IACRA User Guide

AVS Integrated Airman Certification and Rating Application

Date: December 2018
## Revision History

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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.

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

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<tr>
<td>Chief Flight Instructors/Assistant Chief Flight Instructors</td>
<td>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.</td>
</tr>
<tr>
<td>Airman Certification Representative (ACR)</td>
<td>Any person authorized by the Administrator to issue specific airman certificates.</td>
</tr>
<tr>
<td>Training Center Evaluator (TCE)</td>
<td>Part 142 training center representatives, authorized by the Administrator, to instruct applicants, perform evaluations, and issue specific airman certificates.</td>
</tr>
<tr>
<td>Flight Instructor Renewal Examiner (FIRE)</td>
<td>A Designated Examiner who can renew a flight Instructor’s Certificate through Renewal by Activities and Renewal by FIRC.</td>
</tr>
<tr>
<td>Aircrew Program Designee (APD)</td>
<td>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.</td>
</tr>
<tr>
<td>142 Recommending Instructor</td>
<td>The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.</td>
</tr>
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<td>Air Carrier Flight Instructors</td>
<td>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.</td>
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### 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.

<table>
<thead>
<tr>
<th>If you are not a Registered IACRA user</th>
<th>➔ Select Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are a Registered IACRA user</td>
<td>➔ Enter Username</td>
</tr>
<tr>
<td></td>
<td>➔ Enter Password</td>
</tr>
<tr>
<td></td>
<td>➔ Click on Login</td>
</tr>
<tr>
<td>If you have a valid FAA PIV card</td>
<td>➔ Click on FAA Employee Login</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR</td>
<td>Airman Certification Representative</td>
</tr>
<tr>
<td>APD</td>
<td>Aircrew Program Designee</td>
</tr>
<tr>
<td>AQP</td>
<td>Advanced Qualification Program</td>
</tr>
<tr>
<td>ASI/AST</td>
<td>Aviation Safety Inspector</td>
</tr>
<tr>
<td>ATP</td>
<td>Airline Transport Pilot</td>
</tr>
<tr>
<td>CFR/FAR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CO</td>
<td>Certifying Officer</td>
</tr>
<tr>
<td>FAA</td>
<td>Federal Aviation Administration</td>
</tr>
<tr>
<td>FAQ</td>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>FIRC</td>
<td>Flight Instructor Refresher Course</td>
</tr>
<tr>
<td>FIRE</td>
<td>Flight Instructor Renewal Examiner</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>FSDO</td>
<td>Flight Standards District Offices</td>
</tr>
<tr>
<td>FTD</td>
<td>Flight Training Device</td>
</tr>
<tr>
<td>FTN</td>
<td>FAA Tracking Number</td>
</tr>
<tr>
<td>IACRA</td>
<td>Integrated Airman Certification and Rating Application</td>
</tr>
<tr>
<td>IATA</td>
<td>International Air Transport Association</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
</tr>
<tr>
<td>LTA</td>
<td>Lighter than Air</td>
</tr>
<tr>
<td>NFN</td>
<td>No First name</td>
</tr>
<tr>
<td>NMI</td>
<td>No middle initial</td>
</tr>
<tr>
<td>NSD</td>
<td>National Service Desk</td>
</tr>
<tr>
<td>NVIS</td>
<td>National Vitals Information System</td>
</tr>
<tr>
<td>PCATD</td>
<td>Personal computer aviation training device</td>
</tr>
<tr>
<td>PDF</td>
<td>Portable Document Format</td>
</tr>
<tr>
<td>PIC</td>
<td>Pilot in Command</td>
</tr>
<tr>
<td>PTRS</td>
<td>Program Tracking and Reporting Subsystem</td>
</tr>
<tr>
<td>SIC</td>
<td>Second in Command</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>TCE</td>
<td>Training Center Evaluator</td>
</tr>
<tr>
<td>TIFF</td>
<td>Tagged Image File Format</td>
</tr>
<tr>
<td>TOS</td>
<td>Terms of Service</td>
</tr>
</tbody>
</table>
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 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

First time users will usually choose applicant.

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

<table>
<thead>
<tr>
<th>Your Current Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>I possess an Airman Certificate</td>
<td>→ Enter your Airman Certificate number as shown on your certificate</td>
</tr>
<tr>
<td></td>
<td>→ Enter the Date of Issuance as shown on your certificate</td>
</tr>
<tr>
<td>I do not have an Airman Certificate</td>
<td>Leave this section blank</td>
</tr>
</tbody>
</table>

![IACRA - User Profile Information](image)

2.4.3 Personal Information

![Personal Information Screen](image)

**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.

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

2.4.7 Security Questions

- 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

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.

![Registration Confirmation]

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:
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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Application</td>
<td>Allows the user to start the application process</td>
</tr>
<tr>
<td>User Profile</td>
<td>Allows the user to update personal information separately from the application process</td>
</tr>
<tr>
<td>Add Role</td>
<td>This option allows a user to add roles for additional authorizations/functionality within IACRA</td>
</tr>
<tr>
<td>Change Role</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Remove Role</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Preferences</td>
<td>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.</td>
</tr>
<tr>
<td>Change Password</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start New Application</td>
<td>User select Start New application – the application process begins</td>
</tr>
<tr>
<td>Your Existing Applications</td>
<td>All applications associated with the user will display beginning with the most recent.</td>
</tr>
<tr>
<td>Continue an Application</td>
<td>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.</td>
</tr>
<tr>
<td>Delete an Application</td>
<td>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 –</td>
</tr>
</tbody>
</table>
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 form 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.

