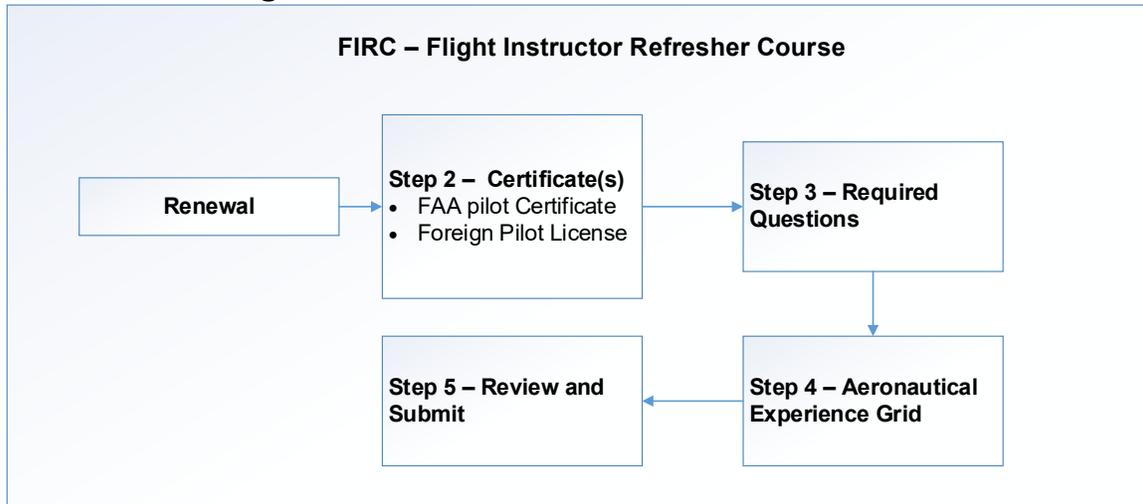
3.2.4 Activities



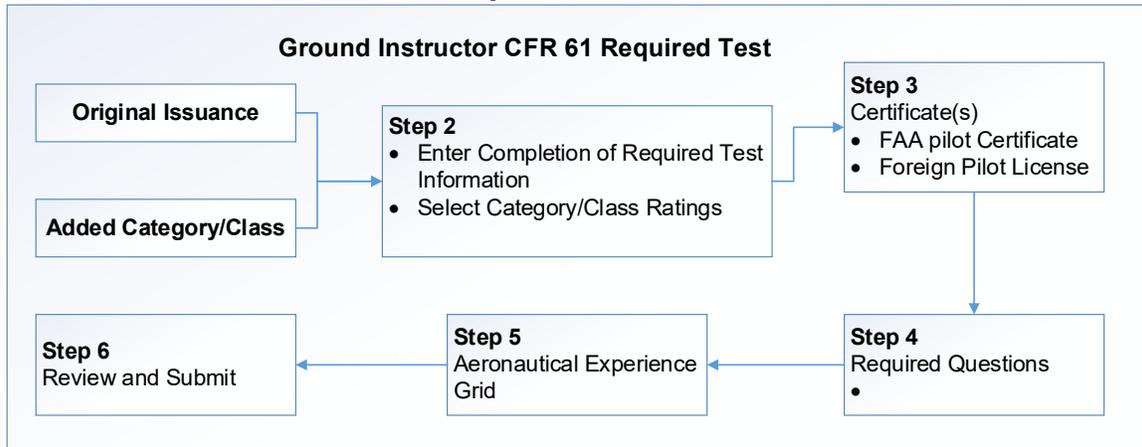
3.2.5 Duties and Responsibilities



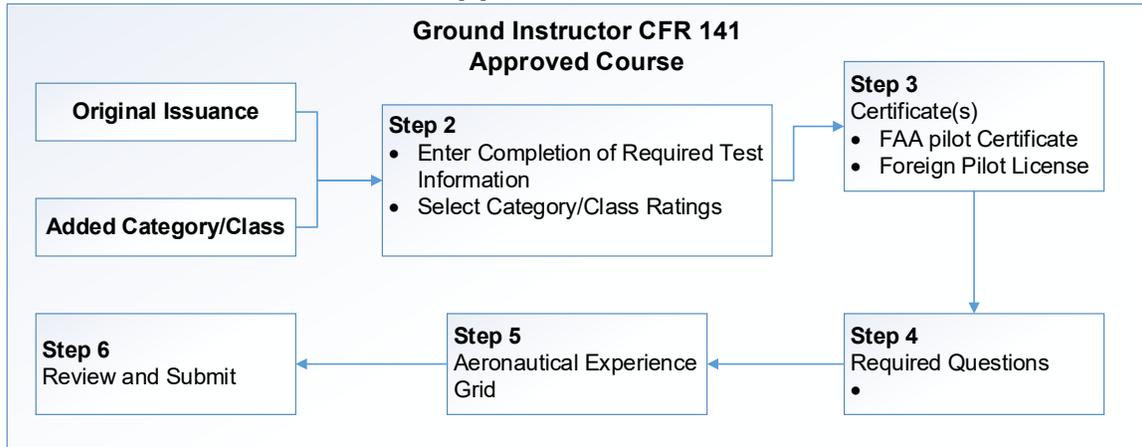
3.2.6 FIRC – Flight Instructor Refresher Course



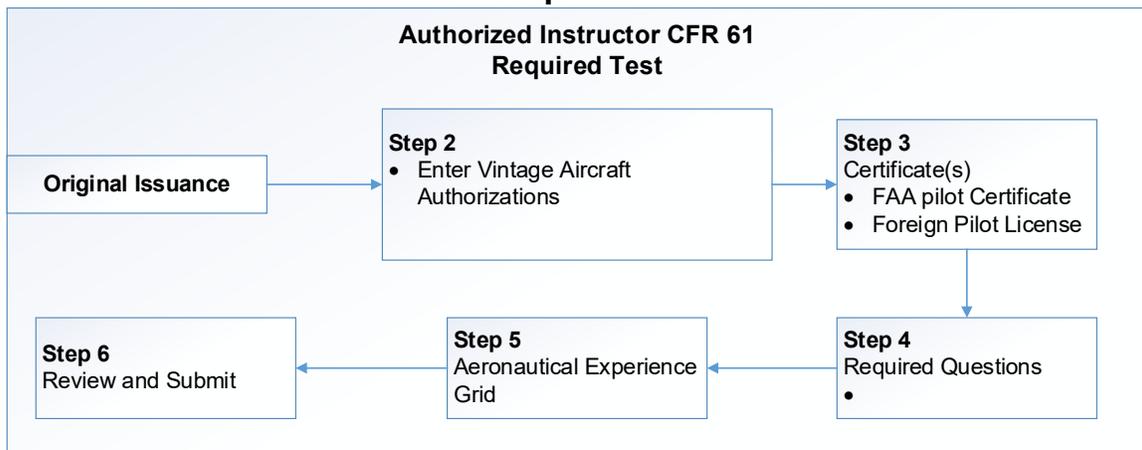
3.2.7 Ground Instructor – Required Test CFR 61



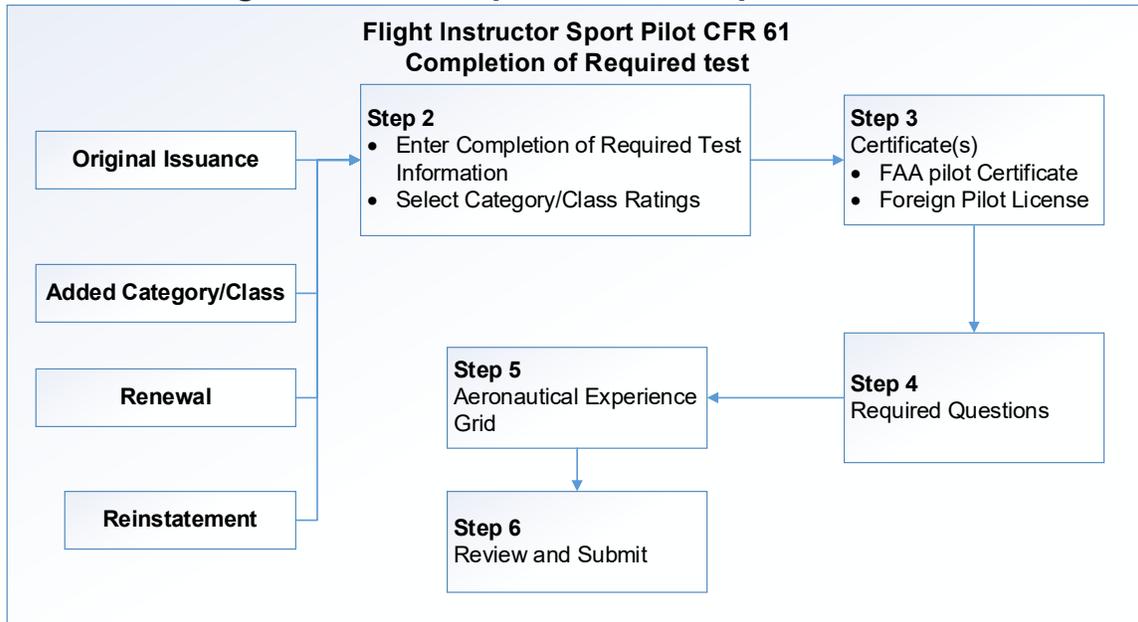
3.2.8 Ground Instructor – Approved Course 141



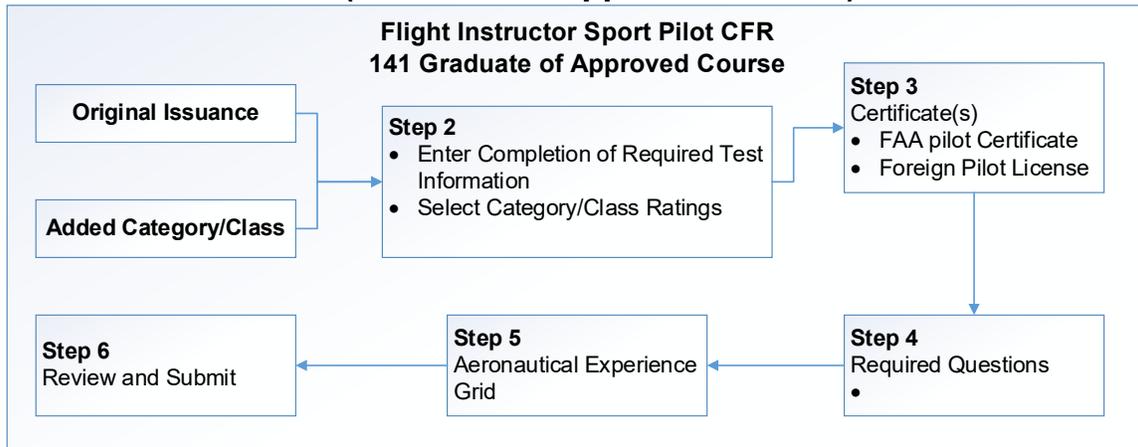
3.2.9 Authorized Instructor – Required Test CFR 61



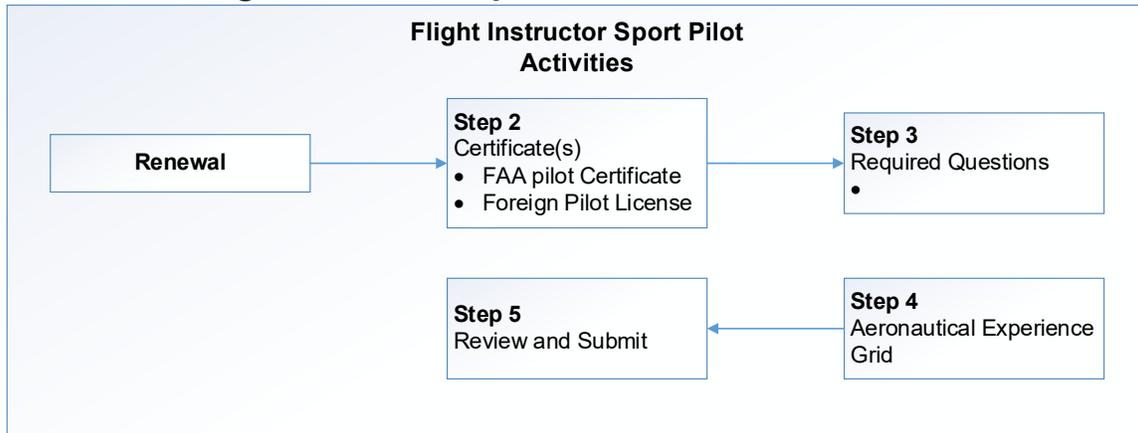
3.2.10 Flight Instructor Sport Pilot – Required Test



3.2.11 CFR 141 (Graduate of Approved Course)



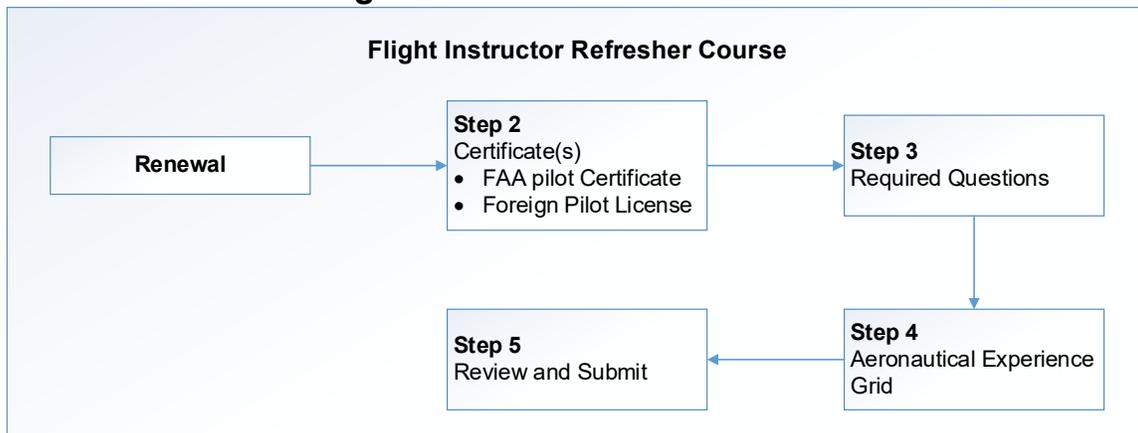
3.2.12 Flight Instructor Sport Pilot Activities



3.2.13 Flight Instructor Sport Pilot Duties and Responsibilities



3.2.14 FIRC – Flight Instructor Refresher Course

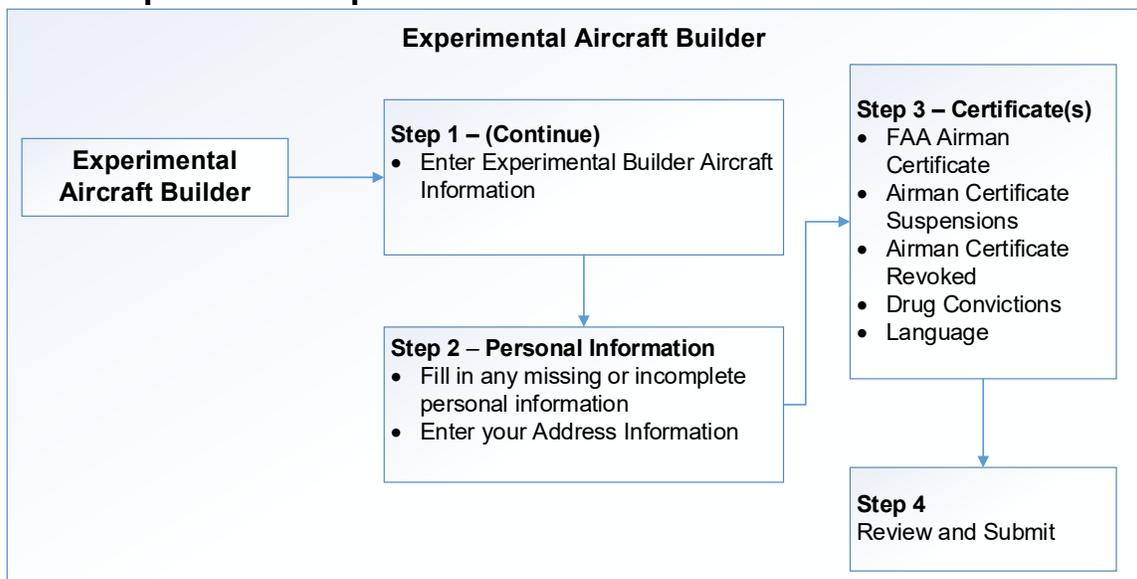


3.3 AIRWORTHINESS CERTIFICATIONS

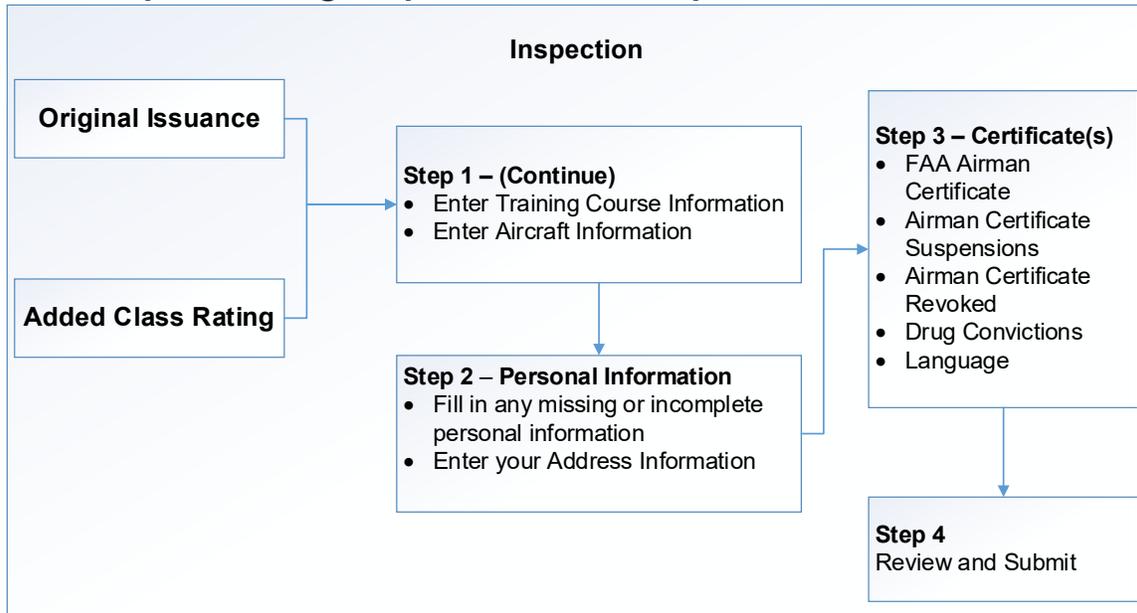
Table 3-3: Airworthiness Certification Paths

		Link to Path Information
Repairman		Repairman - Experimental Aircraft Builder
Repairman Light Sport Aircraft		Repairman Light Sport Aircraft – Inspection
		Repairman Light Sport Aircraft – Maintenance

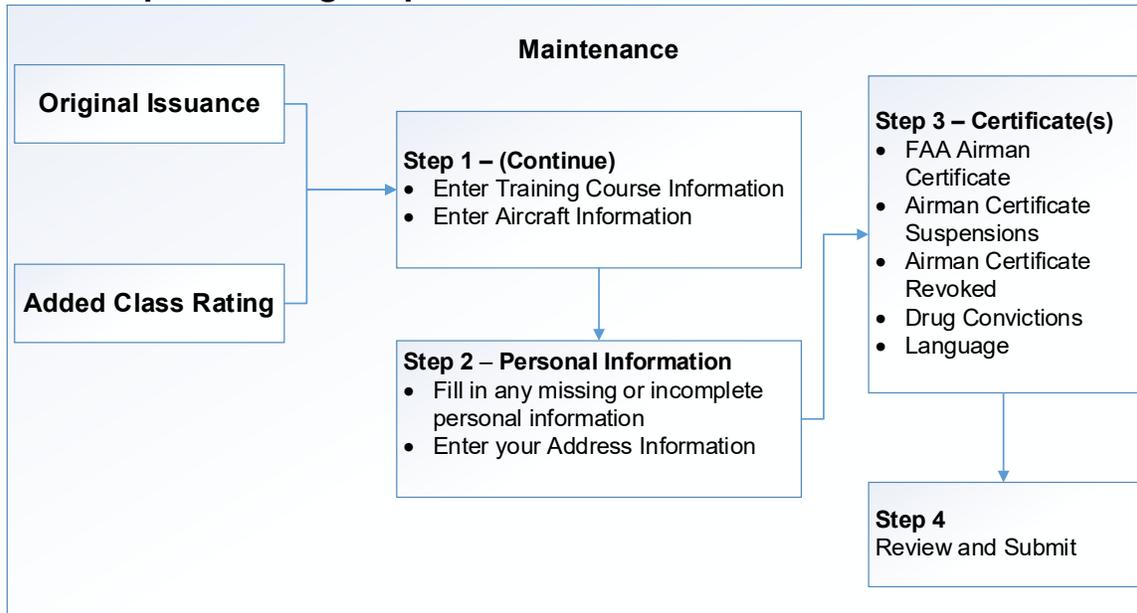
3.3.1 Repairman - Experimental Aircraft Builder



3.3.2 Repairman Light Sport Aircraft – Inspection



3.3.3 Repairman Light Sport Aircraft – Maintenance



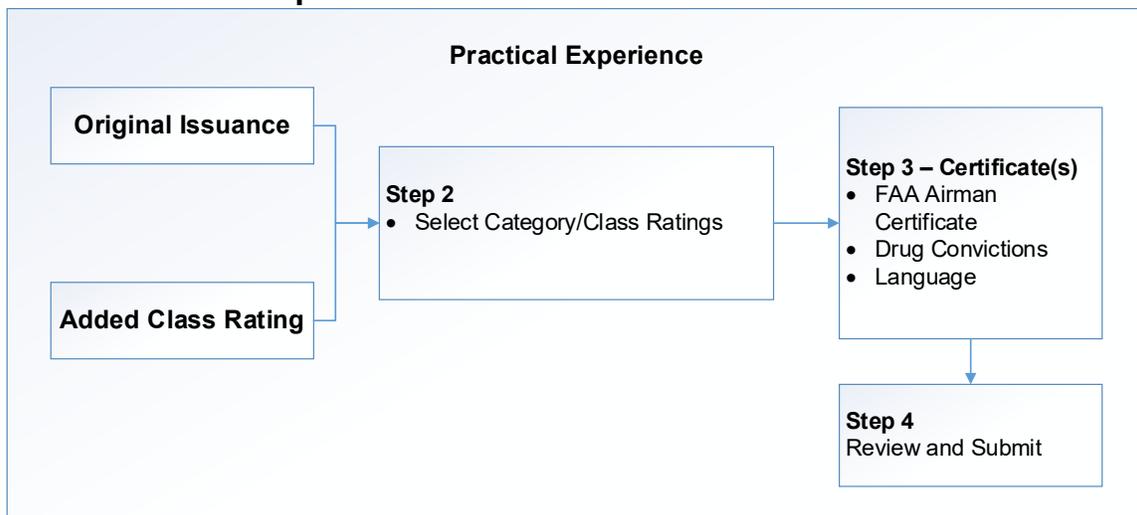
3.4 CREWMEMBER CERTIFICATIONS

Table 3-4: Crewmember Certification Paths

		Link to Path Information
Flight Engineer	Standard	Practical Experience
		Graduate Specialized Training

		University or School Degree
		Commercial Pilot Certificate
		Flight Time as PIC
		Flight Time as Flight Engineer
		Flight Engineer Training Course
Restricted (Foreign Based – FAR 63.42)		CFR 63
Restricted (Special Purpose – FAR 63.23)		CFR 63
Aircraft Dispatcher	Standard	Aircraft Dispatcher – Experience
		Aircraft Dispatch – Graduate Certificate

