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Introduction:

One of the options for the upcoming Inspection Authorization (IA) renewals in March 2021, is the functionality within Integrated Airman Certification and Rating Application (IACRA). This system will allow IAs to submit electronically their entire renewal package to the FAA and the FAA will have the ability to renew the Inspection Authorization remotely. The system will also generate, autofill, and email a renewal letter back to the IA instead of endorsing FAA Form 8310-5.

Currently, this functionality is only authorized for IA renewals, but future expansion is expected.
Section 1: Inspection Authorization Renewal in IACRA

IACRA is an FAA website that allows individuals to apply for new Airman Certificates, renew, or upgrade their existing certificates. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all the necessary documents will be sent electronically to the Airman Registry.


This is the IACRA Home page:

On the left portion of the site, there are a series of links to other functionality within IACRA:
On the right portion of the site is where the IACRA login section is located:

Individuals with an existing IACRA account (Username and password) may enter that information in the applicable fields and select “Login”.

Section 2: Registering for an IACRA account

Individuals who do not have an IACRA account, must register prior to utilizing IACRA. To register, begin by selecting the “Register” link.

Registering as an Applicant in IACRA

There are many different roles in IACRA, but individuals must use the “Applicant” role to apply for a new certificate, renew, or to modify an existing certificate.
Check the 'Applicant' box,

Then, agree to the Terms of Service (TOS) and continue.

On the IACRA User Profile Information page, please enter all the information.

- Use your name, as it appears on your FAA issued certificate
- Please enter a valid email address. IACRA will use it for important notifications.
- If there is any required information missing, there will be error messages.
Throughout the IACRA website, there will be small blue circles with a question mark inside. These are help features to provide assistance when the applicant is asked to provide information.

Select Security questions
Create a username and strong password
Click “Register”

**Note:** A copy of the Privacy Act Statement is posted at the bottom of the screen.

After registering, IACRA will display the applicant’s FTN (FIAA Tracking Number). Please write this number down; it will also be emailed to applicant. This number is a unique identifier, and for most application types the applicant must provide it to complete an application.
Section 3: Completing an Inspection Authorization renewal package in IACRA

To access IACRA functionality, applicant enters their Username and password into the login fields.

Review the Terms of Service (TOS) and select the “Accept TOS as” button. If applicant chooses not to accept the TOS, then may select “Do NOT accept Terms of Service button” and they will be returned to the IACRA Home Page.

After selecting the “Accept” button, the IACRA Applicant Console is displayed. The user’s information will be displayed in the upper left portion of the screen.

To begin an Inspection Authorization Renewal package, select the “Start Inspection Authorization Renewal” button.
Along the top portion of subsequent screens, the process steps can be monitored by the applicant. A Red X indicates that section stills needs to be completed. A Green check mark indicates the section is complete. An applicant can maneuver through the process by selecting one of the sections or by using the “Next” or “Previous” buttons.

The Inspection Authorization renewal automation in IACRA will generate a completed FAA Form 8610-1 at the end of the process. The process steps begin by collecting personal information. The applicant must fill in any missing or incomplete information.

**NOTE**: Some fields are marked with an asterisk signifying a required field.
Mailing Address:
Enter the address you wish to receive Airworthiness Directives.
Address Line 1:* 311 STRAWBERRY FLD.
Address Line 2:
Country:* UNITED STATES
City:* NORMAN
State:* OK
ZIP Code:* 73072

Fixed Base of Operation:
Place at which you may be located in person during the normal working week.
Address Line 1:* * Required Field
Address Line 2:
Country:* * Required Field
City:* * Required Field
State:
ZIP Code:

Place at which you may be located by telephone during the normal working week.
Telephone: 800-807-5309

After all fields are complete, select the “Next” button.

Note: The information collected in these fields is used to complete Blocks 1-4 on the FAA Form 8610-1:
After selecting the “Next” button, the succeeding screen displays the certificate action being sought by the applicant. These fields are auto generated and not editable. Review the information and select “Next” button.

**Note:** The Green check mark for the completed “Personal Information” section.

The next screen has two sections.

The first being the question regarding recency of issuance.

The second section addresses the basis of Inspection Authorization renewal. IACRA has been programmed to accept the appropriate quantities for annual inspections, major repairs and alterations, and progressive inspections in accordance with 14 CFR 65.93. There is no requirement to list all activities, just those activities being used for renewal. The applicant must meet the requirement for both the first and second year.
After entering the information for the basis of renewal, the applicant will need to upload the appropriate/applicable supporting documentation. Follow instructions in “Upload Documents” text box. The system will accept multiple uploaded documents.

**Note:** IACRA will only accept image files in .jpg, .tif, .png, and PDF.

After uploading the documents, applicants may view and verify the image quality before moving forward in the process. By selecting the “View” button, uploaded document quality may be verified.

After all documentation has been loaded and verified, select the “Next” button.
The information collected in this section is used to complete Block 10 on the FAA Form 8610-1. Oral test information, if entered, will be loaded in the “Remarks” section of the FAA Form 8610-1.

The next screen in the process is where the applicant provides their maintenance activity during the last two-year period.
By selecting the “Add Maintenance Activity” button, the applicant will be able to enter their maintenance activity during the last two-year period. Applicants will be able to make multiple entries, if needed. Select the “Add” button when all applicable information is entered.

After all entries for the two-year period have been made, select “Next”
The information collected in the section is used to complete Block 11 on the IACRA generated FAA Form 8610-1.