![Username and Password Recovery Screen](image)

**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.
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.

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**

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Sub-Type</th>
<th>Link to Path Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Transport Pilot</td>
<td>Standard</td>
<td>CFR 61 (Completion of Required Test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 141 (Graduate of Approved Course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 142 (Graduate of Approved Course)</td>
</tr>
<tr>
<td></td>
<td>Military Competency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFR 121 (Advanced Qualification Program)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFR 121 (Training Program)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFR 135 (Training Program)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>With Restricted Privileges (61.160)</td>
<td>CFR 61 (Completion of Required Test) - Original</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 142 (Graduate of Approved Course) - Original</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 121 (Advanced Qualification Program) - Initial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 121 (Training Program) - Initial</td>
</tr>
<tr>
<td>Commercial Pilot</td>
<td>Standard</td>
<td>CFR 61 (Completion of Required Test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 141 (Graduate of Approved Course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 142 (Graduate of Approved Course)</td>
</tr>
<tr>
<td></td>
<td>Military Competency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFR 121 (Graduate of Approved Course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFR 121 (Training Program)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFR 135 (Training Program)</td>
<td></td>
</tr>
<tr>
<td>Private Pilot</td>
<td>Standard</td>
<td>CFR 61 (Completion of Required Test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 141 (Graduate of Approved Course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 142 (Graduate of Approved Course)</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>CFR Requirements</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Foreign-Based</td>
<td></td>
<td>CFR 61</td>
</tr>
<tr>
<td></td>
<td>Foreign Based (Add U.S. Test Passed)</td>
<td>CFR 61 (Completion of Required Test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 141 (Graduate of Approved Course)</td>
</tr>
<tr>
<td>Recreational Pilot</td>
<td>Standard</td>
<td>CFR 61 (Completion of Required Test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 141 (Graduate of Approved Course)</td>
</tr>
<tr>
<td>Sport Pilot</td>
<td>Standard</td>
<td>CFR 61 (Completion of Required Test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Using Ultralight Hours</td>
</tr>
<tr>
<td>Student Pilot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Pilot - Initial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight Review/Instrument Proficiency Check</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3.1.1 Airline Transport Pilot (ATP)

#### 3.1.1.1 CFR 61 (Completion of Required Test)

*ATF Standard CFR 61 Completion of Required Test*

- **Step 2**
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings
  - Select Type Ratings

- **Step 2**
  - Select Category/Class Ratings
  - Select Type ratings

- **Step 2**
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings

- **Step 2**
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings
  - Select Type Ratings
  - Select Vintage Aircraft Authorizations
  - PIC hours military experience
  - PIC qualification/AGL-230 training program

- **Step 3**
  - Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

- **Step 4**
  - Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

- **Step 5**
  - Aeronautical Experience Grid

- **Step 6**
  - Review and Submit
3.1.1.2 CFR 141 (Graduate of Approved Course)

ATP Standard CFR 141 Graduate of Approved Course

- Original Issuance
- Added Type Rating
- Added Category/Class
- Added Instrument Rating
- Second in Command

Step 2
- Enter Completion of Required Test Information
- Select Category/Class Ratings
- Select Type Ratings

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 5
- Aeronautical Experience Grid

Step 6
- Review and Submit

3.1.1.3 CFR 142 (Graduate of Approved Course)

ATP Standard CFR 142 Graduate of Approved Course

- Original Issuance
- Added Type Rating
- Second in Command

Step 2
- Enter Training Center
- Select Category/Class Ratings

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 5
- Aeronautical Experience Grid

Step 6
- Review and Submit
3.1.1.4 Military Competency

ATF Standard Military Competency

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

Step 2
- Military Service Information
- Select Category/Class Ratings
- Select Type Ratings

Step 3
- Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 5
- Aeronautical Experience Grid

Step 6
- Review and Submit

3.1.1.5 CFR 121 (Advanced Qualification Program)

ATP Standard FAR 121 Advanced Qualification Program

- Second in Command
- Initial
- Upgrade
- Transition

Step 2
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 5
- Aeronautical Experience Grid

Step 6
- Review and Submit
### 3.1.1.6 CFR 121 (Training Program)

**ATP Standard FAR 121 Training Program**

- **Second in Command**
- **Initial**
- **Upgrade**
- **Transition**

**Steps**

**Step 2**
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

**Step 5**
Aeronautical Experience Grid

**Step 6**
Review and Submit

**Step 3**
- Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

**Step 4**
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures

### 3.1.1.7 CFR 135 (Training Program)

**ATP Standard FAR 135 Training Program**

- **Initial**

**Steps**

**Step 2**
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

**Step 5**
Aeronautical Experience Grid

**Step 6**
Review and Submit

**Step 3**
- Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

**Step 4**
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures
3.1.2 ATP with Restricted Privileges

3.1.2.1 CFR 61 (Completion of Required Test) - Original

ATP Restricted FAR 61 Completion of Required Test - Original

Original Issuance

Step 2
- Enter completion of required test information
- Select Category/Class Ratings
- Select Type Ratings

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures

3.1.2.2 CFR 142 (Graduate of Approved Course) - Original

ATP Restricted FAR 142 Graduate of Approved Course - Initial

Initial

Step 2
- ATP Restricted Privileges Question
- Select Category/Class Ratings
- Select Training Center