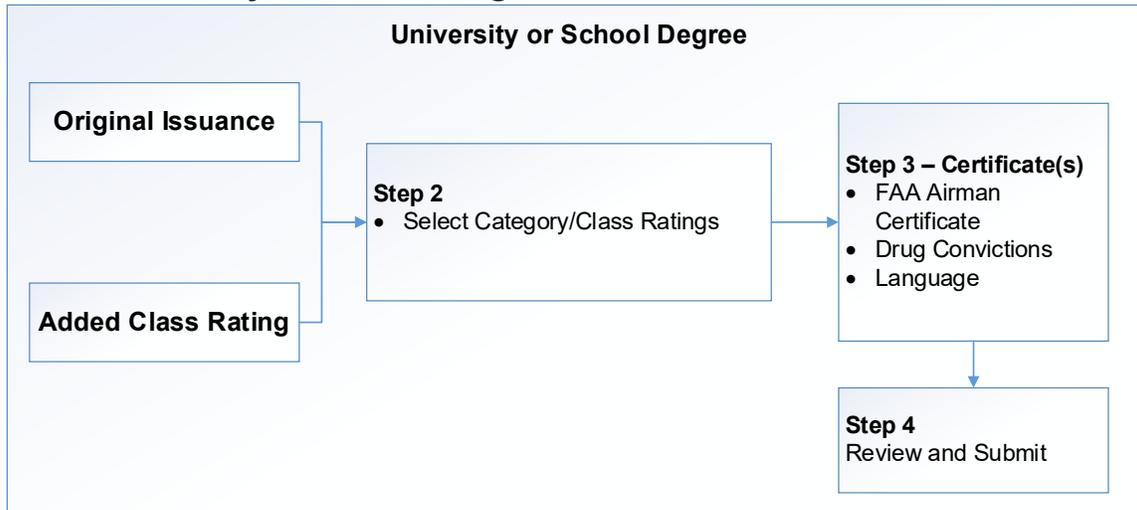
3.4.1 Practical Experience



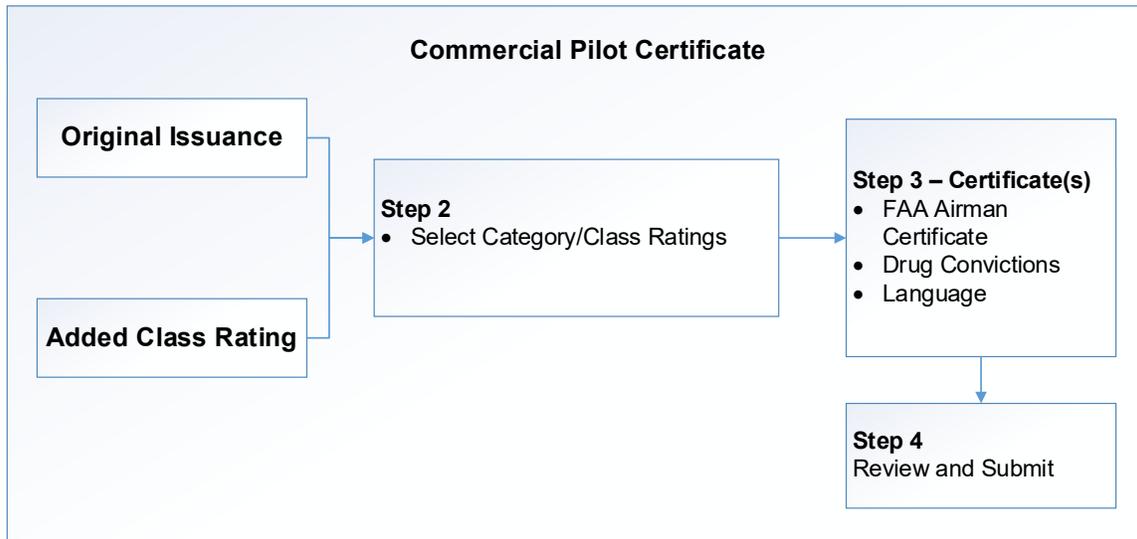
3.4.2 Graduate Specialized Training



3.4.3 University or School Degree



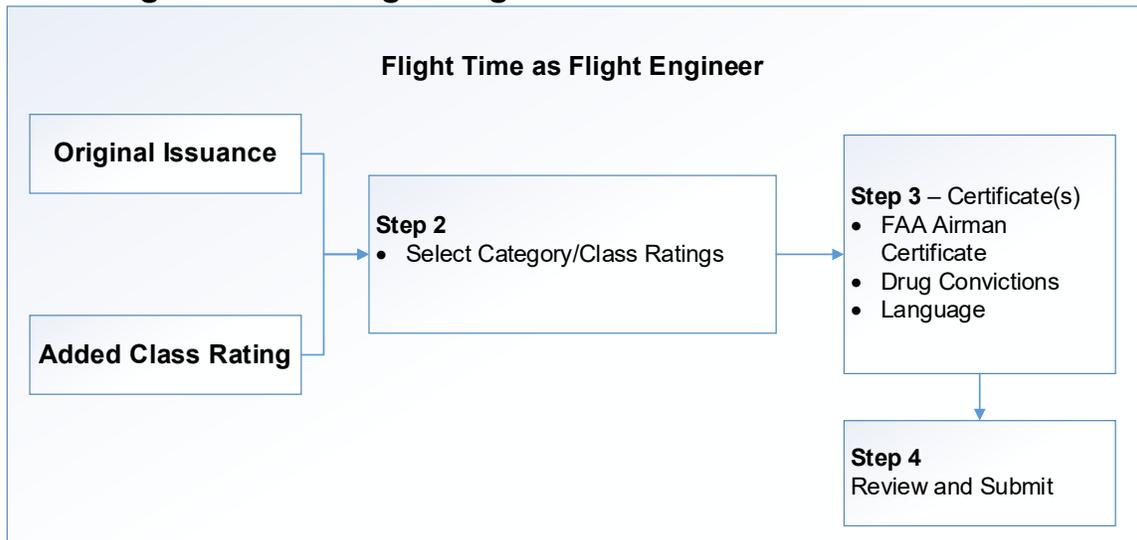
3.4.4 Commercial Pilot Certificate



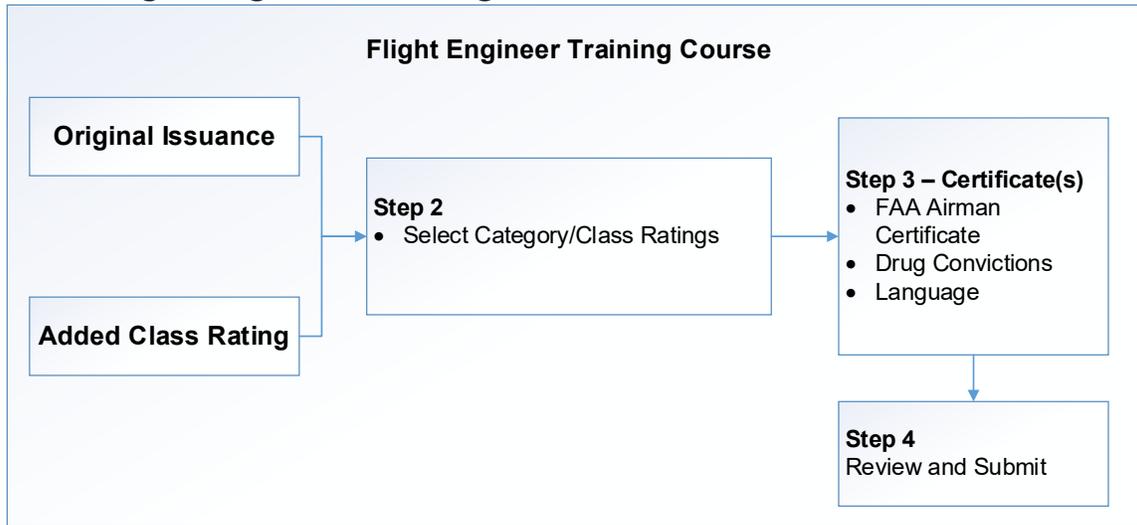
3.4.5 Flight Time as PIC



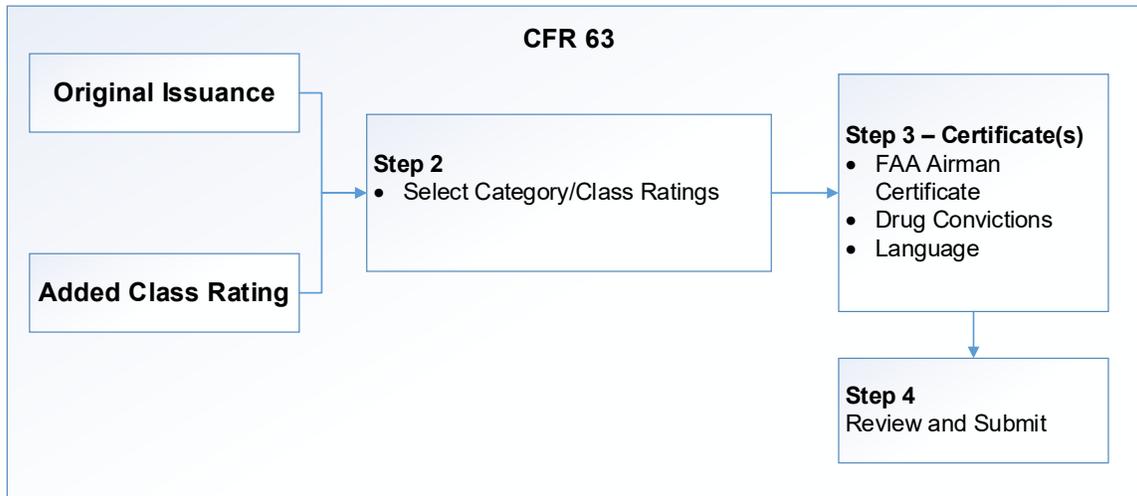
3.4.6 Flight Time as Flight Engineer



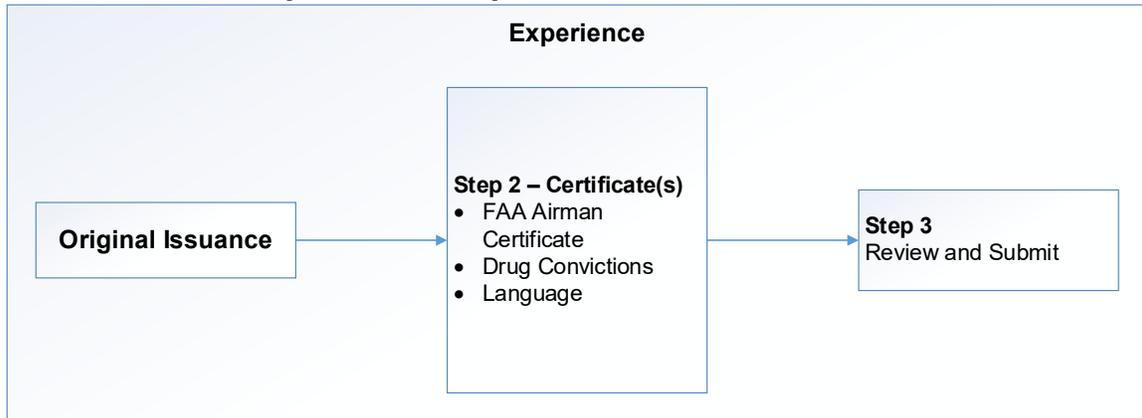
3.4.7 Flight Engineer Training Course



3.4.8 CFR 63 restricted



3.4.9 Aircraft Dispatcher – Experience

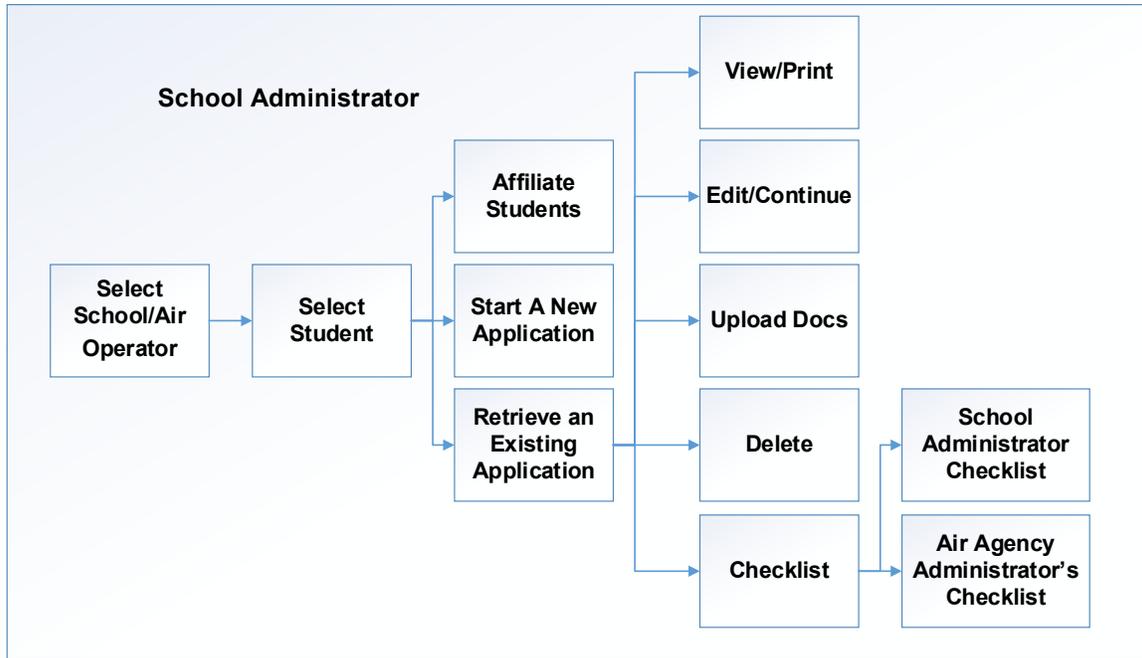


3.4.10 Aircraft Dispatch – Graduate Certificate



3.5 SCHOOL ADMINISTRATOR

3.5.1 School Administrator Paths

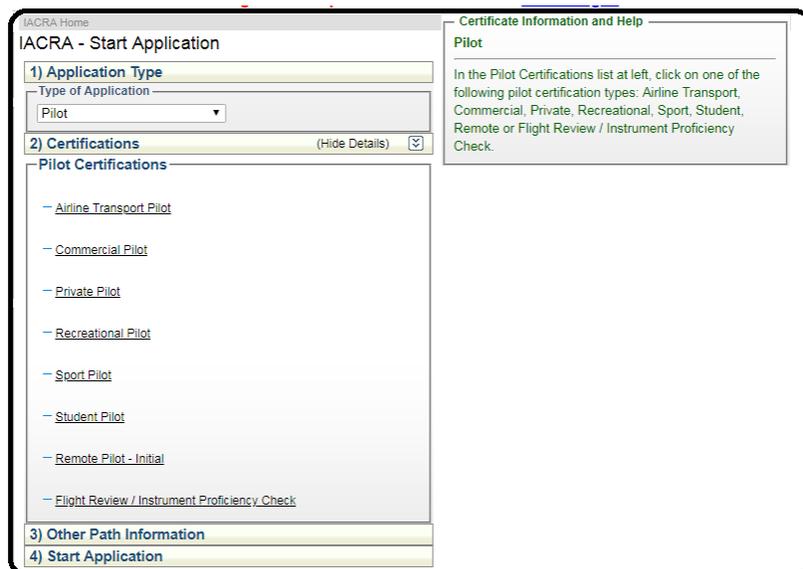


4 PILOT APPLICATION PROCESS

There are different types of pilot certificates available. The steps are primarily the same and outlined below. The exceptions or differences are mentioned at the point in which they occur.

4.1 APPLICATION TYPE

After clicking on ‘Start New Application’, select Pilot from the drop down list.



4.2 CERTIFICATIONS

The Pilot certification paths available for choosing include:

Airline Transport Pilot	Standard With Restricted Privileges (61.160)
Commercial Pilot	Standard
Private Pilot	Standard Foreign-Based Foreign-Based (US Test Passed)
Recreational Pilot	Standard
Sport Pilot	Standard
Student Pilot	
Remote Pilot	Remote Pilot Certificate
Flight Review/Instrument Proficiency Check	

4.3 OTHER PATH INFORMATION (IF NEEDED)

The screenshot displays a web application interface for ATP. It is divided into two main sections: '3) Other Path Information' and '4) Start Application'.
3) Other Path Information: This section includes a breadcrumb trail 'ATP > Standard > CFR 61 > Original'. Below it is a 'Certificate Category/Class' dropdown menu with options: AIRPLANE SINGLE ENGINE LAND, AIRPLANE SINGLE ENGINE SEA, AIRPLANE MULTIENGINE LAND, AIRPLANE MULTIENGINE SEA, and ROTORCRAFT HELICOPTER. Underneath is a 'Type Rating' section with two input fields: 'Model' (with a note '(Type at least 1 letter)') and 'Make/Model'.
4) Start Application: This section also has the breadcrumb trail 'ATP > Standard > CFR 61 > Original'. It contains a message: 'Please verify all of the information before starting the application.' and a 'Start Application' button.
Right-hand side: A box titled 'Certificate Information and Help' contains the breadcrumb trail 'ATP > Standard Issue > CFR 61 > Original Issue' and a link: 'For certification requirements, follow the link to the applicable section of the Code of Federal Regulations [65.153](#)'.

NOTE: The right hand side of the screen will provide Certificate Information and Help for all the Certification paths. The link will take you to the appropriate section of the applicable Code of Federal Regulations.

4.3.1 Certificate Category/Class

The Single Selection Search screen for Category/Class Ratings allows you to select the category/class rating you are seeking. This screen will only allow you to select one Category/Class rating to add to your certification data.

4.3.2 Adding a Type Rating

The Single Selection Search screen for Aircraft Type Ratings allows you to select the type rating for which you are seeking certification. This screen will only allow you to select one aircraft type rating to add to your certification data.

To select a Type Rating:

- Enter one alpha character of the aircraft model description
- Select the appropriate model
- Select Start or update application

4.3.3 For ATP CFR 121/135 Training Program or AQP

Select one of the following:

- Initial
- Upgrade
- Transition

- Second in Command

The Air Operator section will then be displayed. The Air Operator selection can be searched by Designation code or by name.

Click on Start Application when you have filled out all the pre-requisite information.

4.4 USER INTERFACE DIFFERENCES

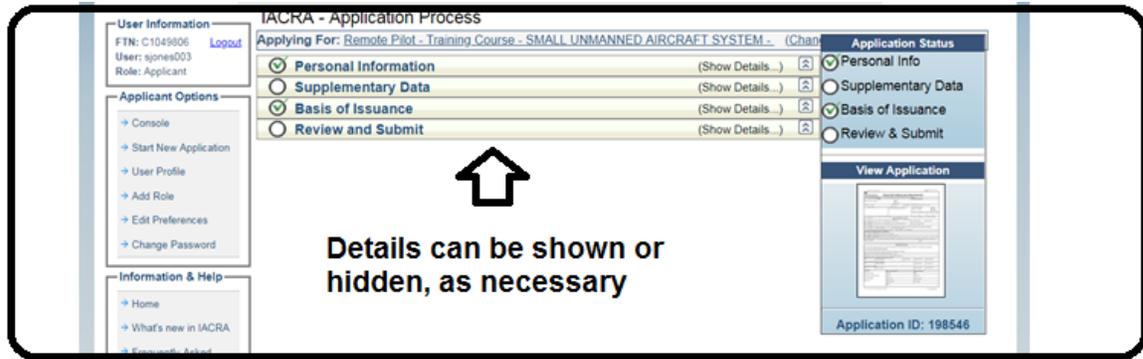
Depending upon the Pilot path selected, you may either get a series of horizontal tabs to be filled out, or a continuous vertical information layout. The information entered is the same in both cases.

4.4.1 Horizontal Tabs

If you are applying for Commercial pilot, Private pilot, Recreational pilot, or Sport pilot, you will be entering your information in a series of horizontal tabs.

4.4.2 Vertical Pull-downs

If you are applying for ATP, Student pilot, Remote pilot, or doing a flight review/IPC, you will be entering your information in a vertical layout. The Console will always be visible.



4.5 VERIFY PERSONAL INFORMATION

The first step in the Application process is to confirm your personal Information:

- Full Name
- Date of Birth
- Sex
- Citizenship country

This information is from the registration process and on file with the Airman Registry. Once this information is on file with the Registry, it cannot be updated through IACRA. IACRA provides a link to the guidelines for updating this information. Click on Save or Save and Continue after you have verified all information.

4.5.1 Application Status (Vertical Presentation)

The application status and View application box is located on the right-hand side of the screen throughout the application process. This box will have a green check mark for the blocks of information completed accurately. The boxes that have not been started or did not pass validations are empty. At any time during the application process, the

application can be viewed for accuracy. To view the application, double click on the picture of the form. The application ID is displayed below the form.

Application Status

- Personal Info
- Certificate Held
- Basis of Issuance
- Pilot Time
- Review & Submit

View Application

Application ID: 198528

4.6 CERTIFICATE SOUGHT

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Pilots > Commercial Pilot > Standard > Cfr 141 - Graduate Of Approved Course > Added Type Rating

Follow the steps on this screen to enter information about the certificate you are seeking.

- 1) Type of Certificate you are applying for
- 2) Select Restricted or Standard
- 3) Select the certificate Basis
- 4) Select the type of Issuance
- 5) Click on the applicable links below to enter data about the certificate you are seeking

[Click here to Enter the Completion of Required Test Information](#)

[Click here to Select the Category/Class Ratings](#)

*** Must select a category rating to continue.**

If applicable, you will need to enter the information for Tests and the Category/Class rating you are applying for.

4.6.1 Select the Category/Class Rating

Instrument Ratings

Select Search Criteria
 By ID or Type
 By Description

Tip:
Narrow down search by typing more than one character or number and Click Search

Enter 1 or more characters and Click Search

Select from list below:

Click button to Select Row	Description
<input type="button" value="Select"/>	INSTRUMENT AIRPLANE MULTIENGINE
<input type="button" value="Select"/>	INSTRUMENT AIRPLANE SINGLE ENGINE
<input type="button" value="Select"/>	INSTRUMENT HELICOPTER

Record Count Selected Item

Enter a letter, and click on Search. Click on Select for your choice of rating, then click on OK.

4.6.2 Completion of Required Tests

Completion Of Required Test

Enter data for the Completion of Required Test section of the Airman Certificate and/or Rating Application

Select Aircraft 1
[Click here to select First Aircraft to be used.](#)
 Enter Total Time In First Aircraft Hours
 Enter PIC Time In First Aircraft Hours

Select Aircraft 2
Only enter a 2nd aircraft if you intend to use both for your test.
 The Certifying Officer can change or remove the Aircraft on the Practical test if needed.
[Click here to select Second Aircraft to be used if applicable.](#)
 Enter Total Time In Second Aircraft Hours
 Enter PIC Time In Second Aircraft Hours

Select Simulator Level if Applicable **Select Training Device Level if applicable**

 Enter Total Time in Simulator Hours

 Enter Total Time in Training Device Hours

Enter aircraft and/or simulator levels and hours; click on OK.

4.7 CERTIFICATES HELD

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Pilots > Commercial Pilot > Standard > Cfr 141 - Graduate Of Approved Course > Added Instrument Rating

Follow the steps on this screen to input information about the certificate(s) you now hold.

1) Do you now hold or have you ever held an FAA pilot Certificate? Yes No

2) Click on the link(s) below to enter data about the certificate(s) you currently hold. (Enter data for all of the certificates you currently hold.)

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

[Click here if you hold a Foreign Pilot License](#) Delete This Certificate

[Click here if you hold a U.S. certificate issued on the basis of a foreign license.](#) Delete This Certificate

[Click here to EDIT US Standard Pilot Certificate information](#) Delete This Certificate

Certificate Number: 801171832	Date of Issuance: 1/14/1972	Private Category/Class Ratings AIRPLANE SINGLE ENGINE LAND	
----------------------------------	-----------------------------	---	--

The next section is for information about Certificates held by the applicant. This information is also broken into blocks of information. For ease of illustration, the blocks of data will be explained separately below:

4.7.1 English Language

English Language (Block G)

Yes No Do you read, speak, write, and understand the English language?

- Select the appropriate response
- When No is selected the following displays:

English Language (Block G)

Yes No Do you read, speak, write, and understand the English language?

Yes No Is there is a medical reason you cannot use the English language?

- Select the appropriate response
- When No is selected, the following message appears:

“If you have a non-medical reason for not using the English language, you cannot use IACRA at this time.”

4.7.2 FAA Certificate

If you currently hold a FAA Certificate, the information displays as follows:

Airman Certificate (Block M-P)

Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

Please Note: A recently issued temporary certificate might not yet exist at the Airman Registry. If you have such a certificate, enter that information in the 'Add / Modify a Certificate' section below.

Existing FAA Airman Certificates

No existing Airman certificates.

Add / Modify a Certificate

Please Note: Only enter a certificate here if you do not hold an existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type - Foreign License FAA 61.75 Standard

Certificate Number

1234567

Date Issued

10/1/2005

- US Standard Pilot Certificate
 - ATP Category / Class Ratings
 - Commercial Category / Class Ratings
 - Private Category / Class Ratings
 - Recreational Category / Class Ratings
 - Sport Pilot Category / Class Ratings
 - Vintage Aircraft Ratings
 - STUDENT CERTIFICATE

Save Certificate

All Certificates (Existing or Added/Modified for Blocks M-P)

Foreign Pilot License

US Restricted Pilot Certificate

US Standard Pilot Certificate

[Delete Certificate](#)

Certificate Num	Issuance Date	Commercial Category/Class Ratings
1526841	06/09/1970	AIRPLANE SINGLE ENGINE LAND INSTRUMENT AIRPLANE ROTORCRAFT HELICOPTER

The applicant's existing certificates display, as retrieved from Airman Database. An applicant can Add or Modify certificate information by updating the appropriate information and selecting Save Certificate.

To delete a Certificate:

→ Select Delete Certificate

4.7.3 Adding Certificate Information

The applicant has the option to add certificate information if a certificate is held and not retrieved from the Airman Database. To add certificate information, check the box:

FAA Certificate (Block M-P)

Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

The following will display:

FAA Certificate (Block M-P)

Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

Please Note: A recently issued temporary certificate might not yet exist at the Airman Registry. If you have such a certificate, enter that information in the 'Add / Modify a Certificate' section below.

Existing Airman Certificates

No existing Airman certificates.

Add / Modify a Certificate

Please Note: Only enter a certificate here if you have no existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type - Foreign Restricted Standard

Certificate Number US Standard Pilot Certificate

Date Issued

All Certificates (Existing or Added/Modified for Blocks M-P)

Foreign Pilot License

US Restricted Pilot Certificate

US Standard Pilot Certificate

To add a certificate:

- Click on the appropriate type radio button
- Click the plus sign to the left of the US Standard Pilot Certificate (this example)
- Click on the plus sign to the left of Commercial Category/Class Ratings (this example)

The following selects display:

Add / Modify a Certificate

Please Note: Only enter a certificate here if you have no existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type - Foreign Restricted Standard

Certificate Number

Date Issued

US Standard Pilot Certificate

ATP Category / Class Ratings

Commercial Category / Class Ratings

AIRPLANE MULTIENGINE LAND

AIRPLANE MULTIENGINE SEA

AIRPLANE SINGLE ENGINE LAND

AIRPLANE SINGLE ENGINE SEA

GLIDER

INSTRUMENT AIRPLANE

INSTRUMENT AIRPLANE AND HELICOPTER

INSTRUMENT HELICOPTER

LTA AIRSHIP

LTA BALLOON WITH AIRBORNE HEATER

LTA GAS BALLOON

ROTORCRAFT GYROPLANE

ROTORCRAFT HELICOPTER

Commercial Type Ratings

Private Category / Class Ratings

Recreational Category / Class Ratings

Sport Pilot Category / Class Ratings

Vintage Aircraft Ratings

STUDENT CERTIFICATE

- Select Commercial Category/Class Ratings
- Select appropriate Category/Categories and Ratings
- Enter Certificate number from the Certificate
- Enter Date Issued from the Certificate
- Select Save Certificate

The certificate information entered displays as follows:

All Certificates (Existing or Added/Modified for Blocks M-P)

Foreign Pilot License

US Restricted Pilot Certificate

US Standard Pilot Certificate [Delete Certificate](#)

Certificate Num	Issuance Date	Commercial Category/Class Ratings
55555	11/28/2010	AIRPLANE MULTIENGINE LAND INSTRUMENT AIRPLANE

4.7.4 Medical Certificate

If Certificate information exists for the applicant in the Airman Database, the information will display as follows:

Medical Certificate (Block Q-T)

Check here, if you now hold a Medical Certificate?

Class of Medical Certificate

Date issued

Name of Examiner

The information can be updated if required.

- Enter the Name of the Examiner
- Select Save and Continue

If certificate information does not currently exist in the system:

Medical Certificate (Block Q-T)

Check here, if you now hold a Medical Certificate?

- Check the box indicating you have a Medical Certificate

The following appears:

Medical Certificate (Block Q-T)

Check here, if you now hold a Medical Certificate?

Class of Medical Certificate (Choose) ▼

Date issued

Name of Examiner

- Select the Class of Medical Certificate from the drop down list (first, second or third)
- Enter the Date Issued from the certificate
- Enter the Name of the Examiner

4.7.5 Drug Conviction

Complete the Drug Conviction Section as follows or Select Save & Continue

Drug Conviction (Block U-V)

Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

Save & Continue

- Check the box if you have a drug conviction
- The following question displays

Date of final conviction

Save & Continue

- Enter the date of conviction
- Select Save & Continue

4.8 BASIS OF ISSUANCE PART 61

Completion of Required Test (Block A)

Military Competence (Block B)

Graduate of Approved Course (Block C)

Holder of Foreign License (Block D)

Completion of Air Carrier's Approved Training Program (Block E)

A box will be checked based on the Certifications selected in Step 2. This Basis of Issuance will determine the requirements for completion of the remaining part of this section.

4.8.1 Completion of Required Test (Block A)

Completion of Required Test (Block A)

Aircraft 1

Search By Make/Model Name

Model (Type at least 1 letter)

Make/Model

Total Time

PIC Time

Aircraft 2

Search By Make/Model Name

Model (Type at least 1 letter)

Make/Model

Total Time

PIC Time

Simulator/ Training Device

Simulator time

FTD Time

Save & Continue

- Enter Aircraft 1 information
- To search for a model, enter the first letter and then select from the drop down list
- The Make/Model will be display from the selection
- Enter Total Time in Aircraft
- Enter PIC Time, if applicable
- Enter Aircraft 2 information if a test in a second aircraft was conducted
- Enter Simulator/Training Device information if appropriate to the applicant
- Select Save & Continue

4.8.2 Basis of Issuance Part 121 and 135

The Air Operator information is pre-populated from the Choose path section of the application. The user may then select Save and Continue.

Basis of Issuance (Section 2) (Hide Details)

- Completion of Required Test (Block A)
- Military Competence (Block B)
- Graduate of Approved Course (Block C)
- Holder of Foreign License (Block D)
- Completion of Air Carrier's Approved Training Program (Block E)

Completion of Air Carrier's Approved Training Course (Block E)

Air Operator	5-STATE HELICOPTERS INC
Designation Code	LDUA
Curriculum	Transition

Save & Continue

4.8.3 Basis of Issuance Part 141

For courses without examining authority, [Completion of Required Test \(Block A\)](#) information must be entered. Curriculum and course information must be entered by a School Administrator. See the Basis of Issuance panel for Part 141 ATP applications associated to courses without examining authority:

Basis of Issuance (Section II) (Hide Details)

- Completion of Required Test (Block A)
- Military Competence (Block B)
- Graduate of Approved Course (Block C)
- Holder of Foreign License (Block D)
- Completion of Air Carrier's Approved Training Program (Block E)

Graduate of Approved Course (Block C)

Name and Location of Training Agency/Center	TORNADOS AND TRAILERS FLIGHT CENTER,
Certificate Number	T1X1
Curriculum	G-V ADDED RATING - AIRCRAFT TYPE

Save

4.9 PILOT TIME

4.9.1 Previous Hours from Another Application

When Pilot Time is selected, the following displays:

The application automatically enters any hours from a previous application. Hours can also be imported from other applications.

By selecting Import, hours from the selected application will be prepopulated in the aeronautical grid.

4.9.2 Aeronautical Experience

The Aeronautical Experience screen displays as a grid or matrix, where you can easily lay out and display all of your flight experience from your log book. This grid is similar to the one found on the front of the 8710-1 form.

The minimum pilot experience required by the appropriate regulation must be entered. It is recommended, however, that ALL pilot time be entered. Night flying must be entered when required. You should fill in the blocks that apply and ignore the blocks that do not.

Second In Command "SIC" time used may be entered in the appropriate blocks. Flight Simulator, Flight Training Device and PCATD time may be entered in the blocks provided.

To use the Aeronautical Experience grid, simply select the block in which you want to place data and enter the data.

If you need help in filling out the Aeronautical Experience grid, see your Recommending Instructor. Do not submit the application until you are sure that your hours are entered correctly.

→ Select the appropriate category for pilot hours under Airplane, Glider, or Simulator, as appropriate.

Airplane / Rotorcraft / Powered Lift Hours (Hide Details)			
	<u>Airplane</u>	<u>Rotorcraft</u>	<u>Powered Lift</u>
Total Hours	1500		
Instruction Received	1500		
Solo	1500		
Pilot in Command (PIC)	1500		
Pilot in Command (SIC)	1500		
Cross Country Instruction	1500		
Cross Country Solo	1500		
Cross Country PIC	1500		
Cross Country SIC	1500		
Instrument	1500		
Night Instruction	1500		
Night Takeoff Landings	1500		
Night PIC	1500		
Night SIC	1500		
Night Takeoff Landing PIC	1500		
Night Takeoff Landing SIC	1500		

Glider / Lighter Than Air Hours (Show Details...)			
Simulator / Training Device / PCATD Hours (Show Details...)			

Enter the appropriate number of hours in the applicable category

→ Select Save

The following Summary information displays:

Important Information for IACRA Applicants

1. Your application can not be submitted until all validation errors are corrected.
2. Be sure to review the application *carefully* and make appropriate corrections *before* submitting your application. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**
3. Know your FTN (C9902246), IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
4. Read and understand the Privacy Act statement by clicking the "View Privacy Act" button below.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov
Phone: 1-877-287-6731

Certificate Summary

Certificate Type: AIRLINE TRANSPORT PILOT
Certificate #: 3434343

Ratings:

- AIRPLANE SINGLE ENGINE LAND
- COMMERCIAL PILOT PRIVILEGES
- AIRPLANE MULTIENGINE LAND
- INSTRUMENT HELICOPTER

Limitations:

- 1. ENGLISH PROFICIENT

View Privacy ActReviewSubmit Application

Figure 4-1: Certificate Summary Screen

4.10 SUMMARY PAGE

The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

4.11 VIEWING THE PRIVACY ACT

Prior to reviewing and submitting your application, you must view the Privacy Act. By viewing the Privacy Act, you are indicating you have read and understand it.

4.11.1 Select View Privacy Act

The Privacy Act displays in a new window. When you have finished reading or printing the document:

→ Select Close

The window closes and returns you to the Summary Section within IACRA with the Review application selection enabled.

→ Select Review

This will display an unofficial copy of your application in a new window. Before you may submit your application you must review it to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing.

Once you have completed the review of the application:

→ Select Close

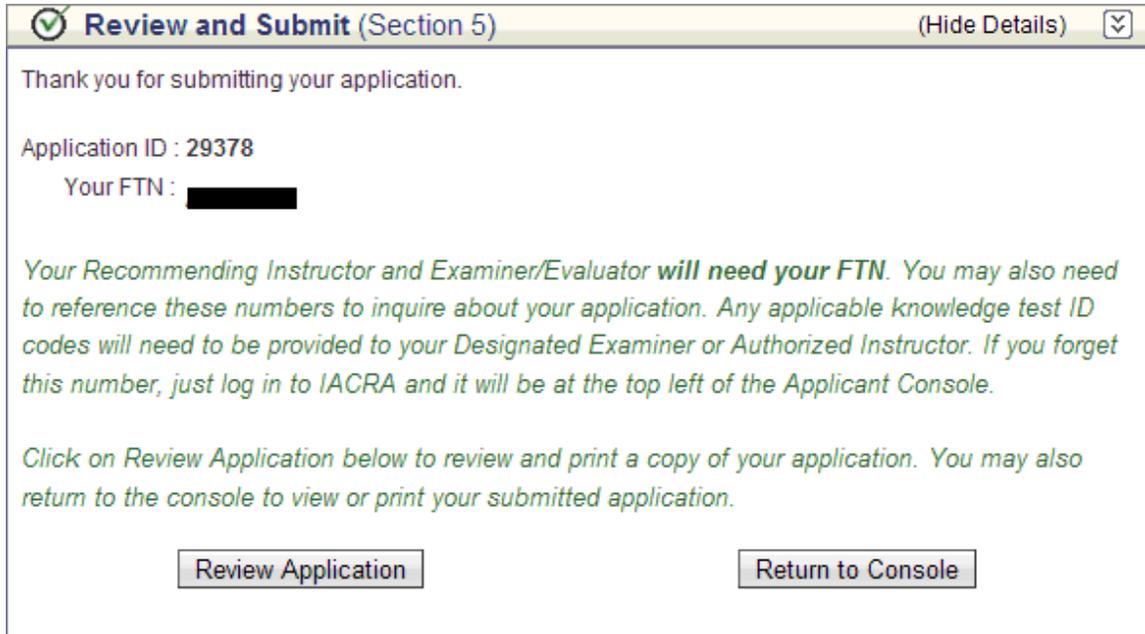
The window closes and returns you to the Summary Section within the application with the Submit application selection enabled.

→ Make any changes that are necessary

Submitting the Application

→ Select Submit Application

The following displays:



If everything validates correctly, you will be given further instructions on what information is needed for the next step in the process.

4.12 CHANGE AN APPLICATION (BEFORE SUBMITTING)

Update to an application can occur:

- At any time prior to submitting the application
- Does not require creating a new application
- Does not require deleting the existing application

On all screens within the IACRA – Application Process the Certification being sought is displayed as follows:



To start the Change process:

- Select Change (in parentheses on the Applying for line)
- Application returns you to the Update Application Screen as follows:

IACRA - Update Application

1) Application Type

Type of Application

2) Certifications (Hide Details) [v]

Pilot Certifications

- Airline Transport Pilot:
 - Standard
 - With Restricted Privileges (61.160)
 - **CFR 61 (Completion of Required Test) - Original**
 - CFR 142 (Graduate of Approved Course) - Original
 - CFR 121 (Advanced Qualification Program) - Initial
 - CFR 121 (Training Program) - Initial
 - CFR 135 (Training Program) - Initial

4.12.1 Updating Other Path Information

3) Other Path Information

ATP > Standard > CFR 61 > Original

Certificate Category/Class

AIRPLANE SINGLE ENGINE LAND
 AIRPLANE SINGLE ENGINE SEA
 AIRPLANE MULTIENGINE LAND
 AIRPLANE MULTIENGINE SEA
 ROTORCRAFT HELICOPTER

Type Rating

Model (Type at least 1 letter)
 Make/Model

4) Update Application

Application ID: 29601
 Path: ATP > Standard > CFR 61 > Original

Please verify all of the information updating the application.

- Update applicable information
- Select Update Application
- Follow the appropriate steps in the Application Process for this change.

5 AIRLINE TRANSPORT PILOT WITH RESTRICTED PRIVILEGES (61.160)

5.1 START APPLICATION SCREEN

The Start Application screen appears after clicking the **Start New Application** button in the console. In this screen, you will select the type of application and the specific certification that you require. For view/instrument proficiency check functions, you will select **Pilot** from the **Type of Application** drop-down menu

IACRA - Start Application

1) Application Type

Type of Application

Pilot

2) Certifications (Show Details...) ↑

3) Other Path Information

Other Path information may be required later in the application process.

4) Start Application

5.2 CERTIFICATIONS

After selecting **Pilot** from the **Type of Application** drop-down menu, the **Certifications** menu will appear. Select **Airline Transport Pilot**.

Pilot Certifications

- Airline Transport Pilot
 - Standard
 - **With Restricted Privileges (61.160)**
 - CFR 61 (Completion of Required Test) - Original
 - CFR 142 (Graduate of Approved Course) - Original
 - CFR 121 (Advanced Qualification Program) - Initial
 - CFR 121 (Training Program) - Initial
 - CFR 135 (Training Program) - Initial

Based on the certification type you select, IACRA indicates the rest of the selections that you need to make by expanding the list to provide the options within the specified certification.

Selecting **Airline Transport Pilot** will further expand the list of certifications to show the subcategories associated with it, **Standard** and **With Restricted Privileges (61.160)**.

Selecting **With Restricted Privileges (61.160)** will expand the list to show the following options:

- **CFR 61 (Completion of Required Test) - Original**
- **CFR 142 (Graduate of Approved Course) - Original**
- **CFR 121 (Advanced Qualification Program) - Initial**
- **CFR 121 (Training Program) - Initial**
- **CFR 135 (Training Program) - Initial**

This is the final selection you will make in this section.

5.3 OTHER PATH INFORMATION

ATP Restricted Privileges (61.160)

Have you logged 1500 hours total time as a Pilot?

Yes

No

Type Rating

Model (Type at least 1 letter)

Make/Model

Air Operator

Search By Designation Code Name

(Type at least 1 letter)

Current Operator/Training Center Selection

When selecting any of the Restricted Privileges, the **Other Path Information** section will expand to show the same options.

Under **Certificate Category/Class**, the only available option for any of the ATP Restricted certificates will be **AIRPLANE MULTIENGINE LAND**. It will be pre-selected.