<table>
<thead>
<tr>
<th>11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 3 YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
</tr>
<tr>
<td>-------</td>
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<td></td>
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<table>
<thead>
<tr>
<th>13. CERTIFICATION</th>
<th>I certify that the information made above and in all sections thereof is correct and true.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE OF APPANT</td>
<td></td>
</tr>
<tr>
<td>ENDORSEMENT DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. RECORD OF ACTION (For FAA only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECTOR'S SIGNATURE</td>
</tr>
<tr>
<td>DATE</td>
</tr>
</tbody>
</table>
The following screen in the process has two sections.

The first is a drop down list for the FAA Office that IACRA will direct the applicant’s renewal package. The default FAA office displayed is the office where the applicant’s last renewal was performed.

**NOTE:** It is very important for the applicant to verify that the office in the drop down field is the one that will be approving the renewal application.

The second section of the screen displays a series of questions for the applicant to respond.
IACRA has been programmed to accept certain answers for each of the questions. If an applicant answers a question in a different manner, the system will display a message notifying them that there’s a problem.

In the example below, the last question was answered in a manner that would preclude IACRA renewal and the message is displayed.

When the questions are responded to appropriately, the system allows the process to move forward. The applicant selects the “Next” button.
The information collected in this section will complete Blocks 5-9 on the IACRA FAA Form 8610-1.

The final step in the applicant’s renewal package is the review and signing of a series of documents. The first is the Pilot’s Bill of Rights. The applicant will select the “View Pilot’s Bill of Rights” button.
A copy of the Pilot’s Bill of Rights will be displayed for review. The applicant then selects “Close” to return to the previous screen.

The applicant will then select “Sign the Pilot’s Bill of Rights” button.
The screen will display a document acknowledging receipt of the Pilot’s Bill of Rights. The applicant then selects “Click here to Sign”.

The applicant is then returned to the previous screen. The applicant now must review the Privacy Act. The applicant selects “Review Privacy Act” button.
A copy of the Privacy Act will be displayed for review.

After reviewing, the applicant selects the “Close” button.
Next, the applicant must review their completed IACRA generated FAA Form 8610-1 renewal application. The applicant selects the “Review Application” button.

The copy of the IACRA auto generated completed FAA Form 8610-1 is displayed. The applicant reviews for application for accuracy. Then selects “Close” to return to the previous page.
If there are corrections that needed to be made to the application at this point, the applicant can select the applicable section from the top menu items or choose the “Previous” button. After changes are made, another review will be required. If no corrections are needed, the applicant selects “Sign and Submit” button.

The system will display the FAA Form 8610-1. The applicant selects “Click to Sign” button.
After signing the application, the applicant is returned to a screen indicating the renewal package has been submitted to the FAA Office identified. The applicant is also provided an Application ID for tracking purposes. The applicant is also reminded NOT to send their IA card (FAA Form 8310-5) to the office and that a renewal letter will be available in IACRA after the FAA office has processed their application.

The applicant is also provided the opportunity to review the signed FAA Form 8610-1 by selecting the “Review 8610-1” button.

The FAA Form 8610-1 is signed and date stamped.

As soon as the FAA Office processes the applicant’s renewal package, the applicant will receive an email (per the email address provided) informing them that the renewal application has been processed and that a renewal letter is now available for them to download/print. The email message will have a link to the IACRA home page.
The applicant accesses IACRA and logs into their account to see their application. The applicant selects the “Print Renewal Letter” button.

The Inspection Authorization renewal letter is displayed and the applicant can save/print the document. The applicant selects “Closed” when complete.

February 08, 2021

JONATHAN NMN HERMAN
311 STRAWBERRY FLD.
NORMAN OK 73072

Dear JONATHAN NMN HERMAN

This letter is to inform you the FAA has renewed your Inspection Authorization (IA) for a two-year period to March 31, 2023, per 14 CFR 65.91. This letter serves as an alternative to the endorsement (FAA Inspector signature and date) normally placed on the back of your FAA Form 8310-5 (IA Card).

To remain in effect you must show evidence of completion of one of the activities prescribed in section 65.91(a)(1) through (b) by March 31 of the first year and annual completion of one of the five activities during the second year of the two year period as prescribed in section 65.93.

You are required to keep this letter with your FAA Form 8310-5 while exercising the privileges and limitations of an Inspection Authorization as prescribed in 14 CFR 65.95. Additionally, your FAA Form 8310-5 and this letter must be available for inspection as required by 14 CFR 65.95.

You will be required to present this letter and your FAA Form 8310-5 at your next renewal in March 2023.

If you have any questions, contact JASON NMN CONRAD at the Flight Standards District Office or Flight Standards International Field Office. Contact information for Flight Standards District Offices may be found by visiting https://www.faa.gov/about/office_org/field_offices/.

Sincerely,

JASON NMN CONRAD
Aviation Safety Inspector / Aviation Safety Technician
Section 4: IACRA Training site

IACRA Training site.
The training site provides the user with all the needed information, including "fictitious" logins, to practice completing most types of applications. Training users can create applications, as well as perform the duties of recommending instructors and certifying officers. Applicants can utilize the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.

To access the IACRA Training site from the Home page, select “Training and Documentation”.

Select the “IACRA Training site” link.
If you are new to the training site, you’ll need “training” user names and passwords. Select the “Generate Logins” link under “First Time”. If you are returning user and already have training site usernames and passwords, you can select “Begin Training” under “Been Here Before?”

IACRA will require the type of training you are searching for within the site. Select the dropdown arrow.
From the dropdown list, select “Inspection Authorization”. Then, select “Request Login Information” to generate the training usernames and passwords.

The system will generate usernames and passwords for the applicant and the approving officials (both Aviation Safety Inspector and Aviation Safety Technician). Some individuals may want to print this page for ease of use during the training. If so, select the “Print” button in the lower right portion of the page.

Again, IACRA users can follow the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.