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures
3.1.2.3 CFR 121 (Advanced Qualification Program) - Initial

ATP Restricted FAR 121 Advanced Qualification Program - Initial

Second in Command

Initial

Upgrade

Transition

Step 2
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures

3.1.2.4 CFR 121 (Training Program) - Initial

ATP Restricted FAR 121 Training Program - Initial

Second in Command

Initial

Upgrade

Transition

Step 2
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures
3.1.2.5 CFR 135 (Training Program) – Initial

ATP Restricted FAR 135 Training Program - Initial

- Second in Command
- Initial
- Upgrade
- Transition

Step 2
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

Step 3
- Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit
3.1.3 Commercial Pilot

3.1.3.1 CFR 61 (Completion of Required Test)

**Original Issuance**
- Step 2
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings
  - Select Type Ratings

**Added Type Rating**
- Step 2
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings

**Second in Command**
- Step 2
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings

**Added Category/Class**
- Step 2
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings

**Added Instrument Rating**
- Step 2
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings

**Vintage Aircraft Authorization**
- Step 2
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings
  - Select Vintage Aircraft Authorizations
  - PIC hours military experience
  - PIC qualification/AGL-230 training program

**Step 3**
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

**Step 4**
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

**Step 5**
- Aeronautical Experience Grid

**Step 6**
- Review and Submit
3.1.3.2 **CFR 141 (Graduate of Approved Course)**

- **Original Issuance**
- **Added Type Rating**
- **Added Category/Class**
- **Added Instrument Rating**

**Step 2**
- Enter Completion of Required Test Information
- Select Category/Class Ratings
- Select Type Ratings

**Step 3**
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

**Step 4**
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

**Step 5**
- Aeronautical Experience Grid

**Step 6**
- Review and Submit

---

3.1.3.3 **CFR 142 (Graduate of Approved Course)**

- **Original Issuance**
- **Added Type Rating**
- **Second in Command**
- **Added Instrument Rating**

**Step 2**
- Enter Training Center
- Select Category/Class Ratings

**Step 3**
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

**Step 4**
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

**Step 5**
- Aeronautical Experience Grid

**Step 6**
- Review and Submit
3.1.3.4 CFR 121 (Graduate of Approved Course)

Commercial Pilot CFR 121 Graduate of Approved Course

Step 2
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures

3.1.3.5 CFR 135 (Training Program)

CP Standard FAR 135 Training Program

Step 2
- Air Operator Name
- Select Category/Class Ratings
- Select Type Ratings

Step 6
Review and Submit

Step 5
Aeronautical Experience Grid

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions
- Medical Certificate
- Drug Convictions
- Language
- Failures
3.1.3.6 Military Competency

Commercial Pilot Military Competence

- Original Issue
- Added Type Rating
- Added Category/Class
- Added Instrument Rating

Step 2
- Military Service Information
- Select Category/Class Ratings
- Select Type Ratings

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 5
- Aeronautical Experience Grid

Step 6
- Review and Submit
3.1.4 Private Pilot

3.1.4.1 CFR 61 (Completion of Required Test)

<table>
<thead>
<tr>
<th>Original Issuance</th>
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<tbody>
<tr>
<td>Added Type Rating</td>
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<tr>
<td>Second in Command</td>
<td></td>
</tr>
<tr>
<td>Added Category/Class</td>
<td></td>
</tr>
<tr>
<td>Added Instrument Rating</td>
<td></td>
</tr>
<tr>
<td>Vintage Aircraft Authorization</td>
<td></td>
</tr>
</tbody>
</table>

**Private Pilot CFR 61 Completion of Required test**

**Step 2**
- Enter Completion of Required Test Information
- Select Category/Class Ratings
- Select Type Ratings

**Step 2**
- Enter Completion of Required Test Information
- Select Category/Class Ratings

**Step 2**
- Enter Completion of Required Test Information
- Select Category/Class Ratings

**Step 3**
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

**Step 4**
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

**Step 5**
- Aeronautical Experience Grid

**Step 6**
- Review and Submit

- PIC hours military experience
- PIC qualification/AGL-230 training program
3.1.4.2 CFR 141 (Graduate of Approved Course)

- **Original Issuance**
  - Step 2: Enter Completion of Required Test Information
  - Step 2: Select Category/Class Ratings
  - Step 2: Select Type Ratings

- **Added Type Rating**
  - Step 2: Enter Completion of Required Test Information
  - Step 2: Select Category/Class Ratings

- **Added Category/Class**
  - Step 2: Enter Completion of Required Test Information
  - Step 2: Select Category/Class Ratings

- **Added Instrument Rating**
  - Step 6: Review and Submit

- **Step 3**
  - Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

- **Step 4**
  - Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

- **Step 5**
  - Aeronautical Experience Grid

3.1.4.3 CFR 142 (Graduate of Approved Course)

- **Original Issuance**
  - Step 2: Enter Completion of required test information
  - Step 2: Select Category/Class Ratings
  - Step 2: Select Type ratings

- **Added Instrument Rating**
  - Step 2: Enter Completion of required test information
  - Step 2: Select Category/Class Ratings
  - Step 2: Select Type ratings

- **Second in Command**
  - Step 2: Enter Completion of required test information
  - Step 2: Select Category/Class Ratings