Under **ATP Restricted Privileges (61.160)**, indicate if you have or have not logged 1500 hours total time as a pilot.

Under **Type Rating**, type in the aircraft model that model of aircraft that the certificate will be held for. A contextual drop-down menu will appear showing available options based on what you type. For example, typing in “A” will show available aircraft models that begin with “A.”

When you are finished, go to the **Start Application** section and click **Start Application**.

5.4 APPLICATION SCREEN

Personal Information (Section I, A-L) (Hide Details)

Personal Information

Please Note: The information in this top section cannot be changed once it is established with the Airman Registry. To learn how to update this information please follow this [link](#).

Full Name [REDACTED]

Date of Birth [REDACTED]

Sex [REDACTED]

Citizenship Country UNITED STATES

Hair Color RED

Eye Color BROWN

Weight (lbs.) 145

Height (inches) 74

City of Birth [REDACTED]

Country of Birth UNITED STATES

State of Birth [REDACTED]

Phone [REDACTED]

Email Address [REDACTED]

The top half of the **Personal Information** screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

5.5 PERSONAL INFORMATION FIELDS (SECTION I, A-L)

The following rules apply to any changes you may make to fields in the Personal Information screen.

5.5.1 Name Fields

Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations FAR Section 61.25. If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.

5.5.2 Date of Birth

Check for accuracy. Enter eight digits in the format mm/dd/yyyy or use the **Calendar button** to select the date. Check to see that the date entered here is the same date of birth that appears on your medical certificate.

5.5.3 Sex

Select your sex by clicking on the **Male** or **Female** radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between **Male** and **Female**, then use the Tab Key to set focus to the next field.

5.5.4 Citizenship

Select your citizenship from the drop down list box. Select **USA** if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select **USA**.

5.5.5 Hair Color

Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.

5.5.6 Eye Color

Select your eye color from the drop down list box.

5.5.7 Weight

Type in your weight in pounds, use whole pounds only (no fractions).

5.5.8 Height

Type in your height in inches, use whole inches only (no fractions).

5.5.9 City of Birth

Enter the city where you were born.

5.5.10 Country of Birth

Select the country where you were born from the drop down list box. If you were born in a US territory, select **United States** from the drop down list box and select the territory code from the state drop down list box.

5.5.11 State (US Only)

If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.

5.5.12 Telephone

Type in your telephone number including the area code.

5.5.13 E-Mail Address

If you have an e-mail address, enter it here.

5.5.14 Applicant's Addresses

Residential Address (E1. On 8710)

Any changes to your Residential address must be updated from your user profile. Click [here](#) if you would like to update your Residential address.

Address Line 1

Address Line 2

(Map or Directions)

to Physical

Residential Address

City

State

ZIP Code

Country

Special Mailing Address

Please Note: Only complete this section if you want your certificate Special Mailed to an address that is not your Residential or Mailing Address (E1/E2 on 8710)

Address Line 1

Address Line 2

City

State

ZIP Code

Country

The **Applicant's Address** portion of the **Personal Information** screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).

5.5.15 Residential Address

Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address. This information has to be changed in the User Profile Information.

- **Address Line 1** - If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Address Line 2** - If you have a USA address, enter your PO Box, Rural Route Number, or "General Delivery" into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **Map or Directions to Physical Residential Address** - Enter a Physical Description showing the location of your residence.
- **City** - Enter your city of residence. Canadian residents enter Province after City name.
- **State** - If you have a USA address, select your state from the drop down list box.
- **Country** - Select your country from then drop down list box.
- **Zip Code** - Enter your zip code.

5.5.16 Special Mailing Address

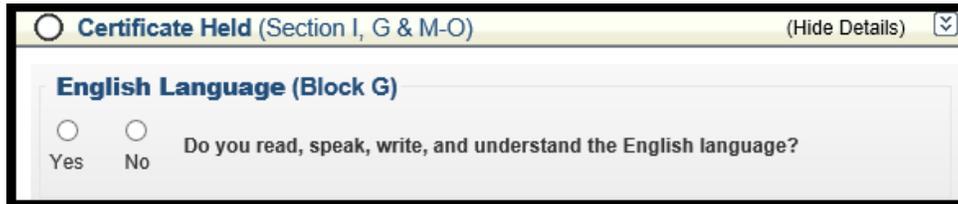
Enter an alternative address into the fields provided if you want your certificate special mailed to an address that is not your residential or mailing address.

- **Address Line 1** - If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Address Line 2** - If you have a USA address, enter your PO Box, Rural Route Number, or "General Delivery" into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **Map or Directions to Physical Residential Address** - Enter a Physical Description showing the location of your residence.
- **City** - Enter your city of residence. Canadian residents enter Province after City name.
- **State** - If you have a USA address, select your state from the drop down list box.
- **Country** - Select your country from then drop down list box.
- **Zip Code** - Enter your zip code.

5.6 CERTIFICATE HELD (SECTION I, G & M – O)

5.6.1 English Literacy

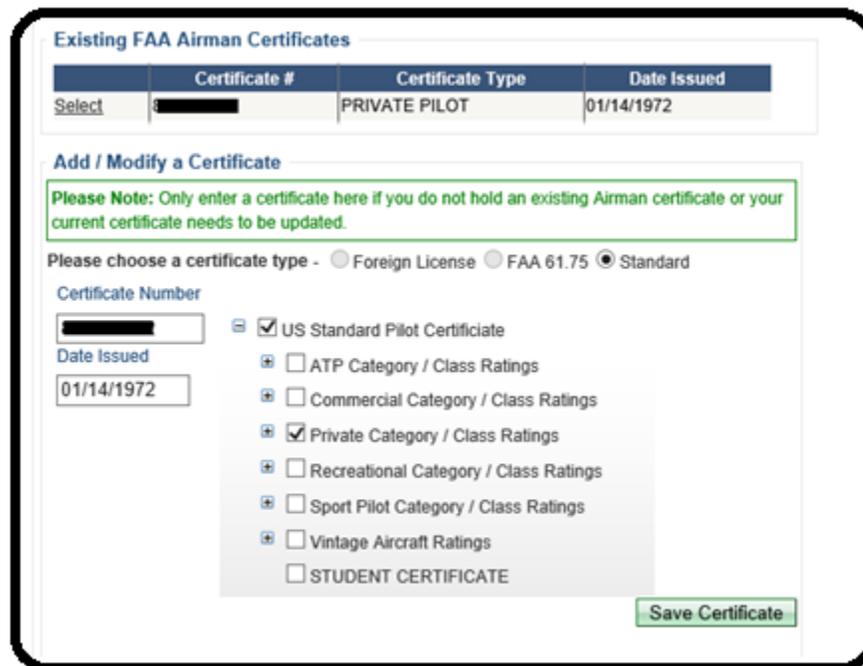
The **English Literacy** portion of the **Certificate Held** screen asks if you are able to read, speak, write and understand the English language. Make the appropriate selection.



The screenshot shows a web form titled "Certificate Held (Section I, G & M-O)" with a "(Hide Details)" link. Below the title is a section titled "English Language (Block G)". It contains two radio buttons: "Yes" and "No", followed by the question "Do you read, speak, write, and understand the English language?".

5.6.2 Airman Certificate (Block M-M3)

The **Airman Certificate** portion of the **Certificate Held** screen asks you about current or past FAA Pilot Certificates and allows you to add, modify or view a certificate.



The screenshot shows the "Existing FAA Airman Certificates" section. It features a table with columns for "Select", "Certificate #", "Certificate Type", and "Date Issued". Below the table is a section titled "Add / Modify a Certificate" with a green-bordered note: "Please Note: Only enter a certificate here if you do not hold an existing Airman certificate or your current certificate needs to be updated." Below the note are radio buttons for "Foreign License", "FAA 61.75", and "Standard". There are input fields for "Certificate Number" and "Date Issued". A list of certificate categories is shown with checkboxes: "US Standard Pilot Certificate" (checked), "ATP Category / Class Ratings", "Commercial Category / Class Ratings", "Private Category / Class Ratings" (checked), "Recreational Category / Class Ratings", "Sport Pilot Category / Class Ratings", "Vintage Aircraft Ratings", and "STUDENT CERTIFICATE". A "Save Certificate" button is at the bottom right.

Select	Certificate #	Certificate Type	Date Issued
	██████████	PRIVATE PILOT	01/14/1972

5.6.3 Medical Certificate

Click the check mark in this section indicate whether you now hold, or have ever held, a Medical Certificate, or if you will be applying under BasicMed.

Medical Certificate (Block N-N-3)

Check if you now hold or have ever held a Medical Certificate or will be applying under BasicMed

Please Note: Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.

Select the certificate Type FAA Military BasicMed

Class of Medical Certificate (Choose)

Date issued

Name of Examiner

Upon checking the box, you will be asked to select a certificate type, choose a class of medical certificate, what issue date of the certificate was, and the name of the examiner.

5.6.4 Drug Conviction (Block O)

Using the **Yes** or **No** radio buttons, indicate whether you have any prior Federal or State convictions relating to narcotic drugs, marijuana, or depressant or stimulant drugs/substances. If you indicate **Yes**, enter the date of your final conviction in the provided field in MM/DD/YYYY format, or using the Calendar menu.

5.7 BASIS OF ISSUANCE (SECTION II)

Basis of Issuance (Section II) (Hide Details)

Completion of Required Test (Block A)

Military Competence (Block B)

Graduate of Approved Course (Block C)

Holder of Foreign License (Block D)

Completion of Air Carrier's Approved Training Program (Block E)

The **Basis of Issuance** section allows the user to select the specific federal regulatory guidance that authorizes the request made by the application. Some fields may already be filled in, greyed out, and inactive, based on the selections you made in the **Start Application** screen. If any fields are active, make the appropriate selections from the drop-down lists.

5.8 PILOT TIME (SECTION III)

The **Pilot Time** screen allows the user to enter the number of flight hours they have completed in various aircrafts and any time spent in simulations or class. Enter the appropriate information and select **Save & Continue**.

Pilot Time (Section III) (Hide Details)

Airplane / Rotorcraft / Powered Lift Hours (Show Details...)

Glider / Lighter Than Air Hours (Show Details...)

Simulator(FFS) / Training Device(FTD) / ATD Hours (Show Details...)

Save & Continue

5.9 REVIEW AND SUBMIT (SECTIONS IV & V)

The **Review and Submit** screen asks the user if you have previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying.

Review and Submit (Section IV & V) (Hide Details)

Section IV

Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?

No

Yes

Selecting **Yes** requires the user to enter the number of times they have received a Notice of Disapproval or been denied before continuing.

Review and Submit (Section IV & V) (Hide Details) 

Section IV

Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?

No

Yes

How many times have you received a Notice of Disapproval or been denied for this rating or certificate?

After making your selection, the screen will display the next step in the process.

6 FLIGHT REVIEW/INSTRUMENT PROFICIENCY CHECK

6.1 START APPLICATION SCREEN

The Start Application screen appears after clicking the **Start New Application** button in the console. In this screen, you will select the type of application and the specific certification that you require. For view/instrument proficiency check functions, you will select **Pilot** from the **Type of Application** drop-down menu.

IACRA - Start Application

1) Application Type	
Type of Application	
Pilot	▼
2) Certifications	(Show Details...) ▲
3) Other Path Information	
4) Start Application	

6.1.1 Certifications

After selecting **Pilot** from the **Type of Application** drop-down menu, the **Certifications** menu will appear. Select **Flight Review/Instrument Proficiency Check**.

Pilot Certifications

- [Airline Transport Pilot](#)
- [Commercial Pilot](#)
- [Private Pilot](#)
- [Recreational Pilot](#)
- [Sport Pilot](#)
- [Student Pilot](#)
- [Remote Pilot - Initial](#)
- [Flight Review / Instrument Proficiency Check](#)

6.1.2 Other Path Information

After selecting **Flight Review/Instrument Proficiency Check** from the **Certifications** menu, the **Other Path Information** menu will appear. Make the appropriate selection and then select **Start Application**.

3) Other Path Information

Flight Review / Instrument Proficiency Check
(For 8710-1 applicants only)

Flight Review Only

Instrument Proficiency Check (IPC) Only

Flight Review AND Instrument Proficiency Check

4) Start Application

Flight Review / Instrument Proficiency Check

Please verify all of the information before starting the application.

6.2 STEP 2 –PERSONAL INFORMATION

Personal Information

Please Note: The information in this top section cannot be changed once it is established with the Airman Registry. To learn how to update this information please follow this [link](#).

Full Name [REDACTED]

Date of Birth [REDACTED]

Sex [REDACTED]

Citizenship Country UNITED STATES

Hair Color RED

Eye Color BROWN

Weight (lbs.) 145

Height (inches) 74

City of Birth [REDACTED]

Country of Birth UNITED STATES

State of Birth [REDACTED]

Phone [REDACTED]

Email Address [REDACTED]

The top half of the **Personal Information** screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered

during the IACRA Registration process, or with information obtained from Airman Records.

6.2.1 Personal Information Fields

The following rules apply to any changes you may make to fields in the Personal Information screen.

6.2.1.1 Name Fields

Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations FAR Section 61.25. If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.

6.2.1.2 Date of Birth

Check for accuracy. Enter eight digits in the format mm/dd/yyyy or use the calendar button to select the date. Check to see that the date entered here is the same date of birth that appears on your medical certificate.

6.2.1.3 Sex

Select your sex by clicking on the “Male” or “Female” radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female, then use the Tab Key to set focus to the next field.

6.2.1.4 Citizenship

Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.

6.2.1.5 Hair Color

Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.

6.2.1.6 Eye Color

Select your eye color from the drop down list box.

6.2.1.7 Weight

Type in your weight in pounds, use whole pounds only (no fractions).

6.2.1.8 Height

Type in your height in inches, use whole inches only (no fractions).

6.2.1.9 City of Birth

Enter the city where you were born.

6.2.1.10 **Country of Birth**

Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.

6.2.1.11 **State (US Only)**

If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.

6.2.1.12 **Telephone**

Type in your telephone number including the area code.

6.2.1.13 **E-Mail Address**

If you have an e-mail address, enter it here.

6.2.2 Applicant's Addresses

The screenshot shows a web form titled "Residential Address (E1. On 8710)". A green-bordered box contains a message: "Any changes to your Residential address must be updated from your user profile. Click [here](#) if you would like to update your Residential address." Below this are input fields for "Address Line 1", "Address Line 2", "(Map or Directions) to Physical Residential Address" (with a dropdown arrow), "City", "State" (with "OK" selected), "ZIP Code", and "Country" (with "UNITED STATES" selected). A button labeled "Add Mailing Address" is below. Another section titled "Special Mailing Address" has a green-bordered box with a "Please Note" message: "Please Note: Only complete this section if you want your certificate Special Mailed to an address that is not your Residential or Mailing Address (E1/E2 on 8710)". This section has similar input fields for "Address Line 1", "Address Line 2", "City", "State" (with "OK" selected), "ZIP Code", and "Country" (with "UNITED STATES" selected). A green "Save" button is at the bottom right.

The **Applicant's Address** portion of the **Personal Information** screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).

6.2.2.1 Residential Address

Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address. This information has to be changed in the User Profile Information.

- **Address Line 1** - If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Address Line 2** - If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **Map or Directions to Physical Residential Address** - Enter a Physical Description showing the location of your residence.
- **City** - Enter your city of residence. Canadian residents enter Province after City name.
- **State** - If you have a USA address, select your state from the drop down list box.
- **Country** - Select your country from then drop down list box.
- **Zip Code** - Enter your zip code.

6.2.2.2 Special Mailing Address

Enter an alternative address into the fields provided if you want your certificate special mailed to an address that is not your residential or mailing address.

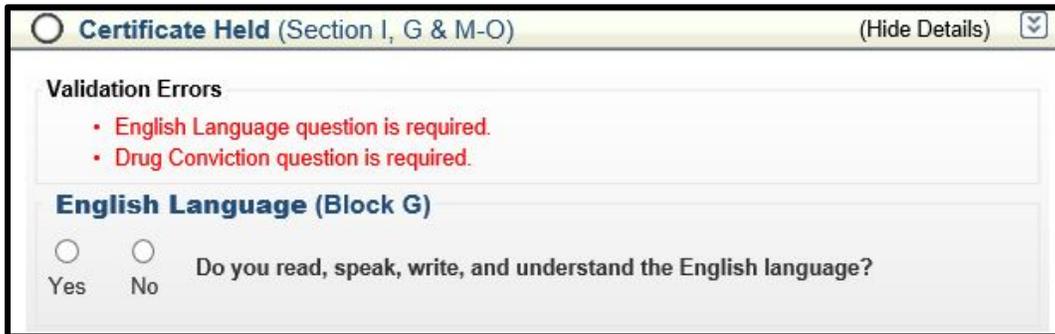
- **Address Line 1** - If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Address Line 2** - If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **Map or Directions to Physical Residential Address** - Enter a Physical Description showing the location of your residence.
- **City** - Enter your city of residence. Canadian residents enter Province after City name.
- **State** - If you have a USA address, select your state from the drop down list box.
- **Country** - Select your country from then drop down list box.
- **Zip Code** - Enter your zip code.

6.3 STEP 3 – CERTIFICATE HELD

The **Certificate Held** screen allows you to select the certificates that you already have and enter supplemental data. Make selections from the drop-down lists. The selections in remaining lists can change or become active/inactive based on each selection made.

6.3.1 English Literacy

The **English Literacy** portion of the **Certificate Held** screen asks if you are able to read, speak, write and understand the English language. Make the appropriate selections.



The screenshot shows a web interface window titled "Certificate Held (Section I, G & M-O)" with a "(Hide Details)" button and a dropdown arrow. Below the title bar is a "Validation Errors" section containing two red bullet points: "English Language question is required." and "Drug Conviction question is required." Below this is the "English Language (Block G)" section, which contains two radio buttons labeled "Yes" and "No" followed by the question "Do you read, speak, write, and understand the English language?"

6.3.2 Airman Certificate (Block M-M3)

The **Airman Certificate** portion of the **Certificate Held** screen asks you about current or past FAA Pilot Certificates and allows you to add, modify or view a certificate. Make the appropriate selections.

Existing FAA Airman Certificates

Select	Certificate #	Certificate Type	Date Issued
	801173163	PRIVATE PILOT	01/14/1972

Add / Modify a Certificate

Please Note: Only enter a certificate here if you do not hold an existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type - Foreign License FAA 61.75 Standard

Certificate Number

US Standard Pilot Certificate

Issuing Country

All Certificates (Existing or Added/Modified for Blocks M-M3)

Foreign

FAA 61.75

Certificate Num	Issuance Date	Private Category/Class Ratings	Delete Certificate
801173163	01/14/1972	AIRPLANE SINGLE ENGINE LAND	<input type="button" value="Delete Certificate"/>

Flight Instructor Certificate

6.3.3 Medical Certificate

The **Medical Certificate** portion of the **Certificate Held** screen asks you about current or past Medical Certificates or if you will be applying under BasicMed. Make the appropriate selections.

Medical Certificate (Block N-N-3)

Check if you now hold or have ever held a Medical Certificate or will be applying under BasicMed

Please Note: Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.
BasicMed not allowed for this certificate type.

Select the certificate Type FAA Military BasicMed

Class of Medical Certificate (Choose)

Date issued

Name of Examiner

6.3.4 Substance Abuse

The **Drug Conviction** portion of the **Certificate Held** screen asks you about convictions related to substance abuse. Only select "Yes" if you have actually been convicted. If you have been charged with a violation, which has not been formally convicted, click the "No" radio button.

Drug Conviction (Block O)

Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

No

Yes

Save

6.4 STEP 4 – BASIS OF ISSUANCE

The **Basis of Issuance** screen allows the user to select the specific federal regulatory guidance that authorizes the request made by the application. However, for the **Flight Review/Instrument Proficiency Check** application, no information is needed in this section.

Basis of Issuance (Section II) (Hide Details) 

Completion of Required Test (Block A)

Military Competence (Block B)

Graduate of Approved Course (Block C)

Holder of Foreign License (Block D)

Completion of Air Carrier's Approved Training Program (Block E)

No information needed in this section

Save

6.5 STEP 5 – PILOT TIME

The **Pilot Time** screen allows the user to enter the number of flight hours they have completed in various aircrafts and any time spent in simulations or class. Enter the appropriate information and select **Save & Continue**.

Pilot Time (Section III) (Hide Details)

Airplane / Rotorcraft / Powered Lift Hours (Show Details...)

Glider / Lighter Than Air Hours (Show Details...)

Simulator(FFS) / Training Device(FTD) / ATD Hours (Show Details...)

Save & Continue

6.6 STEP 6 – REVIEW AND SUBMIT

The **Review and Submit** screen asks the user if you have previously received a Notice of Disapproval, or been denied for any reason for the certificate AND/OR rating for which you are applying.

Review and Submit (Section IV & V) (Hide Details)

Section IV

Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?

No

Yes

Selecting **Yes** requires the user to enter the number of times they have received a Notice of Disapproval or been denied before continuing.

Review and Submit (Section IV & V) (Hide Details)

Section IV

Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?

No

Yes

How many times have you received a Notice of Disapproval or been denied for this rating or certificate?

Save

After making your selection, the screen will expand to display an important message from IACRA

Important Information for IACRA Applicants

- 1 Your application can't be submitted until all validation errors are corrected.
2. Be sure to review the application *carefully* and make appropriate corrections *before* submitting your application. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.** You may edit the application after submittal and resubmit if necessary.
3. Know your FTN (C1049990), IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
4. Read and understand the Privacy Act statement by clicking the 'View Privacy Act' button below.
5. If you have questions about how to enter data into IACRA, contact the FAA MyIT Help Desk. (See Below).

Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov
Phone: 1-877-287-6731

1 - View Privacy Act

2 - Review Application

3 - Submit Application

After reading the message, select **1 – View Privacy Act** and read the statement. You will have the option to **Print, Close or View/Print the Privacy Act.**

Next, select **2 – Review Application** and verify the information presented on the **IACRA Generated Copy** that appears in a new window. You will have the option to **Print, Close, Save as Tiff, or View/Print PDF.**

Note: For printing, please click the "View/Print PDF" button.
 You will need to install Adobe Reader to view .pdf files.

IACRA Generated Copy

OMB No:2120-0021
08/31/2016

TYPE OR PRINT ALL ENTRIES IN INK

U.S. Department of Transportation Federal Aviation Administration		Airman Certificate and/or Rating Application	
APPLICATION INFORMATION (Mark 'X' in all the boxes applicable to the certificate or rating for which you are applying)			
Certificates		Ratings	
Pilot: <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP-Required <input type="checkbox"/> ATP		Instrument: <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Gyroplane <input type="checkbox"/> Powered Lift <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Gyroplane <input type="checkbox"/> Powered Lift <input type="checkbox"/> Ground Instructor: <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Instrument <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Instrument Proficiency Check: <input type="checkbox"/> Reassessment <input type="checkbox"/> Medical Flight Test <input checked="" type="checkbox"/> Flight Review <input type="checkbox"/> Limitation Removal <input type="checkbox"/> IPL	
A. Name (Last, First, Middle)		B. SSN (no dashes)	
C. Date of Birth		D. Place of Birth (City and State) or (City and Country)	
E1. Residential Address (Include City, State, ZIP Code and Country)		E2. Mailing Address (This address will be printed on the permanent airman certificate, if different than block E1.)	
F. Citizenship / Nationality		G. Do you read, speak, write, & understand the English language?	
<input checked="" type="checkbox"/> USA <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
H. Height (inches)		I. Weight (pounds)	
J. Hair Color		K. Eye Color	
L. Sex		M. Do you hold, or have you ever held an FAA pilot certificate?	
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
N1. Do you hold, or have you ever held a Medical certificate?		N2. Name of Medical Examiner	
<input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input checked="" type="checkbox"/> Yes - Military		N3. Date issued	
O. Have you ever been convicted by violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle operation as these offenses are covered on the FAA Form 8500-B, Airman Medical Application Form. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
O1. Date of Final Conviction			
B. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:			
1. Aircraft to be used (if applicable and required)		2. Total time in this aircraft and/or approved PFS or FTD (hours)	
a. Completion of Test or Activity		a. Flight Time	
1. U.S. Military Service		2. Date Rated in U.S. Military	
3. Rank or Grade		b. As Pilot-in-Command	
4. List Military aircraft for which you have logged pilot time or provided flight instruction (PI) (make and model)		b. passed an Instrument Proficiency Check (If not on C-1)	
5. U.S. Military Experience		(make and model)	
C. Graduate of an Approved Course			
1. Training Agency or Training Center		2. Curriculum Form Which Graduated (Form, Category, and Class and/or Type Rating)	
3. Date		4. Certification Number	
5. Part 147? <input type="checkbox"/> Yes <input type="checkbox"/> No		3. Date	
D. Holder of Foreign License			
1. Country that Issued the Foreign Pilot License		2. Grade of Foreign Pilot License	
3. Foreign Pilot License Number		4. Ratings Held on Foreign Pilot License (FAA equivalent only - e.g. ASE, AMS, Type Rating, etc.)	
E. Air Carrier Training Program			
1. Name of Air Carrier		2. Date Training Began	
3. Accomplished Training Program		<input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition <input type="checkbox"/> Recurrent	

After reviewing your application, select **Submit Application**. A screen will appear informing you that you have submitted your application and that it will be reviewed by a **Recommending Instructor (RI)** and/or a **Certifying Officer (CO)**.

✔ **Review and Submit (Section IV & V)**
(Hide Details)

Thank you for submitting your application.

Application ID : 198651
 Your FTN : C1049990

PLEASE NOTE: Your application is NOT complete at this point. You must meet with a Recommending Instructor(RI) and/or Certifying Officer(CO) to complete your application.

They will need your FTN. You will need these numbers (FTN and Application ID) to inquire about your application. If applicable, a knowledge test ID will need to be provided to your CO or RI. If you forget you FTN, just log in to IACRA and it will be at the top left of the Applicant Console.

Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application. If you need to make changes, select the Edit action on your console for this application.

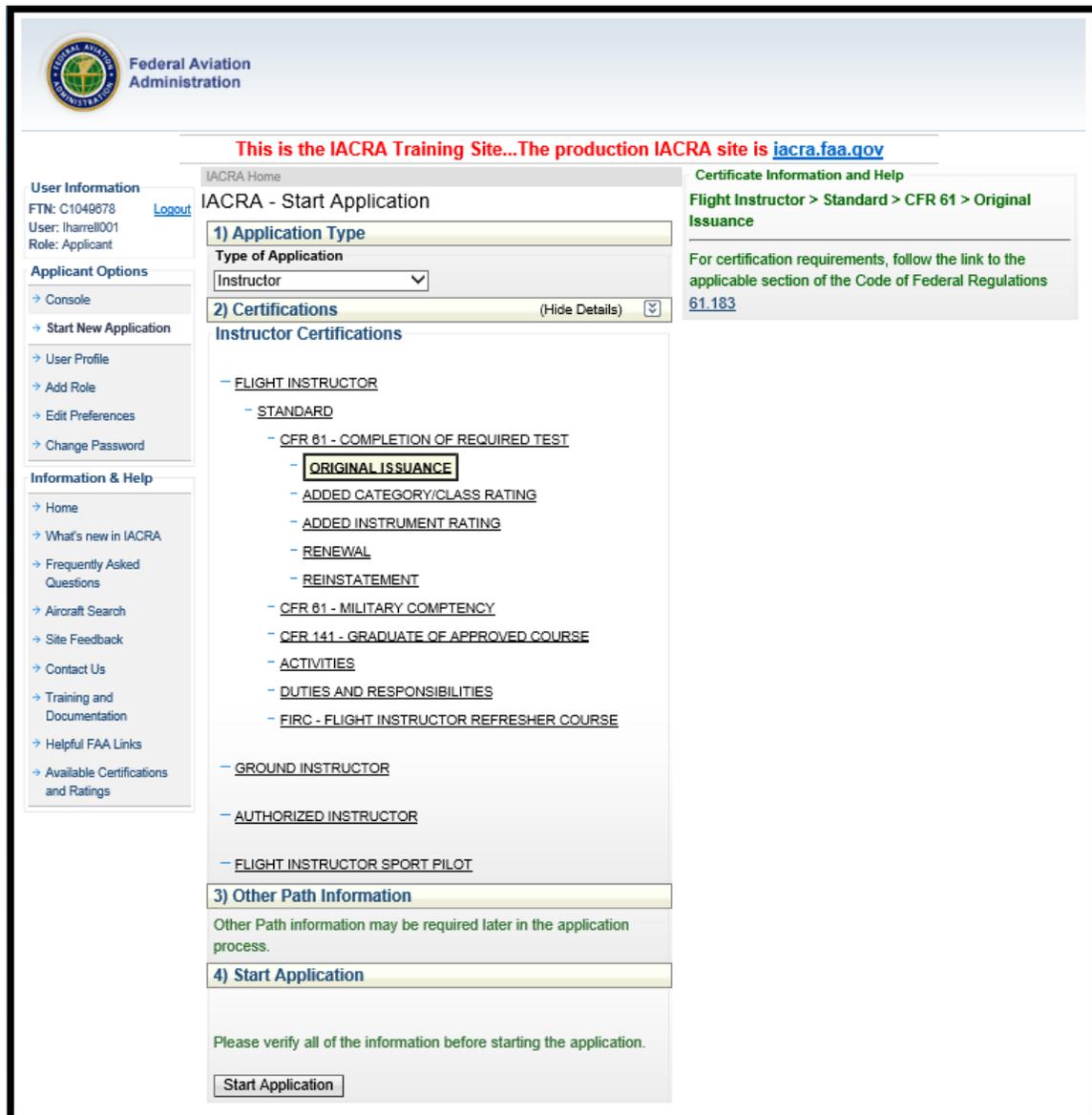
Review Application

Return to Console

You may select to either **Review Application** or **Return to Console**.

7 INSTRUCTOR APPLICATION STEPS

7.1 START APPLICATION SCREEN



The Start Application screen appears after clicking the **Start New Application** button in the console. In this screen, you will select the type of application and the specific certification that you require. For Instructor functions, you will select **Instructor** from the **Type of Application** drop-down menu.

7.1.1 Select the type of Certificate you are applying for

Use the drop-down menu under **Type of Application** to select from the following choices:

- Flight Instructor
- Ground Instructor
- Authorized Instructor
- Flight Instructor Sport Pilot

Based on the certification type you select, IACRA indicates the rest of the selections that you need to make by expanding the list to provide the options within the specified certification.

For example, selecting **Flight Instructor** expands the list below to show **Standard**, then clicking **Standard** shows multiple options beneath it, and those options may display additional choices beneath them. Specifying these choices is necessary when seeking a flight instructor certification.

Make the appropriate selections, then click **Start Application**.

7.2 PERSONAL INFORMATION SCREEN

Federal Aviation Administration

Log Out
Console
Help

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor > Standard > Cfr 61 - Completion Of Required Test > Original Issuance

Note: Required fields are marked with an asterisk(*) IACRA Tips: [Turn On](#) [Turn Off](#)

Personal Information

First Name: *

Middle: * No Middle Name

LastName: *

Name Suffix:

Date of Birth: *

Citizenship: *

Birth Country: *

Birth City: *

Birth State: *

SSN: * Do Not Use None

Gender: * Male Female

Height: * INCHES

Weight: * POUNDS

Hair Color: *

Eye Color: *

Contact Information

Telephone:

Email:

Residential Address (E1. On 8710-1)

Any changes to your Residential address must be updated from your user profile. Click [here](#) if you would like to update your Residential address.

Address Line 1

Address Line 2

Map or Directions to Physical Residential Address

Country * UNITED STATES

The **Personal Information** screen will be displayed next. This will automatically fill with any information that you have previously entered into your user profile. Ensure that it is still accurate information, then click the **Next** button to continue.

7.3 CERTIFICATE SOUGHT DATA

Federal Aviation Administration

Log Out
Console
Help

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor > Standard > Cfr 61 - Completion Of Required Test > Original Issuance

Follow the steps on this screen to enter information about the certificate you are seeking.

1) Type of Certificate you are applying for

2) Select Restricted or Standard

3) Select the certificate Basis

4) Select the type of Issuance

5) Click on the applicable links below to enter data about the certificate you are seeking

[Click here to Enter the Completion of Required Test Information](#)

[Click here to Select the Category/Class Ratings](#)

* Must select a category rating to continue.

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The **Certificate Sought Data** screen allows you to select the certificate basis and type of issuance for the certificate that you are applying for. The fields may already be filled in, greyed out, and inactive, based on the selections you made in the **Start Application** screen. If any fields are active, make the appropriate selections from the drop-down lists.

7.3.1 Select Restricted or Standard

This drop-down list becomes active if you are required to select whether the certification you are seeking is restricted or standard. **Note:** Each Instructor type is standard-only. This field will be always be greyed out and inactive.