- **Step 3**
  - Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

- **Step 4**
  - Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

- **Step 5**
  - Aeronautical Experience Grid

- **Step 6**
  - Review and Submit
3.1.4.4 CFR 61 (Foreign Based)

Private Pilot Foreign CFR 61 Completion of Required test

- Original Issuance
- Added Category/Class
- Added Instrument Rating
- Added Type Rating

Step 2
- Select Category/Class Ratings

Step 5
- Aeronautical Experience Grid

Step 6
- Review and Submit

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

3.1.4.5 CFR 61 (Completion of Required Test) Foreign

Private Pilot CFR 61 Foreign/US Test Passed

- Added Type Rating
- Add Instrument Rating
- Added Category/Class

Step 2
- Enter Completion of Required Test Information
  - Select Category/Class Ratings
  - Select Type Ratings

Step 5
- Aeronautical Experience Grid

Step 6
- Review and Submit

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures
3.1.4.6 CFR 141 (Graduate of Approved Course) Foreign

Private Pilot CFR 141 Foreign-based Graduate of Approved Course

Step 2
- Enter Completion of Required Test Information
- Select Category/Class Ratings
- Select Type Ratings

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 6
- Review and Submit
- Aeronautical Experience Grid

3.1.5 Recreational Pilot

3.1.5.1 CFR 61 (Completion of Required Test)

Recreational Pilot CFR 61 Completion of Required Test

Step 2
- Enter Completion of Required Test Information
- Select Category/Class Ratings

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 6
- Review and Submit
- Aeronautical Experience Grid
3.1.5.2 **CFR 141 (Graduate of Approved Course)**

- **Original Issuance**
- **Added Category/Class**
  - **Step 6** Review and Submit

**Recreational Pilot CFR 141 Graduate of Approved Course**

**Step 2**
- Enter Completion of Required Test Information
- Select Category/Class Ratings

**Step 3**
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

**Step 4**
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

**Step 5**
- Aeronautical Experience Grid

3.1.6 **Sport Pilot**

3.1.6.1 **CFR 61 (Completion of Required Test)**

- **Original Issuance**
- **Added Category/Class**
  - **Step 6** Review and Submit

**Sport Pilot CFR 61 Completion of Required test**

**Step 2**
- Enter Sport Pilot Information
- Select Category/Class Ratings

**Step 3**
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

**Step 4**
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

**Step 5**
- Aeronautical Experience Grid
### 3.1.6.2 Using Ultralight Hours

#### Sport Pilot Using Ultralight Hours

- **Original Issuance**
- **Step 2**
  - Enter Sport Pilot Information
  - Select Category/Class Ratings
- **Step 5**
  - Aeronautical Experience Grid
- **Step 6**
  - Review and Submit

- **Step 3**
  - Certificate(s)
    - FAA pilot Certificate
    - Foreign Pilot License
- **Step 4**
  - Required Questions
    - Medical Certificate
    - Drug Convictions
    - Language
    - Failures
    - Disapprovals
    - Drivers License

### 3.1.7 Student Pilot

#### Student Pilot

- **Verify Information**
- **Step 2**
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings
  - Select Type Ratings
- **Step 5**
  - Aeronautical Experience Grid
- **Step 6**
  - Review and Submit

- **Step 3**
  - Certificate(s)
    - FAA pilot Certificate
    - Foreign Pilot License
- **Step 4**
  - Required Questions
    - Medical Certificate
    - Drug Convictions
    - Language
    - Failures
3.1.8 Remote Pilot - Initial

Remote Pilot - Initial

Step 2
- Required Questions
  - Drug Convictions
  - Language

Step 2
- Completion of Knowledge test
  - Airman Identification

Step 4
- Denied Certificate
  - Medical Condition
  - Review and Submit

- View Pilot's Bill of Rights
- View Privacy Act
- Review Application

3.1.9 Flight Review/Instrument Proficiency Check

Flight Review/Instrument Proficiency Check (8710-1 Applicants)

Flight Review ONLY

IPC ONLY

Flight Review and IPC Check

Step 3
- Certificate(s)
  - FAA pilot Certificate
  - Foreign Pilot License

Step 4
- Required Questions
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

Step 5
- Notice of Disapproval
- View Privacy Act
- Review Application & Submit

- Aeronautical Experience Grid

3.2 INSTRUCTOR CERTIFICATIONS

Table 3-2: Instructor Certification Paths

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Sub-Type</th>
<th>Link to Path Information</th>
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<tbody>
<tr>
<td>Flight Instructor</td>
<td>Standard</td>
<td>CFR 61 (Completion of Required Test)</td>
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<tr>
<td></td>
<td></td>
<td>CFR 61 Military Competency</td>
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<tr>
<td></td>
<td></td>
<td>CFR 141 (Graduate of Approved Course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duties and Responsibilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIRC – Flight Instructor Refresher Course</td>
</tr>
<tr>
<td>Ground Instructor</td>
<td>Standard</td>
<td>Ground Instructor – Approved Course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ground Instructor – Required Test</td>
</tr>
<tr>
<td>Authorized Instructor</td>
<td>Standard</td>
<td>Authorized Instructor – Required Test</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Flight Instructor Sport Pilot</td>
<td>Standard</td>
<td>Flight Instructor Sport Pilot – Required Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFR 141 (Graduate of Approved Course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duties and Responsibilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIRC – Flight Instructor Refresher Course</td>
</tr>
</tbody>
</table>

### 3.2.1 CFR 61 (Completion of Required Test)

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

#### Instructor CFR 61 Completion of Required Test

- **Step 2**
  - Enter Completion of Required Test Information
  - Select Category/Class Ratings

- **Step 3 (Certificate(s))**
  - FAA pilot Certificate
  - Foreign Pilot License

- **Step 4 (Required Questions)**
  - Medical Certificate
  - Drug Convictions
  - Language
  - Failures

- **Step 5 (Aeronautical Experience Grid)**

- **Step 6 (Review and Submit)**
3.2.2 CFR 61 Military Competency

Flight Instructor CFR 61 Military Competence

- **Original Issuance**
  - Step 2: Military Service Information
  - Select Category/Class Ratings
- **Renewal**
- **Added Category/Class**
  - Step 5: Aeronautical Experience Grid
  - Step 6: Review and Submit
- **Step 3**
  - Certificate(s)
    - FAA pilot Certificate
    - Foreign Pilot License
- **Step 4**
  - Required Questions
    - Medical Certificate
    - Drug Convictions
    - Language
    - Failures

3.2.3 CFR 141 (Graduate of Approved Course)

Instructor CFR 141 Graduate of Approved Course

- **Original Issuance**
- **Added Category/Class**
  - Step 2: Enter Completion of Required Test Information
  - Select Category/Class Ratings
- **Step 6**
  - Review and Submit
  - Step 5: Aeronautical Experience Grid
- **Step 3**
  - Certificate(s)
    - FAA pilot Certificate
    - Foreign Pilot License
- **Step 4**
  - Required Questions
3.2.4 Activities

Instructor Activities

Renewal

Step 2
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 3
Required Questions

Step 5
Review and Submit

Step 4
Aeronautical Experience Grid

3.2.5 Duties and Responsibilities

Duties & Responsibilities

Renewal

Step 2
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 3
Required Questions

Step 5
Review and Submit

Step 4
Aeronautical Experience Grid

3.2.6 FIRC – Flight Instructor Refresher Course

FIRC – Flight Instructor Refresher Course

Renewal

Step 2 – Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 3 – Required Questions

Step 5 – Review and Submit

Step 4 – Aeronautical Experience Grid
3.2.7 Ground Instructor – Required Test CFR 61

Ground Instructor CFR 61 Required Test

Original Issuance

Added Category/Class

Step 2
- Enter Completion of Required Test Information
- Select Category/Class Ratings

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit

3.2.8 Ground Instructor – Approved Course 141

Ground Instructor CFR 141 Approved Course

Original Issuance

Added Category/Class

Step 2
- Enter Completion of Required Test Information
- Select Category/Class Ratings

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit

3.2.9 Authorized Instructor – Required Test CFR 61

Authorized Instructor CFR 61 Required Test

Original Issuance

Step 2
- Enter Vintage Aircraft Authorizations

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 4
Required Questions

Step 5
Aeronautical Experience Grid

Step 6
Review and Submit
3.2.10 Flight Instructor Sport Pilot – Required Test

Flight Instructor Sport Pilot CFR 61 Completion of Required Test

Original Issuance

Step 2
- Enter Completion of Required Test Information
- Select Category/Class Ratings

Added Category/Class

Step 3
- Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Renewal

Step 5
Aeronautical Experience Grid

Renestatement

Step 6
Review and Submit

3.2.11 CFR 141 (Graduate of Approved Course)

Flight Instructor Sport Pilot CFR 141 Graduate of Approved Course

Original Issuance

Step 2
- Enter Completion of Required Test Information
- Select Category/Class Ratings

Added Category/Class

Step 3
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 5
Aeronautical Experience Grid

Step 4
Required Questions

Step 6
Review and Submit
3.2.12 Flight Instructor Sport Pilot Activities

Flight Instructor Sport Pilot Activities

Step 2
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 3
Required Questions

Step 4
Aeronautical Experience Grid

Step 5
Review and Submit

3.2.13 Flight Instructor Sport Pilot Duties and Responsibilities

Flight Instructor Sport Pilot Duties & Responsibilities

Step 2
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 3
Required Questions

Step 4
Aeronautical Experience Grid

Step 5
Review and Submit

3.2.14 FIRC – Flight Instructor Refresher Course

Flight Instructor Refresher Course

Step 2
Certificate(s)
- FAA pilot Certificate
- Foreign Pilot License

Step 3
Required Questions

Step 4
Aeronautical Experience Grid

Step 5
Review and Submit
3.3 AIRWORTHINESS CERTIFICATIONS

Table 3-3: Airworthiness Certification Paths

<table>
<thead>
<tr>
<th>Path</th>
<th>Link to Path Information</th>
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<tbody>
<tr>
<td>Repairman</td>
<td>Repairman - Experimental Aircraft Builder</td>
</tr>
<tr>
<td>Repairman Light Sport Aircraft</td>
<td>Repairman Light Sport Aircraft – Inspection</td>
</tr>
<tr>
<td></td>
<td>Repairman Light Sport Aircraft – Maintenance</td>
</tr>
</tbody>
</table>

3.3.1 Repairman - Experimental Aircraft Builder

**Experimental Aircraft Builder**

**Step 1 – (Continue)**
- Enter Experimental Builder Aircraft Information

**Step 2 – Personal Information**
- Fill in any missing or incomplete personal information
- Enter your Address Information