7.3.2 Select the Certificate Basis

The **Certificate Basis** drop-down list becomes active when IACRA indicates that you need to select the basis by which the certificate was obtained. Like the other drop-down lists, this list changes based on previous selections. For example, while an Authorized Instructor with an Standard certificate can only select FAR 61 - Completion of Required Test, so this field will be inactive. However, a Flight Instructor with a Standard certificate can select from any of the following school/training designations:

- CFR 61 - Completion of Required Test
- CFR 141 - Graduate of Approved Course
- Activities
- Duties and Responsibilities
- FIRC – Flight Instructor Refresher Course
- CFR 61 – Military Competency

7.3.3 Select the Type of Issuance

The **Type of Issuance** drop-down list is where you indicate whether the certificate is an original issuance or is an additional issuance/type rating to an existing certificate.

Based on the selections made in previous drop-down lists, the options here can be any of the following:

- Original Issuance
- Added Category/Class Rating
- Added Type Rating
- Renewal
- Reinstatement

7.3.4 Additional Information Links

Based on selections made in the drop-down lists, different links appear that require you to click them in order to input additional information regarding a specific option. You must fill in information for each link that appears in order for your application to be considered complete.

7.3.4.1 Select Category/Class Ratings

Single Search/Select

Category/Class Ratings

Select Search Criteria

By ID or Type
 By Description

Tip: Narrow down search by typing more than one character or number and Click Search

Enter 1 or more characters and Click Search

Select from list below:

Click button to Select Row	Description
<input type="button" value="Select"/>	AIRPLANE SINGLE ENGINE
<input type="button" value="Select"/>	GLIDER
<input type="button" value="Select"/>	GYROPLANE
<input type="button" value="Select"/>	LTA AIRSHIP
<input type="button" value="Select"/>	LTA FREE BALLOON
<input type="button" value="Select"/>	POWERED PARACHUTE LAND
<input type="button" value="Select"/>	POWERED PARACHUTE SEA
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL LAND
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL SEA

Record Count Selected Item

The Single Selection Search screen for Category/Class Ratings allows you to select the category/class rating you are seeking. This screen will only allow you to select one Category/Class rating to add to your certification data.

Note: You cannot select the search criteria by which to locate different Category/Class ratings or click on the Search button, because all applicable ratings are automatically displayed in the Retrieval List.

1. Select the applicable Category/Class rating from the Retrieval List. Your selection will appear in the Selected Item text box.
2. Click the OK button to add your selected Category/Class Rating to your certification data, or
3. Click the Cancel button to return to the main screen without making a selection.

7.3.4.2 Completion of Required Test Information

Completion Of Required Test

Enter data for the Completion of Required Test section of the Airman Certificate and/or Rating Application

Select Aircraft 1
[Click here to select First Aircraft to be used](#)
Enter Total Time In First Aircraft Hours
Enter PIC Time In First Aircraft Hours

Select Aircraft 2
Only enter a 2nd aircraft if you intend to use both for your test.
The Certifying Officer can change or remove the Aircraft on the Practical test if needed.
[Click here to select Second Aircraft to be used if applicable](#)
Enter Total Time In Second Aircraft Hours
Enter PIC Time In Second Aircraft Hours

Select Simulator Level if Applicable
-Select-
Enter Total Time in Simulator Hours

Select Training Device Level if applicable
-Select-
Enter Total Time in Training Device Hours

OK CANCEL HELP

The Completion of Required Test screen allows you to input test information.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot in Command time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
4. **Click here to select the Second Aircraft to be used if applicable.** You are allowed to take your practical test in two different aircraft. If you are using a second aircraft click this link to enter the second aircraft you will use for your practical test. If you are using only one aircraft, skip this step and steps 5 and 6.
5. **Enter Total Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of flight time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
6. **Enter PIC Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of Pilot in Command time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
7. **Select Simulator Level if Applicable.** If you are using a simulator, select the simulator level from the drop down list box. You must also enter a first aircraft to be used, even if only training with a simulator.
8. **Enter Total Time In Simulator.** Enter the number of simulator hours in this field. This field is required if you select a simulator in step 7 above.

9. **An Aircraft MMS must be entered (see Step 1) when using Simulator.** When obtaining training through a simulator alone, you just enter an Aircraft MMS that reflects the Simulator type.
10. **Select Training Device Level if Applicable.** If you are using a training device, select the training device level from the drop down list box. You must also enter a first aircraft to be used.
11. **Enter Total Time In Training Device.** Enter the number of training device hours in this field. This field is required if you select a simulator in step 7 above.

Click **OK** to add the information you've input on this screen to your certification application, or click **Cancel** to leave the screen without adding any information to your certification application.

7.3.4.3 Enter Sport Pilot Information

The Sport Pilot Completion of Required Test screen allows you to input information about the aircraft to be used.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot-In-Command time you have in the aircraft selected in step 1 above.

Click **OK** to add the information you've input on this screen to your certification application, or click **Cancel** to leave the screen without adding any information to your certification application.

7.3.4.4 Vintage Aircraft Authorizations

Single Search/Select

Aircraft Authorization Types

Select Search Criteria
 By ID or Type
 By Description

Tip:
Narrow down search by typing more than one character or number and Click Search

Enter 1 or more characters and Click Search b- **Search**

Select from the list below:

Click button to Select Row	Type	Description
Select	B-17	Boeing B-17 Flying Fortress
Select	B-25/PBJ	North American B-25
Select	B-29	Boeing B-29 Superfortress

Record Count 3 Selected Item

OK **CANCEL** **HELP**

The Single Selection Search screen for Vintage Aircraft Authorization Types allows you to select a Vintage Aircraft Type to add to your certification data.

1. **Select Search Criteria**
 - a. **By ID or Type** - Select this option to retrieve a list of vintage aircraft types based on the current designation.
 - b. **By Description** - Select this option to retrieve a list of vintage aircraft types based on an aircraft's manufacturer/model.
2. **Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the vintage aircraft type or the aircraft manufacturer/model description (depending on the search criteria you selected in step 1.), and click the **Search** button. For example, if you enter the letter "g" and click **Search**, only aircraft types beginning with the letter "g" appear in the retrieval list. The more characters you enter into the field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the Record Count field below the retrieval list.
 - a. **Selected Item** - The aircraft you select from the Retrieval List will appear in the Selected Item field.
 - b. **Retrieval List** - This is where your search results appear sorted by your selected search criteria.
3. **Click item below to Add to the Selected Item.** Click on an item in this grid that you want to add to your application data. When you select an item it will appear in the **Selected Item** field.

- Click **OK** to add the item from the **Selected Item** field to your application data, or click **Cancel** to leave the screen without adding any information to your certification application.

7.4 CERTIFICATE HELD DATA

Federal Aviation Administration

Log Out
Console
Help

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor > Standard > Cfr 61 - Completion Of Required Test > Original Issuance

Follow the steps on this screen to input information about the certificate(s) you now hold.

1) Do you now hold or have you ever held an FAA pilot Certificate? Yes No

2) Click on the link(s) below to enter data about the certificate(s) you currently hold. (Enter data for all of the certificates you currently hold.)

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

[Click here if you hold a U.S. certificate issued on the basis of a foreign license.](#) Delete This Certificate

[Click here to EDIT US Standard Pilot Certificate information](#) Delete This Certificate

Certificate Number: 801171982	Date of Issuance: 1/14/1972	Private Category/Class Ratings AIRPLANE SINGLE ENGINE LAND	
----------------------------------	-----------------------------	---	--

Previous Next

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The Certificate Held Data screen is a check to see if you currently have or have ever held an FAA pilot certificate. Depending on whether you answer Yes or No to the question, "Do you now hold or have you ever held an FAA pilot Certificate?" you are asked to provide additional information on current certificates or you are required to answer a questions about your military or foreign pilot experience.

7.4.1.1 FAA Pilot Certificate Question

Select **Yes** or **No**. (NOTE: A student pilot certificate is a "Pilot Certificate.") If you select **Yes** to the question, you are required to fill in information for all of the certificate types that you currently hold. The following links appear:

7.4.1.1.1 US Certificate/Foreign License Question.

This link makes the **U.S. Certificate issued on the basis of a foreign license** screen appear.

1. **Enter your certificate number** - Enter your certificate number in the corresponding field. Copy the number directly from your license to ensure accuracy.
2. **Enter the Date of Issuance (mm/dd/yyyy)** – Enter the date your certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Click here to enter Commercial category/class ratings** – Enter the category or class of Commercial aircraft that your certificate was issued for.
4. **Click here to enter Commercial type ratings** – Using the search tools, find and enter the type of commercial aircraft that you have been rated for.
5. **Click here to select Commercial category/class ratings that are U.S. Test Passed** – Enter the category/class ratings that you have passed U.S. Tests for. You will be provided a list of the foreign ratings you possess that you specified in **Click here to enter Commercial category/class ratings**.
6. **Click here to select Commercial type ratings that are U.S. Test Passed** – Enter the type of aircraft that you have passed a U.S. test for. You will be provided a list of the foreign ratings you possess that you specified in **Click here to enter Commercial type ratings**.
7. **Click here to enter Private category/class ratings** – Enter the category or class of Private aircraft that your certificate was issued for.
8. **Click here to enter Private type ratings** – Using the search tools, find and enter the type of aircraft that you have been rated for.
9. **Click here to select Private category/class ratings that are U.S. Test Passed** – Enter the category/class ratings that you have passed U.S. Tests for. You will be provided a list of the foreign ratings you possess that you specified in **Click here to enter Private category/class ratings**.
10. **Click here to select Private type ratings that are U.S. Test Passed** – Enter the type of aircraft that you have passed a U.S. test for. You will be provided a list of the foreign ratings you possess that you specified in **Click here to enter Private type ratings**.
11. Click **OK** to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT Foreign license information** link that now appears.

7.4.1.1.2 EDIT US Standard Pilot Certificate information

This link makes the U.S. Standard Certificate screen appear.

1. **Enter your certificate number** - Enter your certificate number in the corresponding field. Copy the number directly from your license to ensure accuracy.
 2. **Enter the Date of Issuance (mm/dd/yyyy)** – Enter the date your certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
 3. **Click here to enter ATP category/class ratings.** – Enter the category or class of aircraft that your ATP certificate was issued for.
 4. **Click here to enter ATP type ratings.** – Using the search tools, find and enter the type of airline transport aircraft that you have been rated for.
 5. **Click here to enter Commercial category/class ratings.** – Enter the category or class of Commercial aircraft that your certificate was issued for.
 6. **Click here to enter Commercial type ratings.** – Using the search tools, find and enter the type of commercial aircraft that you have been rated for.
 7. **Click here to enter Private category/class ratings.** – Enter the category or class of private aircraft that your certificate was issued for.
 8. **Click here to enter Private type ratings.** – Using the search tools, find and enter the type of private aircraft that you have been rated for.
 9. **Click here to enter Recreational category/class ratings.** – Enter the category or class of recreational aircraft that your certificate was issued for.
 10. **Click here to enter Sport Certificate.** – Enter the category/class of sport aircraft that you have been certified for.
 11. **Click here to enter Student Certificate.** – Click this link to indicate that you have a student certificate. Click it again to remove the student certificate.
 12. Click **OK** to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT US Restricted Pilot Certificate information** link that now appears.
-

7.4.1.2 If You've never held an FAA pilot Certificate

If you select No to the question, one more question appears; **“Do you hold a Foreign Pilot License of Private grade or higher without ICAO limitations?”**

→Select Yes or No.

7.5 SUPPLEMENTARY DATA

 **Federal Aviation Administration** Log Out
Console
Help

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. **Supplemental Data** 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor > Standard > Cfr 61 - Completion Of Required Test > Original Issuance

Answer the following questions required on the Airman Certificate and/or Rating Application.

Do you hold or have you ever held a Medical Certificate or are you applying under BasicMed? Yes No

Please Note: Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.

Select the certificate Type. FAA Military BasicMed

Enter the date of issue of your Medical Certificate. (mm/dd/yyyy) 

Select the certificate class. First Second Third

Enter the Examiners name.

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No

Enter your date of conviction. 

Do you read, speak, write, & understand the English language? Yes No

Are there medical reasons why you are unable to read speak, write, & understand the English language? Yes No

Have you previously failed the practical test for the certificate or rating for which you are applying? Yes No

Enter the number of failures.

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The Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more data.

7.5.1 Medical Certificate/BasicMed Question

Click on the appropriate radio button.

- Answering **Yes** - Causes the following input fields to display:
 - **Select the Certificate Type.** – Select either **FAA**, **Military**, or **BasicMed**.
 - **Enter the date of issue of your medical certificate.** – Enter the date that your medical certificate was issued to you.

- **Select the certificate class.** – Your choices are **First**, **Second**, or **Third**.
- **Enter the Examiner's name.** – In the field provided, enter the full name of the person who acted as your Examiner. Enter the name as shown on your medical certificate.
- Answering **No** - Proceed to next question.

7.5.2 Drug Conviction Question

Click on the appropriate radio button. Only click **Yes** if you have actually been convicted. If you have been charged with a violation which has not been adjudicated, click the **No** radio button.

- Answering **Yes** - Causes the following input field to display:
 - **Enter the date of conviction.** - Enter the date in the mm/dd/yyyy format.
- Answering **No** - Proceed to the next question.

7.5.3 English Language Question

Click on the appropriate radio button.

- Answering **Yes** - Proceed to the next question.
- Answering **No** - Causes the following input field to display:
 - **Are there medical reasons why you are unable to read, speak, write, and understand the English language?** – Answer **Yes** or **No** and proceed to the next question.

7.5.4 Failed Test Question

Click on the appropriate radio button.

- Answering **Yes** - Causes the following input field to display:
 - **Enter the number of failures.** – Enter the number of times you have not passed the test for this certificate or rating in the field provided. This number can be found on your last Notice Of Disapproval.
- Answering **No** - Proceed to Step 5, Aeronautical Experience.

7.6 AERONAUTICAL EXPERIENCE

*** At least one field is required**

Aeronautical Experience Grid

	Airplanes	Rotorcraft	Powered Lift	Gliders	Lighter than Air	FTD	FFS (Simulator)	ATD
Total								
Instruction Received								
Solo								
PIC and SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC			
Cross Country Instruction Received								
Cross Country Solo								
Cross Country PIC/SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC			
Instrument								
Night Instruction Received								
Night Take-off / Landing								
Night PIC/SIC	PIC SIC	PIC SIC	PIC SIC		PIC SIC	PIC SIC	PIC SIC	
Night Take-off / Landing PIC/SIC	PIC SIC	PIC SIC	PIC SIC		PIC SIC		PIC SIC	
Number of Flights								
Number of Aero-Tows								
Number of Ground Launches								
Number of Powered Launches								

Class Hours

Airplane - SEL PIC:	Airplane - SES PIC:	Airplane - MEL PIC:	Airplane - MES PIC:
Airplane - SEL SIC:	Airplane - SES SIC:	Airplane - MEL SIC:	Airplane - MES SIC:
Rotorcraft - HEL:	Rotocraft - GYRO:		
LTA - Balloon:	LTA - Airship:		
FFS ME:	FTD ME:	ATD ME:	
FFS SE:	FTD SE:	ATD SE:	
FFS HELO:	FTD HELO:	ATD HELO:	

Class hours entered will go to the appropriate Record of Pilot Time on the 8710-1. Failure to enter the appropriate hours, if required, will render the applicant not eligible for the certificate/rating sought and will result in a Correction Notice from the Airmen Certification Branch

Figure 5-1: Aeronautical Experience Screen

The Aeronautical Experience screen shows a grid, or matrix, where you can easily lay out and display all of your flight experience from your log book. This grid is similar to the one found on the front of the 8710-1 form.

The minimum pilot experience required by the appropriate regulation must be entered. It is recommended, however, that ALL pilot time be entered. Night flying must be entered when required. You should fill in the blocks that apply and ignore the blocks that do not.

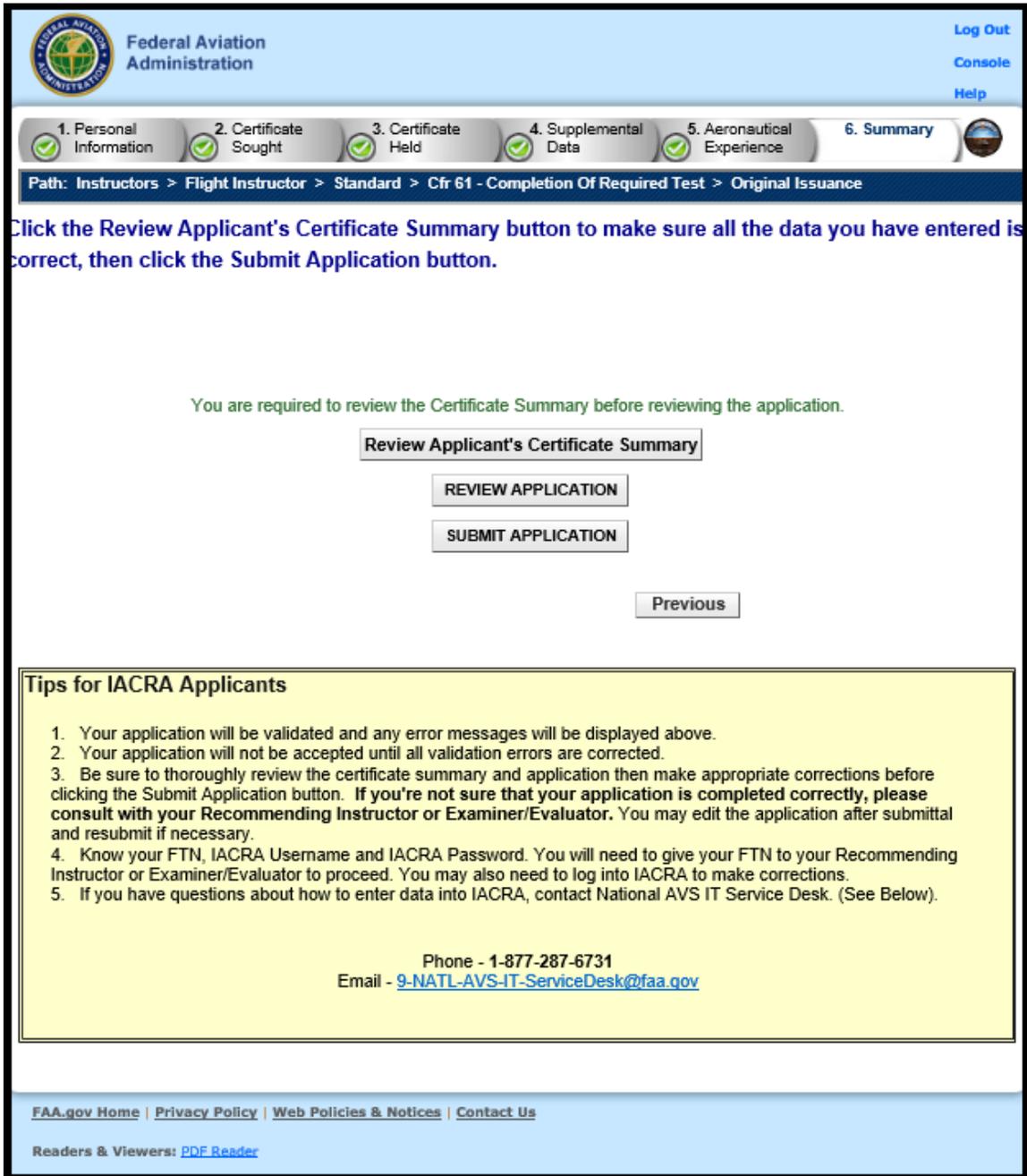
Second In Command (SIC) time used may be entered in the appropriate blocks. Flight Simulator, Flight Training Device, and PCATD time may be entered in the blocks provided.

Note: The white areas indicate fields to which values can be added. The blue areas indicate areas that are not accessible or relevant.

To use the Aeronautical Experience grid, simply select the block in which you want to place data and enter the data. When you have finished filling in all relevant information, continue to Step 6, Summary.

If you need help in filling out the Aeronautical Experience grid, see your Recommending Instructor. Do not submit the application in Step 6 until you are sure that your hours are entered correctly.

7.7 SUMMARY PAGE



The screenshot shows the FAA IACRA Summary Page. At the top left is the FAA logo and the text "Federal Aviation Administration". On the top right are links for "Log Out", "Console", and "Help". Below this is a progress bar with six steps: "1. Personal Information", "2. Certificate Sought", "3. Certificate Held", "4. Supplemental Data", "5. Aeronautical Experience", and "6. Summary". The "6. Summary" step is highlighted. Below the progress bar is a breadcrumb path: "Path: Instructors > Flight Instructor > Standard > Cfr 61 - Completion Of Required Test > Original Issuance". A blue instruction box says: "Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button." Below this is a green message: "You are required to review the Certificate Summary before reviewing the application." In the center are three buttons: "Review Applicant's Certificate Summary", "REVIEW APPLICATION", and "SUBMIT APPLICATION". At the bottom center is a "Previous" button. Below the buttons is a yellow box titled "Tips for IACRA Applicants" containing five numbered instructions. At the bottom of the yellow box are contact details: "Phone - 1-877-287-6731" and "Email - 9-NATL-AVS-IT-ServiceDesk@faa.gov". At the very bottom of the page are links for "FAA.gov Home", "Privacy Policy", "Web Policies & Notices", and "Contact Us", and a note "Readers & Viewers: [PDF Reader](#)".

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor > Standard > Cfr 61 - Completion Of Required Test > Original Issuance

Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button.

You are required to review the Certificate Summary before reviewing the application.

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Previous

Tips for IACRA Applicants

1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. Be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, please consult with your Recommending Instructor or Examiner/Evaluator.** You may edit the application after submittal and resubmit if necessary.
4. Know your FTN, IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Phone - 1-877-287-6731
Email - 9-NATL-AVS-IT-ServiceDesk@faa.gov

[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#)

Readers & Viewers: [PDF Reader](#)

The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the

problems, then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

7.7.1 Reviewing the Applicant Certificate

This pop-up will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.



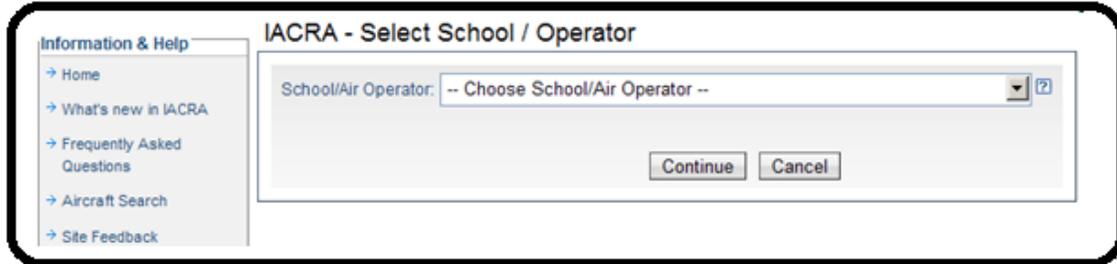
7.7.2 Reviewing the Application

This pop-up will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

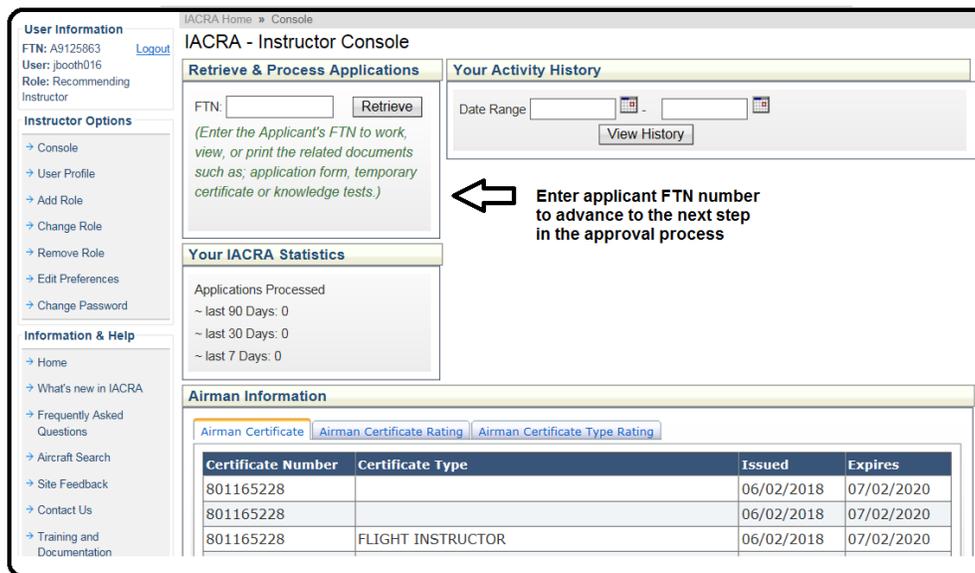
8 RECOMMENDING INSTRUCTOR PROCESS

8.1.1 Air Carrier Flight Instructor Note

If you have the role of Air Carrier Flight Instructor, you must select a School or Air Operator before you can get to the Instructor Console.



8.2 INSTRUCTOR CONSOLE



Certificate Number	Certificate Type	Issued	Expires
801165228		06/02/2018	07/02/2020
801165228		06/02/2018	07/02/2020
801165228	FLIGHT INSTRUCTOR	06/02/2018	07/02/2020

Figure 8-1: Instructor Console

This screen allows the Recommending Instructor to retrieve an applicant's submitted application, view history and provides statistics of the applications processed.

- Enter the FTN in the appropriate box
- Click the Retrieve button

The following displays for the applicant:

IACRA - Search Results

Applicant Information

FTN: C1049806
 First Name: STEVEN
 Last Name: JONES

Existing Applications

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
198544	11/01/2018	Student Pilot	Partially Complete - Ready for Next Action	11/01/2018	Continue <input type="button" value="Go"/>

All applications for the applicant are displayed with their corresponding status. The status determines what actions can be performed by the Recommending Instructor. The Available Actions are indicated in the right hand column with drop down menus when appropriate.

- Select the application to be processed
- Click the GO button for Continue from the Available Actions column

8.3 INSTRUCTOR CHECKLIST

IACRA Home » Console » Certifying Officer's Checklist

Instructor Checklist for Student Pilot [\(Hide All\)](#)

Application Information

Applicant Name: STEVEN NMN JONES
 FTN: C1049806
 Application ID: 198544
 Application Type: Student Pilot

- Application Return/Edit - Comments - Upload Documents** (Show Details...)
- Airman ID - Aviation English Language Standard** (Show Details...)
- Applicant Signature** (Show Details...)
- Summary Information** (Show Details...)
- Sign Application** Available after Applicant signs

Figure 8-2: Instructor Checklist

This screen allows the Recommending Instructor (or Chief/Assistant Chief Flight Instructor) to return the application to the applicant or process the application. Applicants cannot change the application once it has been submitted. The Recommending Instructor has to return the application to the applicant in order to make changes. Once the Recommending Instructor signs the application, the return function is disabled. If the application is returned, the applicant makes the changes and resubmits for processing.

IACRA has been designed to allow only validated applications to be process by the Recommending Instructor.

There are five sections to the Instructor Checklist:

Application Return/Edit - Comments - Upload Documents	This is where the instructor can correct minor errors, send back the application for the correction of major errors, enter comments and upload supporting documents
Airman ID - Aviation English Language Standard	This is where the instructor enters ID verification and ensures that the applicant meets the English language requirement
Applicant Signature	This is where the Instructor attests to the applicant reviewing the Pilots Bill of Rights and allows the applicant to log in and sign the document
Summary Information	This section displays the application status and the certificate summary.
Sign Application	This section becomes available after the applicant has signed.

The first step in the process for a Recommending Instructor is to review the application for major issues.

8.3.1 Application Return/Edit - Comments - Upload Documents

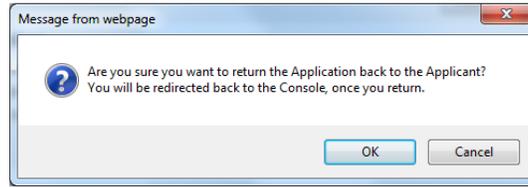
The screenshot displays a web interface with four main sections:

- Return Application:** This section explains that this option returns the application to the Applicant (or school administrator, if applicable) for **major** correction. The application can be retrieved again for processing after it has been re-submitted. A "Return Application" button is located at the bottom right of this section.
- Edit Application:** This section explains that this option allows the Applicant (or school administrator, if applicable) to make **minor** corrections to the application and then return **directly back** to this Checklist. Once the applicant signs, the application can no longer be edited. An "Edit Application" button is located at the bottom right of this section.
- Comments:** This section states that these comments will appear in the Remarks/Comments sections of the application. It includes a text input field labeled "Insert or Edit Comment" and a "Save Comments" button at the bottom right.
- Upload Documents:** This section contains a "Browse..." button and an "Upload/Save" button.

Click on the Continue button after you have made your selections and entered the necessary information.

8.3.1.1 Returning the Application

Acknowledge the message to return the application to the applicant for major revisions.

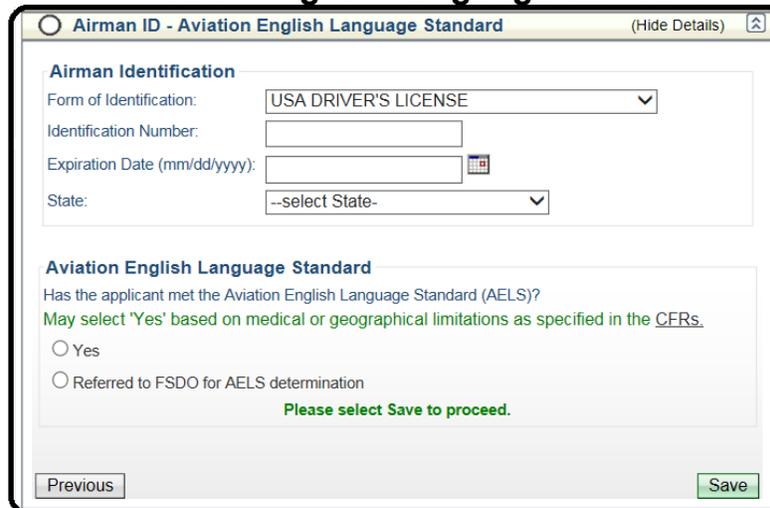


8.3.1.2 Uploading Documents

Some examples of uploaded documents include Foreign Verification Letters (include all attachments) and ATP Graduation Certificates. IACRA only accepts image files (.jpg, .tif, .png).

All documents, regardless of the number of pages, must be separated into individual pages for uploading. For example, a three page foreign verification letter will require three separate uploads, one for each page.

8.3.2 Airman ID - Aviation English Language Standard



8.3.2.1 Airman Identification

Enter the form of identification (USA Driver's License, Passport, Military ID, Student ID, or other government-issues identification document).

8.3.2.2 Aviation English Language Standard

Click on the proper radio button that applies to your applicant.

8.3.3 Applicant Signature

Applicant Signature (Hide Details)

1 - Check this box to verify that the applicant reviewed the Privacy Act statement prior to submitting or signing the application. [View Privacy Act](#)

2 - I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant. [View Pilot's Bill of Rights](#)

After reviewing the application, please select 'Applicant Login' to allow the applicant to review and sign the application.

[3 - Review Application](#) [4 - Applicant Login](#)

[Previous](#) [Continue](#)

Check the radio buttons when the applicant has viewed the Privacy Act and the Pilot's Bill of Rights. Click on Review Application, and when satisfied, click on Applicant Login. This allows the applicant to sign the Application.

This step must be performed by the applicant, STEVEN, JONES. Applicants are required to log into IACRA on this screen to sign the current application.

Applicant's Username

Applicant's Password

[Accept TOS & Log In](#) [Cancel](#) [Logout](#)

Terms of Service (TOS)

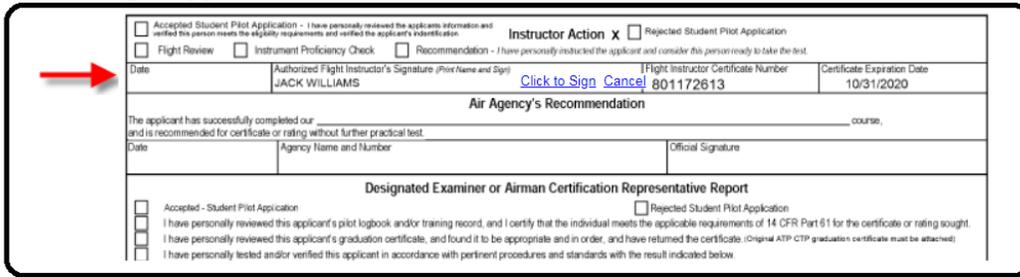
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

→ Click on Sign Application



The screenshot shows a web-based form for an Instructor Action. A red arrow points to the "Click to Sign" button. The form includes sections for "Air Agency's Recommendation" and "Designated Examiner or Airman Certification Representative Report".