**Step 3 – Certificate(s)**
- FAA Airman Certificate
- Airman Certificate Suspensions
- Airman Certificate Revoked
- Drug Convictions
- Language

**Step 4**
Review and Submit
3.3.2 Repairman Light Sport Aircraft – Inspection

**Original Issuance**

**Added Class Rating**

**Step 1 – (Continue)**
- Enter Training Course Information
- Enter Aircraft Information

**Step 2 – Personal Information**
- Fill in any missing or incomplete personal information
- Enter your Address Information

**Step 3 – Certificate(s)**
- FAA Airman Certificate
- Airman Certificate Suspensions
- Airman Certificate Revoked
- Drug Convictions
- Language

**Step 4**
Review and Submit

3.3.3 Repairman Light Sport Aircraft – Maintenance

**Original Issuance**

**Added Class Rating**

**Step 1 – (Continue)**
- Enter Training Course Information
- Enter Aircraft Information

**Step 2 – Personal Information**
- Fill in any missing or incomplete personal information
- Enter your Address Information

**Step 3 – Certificate(s)**
- FAA Airman Certificate
- Airman Certificate Suspensions
- Airman Certificate Revoked
- Drug Convictions
- Language

**Step 4**
Review and Submit

3.4 CREWMEMBER CERTIFICATIONS

**Table 3-4: Crewmember Certification Paths**

<table>
<thead>
<tr>
<th>Flight Engineer</th>
<th>Standard</th>
<th>Link to Path Information</th>
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<tr>
<td></td>
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<td>Practical Experience</td>
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<td>Graduate Specialized Training</td>
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<td>Degree/Training</td>
<td>Description</td>
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<tr>
<td>University or School Degree</td>
<td>Commercial Pilot Certificate</td>
<td></td>
</tr>
<tr>
<td>Flight Time as PIC</td>
<td>Flight Time as Flight Engineer</td>
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<tr>
<td>Flight Engineer Training Course</td>
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<tr>
<td>Restricted (Foreign Based – FAR 63.42)</td>
<td>CFR 63</td>
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<tr>
<td>Restricted (Special Purpose – FAR 63.23)</td>
<td>CFR 63</td>
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<tr>
<td>Aircraft Dispatcher</td>
<td>Standard</td>
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</tr>
<tr>
<td>Aircraft Dispatcher – Experience</td>
<td>Aircraft Dispatch – Graduate Certificate</td>
<td></td>
</tr>
</tbody>
</table>

### 3.4.1 Practical Experience

**Practical Experience**

- **Original Issuance**
  - Step 2: Select Category/Class Ratings

- **Added Class Rating**
  - Step 3 – Certificate(s):
    - FAA Airman Certificate
    - Drug Convictions
    - Language
  - Step 4: Review and Submit

### 3.4.2 Graduate Specialized Training

**Graduate Specialized Training**

- **Original Issuance**
  - Step 2: Select Category/Class Ratings

- **Added Class Rating**
  - Step 3 – Certificate(s):
    - FAA Airman Certificate
    - Drug Convictions
    - Language
  - Step 4: Review and Submit
### 3.4.3 University or School Degree

**University or School Degree**

- **Original Issuance**
- **Added Class Rating**

**Step 2**
- Select Category/Class Ratings

**Step 3 – Certificate(s)**
- FAA Airman Certificate
- Drug Convictions
- Language

**Step 4**
Review and Submit

### 3.4.4 Commercial Pilot Certificate

**Commercial Pilot Certificate**

- **Original Issuance**
- **Added Class Rating**

**Step 2**
- Select Category/Class Ratings

**Step 3 – Certificate(s)**
- FAA Airman Certificate
- Drug Convictions
- Language

**Step 4**
Review and Submit
3.4.5 Flight Time as PIC

Flight Time as PIC

Original Issuance

Step 2
- Select Category/Class Ratings

Added Class Rating

Step 3 – Certificate(s)
- FAA Airman Certificate
- Drug Convictions
- Language

Step 4
Review and Submit

3.4.6 Flight Time as Flight Engineer

Flight Time as Flight Engineer

Original Issuance

Step 2
- Select Category/Class Ratings

Added Class Rating

Step 3 – Certificate(s)
- FAA Airman Certificate
- Drug Convictions
- Language

Step 4
Review and Submit
3.4.7 Flight Engineer Training Course

Original Issuance

Added Class Rating

Flight Engineer Training Course

Step 2
- Select Category/Class Ratings

Step 3 – Certificate(s)
- FAA Airman Certificate
- Drug Convictions
- Language

Step 4
Review and Submit

3.4.8 CFR 63 restricted

Original Issuance

Added Class Rating

CFR 63

Step 2
- Select Category/Class Ratings

Step 3 – Certificate(s)
- FAA Airman Certificate
- Drug Convictions
- Language

Step 4
Review and Submit
3.4.9 Aircraft Dispatcher – Experience

Experience

Original Issuance

Step 2 – Certificate(s)
- FAA Airman Certificate
- Drug Convictions
- Language

Step 3
Review and Submit

3.4.10 Aircraft Dispatch – Graduate Certificate

Graduate Certificate

Original Issuance

Step 2 – Certificate(s)
- FAA Airman Certificate
- Drug Convictions
- Language

Step 3
Review and Submit
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:

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Transport Pilot</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>With Restricted Privileges (61.160)</td>
</tr>
<tr>
<td>Commercial Pilot</td>
<td>Standard</td>
</tr>
<tr>
<td>Private Pilot</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Foreign-Based</td>
</tr>
<tr>
<td></td>
<td>Foreign-Based (US Test Passed)</td>
</tr>
<tr>
<td>Recreational Pilot</td>
<td>Standard</td>
</tr>
<tr>
<td>Sport Pilot</td>
<td>Standard</td>
</tr>
<tr>
<td>Student Pilot</td>
<td>Standard</td>
</tr>
<tr>
<td>Remote Pilot</td>
<td>Remote Pilot Certificate</td>
</tr>
<tr>
<td>Flight Review/Instrument Proficiency Check</td>
<td></td>
</tr>
</tbody>
</table>
4.3 OTHER PATH INFORMATION (IF NEEDED)

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.

![Air Operator search interface](image)

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.

![Horizontal tabs interface](image)

### 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.

4.6 CERTIFICATE SOUGHT

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

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

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

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

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:
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**
  - **Date Issued**
  - **Save Certificate**

- **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:
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:
4.7.4 Medical Certificate

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

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:

→ Check the box indicating you have a Medical Certificate

The following appears:
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

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

→ Enter the date of conviction
→ Select Save & Continue

4.8 BASIS OF ISSUANCE PART 61

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)

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 displayed from the selection
→ Enter Total Time in Aircraft
→ Enter PIC Time, if applicable
→ Enter Aircraft 2 information if a test was conducted in a second aircraft
→ 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.
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:

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.

Enter the appropriate number of hours in the applicable category

Select Save

The following Summary information displays:
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:

```
[Image of IACRA screen showing options for changing an application]
```

To start the Change process:
- Select Change (in parentheses on the Applying for line)
- Application returns you to the Update Application Screen as follows:
4.12.1 Updating Other Path Information

- 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](image)

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](image)
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

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

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

![Image of Applicant's Addresses form]

- **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

- **Add Mailing Address**

- **Remove Special Mailing Address**

**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

![Image of Special Mailing Address form]
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.

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.

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.
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)

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.
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.

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

<table>
<thead>
<tr>
<th>1) Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Application</td>
</tr>
<tr>
<td>Pilot</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2) Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Show Details...)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3) Other Path Information</th>
</tr>
</thead>
</table>

| 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.
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.
Start Application

6.2 STEP 2 –PERSONAL INFORMATION

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

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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 **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.

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.
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.

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.
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.

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.
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.

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

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**.
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)

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

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

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 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
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

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

![Completion Of Required Test](image)

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

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.

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<thead>
<tr>
<th>Click button to select row</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Boeing B-17 Flying Fortress</td>
</tr>
<tr>
<td>Select</td>
<td>B-25PEJ</td>
<td>North American B-25</td>
</tr>
<tr>
<td>Select</td>
<td>B-29</td>
<td>Boeing B-29 Superfortress</td>
</tr>
</tbody>
</table>

The Single Selection Search screen for Vintage Aircraft Authorization Types allows you to select a Vintage Aircraft Type to add to your certification data.
4. 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

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**
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

#### Aeronautical Experience Grid

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<th></th>
<th>Airplanes</th>
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#### Class Hours

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<td>FF1 HELO:</td>
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</tbody>
</table>

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.

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**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 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.

![applicant_certificate_summary.png](image)

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.
7.7.3 Submitting 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.

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.
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

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:
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

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 processed by the Recommending Instructor.

There are five sections to the Instructor Checklist:

<table>
<thead>
<tr>
<th><strong>Application Return/Edit - Comments - Upload Documents</strong></th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airman ID - Aviation English Language Standard</strong></td>
<td>This is where the instructor enters ID verification and ensures that the applicant meets the English language requirement</td>
</tr>
<tr>
<td><strong>Applicant Signature</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Summary Information</strong></td>
<td>This section displays the application status and the certificate summary.</td>
</tr>
<tr>
<td><strong>Sign Application</strong></td>
<td>This section becomes available after the applicant has signed.</td>
</tr>
</tbody>
</table>

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**

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

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.
Then, review and sign the student’s application.
This completes the applicant signing part.

8.3.4 Certifying Officer Signature

Now, the Certifying Officer must log in and sign.

→ Choose FSDO, and acknowledge that it is the correct one. Now you can sign the application.
→ Click on Sign Application

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.

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

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 kilometers 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).
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*

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.

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.

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.

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.
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.

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.

### 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.
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.

Did the revoked certificate pertain to a repairman light sport aircraft certificate?  
Enter date the certificate was revoked:  
Enter reason certificate was revoked:

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

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

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.

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.
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.

![Start Application Screen](image)

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
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 kilometers 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
![Permanent Mailing Address](image)

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

#### 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 the 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.

10.4 FLIGHT ENGINEER SUPPLEMENTARY DATA
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

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.
10.4.2 Category/Class Ratings

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.
10.4.3 Medical Certificate

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
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

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
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

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.
10.5.2 Substance Abuse

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
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**

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.

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.
**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.