<input type="checkbox"/> Accepted - Student Pilot Application - I have personally reviewed the applicant's information and verified this person meets the eligibility requirements and verified the applicant's identification.		Instructor Action <input checked="" type="checkbox"/> Rejected Student Pilot Application	
<input type="checkbox"/> Flight Review	<input type="checkbox"/> Instrument Proficiency Check	<input type="checkbox"/> Recommendation - I have personally instructed the applicant and consider this person ready to take the test.	
Date	Authorized Flight Instructor's Signature (Print Name and Sign) JACK WILLIAMS	Flight Instructor Certificate Number 801172613	Certificate Expiration Date 10/31/2020
Air Agency's Recommendation			
The applicant has successfully completed our _____ course, and is recommended for certificate or rating without further practical test.			
Date	Agency Name and Number	Official Signature	
Designated Examiner or Airman Certification Representative Report			
<input type="checkbox"/> Accepted - Student Pilot Application		<input type="checkbox"/> Rejected Student Pilot Application	
I have personally reviewed this applicant's pilot logbook and/or training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought.			
<input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. (Original ATP/CTP graduation certificate must be attached)			
<input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.			

IACRA processes the signatures, and the window automatically closes when signing is complete, and returns to the Instructor checklist.

9 AIRWORTHINESS APPLICATION STEPS

9.1 START APPLICATION SCREEN

The Start Application screen appears after clicking the **Start New Application** button in the console. In this screen, you will select the type of application and the specific certification that you require. For Instructor functions, you will select **Airworthiness** from the **Type of Application** drop-down menu.

The screenshot shows the IACRA Start Application screen. At the top, there is a banner for the Federal Aviation Administration. Below the banner, a red text message states: "This is the IACRA Training Site...The production IACRA site is iacra.faa.gov". The main content area is titled "IACRA - Start Application" and is divided into four numbered sections:

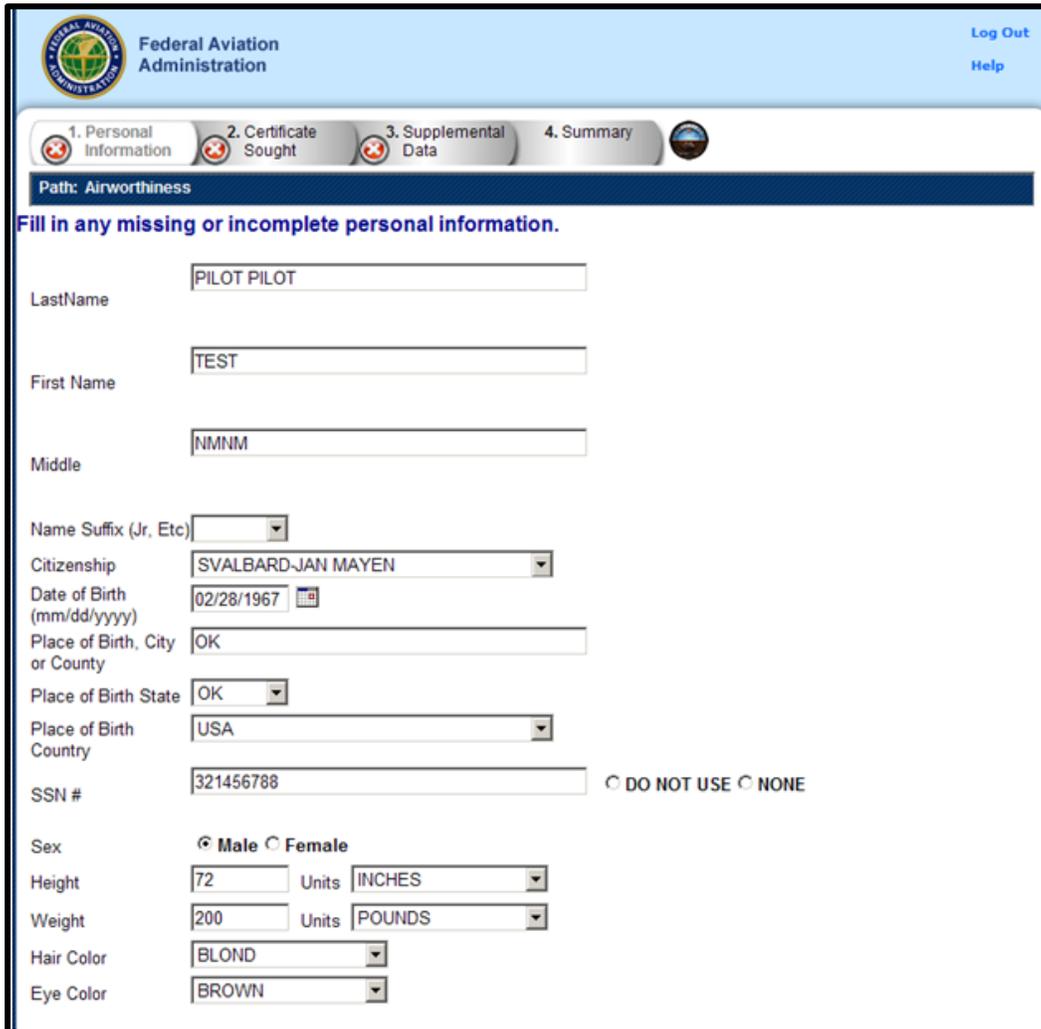
- 1) Application Type**: A dropdown menu labeled "Type of Application" is set to "Airworthiness".
- 2) Certifications**: A section titled "Airworthiness Certifications" with a "Hide Details" link. It contains three expandable categories: "REPAIRMAN" (expanded), "EXPERIMENTAL AIRCRAFT BUILDER" (selected), and "REPAIRMAN LIGHT SPORT AIRCRAFT".
- 3) Other Path Information**: A section stating "Other Path information may be required later in the application process."
- 4) Start Application**: A section with the text "Please verify all of the information before starting the application." and a "Start Application" button.

The left sidebar contains navigation links for User Information, Applicant Options, and Information & Help. The right sidebar contains Certificate Information and Help, including a link to the Code of Federal Regulations 61.101.

9.1.1 Certifications

After selecting **Airworthiness** from the **Type of Application** drop-down menu, the **Certifications** menu will appear. Based on the certification type you select, IACRA indicates the rest of the selections that you need to make by expanding the list to provide the options within the specified certification. Make the appropriate selections, then click Start Application.

9.2 APPLICANT PERSONAL INFORMATION



Federal Aviation Administration

Log Out
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness

Fill in any missing or incomplete personal information.

LastName: PILOT PILOT

First Name: TEST

Middle: NMNM

Name Suffix (Jr, Etc):

Citizenship: SVALBARD-JAN MAYEN

Date of Birth (mm/dd/yyyy): 02/28/1967

Place of Birth, City or County: OK

Place of Birth State: OK

Place of Birth Country: USA

SSN #: 321456788 DO NOT USE NONE

Sex: Male Female

Height: 72 Units: INCHES

Weight: 200 Units: POUNDS

Hair Color: BLOND

Eye Color: BROWN

The Applicant Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

9.2.1 Personal Information Fields

The following rules apply to any changes you may make to fields in the Personal Information screen.

9.2.1.1 Name Fields

Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations FAR Section 61.25. If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.

- **Last Name** – Enter your legal first name
- **First Name** – Enter your full first name. If you do not have a first name, enter “NFN”
- **Middle Name** - Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial.

9.2.1.2 Citizenship

Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.

9.2.1.3 Date of Birth

Check for accuracy. Enter eight digits in the format mm/dd/yyyy or use the calendar button to select the date. Check to see that the date entered here is the same date of birth that appears on your medical certificate.

9.2.1.4 Place of Birth

If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.

9.2.1.5 City or County

Enter the City where you were born. If you don't know the City, enter the County.

9.2.1.6 State (US Only)

If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.

9.2.1.7 Country

Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.

9.2.1.8 Telephone

Type in your telephone number including the area code.

9.2.1.9 Social Security Number (Optional)

If you don't want to disclose your Social Security Number, leave this field blank and click the "Do Not Use" radio button. "Do Not Use" will appear on the certification application. If you do not have a Social Security Number, click the "None" radio button.

If you choose to disclose your Social Security Number, use only a US SSN. Disclosure of your SSN is voluntary. Disclosure of your SSN will facilitate maintenance of your records, which are maintained in alphabetical order and cross-referenced with your SSN and Airman Certificate number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file. Social Security Numbers are not shown on airman certificates.

9.2.1.10 E-Mail Address

If you have an e-mail address, enter it here.

9.2.1.11 Sex

Select your sex by clicking on the "Male" or "Female" radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female, then use the Tab Key to set focus to the next field.

9.2.1.12 Height

Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).

9.2.1.13 Weight

Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilograms to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).

9.2.1.14 Hair Color

Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.

9.2.1.15 Eye Color

Select your eye color from the drop down list box.

9.2.2 Applicant's Addresses

The Applicant's Address portion of the Personal Information screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).

Address Information

Enter your Permanent address in the following fields.

Permanent Address:

Line 1 (Street Address) (Enter residence number and street, ONLY.)

Line2

(PO Box, rural route, or general delivery) (Enter Post Office Box or Rural Route or General Delivery here, ONLY. A physical description is required if no street address is entered above.)

City (and Province if applicable)

State

Country

Zip Code

Physical Address

If you want your certificate mailed to an address other than your permanent address, enter the mailing address in the following fields.

Mailing Address:

Line 1 (Street Address)

Line2

(PO Box, rural route, or general delivery)

City (and Province if applicable)

State

Country

Zip Code

9.2.2.1 Permanent Mailing Address

Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.

- **Street/Line 1** - If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Line 2** - If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **City** - Enter your city of residence. Canadian residents enter Province after City name.
- **State** - If you have a USA address, select your state from the drop down list box.
- **Country** - Select your country from then drop down list box.
- **Zip Code** - Enter your zip code.

9.2.2.2 Physical Description

If you did not enter a street address in the Street/Line 1 field, you are required to enter a Physical Description showing the location of your residence.

9.2.2.3 Mailing Address

If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.

9.3 CERTIFICATE SOUGHT DATA

Federal Aviation Administration

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness

Note: Required fields are marked with an asterisk(*)

Certificate Sought

Certificate Type or

Level: * INSPECTION AUTHORIZATION

Rating: * N/A

Basis: *

Issuance Type: *

Previous Next

The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists.

Based on the selection type you make, IACRA indicates the rest of the selections that you need to make from the remaining drop-down lists by adding "*** Required Field**" in red or IACRA fills in the required drop-down lists automatically.

For example, selecting repairman makes the **Select the Rating** drop-down list active because this choice is necessary when seeking a repairman certification. However, if you selected Repairman then select experimental aircraft builder as the rating type, the Certificate Basis and Issuance Type drop-down lists are filled in automatically with 'Primary Builder of Aircraft' and 'Original Issuance' because these are the only options for a Repairman Experimental Aircraft Builder.

9.3.1 Certificate Type or Level

Based on your selection during the **Start Application** process, one of the following choices will automatically be filled in the drop down:

- Repairman
- Repairman Light Sport Aircraft

The drop-down will be inactive.

9.3.2 Rating

This drop-down list becomes active if you are required to select a certificate rating. The rating may have different designations depending on the type of certificate chosen. For example, a Repairman can have an Experimental Aircraft Builder rating while a Repairman Light Sport Aircraft can choose from either an Inspection or a Maintenance rating. Depending on the path the following designations may be chosen:

- Experimental Aircraft Builder
- Inspection
- Maintenance

9.3.3 Certificate Basis

The Certificate Basis drop-down list becomes active when IACRA indicates that you need to select the basis by which the certificate was obtained. Like the other drop-down lists, this list changes based on previous selections. For example, while a Repairman can select Primary Builder of Aircraft; a Repairman Light Sport Aircraft can select FAR 65 - Graduate of Accepted Course.

- Repairman
 - Primary Builder of Aircraft
 - Letter of Recommendation
- Repairman Light Sport Aircraft
 - Far 65 – Graduate of Accepted Course

9.3.4 Issuance Type

The Issuance Type drop-down list is where you indicate whether the certificate is an original issuance or is an additional issuance/type rating to an existing certificate. Based on the selections made in previous drop-down lists, the options here can be any of the following:

- Original Issuance
- Added Class Rating
- Issuance
- Renewal

9.3.5 Additional Information Links

Based on selections made in the drop-down lists above, different links appear that require you to click them in order to input additional information regarding a specific option. You must fill in information for each link that appears in order for your application to be considered complete.

9.3.5.1 Training Course Information

Access this link to make the Training Course Information screen appear. Enter the required information and click OK to continue.

Training Course Information

School Name: *

Course Number: *

Graduation Date: * 

9.3.5.2 Aircraft Class

Use this drop down list to select the Aircraft Class for which you are applying. Choose from Airplane, Glider, Lighter-Than-Air, Powered Parachute, or Weight-Shift-Control.

Rating Sought

Category: * 

9.3.5.3 Aircraft Information

Access this link to make the Aircraft Information screen appear for Light Sport Aircraft. Enter the required information and click OK to continue.

Light Sport Aircraft

Class: * 

Registration Number: *

Serial Number: *

9.3.5.4 Experimental Aircraft Builder Information

This link activates the Experimental Builder Aircraft Information screen where you select the type of experimental aircraft that you are seeking to add. Enter the required information and click OK to continue.

Experimental Builder Aircraft Information

Make: *

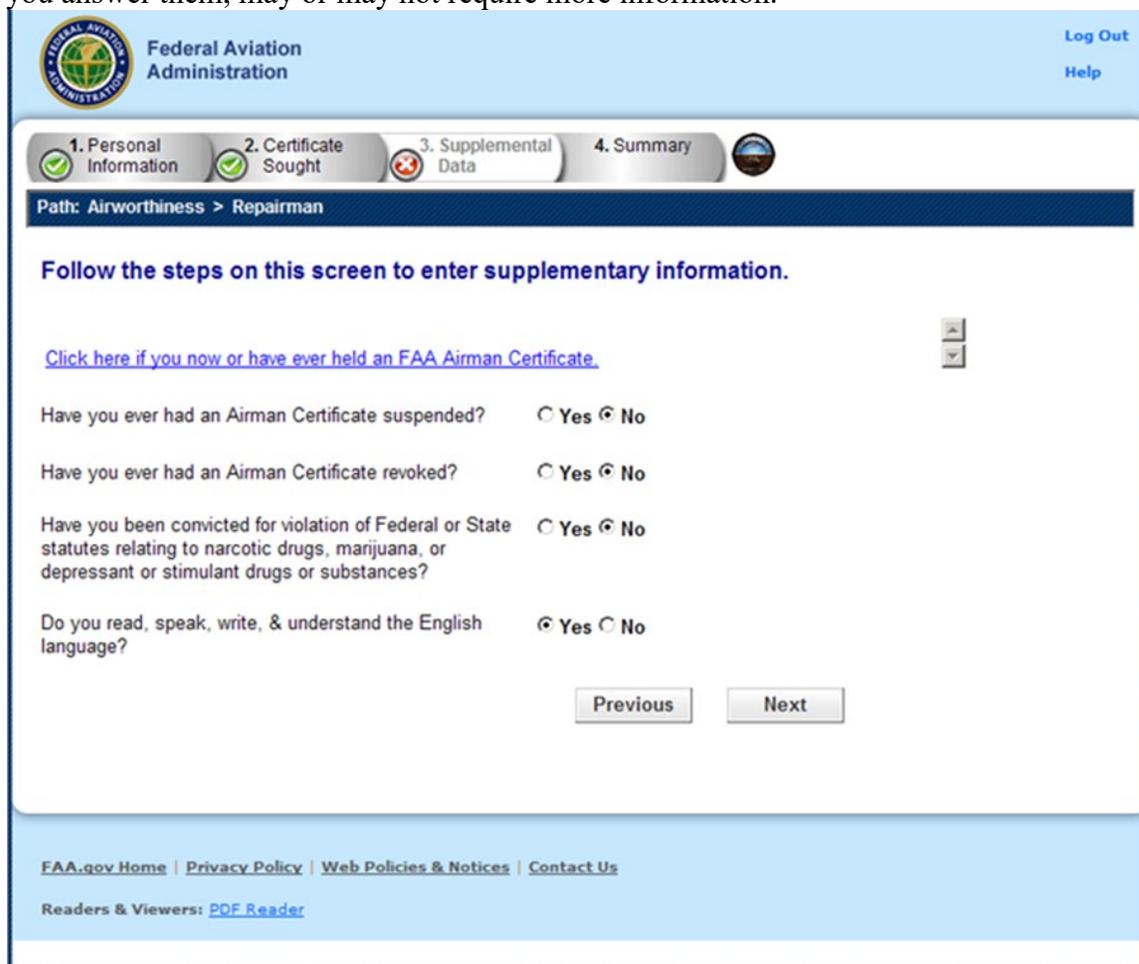
Model: *

Serial Number: *

Aircraft Certification Date: * 

9.4 SUPPLEMENTARY DATA

The Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more information.



Federal Aviation Administration Log Out
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness > Repairman

Follow the steps on this screen to enter supplementary information.

[Click here if you now or have ever held an FAA Airman Certificate.](#)

Have you ever had an Airman Certificate suspended? Yes No

Have you ever had an Airman Certificate revoked? Yes No

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No

Do you read, speak, write, & understand the English language? Yes No

[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#)

Readers & Viewers: [PDF Reader](#)

9.4.1 FAA Airman Certificate

[Click here if you now or have ever held an FAA Airman Certificate.](#)

Clicking causes the search screen to display:

- In the top grid click on any certificates that you now or have ever held.
- In the bottom grid click on any selected certificates you wish to remove from the list.

Select search criteria Enter 1 or more Characters and click Search

Type

Description

Click items below to **Add** to the **Selected List**

Description
AIRCRAFT DISPATCHER
AIRCRAFT MECHANIC
AIRLINE TRANSPORT PILOT
COMMERCIAL PILOT
CONTROL TOWER OPERATOR
FLIGHT ENGINEER
FLIGHT INSTRUCTOR
FLIGHT NAVIGATOR
GROUND INSTRUCTOR

Selected List

Click items below to **Remove** from the **Selected List**

Description
GROUND INSTRUCTOR
FLIGHT ENGINEER
COMMERCIAL PILOT

9.4.2 FAA Airman Certificate Suspension

Click on appropriate radio button. Only click "Yes" if you have actually had your certificate suspended. If you have been charged with a violation, which has not been adjudicated, click the "No" radio button.

Did the suspended certificate pertain to a repairman light sport aircraft certificate? Yes No

Enter the date suspended from:

Enter the date suspended to:

Enter the reason for the suspension:

Answering Yes - Causes the following input field to display:

- Did the suspended certificate pertain to a repairman light sport aircraft certificate?

Click Yes or No

- Enter the dates of suspension:
 - Enter the date in the following format: mm/dd/yyyy.
- Enter details about the suspension

Answering No - Proceed to the next question.

9.4.3 FAA Airman Certificate Revocation

Click on appropriate radio button. Only click "Yes" if you have actually had your certificate revoked. If you have been charged with a violation, which has not been adjudicated, click the "No" radio button.

The screenshot shows a form with the following elements:

- A question: "Did the revoked certificate pertain to a repairman light sport aircraft certificate?" followed by two radio buttons labeled "Yes" and "No".
- A label: "Enter date the certificate was revoked:" followed by a text input field and a calendar icon.
- A label: "Enter reason certificate was revoked:" followed by a large text area with a vertical scrollbar on the right side.

Answering Yes - Causes the following input field to display:

- Did the revoked certificate pertain to a repairman light sport aircraft certificate?
 - Click Yes or Now
- Enter the dates of suspension:
 - Enter the date in the following format: mm/dd/yyyy.
- Enter details about the suspension

Answering No - Proceed to the next question.

9.4.4 Substance Abuse

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation, which has not been adjudicated, click the "No" radio button.

Answering Yes - Causes the following input field to display:

- Enter the date of conviction:
 - Enter the date in the following format: mm/dd/yyyy.

Answering No - Proceed to the next question.

9.4.5 English Literacy

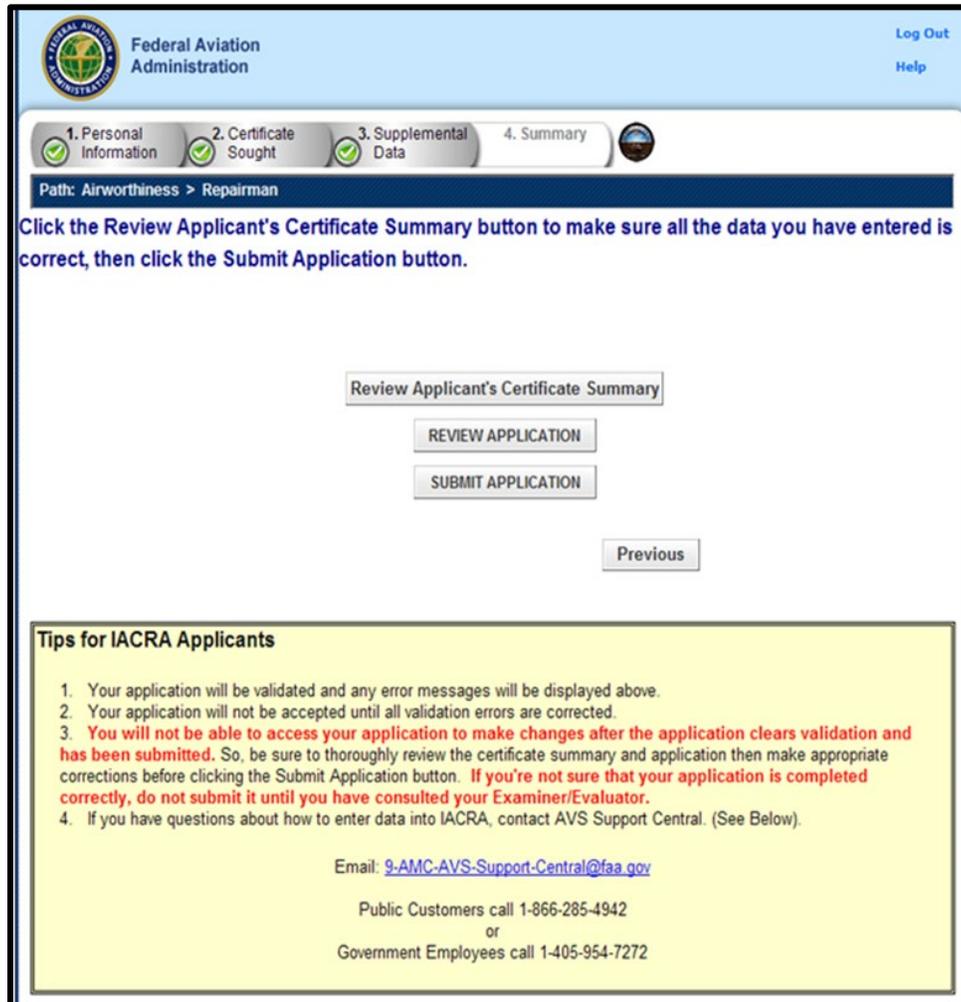
Do you read, speak, write, & understand the English language? Yes No

Answering Yes - Proceed to the next question.

Answering No - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language?
 - Answer Yes or No then proceed.

9.5 SUMMARY PAGE



The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to

the summary page. You may have to repeat this process several times until all validation errors have been resolved.

Click the Review Applicant's Certificate Summary button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.

Applicant's Certificate Summary

Verify that all the data on this screen is correct before submitting the application. If data is incorrect or missing, make corrections before submitting the application.

Applicant's Certificate Summary

Certificate Type: REPAIRMAN LIGHT SPORT AIRCRAFT
Certificate #: PENDING

Ratings:
INSPECTION
AIRPLANE, 123, SERIAL NO. 123

CLOSE

Click the Review Application button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

Click the Submit Application button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

Print Close Save as Tiff View/Print PDF Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.
You will need to install Adobe Reader to view .pdf files.

IACRA Generated Copy

Form Approved
OMB NO. 2120-0007
09/30/2018

Application For An Airman Certificate and/or Rating

US Department of Transportation
Federal Aviation Administration

A Flight Engineer B Flight Navigator D Aircraft Dispatcher
 A1 Reciprocating Engine Powered C Control Tower Operator E Reissuance of Certificate
 A2 Turbopropeller Powered C1 VFR Tower Rating F Additional Rating
 A3 Turbojet Powered C2 Non-Radar Approach Control Tower Rating

1. TYPE OF AIRCRAFT TO BE USED 2. TIME IN THIS AIRCRAFT 3. NAME OF EMPLOYER

4. Applicant Identification

A. NAME (First, Middle, Last) K. PERMANENT MAILING ADDRESS (include Zip Code)

B. SOCIAL SECURITY NO. C. DATE OF BIRTH D. HEIGHT E. WEIGHT

F. HAIR G. EYES H. SEX I. NATIONALITY

J. PLACE OF BIRTH L. TELEPHONE NO.

5. Certificates Held by Applicant

A Pilot B Flight Navigator E Ground Instructor
 A1 Airline Transport A3 Flight Instructor C Control Tower Operator F Aircraft Dispatcher
 A2 Commercial A4 Private D Flight Engineer G Mechanic

6. Controlled Substance Violation History: Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as covered on the FAA Form 8500-8, Airman Medical Application Form. Date of final conviction
 Yes No

7. Applicant's Certification I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant Date

8. Instructor's Recommendation I consider the above applicant ready to take the test for which he/she is applying: A Oral Test C Practical Test
 Flight

D. Date D1. Instructor's Signature D2. Instructor's Certificate No. & Expiration Date D3. Grade & Certificate No.

E. Date E1. Instructor's Signature E2. Instructor's Certificate No. & Expiration Date E3. Grade & Certificate No.

9. Evaluation Record

	Inspector	Examiner	Signature	Date
A. Oral				
B. Practical Test Aircraft Dispatcher				
C. Practical Test Control Tower Operator				
D. Simulator Check				

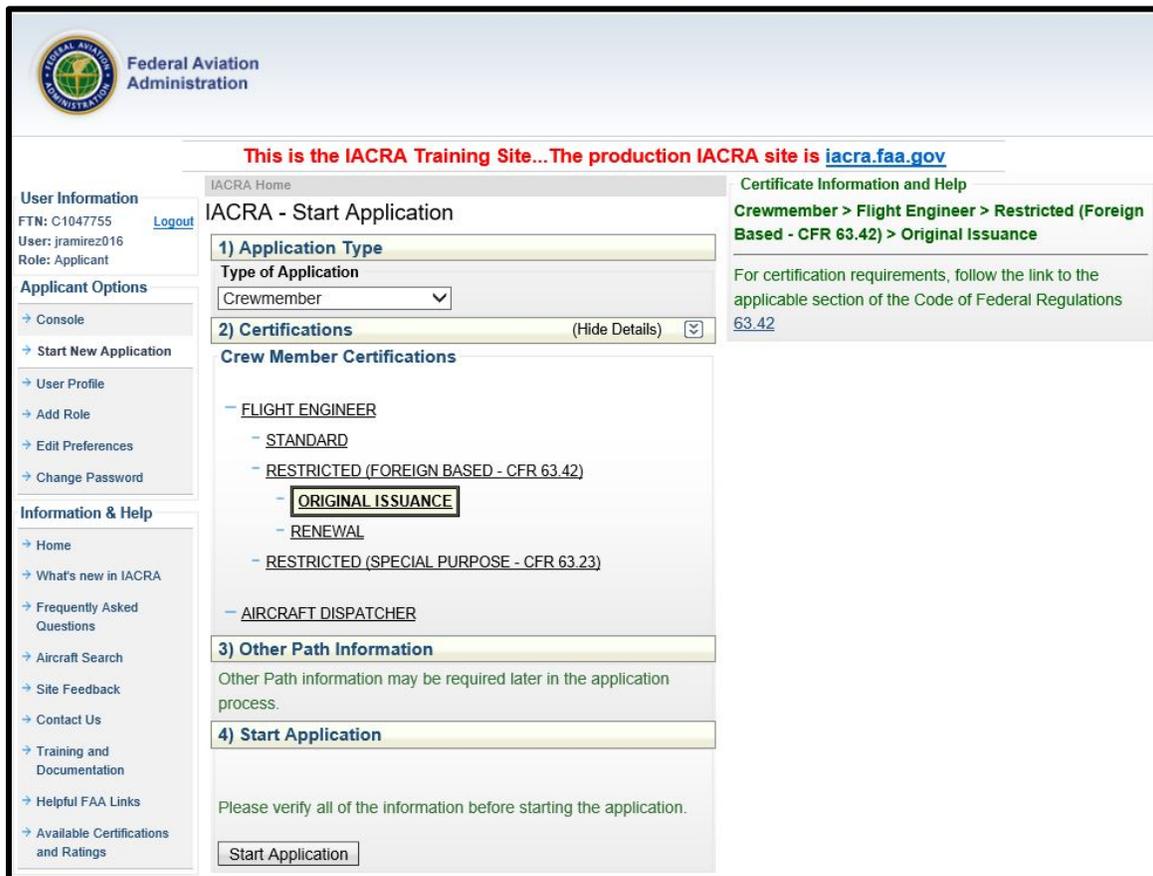
Important Notice: Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

10 CREWMEMBER APPLICATION STEPS

10.1 START APPLICATION SCREEN

The Start Application screen appears after clicking the **Start New Application** button in the console. In this screen, you will select the type of application and the specific certification that you require. For Instructor functions, you will select **Crewmember** from the **Type of Application** drop-down menu



10.1.1 Certifications

After selecting **Crewmember** from the **Type of Application** drop-down menu, the **Certifications** menu will appear. Based on the certification type you select, IACRA indicates the rest of the selections that you need to make by expanding the list to provide the options within the specified certification.

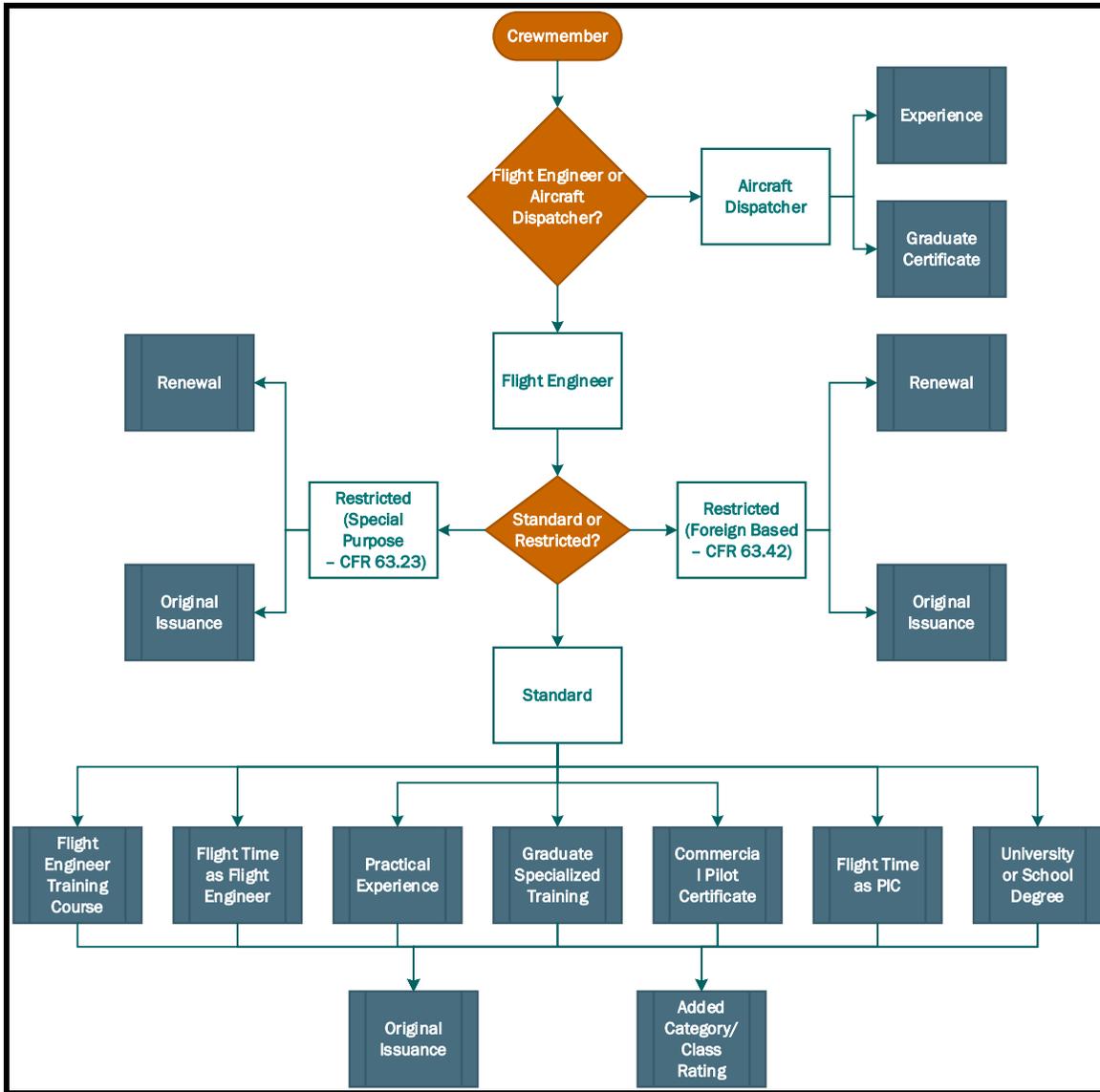


Figure 10-1: Crewmember Certificate Process Flow

Make the appropriate selections, then click Start Application.