---

### Application For An Airman Certificate and/or Rating

<table>
<thead>
<tr>
<th>A. Flight Engineer</th>
<th>B. Flight Navigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Reciprocating Engine-Powered</td>
<td>A2. Turboprop-Powered</td>
</tr>
<tr>
<td>A3. Turboprop-Powered</td>
<td>A4. Turboprop-Powered</td>
</tr>
</tbody>
</table>

### Applicant Identification

- **NAME:**
- **SOCIAL SECURITY NO.:**
- **DATE OF BIRTH:**
- **HEIGHT:**
- **WEIGHT:**

### Certificates Held by Applicant

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

### Controlled Substance Violation History

- **DATE:**
- **SIGNATURE OF APPLICANT:**

### Instructor's Recommendation

- **DATE:**
- **SIGNATURE:**

### Evaluation Record

- **DATE:**
- **SIGNATURE:**
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.

![Certifying Officer Console](image)

**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](image)

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

The Certifying Officer’s Checklist displays:
Figure 11-2: Certifying Officer Checklist

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

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

- 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
→ 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

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**

This has been previously verified.

11.1.4 **Knowledge Test**

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:
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.
Check the Privacy Act Checkbox
Check the Pilot’s Bill of Rights Checkbox
Select Applicant Login

The applicant Login Window displays:

> Applicant enters Username
→ Applicant enters Password
→ Selects Accept TOS & Log In

The following window displays:

![Pilot's Bill of Rights Acknowledgment Window]

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

→ Select Sign Pilot’s Bill of Rights Acknowledgment

The Pilot Bill of Rights Acknowledgment opens in a separate window:
ACKNOWLEDGMENT OF RECEIPT OF PILOT’S BILL OF RIGHTS WRITTEN NOTIFICATION

I acknowledge that I received the Pilot’s Bill of Rights Written Notification of Investigation at the time of this application.

TEST PILOT PILOT
Print Name of Applicant 321465
Certificate Number 1/20/1964
Date of Birth

A TP > Standard > CFR 141 > Original
Purpose of Application

TEST PILOT PILOT
Signatures of Applicant
(Applicant is not required to sign)

→ Selects Click to Sign.

→ Select Review and Sign Application

The application opens in a separate window:
Applicant selects Click to Sign
Application processes the signature and returns the following CO Logon Screen:

Certifying Officer enters Username
Certifying Officer enters Password
Selects Accept TOS & Log In

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

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.

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.
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.
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

- 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
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

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:

- 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 at 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

→ 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

→ 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**

<table>
<thead>
<tr>
<th>Flight Test - Date &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Date</strong></td>
</tr>
<tr>
<td><strong>Search By</strong></td>
</tr>
<tr>
<td><strong>Airport Code</strong></td>
</tr>
<tr>
<td><strong>Airport Code IATA</strong></td>
</tr>
<tr>
<td><strong>Airport</strong></td>
</tr>
</tbody>
</table>

**Aircraft 1**

- **Search By**
- **Model**
- **Make/Model**
- **Reg. No.**
- **Test Duration**

**Aircraft 2**

- **Search By**
- **Model**
- **Make/Model**
- **Reg. No.**
- **Test Duration**

- **Status**
  - **Not Started**

- **Buttons**
  - Disapprove
  - Discontinue
  - Delete
  - Approve

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

→ 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

→ 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.
Figure 11-4: Crewmember Practical Test (Dispatcher)

Once you sign the application, you will receive an acknowledgement, and the opportunity to sign another.
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 Screen](image)

**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.
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 the limitation text
Select Save

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:
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:

→ 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.
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.

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.

⇒ 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.
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.

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
To access the Oversight functionality:

→ Select Designee Oversight under ASI/AST Options (left navigation Column)

→ The following Search screen displays:
The search displays the results for the default criteria. The criteria can be changed to return different results.

11.2.1 Searching for Signed Applications

To change the criteria:

Under the heading: Enter Your Search Criteria: From Date/To Date
The From Date defaults to one (1) year from date the search is being performed and the To Date defaults to current date

→ Select the From Date Field and Enter a different From Date (from date must be on or later than one year from the date search is performed)
→ Select the To Date Field and Enter a different To Date
Enter additional criteria
OR
→ Select Search
→ Results are displayed

Certifying Officer Type defaults to All Types, to change the type:

→ From the drop down select one of the following:
- 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

<table>
<thead>
<tr>
<th>To search by Certifying Officer</th>
<th>→ Enter the CO’s full or Partial Name in the blank field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter additional criteria</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>→ Select Search</td>
</tr>
<tr>
<td></td>
<td>→ Results are displayed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To search by Application ID</th>
<th>→ Enter the Application ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>→ Select Search</td>
</tr>
<tr>
<td></td>
<td>→ Results are displayed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To search by applicant</th>
<th>→ Enter Applicant full or Partial Name in the field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter additional criteria</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>→ Select Search</td>
</tr>
<tr>
<td></td>
<td>→ Results are displayed</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Your Activity History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Range: 1/1/2012 - 3/6/2012</td>
</tr>
</tbody>
</table>

The following results grid will be displayed if the CO has activity for the entered date range.
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.
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:
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:
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.

If the school selected in the dropdown is listed as inactive, guidance is displayed on the panel:

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.
12.2 SCHOOL ADMINISTRATOR CONSOLE

Once the Air Operator is selected, the following console will be displayed:
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.

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.

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.
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.

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.

If the knowledge test is found, the test details will be displayed. Click the Associate button to associate the test to the application.
Once associated, the knowledge test may be removed from the application by clicking the Remove button.

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

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 window](image)
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.