10.2 APPLICANT PERSONAL INFORMATION



**Federal Aviation
Administration**

[Log Out](#)

[Help](#)

1. Personal Information

2. Certificate Sought

3. Supplemental Data

4. Summary

Path: Crewmembers

Note: Required fields are marked with an asterisk(*) [IACRA Tips: Turn On](#) [Turn Off](#)

Personal Information

First Name: *

Middle: * No Middle Name

LastName: *

Name Suffix:

Date of Birth: *

Citizenship: *

Birth Country: *

Birth City: *

Birth State: *

SSN: * Do Not Use None

Gender: * Male Female

Height: *

Weight: *

Hair Color: *

Eye Color: *

Contact Information

Telephone:

Email:

The top half of the **Applicant Personal Information** screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

10.2.1 Personal Information Fields

The following rules apply to any changes you may make to fields in the Personal Information screen.

10.2.1.1 Name Fields

Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations FAR Section 61.25. If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.

- **Last Name** – Enter your legal first name
- **First Name** – Enter your full first name. If you do not have a first name, enter “NFN”
- **Middle Name** - Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial.

10.2.1.2 Citizenship

Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.

10.2.1.3 Date of Birth

Check for accuracy. Enter eight digits in the format mm/dd/yyyy or use the calendar button to select the date. Check to see that the date entered here is the same date of birth that appears on your medical certificate.

10.2.1.4 Place of Birth

If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.

10.2.1.5 City or County

Enter the City where you were born. If you don't know the City, enter the County.

10.2.1.6 State (US Only)

If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.

10.2.1.7 Country

Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.

10.2.1.8 Telephone

Type in your telephone number including the area code.

10.2.1.9 Social Security Number (Optional)

If you don't want to disclose your Social Security Number, leave this field blank and click the "Do Not Use" radio button. "Do Not Use" will appear on the certification application. If you do not have a Social Security Number, click the "None" radio button. If you choose to disclose your Social Security Number, use only a United States SSN. Disclosure of your SSN is voluntary. Disclosure of your SSN will facilitate maintenance of your records, which are maintained in alphabetical order and cross-referenced with your SSN and Airman Certificate number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file. Social Security Numbers are not shown on airman certificates.

10.2.1.10 E-Mail Address

If you have an e-mail address, enter it here.

10.2.1.11 Sex

Select your sex by clicking on the "Male" or "Female" radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female, then use the Tab Key to set focus to the next field.

10.2.1.12 Height

Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).

10.2.1.13 Weight

Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilograms to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).

10.2.1.14 Hair Color

Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.

10.2.1.15 Eye Color

Select your eye color from the drop down list box.

10.2.2 Applicant's Addresses

The Applicant's Address portion of the Personal Information screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).

Permanent Mailing Address

Any changes to your Residential address must be updated from your user profile. Click [here](#) if you would like to update your Residential address.

Residential Address:

PO Box, Rural Route, Commercial:

Physical Description (Map or Directions):

Country *

City *

State *

ZIP Code *

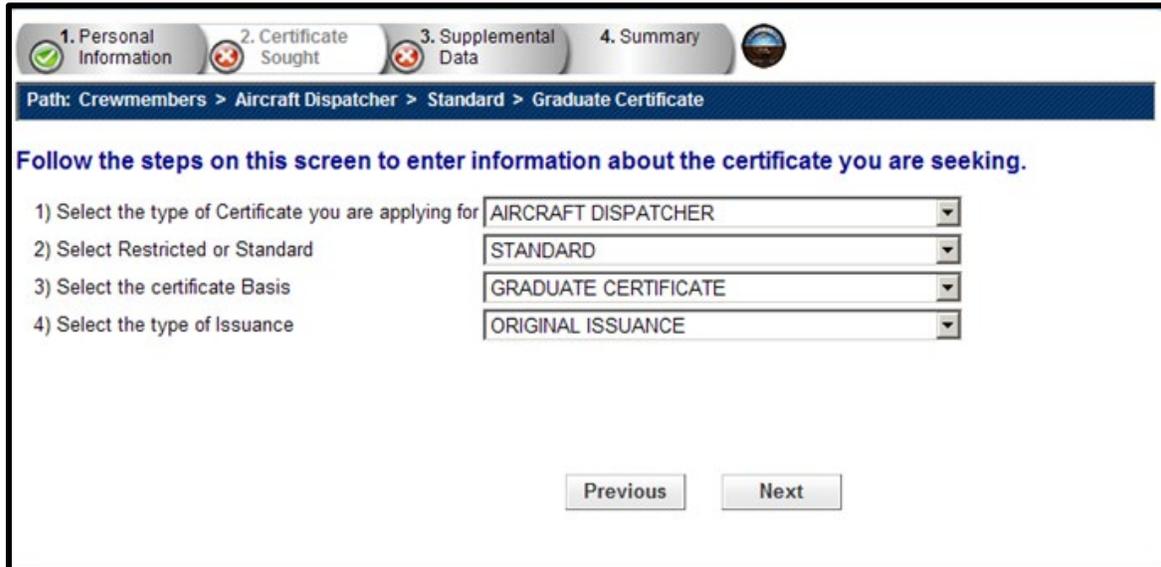
10.2.2.1 Permanent Mailing Address

Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.

- **Residential Address** - If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **PO Box, Rural Route, Commercial** - If you have a USA address, enter your PO Box, Rural Route Number, or "General Delivery" into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **Physical Description** - If you did not enter a street address in the Street/Line 1 field, you are required to enter a Physical Description showing the location of your residence.
- **City** - Enter your city of residence. Canadian residents enter Province after City name.
- **State** - If you have a USA address, select your state from the drop down list box.
- **Country** - Select your country from then drop down list box.
- **Zip Code** - Enter your zip code.

10.3 CERTIFICATE SOUGHT DATA

The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists. The selections in remaining drop-down lists can change or become active/inactive based on each selection made.



The screenshot shows a web application interface for the 'Certificate Sought Data' screen. At the top, there is a navigation bar with four tabs: '1. Personal Information' (active, green checkmark), '2. Certificate Sought' (current tab, red X), '3. Supplemental Data' (red X), and '4. Summary' (red X). Below the tabs is a breadcrumb trail: 'Path: Crewmembers > Aircraft Dispatcher > Standard > Graduate Certificate'. The main content area contains the instruction: 'Follow the steps on this screen to enter information about the certificate you are seeking.' Below this are four numbered steps, each with a corresponding drop-down menu:

- 1) Select the type of Certificate you are applying for: AIRCRAFT DISPATCHER
- 2) Select Restricted or Standard: STANDARD
- 3) Select the certificate Basis: GRADUATE CERTIFICATE
- 4) Select the type of Issuance: ORIGINAL ISSUANCE

At the bottom of the form are two buttons: 'Previous' and 'Next'.

10.4 FLIGHT ENGINEER SUPPLEMENTARY DATA

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Crewmembers > Flight Engineer > Standard > Practical Experience > Added Category/Class Rating

Follow the steps on this screen to enter supplementary information.

[Click here if you now or have ever held an FAA Airman Certificate.](#) * Required Field

[Click here to Select the Category/Class Ratings which you hold.](#) * Must select a held category rating

to continue.

Do you hold a Medical Certificate? Yes No * Required Field

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No * Required Field

Do you read, speak, write, & understand the English language? Yes No * Required Field

Previous Next

The Flight Engineer Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more information.

10.4.1 FAA Airman Certificate

[Click here if you now or have ever held an FAA Airman Certificate.](#) * Required Field

Clicking causes the search screen to display:

- In the top grid click on any certificates that you now or have ever held.
- In the bottom grid click on any selected certificates you wish to remove from the list.

Select search criteria Enter 1 or more Characters and click Search

Type

Description

Click items below to **Add** to the **Selected List**

Description
AIRCRAFT DISPATCHER
AIRCRAFT MECHANIC
AIRLINE TRANSPORT PILOT
COMMERCIAL PILOT
CONTROL TOWER OPERATOR
FLIGHT ENGINEER
FLIGHT INSTRUCTOR
FLIGHT NAVIGATOR
GROUND INSTRUCTOR

Selected List

Click items below to **Remove** from the **Selected List**

Description
GROUND INSTRUCTOR
FLIGHT ENGINEER
COMMERCIAL PILOT

10.4.2 Category/Class Ratings

[Click here to Select the Category/Class Ratings which you hold.](#) * Must select a held category rating

Clicking causes the search screen to display:

- In the top grid click on any category or class ratings that you now or have ever held.
- In the bottom grid click on any selected category or class ratings you wish to remove from the list.

Select search criteria Enter 1 or more Characters and click Search

Type

Description

Click items below to **Add** to the **Selected List**

Description
RECIPROCATING ENGINE POWERED
TURBOJET POWERED
TURBOPROPELLER POWERED

< **Selected List** >

Click items below to **Remove** from the **Selected List**

Type	Description

10.4.3 Medical Certificate

Do you hold a Medical Certificate?	<input type="radio"/> Yes <input type="radio"/> No * Required Field
------------------------------------	--

Answering **Yes** - Causes the following input fields to display:

- Enter the date of issue of your medical certificate - Enter the date that your medical certificate was issued to you.
- Select the certificate class. - Your choices are First, Second, or Third.
- Enter the Examiner's name. - In the field provided, enter the full name of the person who acted as your Examiner. Enter the name as shown on your medical certificate.

Answering **No** - Proceed to next question.

10.4.4 Substance Abuse

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No * Required Field

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation, which has not been adjudicated, click the "No" radio button.

Answering Yes - Causes the following input field to display:

- Enter the date of conviction:
 - Enter the date in the following format: mm/dd/yyyy.

Answering No - Proceed to the next question.

10.4.5 English Literacy

Do you read, speak, write, & understand the English language? Yes No * Required Field

Answering Yes - Proceed to the next question.

Answering No - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language?
 - Answer Yes or No then proceed.

10.5 AIRCRAFT DISPATCHER SUPPLEMENTARY DATA

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Crewmembers > Aircraft Dispatcher > Standard > Experience > Original Issuance

Follow the steps on this screen to enter supplementary information.

[Click here if you now or have ever held an FAA Airman Certificate.](#)

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No

Do you read, speak, write, & understand the English language? Yes No

Previous Next

The Aircraft Dispatcher Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more information.

10.5.1 FAA Airman Certificate

[Click here if you now or have ever held an FAA Airman Certificate.](#)

Clicking causes the search screen to display:

- In the top grid click on any certificates that you now or have ever held.
- In the bottom grid click on any selected certificates you wish to remove from the list.

Select search criteria Enter 1 or more Characters and click Search

Type

Description

Click items below to **Add** to the **Selected List**

Description
AIRCRAFT DISPATCHER
AIRCRAFT MECHANIC
AIRLINE TRANSPORT PILOT
COMMERCIAL PILOT
CONTROL TOWER OPERATOR
FLIGHT ENGINEER
FLIGHT INSTRUCTOR
FLIGHT NAVIGATOR
GROUND INSTRUCTOR

Selected List

Click items below to **Remove** from the **Selected List**

Description
GROUND INSTRUCTOR
FLIGHT ENGINEER
COMMERCIAL PILOT

10.5.2 Substance Abuse

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation, which has not been adjudicated, click the "No" radio button.

Answering Yes - Causes the following input field to display:

- Enter the date of conviction:
 - Enter the date in the following format: mm/dd/yyyy.

Answering No - Proceed to the next question.

10.5.3 English Literacy

Do you read, speak, write, & understand the English language? Yes No

Answering Yes - Proceed to the next question.

Answering No - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language?
 - Answer Yes or No then proceed.

10.6 SUMMARY PAGE

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Crewmembers > Aircraft Dispatcher > Standard > Graduate Certificate > Original Issuance

Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button.

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Previous

Tips for IACRA Applicants

1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. Be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, please consult with your Recommending Instructor or Examiner/Evaluator.** You may edit the application after submittal and resubmit if necessary.
4. Know your FTN, IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Email - 9-NATL-AVS-IT-ServiceDesk@faa.gov

Phone - 1-877-287-6731

The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

Click the Review Applicant's Certificate Summary button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.

Applicant's Certificate Summary

Verify that all the data on this screen is correct before submitting the application. If data is incorrect or missing, make corrections before submitting the application.

Applicant's Certificate Summary

Certificate Type: AIRCRAFT DISPATCHER
Certificate #: PENDING

CLOSE

Click the Review Application button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

Click the Submit Application button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

Print Close Save as Tiff View/Print PDF Zoom: 100%

Note: For printing, please click the "View/Print PDF" button. You will need to install Adobe Reader to view .pdf files.

Form Approved
OMB NO. 2120-0007
09/30/2018

IACRA Generated Copy

Application For An Airman Certificate and/or Rating

US Department of Transportation
Federal Aviation Administration

A Flight Engineer B Flight Navigator D Aircraft Dispatcher
 A1 Reciprocating Engine Powered C Control Tower Operator E Reissuance of Certificate
 A2 Turbopropeller Powered C1 VFR Tower Rating F Additional Rating
 A3 Turbojet Powered C2 Non-Radar Approach Control Tower Rating

1. TYPE OF AIRCRAFT TO BE USED 2. TIME IN THIS AIRCRAFT 3. NAME OF EMPLOYER

4. Applicant Identification

A. NAME (First, Middle, Last) K. PERMANENT MAILING ADDRESS (Include Zip Code)
 B. SOCIAL SECURITY NO. C. DATE OF BIRTH D. HEIGHT E. WEIGHT
 F. HAIR G. EYES H. SEX I. NATIONALITY L. TELEPHONE NO.
 J. PLACE OF BIRTH

5. Certificates Held by Applicant

A Pilot B Flight Navigator E Ground Instructor
 A1 Airline Transport A3 Flight Instructor C Control Tower Operator F Aircraft Dispatcher
 A2 Commercial A4 Private D Flight Engineer G Mechanic

6. Controlled Substance Violation History: Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form. Yes No Date of final conviction

7. Applicant's Certification I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant Date

8. Instructor's Recommendation I consider the above applicant ready to take the test for which he/she is applying: A Oral Test C Practical Test
 B Flight

D. Date D1. Instructor's Signature D2. Instructor's Certificate No. & Expiration Date D3. Grade & Certificate No.
 E. Date E1. Instructor's Signature E2. Instructor's Certificate No. & Expiration Date E3. Grade & Certificate No.

9. Evaluation Record

	Inspector	Examiner	Signature	Date
A. Oral				
B. Practical Test Aircraft Dispatcher				
C. Practical Test Control Tower Operator				
D. Simulator Check				

Important Notice: Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

11 CERTIFYING OFFICER APPLICATION STEPS

When the role selected at login is Aviation Safety Inspector (ASI), the following IACRA – Certifying Officer Console appears. (The console for other certifying officers ASTs, Des, ACRs, etc. is similar to the ASI console).

This page allows the certifying officer to select an application based on the applicant's FAA Tracking Number (FTN). ASIs can review completed applications processed through their FSDO. These applications can be searched by examiner name, FTN, date range or certificate type.

IACRA Home > Console

IACRA - Certifying Officer Console

Retrieve & Process Applications

FTN:

(Enter the Applicant's FTN to work, view, or print the related documents such as; application form, temporary certificate or knowledge tests.)

Designee Oversight - Completed IACRA Applications by FSDO

Enter Your Search Criteria

Your FSDO is: FS00, WASHINGTON NAT. HQ.

Reporting FSDO:

Date Range: From (MM/DD/YYYY) To (MM/DD/YYYY)

Certifying Officer Type:

Certifying Officer: At FS00; 10/26/2017 to 10/26/2018

Application ID:

Applicant Name:

Certificate Type:

(Adjust search criteria then click.)

Your IACRA Statistics

Applications Processed

- ~ last 90 Days: 0
- ~ last 30 Days: 0
- ~ last 7 Days: 0

Your Activity History

Date Range -

Airman Information

Certificate Number	Certificate Type	Issued	Expires
801165229		06/02/2018	12/30/2079

Figure 11-1: Certifying Officer Console

The Aviation Safety Inspector may also review PTRS records for Designees by Date Range, Examiner last name at their FSDO, or view their own PTRS records within IACRA.

To retrieve applications for a given applicant:

- Enter the Applicant's FTN
- Select Retrieve

The following screen displays:

IACRA - Search Results

Applicant Information

FTN	C								
First Name	TEST								
Last Name	TEST								

Existing Applications

Search for Current Applications Completed Applications

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
29637	12/28/2010	ATP > Standard > CFR 61 > Original	Signed by RI	12/29/2010	Continue ▾ <input type="button" value="Go"/>
29433	12/02/2010	ATP > Standard > CFR 61 > Second In Command	Submitted by Applicant	12/16/2010	A Recommending Instructor is required to sign off on Second In Command applications.
29432	12/02/2010	ATP > Standard > CFR 61 > Original	Submitted by Applicant	12/28/2010	Continue ▾ <input type="button" value="Go"/>
28725	07/02/2010	PRIVATE PILOT	Signed by Applicant	07/02/2010	Continue ▾ <input type="button" value="Go"/>
28684	06/25/2010	PRIVATE PILOT	Practical Test Signoff - Signed Flight Check	06/25/2010	Continue ▾ <input type="button" value="Go"/>

1 2 3 4 5

- Select the application to process
- Click the Go button from the Available Actions Column

The Certifying Officer's Checklist displays:

IACRA Home » Console » Certifying Officer's Checklist

Certifying Officer's Checklist (Hide All)

Application Information

Applicant Name: TEST ASDF TEST
 FTN: C [REDACTED]
 Application ID: 29637
 Application Type: ATP > Standard > CFR 61 > Original

[Begin Checklist](#)

<input checked="" type="checkbox"/> Application Options	(Show Details...)	<input type="checkbox"/>
<input type="checkbox"/> Airman's Identification (ID)	(Show Details...)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Knowledge Test	(Show Details...)	<input type="checkbox"/>
<input type="checkbox"/> Applicant Signature	(Show Details...)	<input type="checkbox"/>
<input type="checkbox"/> Practical Test	Available after Applicant signs	<input type="checkbox"/>
<input checked="" type="checkbox"/> Limitations	Available after Applicant signs	<input type="checkbox"/>
<input checked="" type="checkbox"/> Summary Information	(Show Details...)	<input type="checkbox"/>
<input type="checkbox"/> Sign Application	Available after Applicant signs	<input type="checkbox"/>

Checklist Status

- Application Options
- Airman Identification
- Knowledge Test
- Applicant Signature
- Practical Test
- Limitations
- Summary Information
- Sign Application

View Application



Figure 11-2: Certifying Officer Checklist

Certifying Officer's Checklist

- [Review the Application Status](#)
- [Upload Documents \(Optional\)](#)
- [Verify Airman Identification](#)
- Letter of Lessee is not Required for this Applicant
- [Review 8610-2 Application](#)
- Enter / Review the Knowledge Test
- [Review the Privacy Act Statement with the Applicant](#)
- [Review Pilot's Bill of Rights with the Applicant](#)
- Applicant Sign Application
- [View Applicant's Certificate Summary](#)
- Sign the Pilot's Bill of Rights if applicant chose not to sign.
- [Enter Comments \(Optional\)](#)
- Enter Practical Test Results
- Sign 8610-2 Application

Figure 11-3: Certifying Officer Checklist (Repairman)

11.1 CERTIFYING OFFICER'S CHECKLIST

This screen provides a checklist for the Certifying Officer. After the Certifying Officer completes a checklist section, a check mark will appear in the Checklist Status. Some sections are mandatory and must be completed before the Certifying Officer can sign the application. Some sections are specific to certain types of applications and, as a result, may not always be displayed.

- Select Begin Checklist
- Application displays the application options

11.1.1 Application Options

Application Options (Hide Details)

Return Application

This option returns the application to the applicant for **major** correction. The application can be retrieved again for processing after it has been re-submitted.

Return Application

Edit Application

This option allows the applicant to make **minor** corrections to the application and then return **directly back** to this Checklist.

Edit Application

Comments

These comments will appear under the comments section of the 8710-1.

Insert or Edit Comment

Save Comments

Continue

This section allows the Certifying Officer to make minor changes to the application (Edit), return the application to the applicant for major changes (Return) or add comments to the application –8710 (Comments).

The Certifying Officer reviews the application and makes the determination that one or more of these options are required.

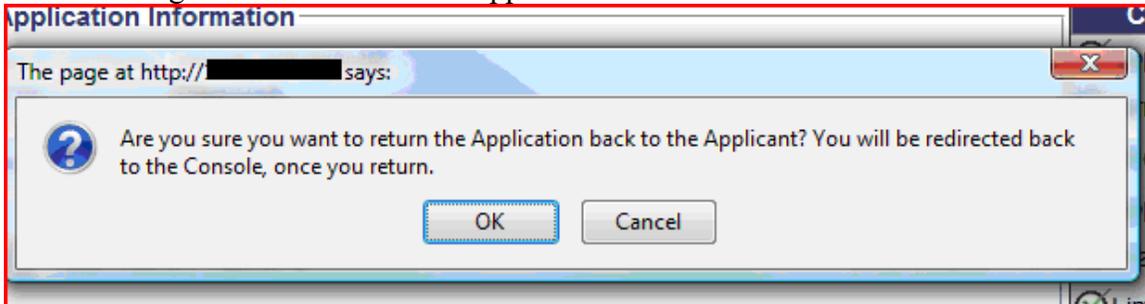
To view the application:

- Select the application from the View Application on the right side navigation
- The application displays in a separate window. When the review is complete:
- Select close and the window closes and the application returns to the checklist

To return the application:

- Select Return application

The following confirmation window appears:



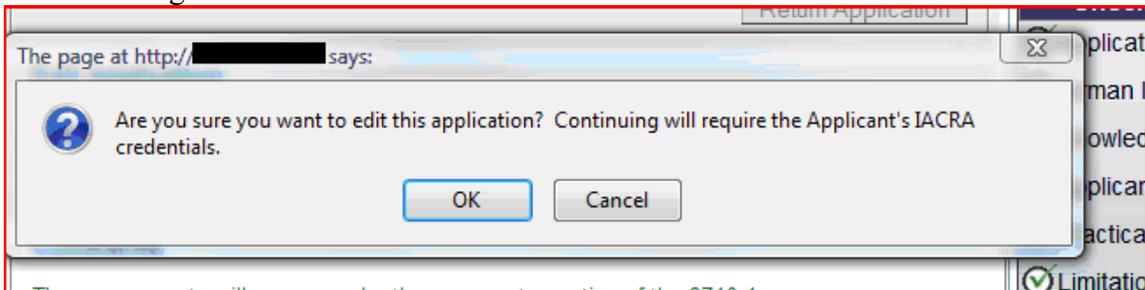
- Select OK

The application returns to the Certifying Officer's Console

To make minor changes to the application:

- Select Edit

The following confirmation window:



- Select OK – returns to the login screen for the applicant to logon

Or

- Select Cancel – returns to the Certifying Officer's Checklist

Once the applicant completes the changes, the application is validated and resubmitted.

Thank you for submitting your application.
Application ID : 198632
FAA Tracking Number (FTN) : C1049968
You may need to reference these numbers to inquire about your application. Any applicable knowledge test ID codes will need to be provided to your Designated Examiner or Authorized Instructor. Please use your browser File/Print function to print this page for your records.
Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application. If you need to make changes, select the Edit action on your console for this application.

The application presents a CO login box on the applicant summary page as follows:

This step must be performed by the Certifying Officer, WILLIAM, CARTER. Certifying Officer is required to log back into IACRA on this screen to continue the remaining steps on the Certifying Officer's checklist.

Certifying Officer's Username

Certifying Officer's Password

[Logout](#)

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

→ Enter CO password

→ Select Accept TOS & Log In

The application returns to the Certifying Officer's Checklist. To Add Comments to the application:

→ Type comments in the comment box

Comments

These comments will appear under the comments section of the 8710-1.

Insert or Edit Comment

Type comments here for display on the application. |

→ Select Save Comments

When the Application Options section is completed:

→ Select Continue

11.1.2 Airman's Identification (ID)

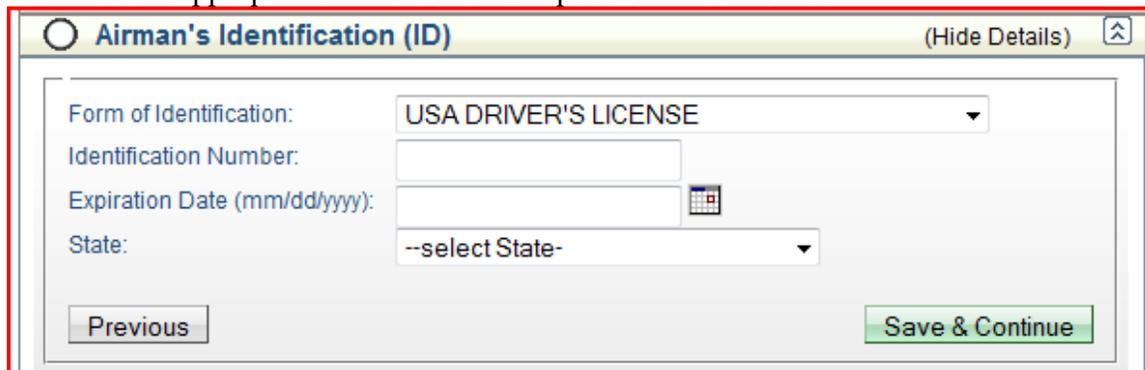
This section allows the Certifying Officer to enter the airman's identification information. This link is mandatory for all types of certification. Inspect acceptable forms of identification to establish the applicant's identity.

The default Identification is USA Driver's License.

→ Enter Identification number from the driver's license

→ Enter expiration date (mm/dd/yyyy)

→ Select the appropriate state from the drop down selection list



→ Select Save & Continue Other forms of Identification: Passport

→ Select Passport from the drop down selection for Form of Identification

→ Enter Identification number from the passport

→ Enter Expiration Date (mm/dd/yyyy)

→ Select the country that issued the passport from the drop down selection list

→ Select Save & Continue

11.1.2.1 Military ID

→ Select Military ID from the drop down selection for Form of Identification

→ Enter Identification number from the military ID

→ Enter Expiration Date (mm/dd/yyyy)

→ Select Save & Continue

11.1.2.2 Student ID

→ Select Student ID from the drop down selection for Form of Identification

→ Enter Identification Number from the student ID

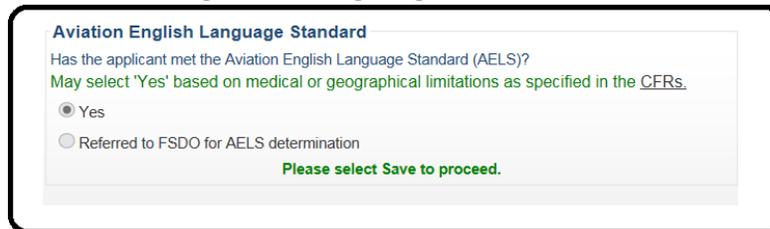
→ Enter Expiration Date (mm/dd/yyyy)

→ Select Save & Continue

11.1.2.3 **Other Government Issued Document**

- Select Other Government Issued Document from the drop down selection for Form of Identification
- Enter Identification Number from the document
- Enter Expiration Date (mm/dd/yyyy)
- Enter the type of Other Government Issued Document (free form text)
- Select Save & Continue

11.1.3 **Aviation English Language Standard**



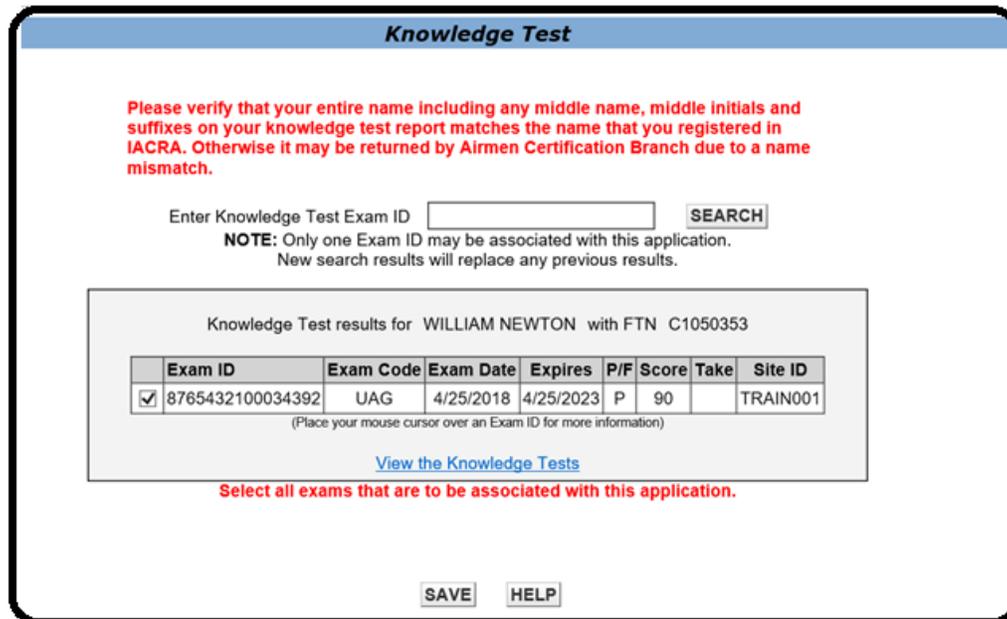
Aviation English Language Standard
Has the applicant met the Aviation English Language Standard (AELS)?
May select 'Yes' based on medical or geographical limitations as specified in the [CFRs](#).

Yes
 Referred to FSDO for AELS determination

Please select Save to proceed.

This has been previously verified.

11.1.4 **Knowledge Test**



Knowledge Test

Please verify that your entire name including any middle name, middle initials and suffixes on your knowledge test report matches the name that you registered in IACRA. Otherwise it may be returned by Airmen Certification Branch due to a name mismatch.

Enter Knowledge Test Exam ID

NOTE: Only one Exam ID may be associated with this application.
New search results will replace any previous results.

Knowledge Test results for WILLIAM NEWTON with FTN C1050353

	Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Take	Site ID
<input checked="" type="checkbox"/>	8765432100034392	UAG	4/25/2018	4/25/2023	P	90		TRAIN001

(Place your mouse cursor over an Exam ID for more information)

[View the Knowledge Tests](#)

Select all exams that are to be associated with this application.

To view the Knowledge Test:

- Click on View the Knowledge Tests

The Airman Knowledge Test Report displays in a separate window. When review is complete:

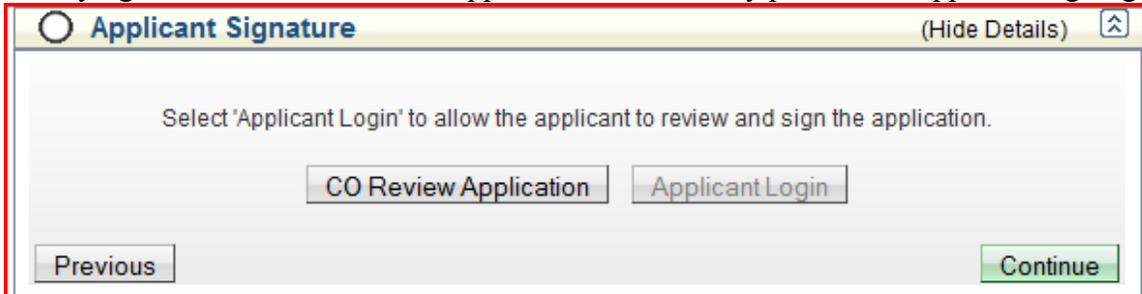
→ Select Close

The application returns to the Certifying Officer’s Checklist

→ Select Continue

11.1.5 Applicant Signature

This link enables the current application for electronic signature by the applicant. The Certifying Officer must review the application for accuracy prior to the applicant signing.



To Review the Application:

→ Select CO Review Application

The application displays in a separate window

When review is complete:

→ Select Close

Window closes and application returns to the Certifying Officer’s Checklist – Applicant Signature. Now the CO must select the check boxes indicating the Applicant has reviewed both the privacy act and the Pilot’ Bill of Rights before the “Applicant Login” button becomes enabled.

Applicant Signature (Hide Details)

Check this box to verify that the applicant reviewed the Privacy Act statement prior to submitting or signing the application. [View Privacy Act](#)

Check this box to verify that the applicant received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application. [View Pilot's Bill of Rights](#)

Select 'Applicant Login' to allow the applicant to review and sign the application.

[CO Review Application](#) [Applicant Login](#)

[Previous](#) [Continue](#)

- Check the Privacy Act Checkbox
- Check the Pilot's Bill of Rights Checkbox
- Select Applicant Login

The applicant Login Window displays:

This step must be performed by the applicant, [REDACTED]. Applicants are required to log into IACRA on this screen to sign the current application.

Applicant's Username

Applicant's Password

[Accept TOS & Log In](#) [Cancel](#) [Logout](#)

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Limitations](#) Available after Applicant signs

→ Applicant enters Username

- Applicant enters Password
- Selects Accept TOS & Log In

The following window displays:

APPLICANT

PILOT'S BILL OF RIGHTS

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment.

(The applicant is not required to sign the Pilot's Bill of Rights Acknowledgment. If the applicant chooses not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

APPLICATION

Please review your application for accuracy. If changes are necessary, cancel or close the sign document to return to the certifying officer's checklist. The Certifying officer may then allow you to edit your application at that time.

By electronically signing this document:

I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

PLEASE NOTE: Once the application form is signed, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

- Select Sign Pilot's Bill of Rights Acknowledgment

The Pilot Bill of Rights Acknowledgment opens in a separate window:

→ Applicant selects Click to Sign

Application processes the signature and returns the following CO Logon Screen:

Application ID: 34526

 This step must be performed by the Certifying Officer, [redacted] Certifying Officer is required to log back into IACRA on this screen to continue the remaining steps on the Certifying Officer's checklist.

Certifying Officer's Username

Certifying Officer's Password

[Logout](#)

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

→ Certifying Officer enters Username

→ Certifying Officer enters Password

→ Selects Accept TOS & Log In

Application returns to the Certifying Officer's Checklist – Applicant Signature Section

 **Applicant Signature** (Hide Details) 

Applicant signature completed.

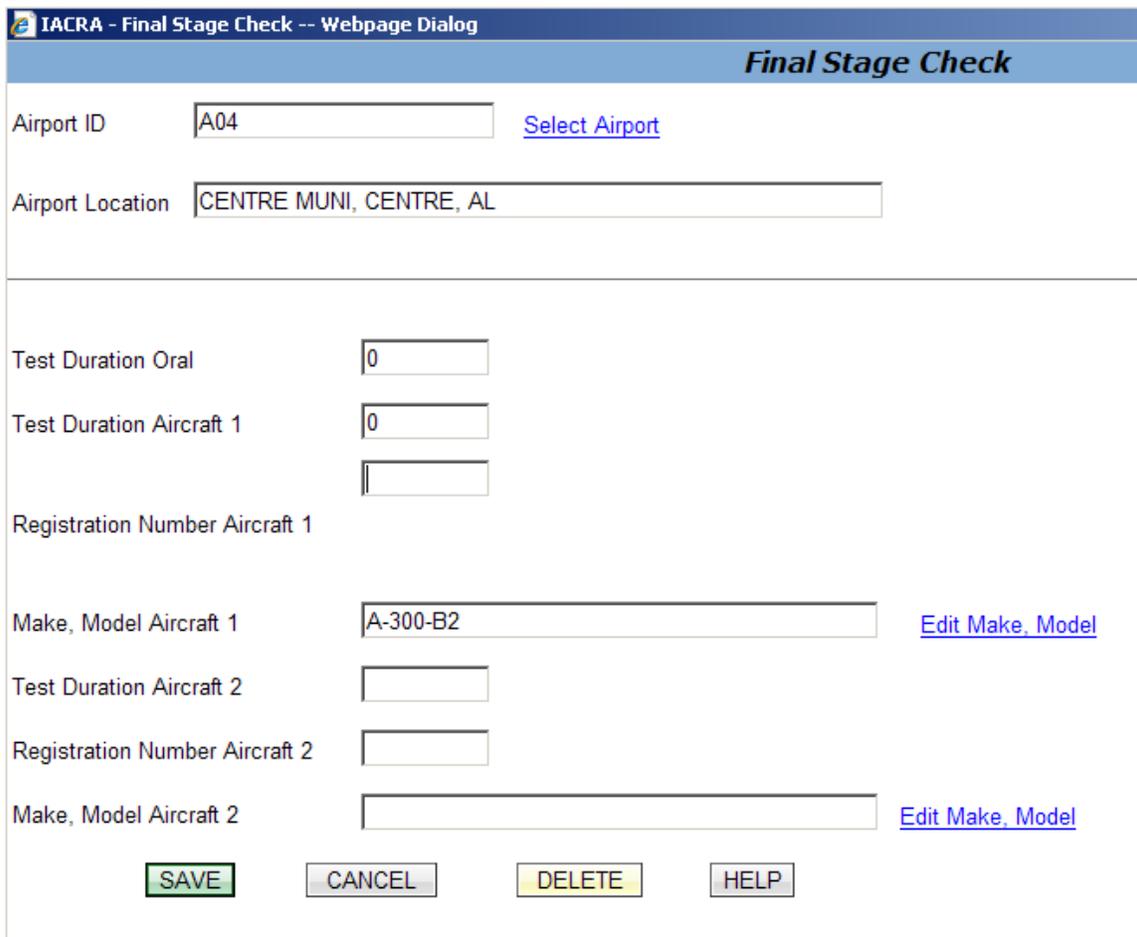
→ Select Continue

11.1.6 Final Stage Check (ATP CFR 141)

This section will only appear for some ATP CFR 141 applications. To begin, the CO clicks the “Enter Final Stage Check” link.



This link will open a new window, in which the CO may enter the Final Stage Check information.

A screenshot of a web application window titled "Final Stage Check" with a blue header. The window contains several input fields and buttons. The "Airport ID" field contains "A04" and has a "Select Airport" link next to it. The "Airport Location" field contains "CENTRE MUNI, CENTRE, AL". Below these are fields for "Test Duration Oral" (0), "Test Duration Aircraft 1" (0), and "Registration Number Aircraft 1". The "Make, Model Aircraft 1" field contains "A-300-B2" and has an "Edit Make, Model" link. Below these are fields for "Test Duration Aircraft 2", "Registration Number Aircraft 2", and "Make, Model Aircraft 2" (empty), with an "Edit Make, Model" link. At the bottom, there are four buttons: "SAVE" (green), "CANCEL" (grey), "DELETE" (yellow), and "HELP" (grey).

To enter the airport ID, the CO must click the “Select Airport” link, which will open the Airport Search window. Search criteria are entered in the search box. The CO may then click the “Search” button and a list of results will be returned. The “Select” button must be clicked on one of the Airports in the results. Then the CO may click “OK” to return the selected airport back to the Final Stage Check Window.

IACRA - Single Selection Search -- Webpage Dialog

Single Search/Select

Airports

Select Search Criteria
 By ID or Type
 By Description

Tip:
 Narrow down search by typing more than one character or number and Click Search

Enter 1 or more characters and Click Search

Select from the list below:

Click button to Select Row	Type	Description
<input type="button" value="Select"/>	AA3	ANGLEMONT BC,SECONDARY AERODROME, ANGLEMONT BC,
<input type="button" value="Select"/>	AA4	TATLA LAKE BC,SECONDARY AERODROME, TATLA LAKE BC,
<input type="button" value="Select"/>	AA5	ZEBALLOS BC,WATER AERODROME, ZEBALLOS BC,
<input type="button" value="Select"/>	AA6	ALERT BAY BC,WATER AERODROME, ALERT BAY BC,
<input type="button" value="Select"/>	AA7	GILFORD ISLAND/ECHO BC,WATER AERODROME, GILFORD ISLAND/ECHO BC,
<input type="button" value="Select"/>	AA8	INVERMERE BC,SECONDARY AERODROME, INVERMERE BC,
<input type="button" value="Select"/>	AA9	SPROAT LAKE BB,WATER AERODROME, SPROAT LAKE BB,
<input type="button" value="Select"/>	AAA	LOGAN COUNTY, LINCOLN, IL
<input type="button" value="Select"/>	AAF	APALACHICOLA MUNI, APALACHICOLA, FL
<input type="button" value="Select"/>	AAO	COLONEL JAMES JABARA, WICHITA, KS

1 2

Record Count Selected Item

To select the Make/Model of the aircraft, the CO must click the “Edit Make, Model” link. The search functionality is similar to the airport search. Once an aircraft has been selected, the CO will click “OK” to return the result back to the Final Stage Check page.

IACRA - Single Selection Search -- Webpage Dialog

Single Search/Select

Make Model Series

Select Search Criteria
 By ID or Type
 By Description

Tip: Narrow down search by typing more than one character or number and Click Search

Enter 1 or more characters and Click Search

Select from the list below:

Click button to Select Row	Type	Description
<input type="button" value="Select"/>	A-300-B2	AIRBUS
<input type="button" value="Select"/>	A-300-B21A	AIRBUS
<input type="button" value="Select"/>	A-300-B21C	AIRBUS
<input type="button" value="Select"/>	A-300-B2203	AIRBUS
<input type="button" value="Select"/>	A-300-B2K3C	AIRBUS
<input type="button" value="Select"/>	A-300-B4	AIRBUS
<input type="button" value="Select"/>	A-300-B4103	AIRBUS
<input type="button" value="Select"/>	A-300-B4203	AIRBUS
<input type="button" value="Select"/>	A-300-B42C	AIRBUS
<input type="button" value="Select"/>	A-300-B4600	AIRBUS

1 2 3 4 5 ...

Record Count Selected Item

Once all required information has been completed on the Final Stage Check page, the CO may click “OK” to return to the CO Checklist. The Final Stage Check will then show the appropriate green checkmark to indicate the step has been completed.

11.1.7 Practical Test

This section enables the certifying officer to enter the results of the practical test and mark the application as either approved, disapproved, or discontinued. This link will remain disabled until the applicant has signed the application.

Practical Test requirements for Oral, Flight and/or Simulator are required if the applicant has not previously failed a rating. For the 121 Advanced Qualification Program (AQP) the Simulator and Flight Test portions of the practical tests will be available.

11.1.7.1 Oral Test

The screenshot shows a web-based form for entering test information. The form is titled "Oral Test - Date & Location" and is part of a larger system with tabs for "Oral Test", "Simulator / Flight Training Device", and "Flight Test". The "Oral Test" tab is selected. The form includes a "Test Date" field with a calendar icon, a "Search By" section with radio buttons for "Airport Code" (selected) and "Airport Name", an "Airport IATA Code" field with a note "(Type at least 2 letters)", an "Airport" dropdown menu, a "Test Duration" field, and a "Status" field showing "Not Started". At the bottom, there are four buttons: "Disapprove", "Discontinue", "Delete", and "Approve".

→ Enter Test date or select the calendar and then select date from the calendar

Search By defaults to Airport Code

- Enter at least two (2) letters of the Airport IATA code and a list appears
- Select the appropriate Airport code
- The application completes the Airport Information section
- Enter the number of hours for the Test Duration

Oral Test Simulator / Flight Training Device Flight Test

Oral Test - Date & Location

Test Date: 12/01/2010

Search By: Airport Code Airport Name

Airport IATA Code: AA4 (Type at least 2 letters)

Airport: AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Test Duration: 12

Status: Not Started

Disapprove Discontinue Delete Approve

→ Select Disapprove, Discontinue, Delete or Approve

11.1.7.1.1 Disapprove

When Disapprove is selected:

- Select the applicable failed tasks
- Enter comments in the Insert or Edit Comment box
- Select Disapprove

Application appears in a separate window for CO signature

Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				
	Inspector	Examiner	Signature and Certificate Number	Date
Oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [REDACTED]	
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>		
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
Aviation Safety Inspector or Technician Report				
<small>I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies.</small>				

→ Select Click to Sign

Application returns to the Certifying Officer's Checklist – Oral Test

11.1.7.1.2 Discontinue

When Discontinue is selected:

- Select a reason from the drop down list:
 - Medical

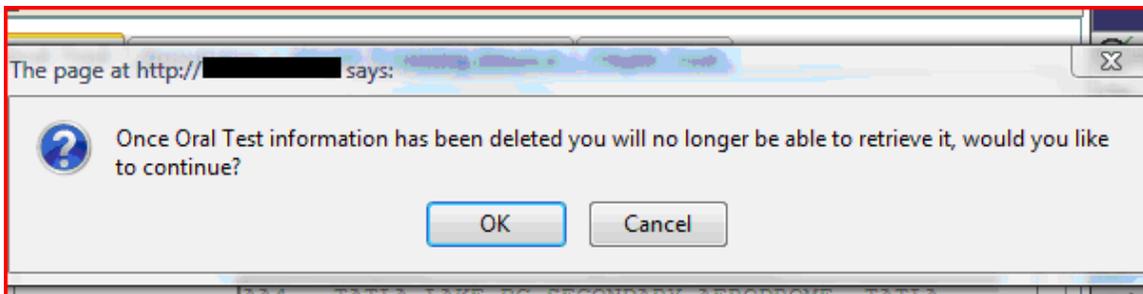
- Weather
- Mechanical
- Other

- Enter an Explanation in the Explanation box provided
- Select Applicable Task completed successfully
- Select Discontinue

The application returns to the Certifying Officer’s Checklist – Oral Test

11.1.7.1.3 Delete

When Delete is selected:



- Select OK

Application returns to the Certifying Officer’s Checklist – Oral Test

11.1.7.1.4 Approve

When Approve is selected:

The application opens in a separate window:

Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				
Oral	Inspector <input checked="" type="checkbox"/>	Examiner <input type="checkbox"/>	Signature and Certificate Number DAVID [REDACTED] Click to Sign/Cancel	Date
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>		
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached)		<input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)		
Location of Test (Facility, City, State)			Duration of Test	

- Select Click to Sign

Application returns to the Certifying Officer’s Checklist – Oral Test

11.1.7.2 Simulator/Flight Training Device

→ Enter Test Date or Select Calendar and select date from the calendar
Search By defaults to Airport Code

- Enter at least two (2) letters of the Airport IATA code and a list appears
- Select the appropriate Airport code

The application completes the Airport Information section

Search By defaults to Make/Model for the Simulator

- Enter a least one (1) letter of the Simulator Make/Model
- Select the appropriate simulator from the drop down list

The application completes the Simulator/FTD description box

→ Enter total hours for Test Duration

The screenshot shows a web application interface for managing Simulator / Flight Training Device (FTD) records. The interface is divided into three tabs: "Oral Test", "Simulator / Flight Training Device" (which is currently selected), and "Flight Test". The "Simulator / Flight Training Device" section contains several input fields and a dropdown menu. The "Test Date" field is set to "12/01/2010". The "Search By" field has two radio buttons: "Airport Code" (selected) and "Airport Name". The "Airport IATA Code" field contains "AA4" with a note "(Type at least 2 letters)". Below this, a dropdown menu shows "AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,". The second "Search By" section has two radio buttons: "Make/Model" (selected) and "Name". The "Simulator" field contains "0020/C/B-767-200" with a note "(Type at least 1 letter)". Below this, a dropdown menu shows "0020/C/B-767-200 - Level C Flight Simulator AMERICAN AIRLINES". The "Test Duration" field is set to "10". The "Status" field is set to "Not Started". At the bottom of the form, there are four buttons: "Disapprove", "Discontinue", "Delete", and "Approve".

→ Select Disapprove, Discontinue, Delete or Approve

11.1.7.2.1 Disapprove

When Disapprove is selected:

- Select the applicable failed tasks
- Enter comments in the Insert or Edit Comment box
- Select Disapprove

The application appears in a separate window for the CO Signature:

- Select Click to Sign

The application returns to the Certifying Officer's Checklist – Simulator/Flight Training Device.

11.1.7.2.2 Discontinue

When Discontinue is selected:

- Select a reason from the drop down list:

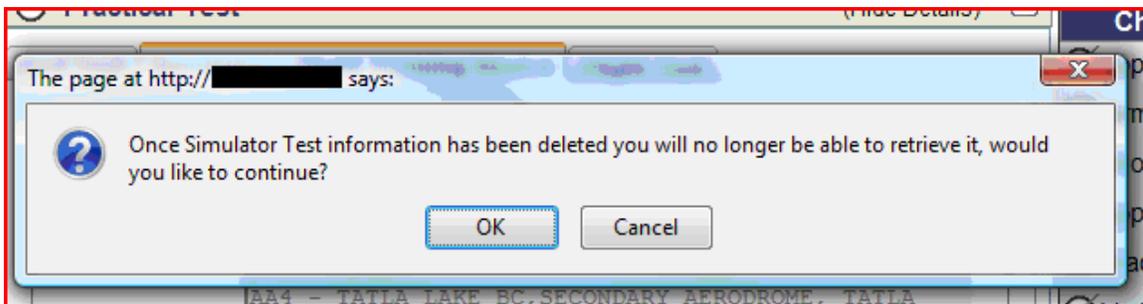
- Medical
- Weather
- Mechanical
- Other

- Enter an Explanation in the Explanation box provided
- Select Applicable Task completed successfully
- Select Discontinue

The application returns to the Certifying Officer's Checklist – Simulator/Flight Training Device

11.1.7.2.3 Delete

When Delete is selected:



→ Select OK

The application returns to the Certifying Officer's Checklist – Simulator/Flight Training Device

11.1.7.2.4 Approve

When Approved is selected:

The application displays in a separate window for the CO Signature

Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				
	Inspector	Examiner	Signature and Certificate Number	Date
Oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [REDACTED] E-SIGN	182523190 12/29/2010 02:31:54 PM
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [REDACTED] Click to Sign/Cancel	
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>		
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached)		<input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)		
Location of Test (Facility, City, State)			Duration of Test	

→ Select Click to Sign

The window closes and application returns to the Certifying Officer's Checklist – Simulator/ Flight Training Device

11.1.7.3 Flight Test

The screenshot shows the 'Flight Test' application interface. It features three tabs: 'Oral Test', 'Simulator / Flight Training Device', and 'Flight Test'. The 'Flight Test' tab is active, displaying the 'Flight Test - Date & Location' section. This section includes a 'Test Date' field with a calendar icon, a 'Search By' section with radio buttons for 'Airport Code' (selected) and 'Airport Name', an 'Airport IATA Code' field with a hint '(Type at least 2 letters)', and a list of 'Airport' options. Below this are sections for 'Aircraft 1' and 'Aircraft 2', each with 'Search By' (radio buttons for 'Make/Model' and 'Name'), a 'Model' field with a hint '(Type at least 1 letter)', a 'Make/Model' field, a 'Reg. No.' field, and a 'Test Duration' field. At the bottom, there is a 'Status' field showing 'Not Started' and buttons for 'Disapprove', 'Discontinue', 'Delete', and 'Approve'. Navigation buttons 'Previous' and 'Continue' are also present.

→ Enter Test Date or Select Calendar and select date from the calendar

Search By defaults to Airport Code

→ Enter at least two (2) letters of the Airport IATA code and a list appears

→ Select the appropriate Airport code

The application completes the Airport Information section

Aircraft 1 – The Model and the Make/Model fields are completed from the Application Process by the Applicant. If incorrect, the model can be changed by:

- Enter at least one (1) letter in the Model field
- Select the appropriate Model from the list
- Enter Registration number
- Enter total hours for Test Duration

If a second aircraft was used for the Flight Test, follow the steps above for Aircraft 2.
 → Select Disapprove, Discontinue, Delete or Approve

11.1.7.3.1 Disapprove

When Disapprove is selected

- Select the applicable failed tasks
- Enter comments in the Insert or Edit Comment box
- Select Disapprove

Application appears in a separate window for the CO Signature

The screenshot shows a form titled "Evaluator's Record (Use For ATP Certificate and/or Type Ratings)". It includes fields for Date, Examiner's Signature, Certificate No., Designation No., and Designation Expires. Below this is a table for task ratings with columns for Inspector and Examiner. The "Oral" task is checked under the Inspector column. The "Aircraft Flight Check" task is also checked under the Inspector column. A red arrow points to a blue link labeled "Click to Sign" next to the "Aircraft Flight Check" row. Below the table is a section for "Aviation Safety Inspector or Technician Report" with a statement and two radio button options: "Approved - Temporary Certificate Issued (Original Attached)" and "Disapproved -- Disapproval Notice issued (Original Attached)". At the bottom, there are fields for "Location of Test" and "Duration of Test" with sub-fields for Ground, Simulator/FTD, and Flight.

- Select Click to Sign

Application returns to Certifying Officer's Checklist – Flight Test

11.1.7.3.2 Discontinue

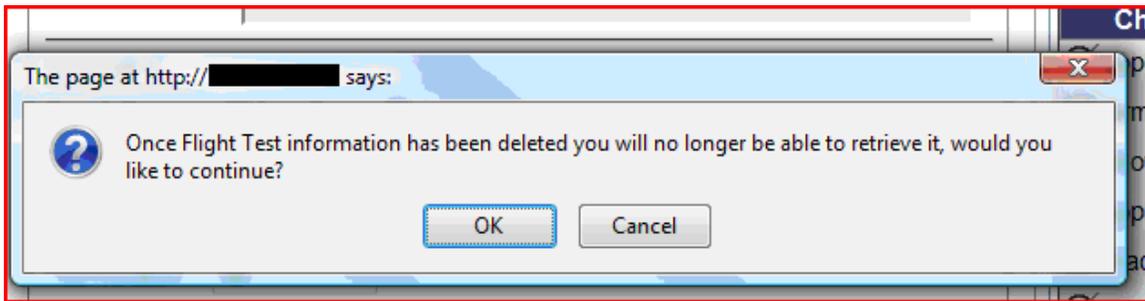
When Discontinue is selected

- Select a reason from the drop down list:
 - Medical
 - Weather
 - Mechanical
 - Other
- Enter an Explanation in the Explanation box provided
- Select Applicable Task completed successfully
- Select Discontinue

The application returns to the Certifying Officer's Checklist –Flight Test

11.1.7.3.3 Delete

When Delete is selected



→ Select OK

The application returns to the Certifying Officer's Checklist – Flight Test

11.1.7.3.4 Approved

When Approved is selected

The application opens in a separate window for the CO signature

Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				
Oral	Inspector	Examiner	Signature and Certificate Number	Date
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [redacted] E-SIGN [redacted]	12/29/2010 03:06:30 PM
Aircraft Flight Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [redacted] Click to Sign/Cancel	
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)				
Location of Test (Facility, City, State)			Duration of Test	
APPROVED SIM/TRAINING DEVICE AA4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC.			Ground	Simulator/FTD
				10.0
				FTD)
			Flight	1)
				2)
Certificate or Rating for Which Tested		Type(s) of Aircraft	Registration No.	

→ Select Click to Sign

Application returns to the Certifying Officer's Checklist – Flight Test

→ Select Oral Test Tab, Simulator/Flight Training Device or Continue

11.1.8 Practical Test – Aircraft Dispatcher

When doing the crewmember practical Test for aircraft dispatchers, select Satisfactory (S) or Unsatisfactory (U) for each item number, adding remarks if necessary. As soon as you click on Save, the Sign button will be available.

Crewmember Practical Test		
Item No.	C. Aircraft Dispatcher	Grade
		Satisfactory Unsatisfactory
1	Flight Planning/Dispatch Release	<input type="radio"/> S <input type="radio"/> U
2	Preflight, Takeoff, Departure	<input type="radio"/> S <input type="radio"/> U
3	In-flight Procedures	<input type="radio"/> S <input type="radio"/> U
4	Arrival, Approach, Landing Procedures	<input type="radio"/> S <input type="radio"/> U
5	Post Flight Procedures	<input type="radio"/> S <input type="radio"/> U
6	Abnormal/Emergency Procedures	<input type="radio"/> S <input type="radio"/> U
7	English Language Proficiency	<input type="radio"/> S <input type="radio"/> U

Remarks

Figure 11-4: Crewmember Practical Test (Dispatcher)

Once you sign the application, you will receive an acknowledgement, and the opportunity to sign another.

Thank you for submitting your application, it has been sent to Airman Registry. Your Application ID is 198811. Please print this page for your records. If you have any questions or concerns please contact the IACRA Help Desk and refer to your Application ID.

Signature Successful. Click the link below to print the appropriate document. Click the 'Review 8400-3' button to display and/or print an unofficial copy of the application. Click the 'Return To Login' button to return to the log-in page. Click 'Sign Another' to process another application.

[Review/Print Temporary Certificate](#) [Review/Print Compact Temporary Certificate](#)
[Review/Print Pilot Bill of Rights Acknowledgment](#)

11.1.9 Graduation Date

This screen allows the Certifying Officer to enter the graduation date for 121 and 135 certification curriculums. This date will be displayed in Section IIE on the 8710-1. The graduation date must be within 12 calendar months from the date the application was submitted.

 **Graduation Date** (Hide Details) 

Air Operator	MISSION AIR
Designation Code	ZM8A
Curriculum	Initial
Graduation Date	<input type="text" value="10/30/2011"/> 

NOTE: According to FAA guidance, the graduation date cannot be dated after the Practical test date.

11.1.10 Limitations

This screen allows you to select limitations for the temporary certificate.

Limitations
(Hide Details)

Please enter any previous limitations if appropriate (Type at least 1 character to search)

Available Limitations

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

	ID	Limitation Text
<input type="button" value="Add"/>	45	CV-PBY5 - LIMITED TO LAND
<input type="button" value="Add"/>	50	CV-PBY5 - LIMITED TO SEA
<input type="button" value="Add"/>	100	G-73 - LIMITED TO LAND
<input type="button" value="Add"/>	105	G-73 - LIMITED TO SEA
<input type="button" value="Add"/>	110	G-SA16 - LIMITED TO LAND

Selected Limitations

	ID	Limitation Text
	1	ENGLISH PROFICIENT

All of the applicant’s previous limitations will be loaded here. The certifying officer may remove these or add limitations if necessary. The certifying officer is required to select the Limitations link from the checklist and review previous limitations to complete this section.

To add a limitation

- Enter one (1) character of the limitation
- Select search
- Select ADD to the left of the appropriate limitation

Or

- Select Show All
- Select ADD to the left of the appropriate limitation

Or

- Scroll through Page numbers to the entire list of Available Limitations
- Select ADD to the left of the appropriate limitation

Some limitations require the Examiner/Evaluator to fill in information. When you select one of these limitations a text box will appear where you can enter limitation text.

Enter limitation text and click on Save

Number

Current limitation text:

Enter limitation text

- Enter the limitation text
- Select Save

Selected Limitations

	ID	Limitation Text
	1	ENGLISH PROFICIENT
Remove	45	CV-PBY5 - LIMITED TO LAND

Mandatory limitations are displayed with a 'lock' to the left of the ID and text fields. These limitations are system generated based on certain criteria for the Certificate and cannot be changed.

To remove limitations:
 Select Remove (trash can) left of ID and Limitation Text

- Select Save and Continue

11.1.11 Summary Information

The Certificate Summary and Application Status displays:

Certificate Summary

Certificate Type: AIRLINE TRANSPORT PILOT
 Certificate #: 555555
 Ratings:
 AIRPLANE SINGLE ENGINE LAND
 COMMERCIAL PILOT PRIVILEGES
 AIRPLANE MULTIENGINE LAND
 Limitations:
 1. ENGLISH PROFICIENT

Application Status

Practical Test Signoff - Signed Flight Check	12/29/2010 3:32:30 PM
Practical Test Signoff - Signed Sim/Training	12/29/2010 3:16:54 PM
Practical Test Signoff - Signed Oral	12/29/2010 2:31:54 PM
Signed by Applicant	12/29/2010 1:54:20 PM
Ready for Applicant Signature	12/29/2010 1:54:20 PM
Signed by RI	12/29/2010 10:16:24 AM
Submitted by Applicant	12/28/2010 4:17:19 PM
Started	12/28/2010 4:15:09 PM

Previous Continue

- Review the information presented
- Select Continue

11.1.12 Sign Application

The Certifying Officer’s Certification Statement displays if the applicant has signed the Pilot’s Bill of Rights Acknowledgment:

By electronically signing this document I certify that:

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

Previous Sign Application

- Review the statement

If the applicant did not sign the Pilot’s Bill of Rights Acknowledgment, the Certifying Officer must sign the lower portion of it, indicating they have provided the applicant with a copy of the Pilot’s Bill of Rights.

Sign Application (Hide Details) 

The applicant has chosen not to sign the Pilot's Bill of Rights Acknowledgment. Please sign the Designee or Inspector section of the acknowledgment which will attest to the following:

I have provided a written copy of Pilot's Bill of Rights Notification to this applicant.

[Sign PBR Acknowledgement](#)

By electronically signing this document I certify that:

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

[Previous](#) [Sign Application](#)

 Print Name of Inspector

 Inspector's Airman
 Certificate Number

 Signature of Inspector [Click to Sign](#) [Cancel](#)

DATE _____
 MM/DD/YYYY

(Inspector's signature signifies the applicant received a written copy of the Pilot's Bill of Rights Notification)

→ Select Click to Sign

The Certifying Officer will now be able to select Sign Application.

→ Select Sign Application

The application opens in a separate window for the Certifying Officer's signature

<input type="checkbox"/> Special Medical test conducted - report forwarded to Aeromedical Certification Branch, AAM-330	<input checked="" type="checkbox"/> Other Approved FAA Qualification Criteria	<input type="checkbox"/> Activity Test	<input type="checkbox"/> Training Course Duties and Responsibilities
Training Course (FIRC) Name		Graduation Certificate No.	Date
Date	Inspector's Signature (Print Name & Sign) DAVID [REDACTED]	Certificate No.	FAA District Office WP29
Attachments: <input type="checkbox"/> Student Pilot Certificate (copy) <input checked="" type="checkbox"/> Knowledge Test Report <input type="checkbox"/> Temporary Airman Certificate <input checked="" type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Airman Certificate		<input checked="" type="checkbox"/> Airman's Identification (ID) ID: _____ Name: TEST, TEST ASDF Form of ID: MISCELLANEOUS Number: 999999 Date of Birth: 2/2/1920 Expiration Date: 10/10/2020 Telephone Number: 111-11-1111 Certificate Number: 555555 Email Address: TEST@TEST.COM	

FAA Form 8710-1 (4-00) Supersedes Previous Edition IACRA Equivalent Application ID: 29637 NSN: 0052-00-682-6007

→ Select Click to Sign

The window closes and returns to the Certifying Officer's Checklist – Sign Application

Thank you. Application has been successfully signed and will be sent to the Airmen Registry. If you have any questions or concerns please contact the National AVS IT Service Desk and refer to the application ID.

National AVS IT Service Desk
1-877-287-6731
9-NATL-AVS-IT-ServiceDesk@faa.gov

Choose a Form to Review/Print --Select Form--

The Certifying Officer can View/Print forms from this screen:

- Select a form from the drop down list
- Select View Print

When done with reviewing or printing forms:

- Select Sign Another

Or

- Select Logoff

11.2 DESIGNEE OVERSIGHT

ASI's and AST's can review completed applications processed through their FSDO. These applications can be searched by examiner name, date range or certificate type.

IACRA Home » Console

IACRA - Certifying Officer Console

User Information
 FTN: A9125864 [Logout](#)
 User: jsimon016
 Role: Aviation Safety Inspector

ASI/AST Options

- Console
- Designee Oversight
- PTRS Viewer
- User Profile
- Authorize School Admin / ACFI
- Add Role
- Edit Preferences
- Change Password

Information & Help

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation

Retrieve & Process Applications

FTN:

(Enter the Applicant's FTN to work, view, or print the related documents such as; application form, temporary certificate or knowledge tests.)

Your IACRA Statistics

Applications Processed

- ~ last 90 Days: 0
- ~ last 30 Days: 0
- ~ last 7 Days: 0

Designee Oversight - Completed IACRA Applications by FSDO

Enter Your Search Criteria

Your FSDO is: FS00, WASHINGTON NAT. HQ.

Reporting FSDO:

Date Range: From (MM/DD/YYYY) To (MM/DD/YYYY)

Certifying Officer Type:

Certifying Officer: At FS00; 10/26/2017 to 10/26/2018

Application ID:

Applicant Name:

Certificate Type:

(Adjust search criteria then click.)

Your Activity History

Date Range -

Airman Information

[Airman Certificate](#)

Certificate Number	Certificate Type	Issued	Expires
801165229		06/02/2018	12/30/2079

To access the Oversight functionality:

→ Select Designee Oversight under ASI/AST Options (left navigation Column)

→ The following Search screen displays:

- Designated Examiner
- Aviation Safety Inspector
- Aviation Safety Technician
- Airman Certification Representative
- Training Center Evaluator
- Aircrew Program Designee
- All Types

Enter additional criteria

OR

→ Select Search

→ Results are displayed

<p>To search by Certifying Officer</p>	<p>→ Enter the CO's full or Partial Name in the blank field</p> <p>Enter additional criteria</p> <p>OR</p> <p>→ Select Search</p> <p>→ Results are displayed</p>
<p>To search by Application ID</p>	<p>→ Enter the Application ID</p> <p>The field allows for the exact Application ID to retrieve a specific application or allows for Starts With: which retrieves all applications that start with the criteria. Enter additional criteria</p> <p>OR</p> <p>→ Select Search</p> <p>→ Results are displayed</p>
<p>To search by applicant</p>	<p>→ Enter Applicant full or Partial Name in the field</p> <p>Enter additional criteria</p> <p>OR</p> <p>→ Select Search</p> <p>→ Results are displayed</p>

Certificate Type defaults to All Types, to change the type:

→ From the drop down select one of the following:

- Airline Transport Pilot
- Commercial Pilot
- Flight Instructor
- Flight Instructor Sport Pilot
- Ground Instructor
- Private Pilot
- Recreational Pilot
- Repairman Light Sport Aircraft
- Sport Pilot
- Student Pilot

Enter additional criteria

OR

→ Select Search

→ Results are displayed

The number of records found is displayed with the oldest application appearing first on the list. To change pages, select the appropriate page number. To view the forms:

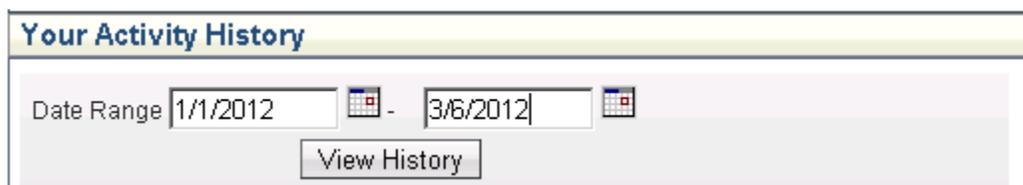
→ Select review (Review Column)

→ From the drop down select the form to review (Select document Type column)

→ The forms available vary depending on the Certificate Type

11.3 YOUR ACTIVITY HISTORY

Allows the CO to review applications he or she has completed. To access the Activity History, enter a start date and an end date in the date range boxes:



Your Activity History

Date Range -

The following results grid will be displayed if the CO has activity for the entered date range.

Search Criteria

Date Range -

Activity History

Application	Applicant	FTN	Start Date	Certificate Type	Status	Status Date
29512	TEST, TEST	C [REDACTED]	01/26/2012	ATP > Standard > CFR 61 > Original	Completed	01/26/2012
29500	TEST, TEST	C [REDACTED]	01/18/2012	AIRLINE TRANSPORT PILOT	Completed	01/18/2012
29499	TEST, TEST	C [REDACTED]	01/18/2012	FLIGHT INSTRUCTOR	Completed	01/18/2012
29497	TEST, TEST	C [REDACTED]	01/18/2012	AIRLINE TRANSPORT PILOT	Completed	01/18/2012
29496	TEST, TEST	C [REDACTED]	01/18/2012	COMMERCIAL PILOT	Completed	01/18/2012
29495	TEST, TEST	C [REDACTED]	01/18/2012	ATP > Standard > CFR 61 > Added Category Class	Completed	01/18/2012
29492	TEST, TEST	C [REDACTED]	01/18/2012	FLIGHT INSTRUCTOR	Completed	01/18/2012
29480	TEST, TEST	C [REDACTED]	01/17/2012	Airline Transport > CFR 121 AQP > Initial	Completed	01/17/2012
29476	TEST, TEST	C [REDACTED]	01/12/2012	SPORT PILOT	Completed	01/12/2012
29474	TEST, TEST	C [REDACTED]	01/06/2012	AIRLINE TRANSPORT PILOT	Completed	01/06/2012

[1](#) [2](#) [3](#)

The CO may refine the range, click an application ID to review the application, or click the FTN to view all applications (optionally completed or incomplete) for the selected applicant.

11.4 MANAGE SCHOOL ADMINS/AIR CARRIER FLIGHT INSTRUCTORS

Provides authorized roles the ability to authorize/un-authorize School Administrators and Air Carrier Flight Instructors.

Retrieve & Process Applications

FTN:

(Enter the Applicant's FTN to work, view, or print the related documents such as; application form, temporary certificate or knowledge tests.)

Your IACRA Statistics

Applications Processed

- ~ last 90 Days: 50
- ~ last 30 Days: 13
- ~ last 7 Days: 0

View Processed Applications by FSDO

Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO

Enter Your Search Criteria

From Date (MM/DD/YYYY) To Date (MM/DD/YYYY)

Certifying Officer Type:

Certifying Officer or Partial Name:

Application ID is OR starts with:

Applicant Name or Partial Name:

Certificate Type:

(Tip: Input search criteria above then press Enter or click Search.)

Your Activity History

Date Range -

Airman Information

Airman Certificate | Airman Certificate Rating

Certificate Number	Certificate Type	Issued	Expires
<input type="text"/>	MECHANIC	01/10/1994	

From the Certifying Officer’s Console select Manage School Administrators/Air Carrier Flight Instructors

→ Select Manage School Admins/Air Carrier Flight Instructors under the ASI/AST Options (left navigation column)

The following screen displays:

Manage School Administrators / Air Carrier Flight Instructors

School/Air Operator(s) Search Criteria

List of 194 School/Air Operator(s)

School/Air Operator: (Type at least 1 character)

1 2 3 4 5 6 7 8 9 10 ... >>

Designation Code	Air Agency Type	Air Agency Name	Action
A1ZS	FAR 141	A1ZS - AVTEC SERVICES INC - FAR 141	Click here to select...
A2BA	FAR 135	A2BA - A B FLIGHT SERVICES INC - FAR 135	Click here to select...
A51S	FAR 141	A51S - ACADEMY COLLEGE - FAR 141	Click here to select...
A9LA	FAR 121	A9LA - ALL AMERICA AIRLINES INC - FAR 121	Click here to select...
ABXX	FAR 142	ABXX - ABX AIR INC - FAR 142	Click here to select...

Search Results

The default display contains the Air Agencies the role is authorized to manage. To select from the list, page through the screens by selecting a page number or to search for a specific Air Agency:

- Enter at least one (1) Character of the School/Air Operator in the selection box
 - The drop down selection list contains the Designation Code for all Air Agencies with the character in the Name
- Select Search
- Select the Air Agency by selecting Select (Action column)

The following screen displays:

Manage School Administrators / Air Carrier Flight Instructors

User Information
 TN: A [REDACTED] [Logout](#)
 User: [REDACTED]
 Role: Aviation Safety Inspector

ASI/AST Options

- Console
- Oversight (completed applications)
- User Profile
- **Manage School Admins / Air Carrier Flight Instructors**
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

School/Air Operator(s) Search Criteria

List of 194 School/Air Operator(s)

School/Air Operator: (Type at least 1 character)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... >>

Designation Code	Air Agency Type	Air Agency Name	Action
A1ZS	FAR 141	A1ZS - AVTEC SERVICES INC - FAR 141	Click here to select...
A2BA	FAR 135	A2BA - A B FLIGHT SERVICES INC - FAR 135	Click here to select...
A51S	FAR 141	A51S - ACADEMY COLLEGE - FAR 141	Click here to select...
A9LA	FAR 121	A9LA - ALL AMERICA AIRLINES INC - FAR 121	Click here to select...
ABXX	FAR 142	ABXX - ABX AIR INC - FAR 142	Click here to select...

Selected School/Air Operator: A1ZS - AVTEC SERVICES INC - FAR 141

School Administrators Air Carrier Flight Instructors

Name or Partial Name / Phone or Partial Phone (Optional):

List of 59 School Administrator(s)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... >>

Name	Phone	Email Address	Current Status	Action
JUSTIN [REDACTED]	111-11-1111	[REDACTED]@FAA.GOV	Authorized	Disable
ROBERT J [REDACTED]	111-11-1111	EMAIL@EMAIL.NET	Authorized	Disable
JOHN M [REDACTED]	111-11-1111	EMAIL@EMAIL.NET	Authorized	Disable
SUE M [REDACTED]	111-11-1111	[REDACTED]	Authorized	Disable
JOSH [REDACTED]	111-11-1111	[REDACTED]@FAA.GOV	Authorized	Disable

The Selected School/Air Operator is listed with a designation of School Administrator or Air Carrier Flight Instructors.

The list for all Admins or Flight Instructors is displayed. To find the specific person, select a page number

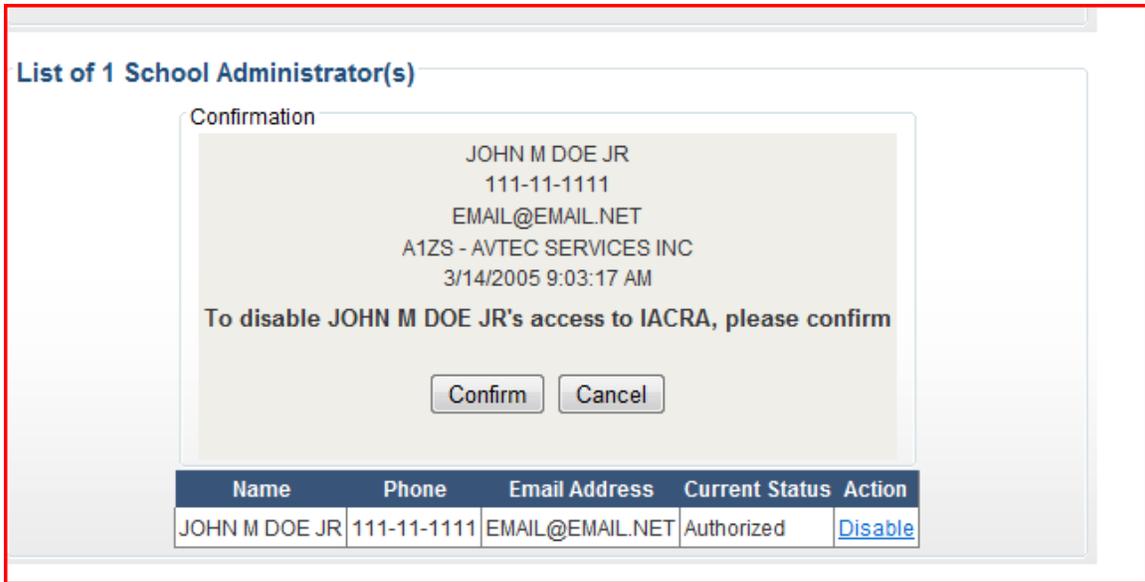
Or

- Enter full Name or Partial Name/Phone or Partial Phone (optional)
- Select Search

To disable a Admin, from the list presented:

- Select Disable (Action Column)

The following confirmation appears:



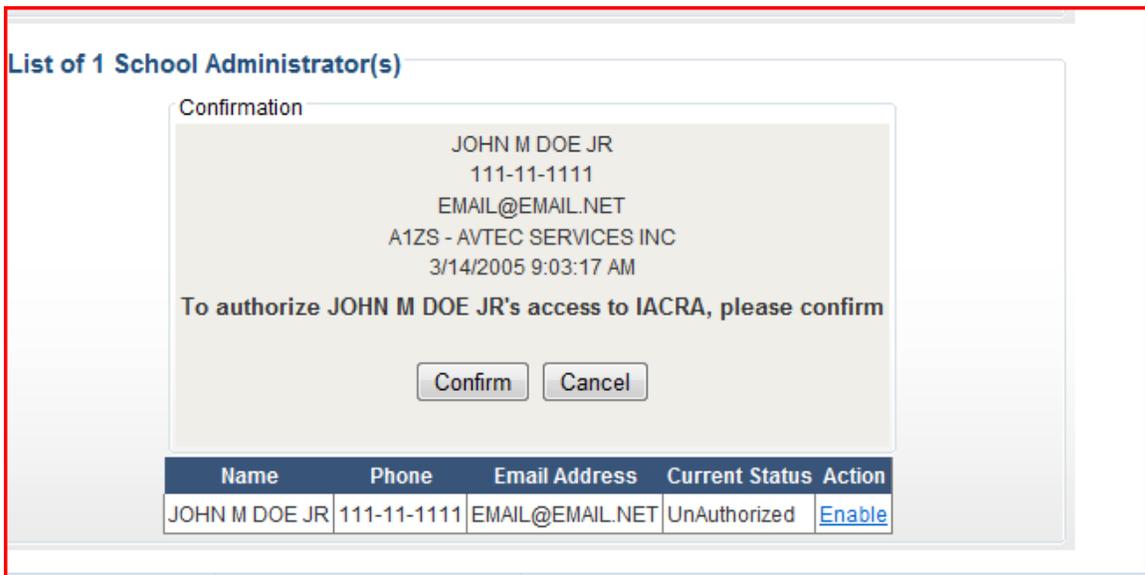
→ Select Confirm

Returns to the Manage School Admins/Air Carrier Flight Instructors

To enable an Admin, from the list presented:

→ Select Enable (Action Column)

The following confirmation appears:



→ Select confirm

Returns to the Manage School Admin/Air Carrier Flight Instructors screen.

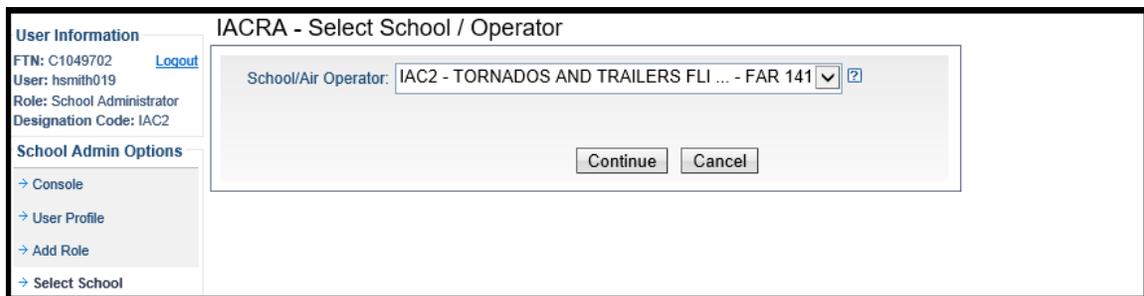
From here, navigate to the other IACRA functionality by the left navigation selections, such as Console, Logout, and Oversight.

12 SCHOOL ADMINISTRATOR PROCESS STEPS

A school administrator must associate an application with a school curriculum before it can be submitted. The student will need to give you the IACRA Application ID and the FTN number before you can proceed.

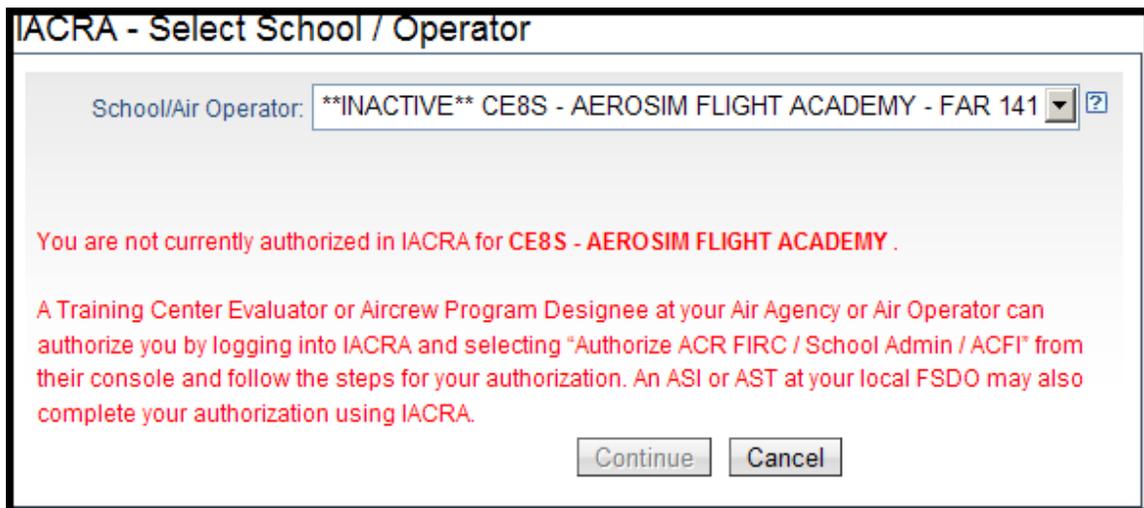
12.1 SELECT SCHOOL/OPERATOR SCREEN

After logging in as a school administrator, you will be presented with a drop-down menu to select the School or Air Operator that you need to access. Make a selection, then click **Continue** to proceed.



The screenshot shows the 'IACRA - Select School / Operator' interface. On the left, there is a sidebar with 'User Information' (FTN: C1049702, User: hsmith019, Role: School Administrator, Designation Code: IAC2) and 'School Admin Options' (Console, User Profile, Add Role, Select School). The main area has a dropdown menu for 'School/Air Operator' with the selected value 'IAC2 - TORNADOS AND TRAILERS FLI ... - FAR 141'. Below the dropdown are 'Continue' and 'Cancel' buttons.

If the school selected in the dropdown is listed as inactive, guidance is displayed on the panel:



The screenshot shows the 'IACRA - Select School / Operator' interface with an inactive selection. The dropdown menu for 'School/Air Operator' shows '**INACTIVE** CE8S - AEROSIM FLIGHT ACADEMY - FAR 141'. Below the dropdown, a red error message reads: 'You are not currently authorized in IACRA for CE8S - AEROSIM FLIGHT ACADEMY . A Training Center Evaluator or Aircrew Program Designee at your Air Agency or Air Operator can authorize you by logging into IACRA and selecting "Authorize ACR FIRC / School Admin / ACFI" from their console and follow the steps for your authorization. An ASI or AST at your local FSDO may also complete your authorization using IACRA.' Below the message are 'Continue' and 'Cancel' buttons.

12.1.1 Training Center Evaluator

If you are a training center evaluator, you can choose either to perform Recommending Instructor tasks, or Certifying Officer tasks.

School/Air Operator: IAC9 - TORNADOS AND TRAILERS FLI ... - FAR 142 ▾ ?

Choose Task: Perform Recommending Instructor-type tasks ▾
 Perform Certifying Officer tasks
 Perform Recommending Instructor-type tasks

Remote and Student pilot applications are now available for processing on the Certifying Officer consoles and can be viewed in any of the School/Air Operators selected. TCE's, performing Certifying Officer tasks should select their 142 Training Center to access these applications.

Continue Cancel

12.2 SCHOOL ADMINISTRATOR CONSOLE

Once the Air Operator is selected, the following console will be displayed:

IACRA Home » Console

IACRA - School Administrator Console

School/Air Operator: TORNADOS AND TRAILERS FLIGHT CENTER 141
 Designation Code: IAC2 CFR Type: CFR 141

Search Students

FTN:
 Last Name:

*(Enter the Applicant's FTN and last name.)
 (The Upload document option will be available once the application is either started or submitted.)*

FTN:
 Name:
 DOB:
 Address: UNITED STATES

Existing Applications - ()

Application	Certificate Type & Curriculum	Status	Status Date	Available Actions
<input type="text"/>	ATP > Standard > CFR 141 > Added Type Rating AIRLINE TRANSPORT PILOT AIRPLANE MULTIENGINE LAND	Partially Complete - Ready for Next Action	09/22/2018	<input type="button" value="Checklist"/> ▾ <input type="button" value="Go"/>

Affiliated Students (141)

Recent Students Only All Students (Affiliated Student Counts -- 28 Recent : 109 Total)

	FTN	Last Name	First Name	Affiliation Date
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10/08/2018
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/22/2018
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/19/2018

12.2.1 Affiliating Students

From here, you may either enter a last name and an FTN to search for a student, or you may select a student already affiliated with the school from the Affiliated Students section. Before the student's application can be processed, the student must be registered in IACRA and affiliated with the training school. For students not yet affiliated with the school, you may click the Affiliate Student button after searching for them. You will need to refresh the page to see the student's name appear in the Affiliated Students section.

NOTE: You will not be able to affiliate a student unless they have already registered in IACRA. You will use the student's FTN (FAA Tracking Number) to complete the affiliation process. If your student does not have an FTN, direct them to the IACRA registration page.

The screenshot shows a 'Search Students' form with the following fields and information:

- Search criteria: FTN (empty), Last Name (empty), and a 'Search' button.
- Instructions: "(Enter the Applicant's FTN and last name.)" and "(The Upload document option will be available once the application is either started or submitted.)"
- Student details: FTN: C1049818, Name: PHILIP NMN JONES, DOB: 5/15/1979, Address: 311 STRAWBERRY FLD. NORMAN, OK, 73072, UNITED STATES.
- Buttons: 'Affiliate Student' and 'Start New Application'.
- Application status: 'Existing Applications - PHILIP NMN JONES (C1049818)' with a red message: 'There are no applications available for processing.'
- Annotations: Two upward-pointing arrows are placed above the 'Affiliate Student' and 'Start New Application' buttons, with the text 'Available after affiliation is made' to the right.

12.2.2 Starting A New Application

After selecting an affiliated student, click the Start New Application button to start an application for the selected student. Once affiliated and selected, any applications started by the student will appear in a list with available actions.

For applications that require an associated curriculum, click the Click Here to Add Curriculum link to open the curriculum dialog and select a curriculum for the given application.

The screenshot shows a 'Choose Curriculum for New Application' dialog box with the following elements:

- Curriculum dropdown menu: 'PRIVATE PILOT CERT-AIRPLANE'.
- Buttons: 'Cancel' and 'Select Curriculum & Continue ->'.
- Application status: 'Existing Applications - PHILIP NMN JONES (C1049818)' with a red message: 'There are no applications available for processing.'

Click on Select Curriculum & Continue. Now the student can log in and submit their application.

12.2.3 Retrieving an Existing Application

A school administrator has several options in retrieving a student's existing application. All actions that can be taken by an administrator, regarding a specific application, can be accessed using the Available Actions drop-down menu. This may include View/Print, Edit, Continue, Delete, and Upload Docs. Select the action to be taken and click Go.

	Private Pilot > Standard > CFR 141 > Original AIRLINE TRANSPORT PILOT AIRPLANE MULTIENGINE LAND	Partially Complete - Ready for Next Action	07/18/2017	Checklist View/Print Edit Delete Upload Docs	<input type="button" value="Go"/>
---	--	---	------------	---	-----------------------------------

12.2.3.1 **View/Print**

The View/Print option launches a pop-up window that provides the option to Print, Save as Tiff, View/Print PDF, and Zoom in on the displayed application.

12.2.3.2 **Edit**

If a student has an application that can be modified by the school administrator, Edit will be an available action. A pop-up will appear noting that the application will need to be resubmitted for changes to take effect. Upon confirming the pop-up's warning, the page will be redirected to the Personal Information section of the associated application.

12.2.3.3 **Continue**

The Continue option appears if you have previously selected Edit, then left the application's page before finishing the process.

12.2.3.4 **Delete**

Delete will remove the application from the student's profile. Select the option and click Go. A pop-up will appear to confirm the deletion. Click OK to complete the deletion.

12.2.3.5 **Upload Docs**

The Upload Docs will open the Upload Documents page. From here, use the Browse button to open a file window and select the desired file. Then click Upload/Save to upload the document. Uploaded documents can be viewed or deleted in the Uploaded Documents section. Click Remove to delete the document and View to launch it.

NOTE: All documents, regardless of the number of pages, must be separated into individual pages for uploading. For example, a three page foreign verification letter will require three separate uploads, one for each page. Only image files such as .jpg, .tif, and .png will be accepted.

Click Continue to return to the School Administrator Console page.

12.3 SCHOOL ADMINISTRATOR CHECKLIST

For applications that require the School Administrator to enter knowledge test information and complete the Final Stage Check, an option for Checklist will appear in the Available Actions drop-down for the application. The School Administrator's Checklist is designed to assist the School Administrator in processing the application.

Use the drop-down menu to select an available action, then click the Go button to complete these checklist items.

30044	COMMERCIAL PILOT AIRPLANE SINGLE ENGINE LAND	Completed	08/08/2012	View/Print	Go
30052	ATP > Standard > CFR 141 > Original COMMERCIAL PILOT AIRPLANE SINGLE ENGINE LAND	Submitted by Applicant	08/07/2012	Checklist	Go
	ATP > Standard > CFR 141 > Original	Signed by			

After clicking the Go button, either the checklist section will appear on the School Administrator Console page, or you will be redirected to the Air Agency Administrator's Checklist page.

12.3.1 Checklist Section

On some applications, when clicking Go on the Checklist option, the checklist section will appear under the student's profile. In the Enter Knowledge Test Exam ID field, enter a valid knowledge test exam ID and then click the Search button.

Checklist for [REDACTED] Application # [REDACTED]

Knowledge Test

Please Note - verify that your **entire name** including any middle name, middle initials and suffixes on your knowledge test report matches the name that you registered in IACRA. Otherwise it may be returned by Airmen Certification Branch due to a name mismatch.

Enter Knowledge Test Exam ID:

Note: If multiple Knowledge Tests are required, you must search for each test separately.

Associated Knowledge Tests

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID	
[REDACTED]	UAG	9/10/2018	9/10/2023	P	90	TRAIN001	<input type="button" value="Remove"/>

NOTICE TO IACRA USERS AND AIRMEN APPLICANTS

Please allow **at least 48 hours** after a knowledge test is completed before it's available in IACRA.

If the recommended timeframe has passed and you're still unable to locate the required knowledge test, contact the [National AVS IT Help Desk](#).

If the knowledge test is found, the test details will be displayed. Click the Associate button to associate the test to the application.

Enter Knowledge Test Exam ID:

Note: If multiple Knowledge Tests are required, you must search for each test separately.

Name: TEST NMN [REDACTED]

FTN: A [REDACTED]

Exam Title: Fundamentals of Instructing

Exam ID: [REDACTED] Exam Code: FOI

Exam Date: 1/5/2011 Pass/Fail: P

Expiration Date: 12/12/2013 Take: 1

CTD Site ID: LAS63102 Score: 90

SMC: H207 H224 H227 H237

Associate Test:

Associated Knowledge Tests

Please search for Knowledge Test by Exam ID and click the "Associate" button.

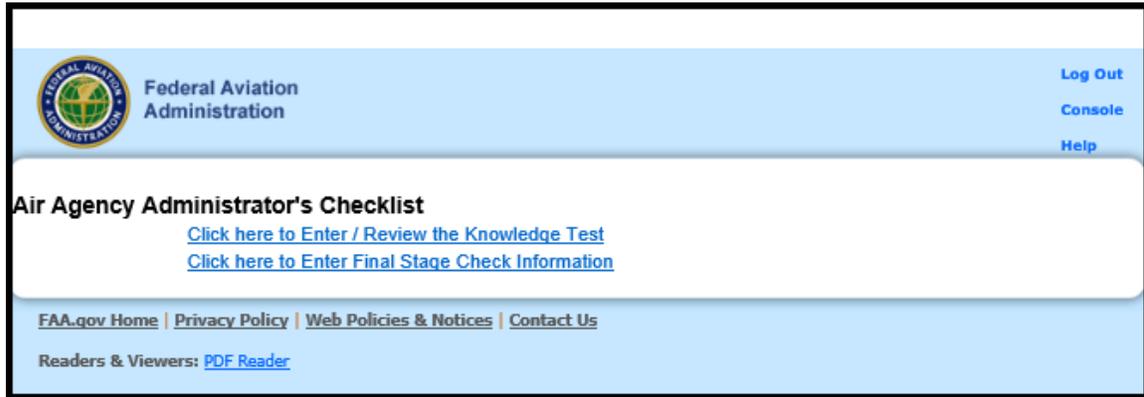
Once associated, the knowledge test may be removed from the application by clicking the Remove button.

Associated Knowledge Tests

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID	
[REDACTED]	UAG	9/10/2018	9/10/2023	P	90	TRAIN001	<input type="button" value="Remove"/>

The Final Stage Check link appears on the Final Stage Check tab. The link may be clicked by the School Administrator to enter the Final Stage Check information. More information about the Final Stage Check can be found in the section [Certifying Officer's Checklist](#) of this document.

12.3.2 Air Agency Administrator's Checklist



Federal Aviation Administration

Log Out
Console
Help

Air Agency Administrator's Checklist

[Click here to Enter / Review the Knowledge Test](#)
[Click here to Enter Final Stage Check Information](#)

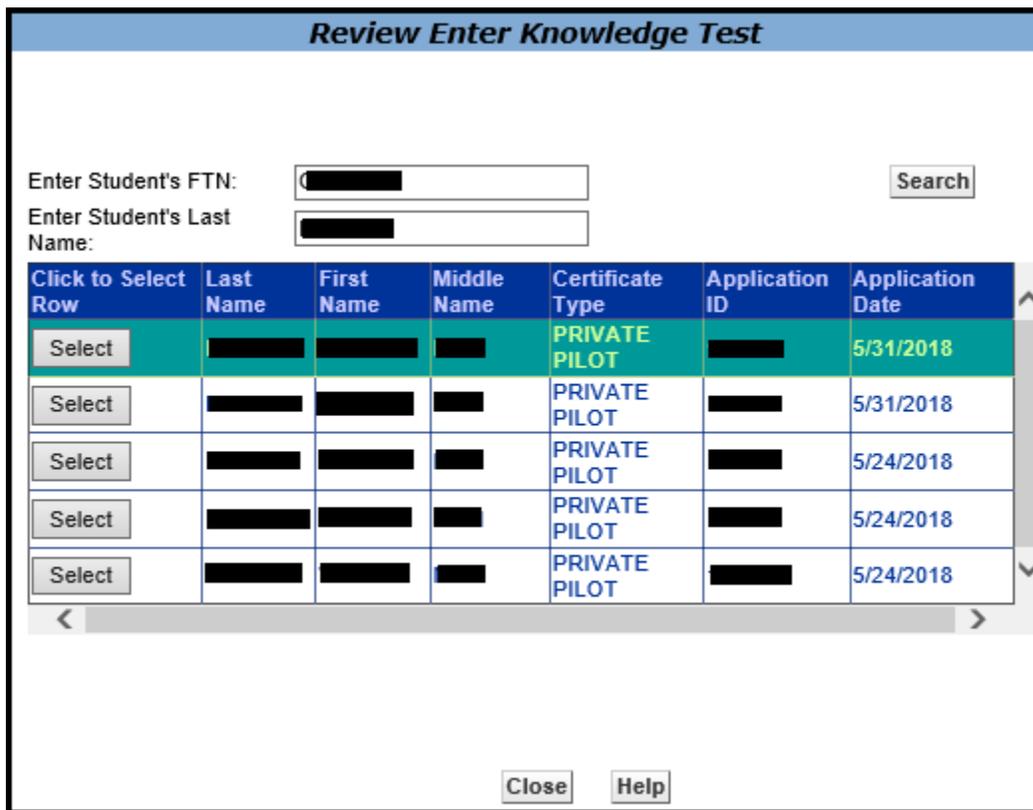
[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#)

Readers & Viewers: [PDF Reader](#)

On some applications, when clicking Go on the Checklist option, you will be redirected to the Air Agency Administrator's Checklist page. From here, you have the option to enter or review the knowledge test or enter the Final Stage Check information.

12.3.2.1 Enter/Review the Knowledge Test

Clicking the Click here to Enter/Review the Knowledge Test link launches the Review/Enter Knowledge Test pop-up window.



Review Enter Knowledge Test

Enter Student's FTN:

Enter Student's Last Name:

Click to Select Row	Last Name	First Name	Middle Name	Certificate Type	Application ID	Application Date
Select				PRIVATE PILOT		5/31/2018
Select				PRIVATE PILOT		5/31/2018
Select				PRIVATE PILOT		5/24/2018
Select				PRIVATE PILOT		5/24/2018
Select				PRIVATE PILOT		5/24/2018

From here, enter the desired student's FTN and Last name, then click Search. Find the desired Certification, and click Select. IACRA will then generate an Airman Knowledge Test Report in a pop-up screen, displaying the student's name, the Applicant's ID, the exam title, the exam's ID, the exam date, and the site the exam was taken at. The student's score, grade, and number of attempts are also shown, along with the certification's expiration date.

From this screen, the report can be printed, saved as a .tif file, or viewed and/or printed as a .pdf file.

12.3.2.2 Enter Final Stage Check Information

Clicking the Click here to Enter Final Stage Check Information link launches the Final Stage Check pop-up window. This screen allows you to enter the results of the applicant's practical tests.

1. Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
2. Enter Oral Test Duration. Enter the time in hours and tenths of hours for the Oral test.
3. Enter Practical Test Duration. Enter the time in hours and tenths of hours for the Practical test duration in the first aircraft.
4. Enter the Aircraft Registration number. Enter the registration number for the first aircraft used for the Practical test.
5. Edit Make, Model. Click the Edit Make, Model link to select the aircraft make model of the first Aircraft used for the Practical test.
6. Second Aircraft fields. Two Aircraft may be used to complete the Practical test. If a second aircraft was used, enter the information required in steps 3 through 5 above for the second aircraft.
7. Click OK, Cancel, or Delete.
 - a. Click OK to save this information.
 - b. Click Cancel to exit the Final Stage Check screen, without saving newly entered data. Choosing this option will not undo a permanent deletion of the data.
 - c. Click Delete to delete the test information. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
 - i. Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
 1. OK – Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
 2. Cancel – Choosing this option cancels the delete and closes the dialogue box.

3. Click Close to exit this screen.