

**AVS Integrated Airman Certification and Rating Application  
(IACRA)**

**INSTRUCTION MANUAL**



**March 16, 2012**

**Version 8.3**

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

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## Revision Log

<b>Revision Date</b>	<b>Revised By:</b>	<b>Comment</b>
4/18/2011	Dev Team	Updated for Release 8.1
12/5/2011	Dev Team	Updated for Release 8.2
3/16/2012	Dev Team	Updated for Release 8.3

## 1. Overview

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 digital 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 digital 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.

This instruction manual currently applies to registration, consoles, certification path selection and the Airline Transport Pilot FAR 61, 121 and 135 certification process only.

## 2. 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 2.1**.

**Table: 2.1**

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

Role	Description
	cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.
Chief Flight Instructors / Assistant Chief Flight Instructors	Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.
Airman Certification Representative (ACR)	Any person authorized by the Administrator to issue specific airman certificates.
Training Center Evaluator (TCE)	Part 142 training center representatives, authorized by the Administrator, to instruct applicants, perform evaluations, and issue specific airman certificates.
Flight Instructor Renewal Examiner (FIRE)	A Designated Examiner who can renew a flight Instructor's Certificate through Renewal by Activities and Renewal by FIRC.
Aircrew Program Designee (APD)	An Aircrew Program Designee is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's FAA approved training program.
142 Recommending Instructor	The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.
Air Carrier Flight Instructors	In lieu of a trainer, a qualified management official within the trainer's organization that 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.

### 3. Contacting the 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 – 877-287-6731
- E-mail address: [9-NATL-AVS-IT-ServiceDesk@FAA.GOV](mailto:9-NATL-AVS-IT-ServiceDesk@FAA.GOV)

### 4. Process Overview

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

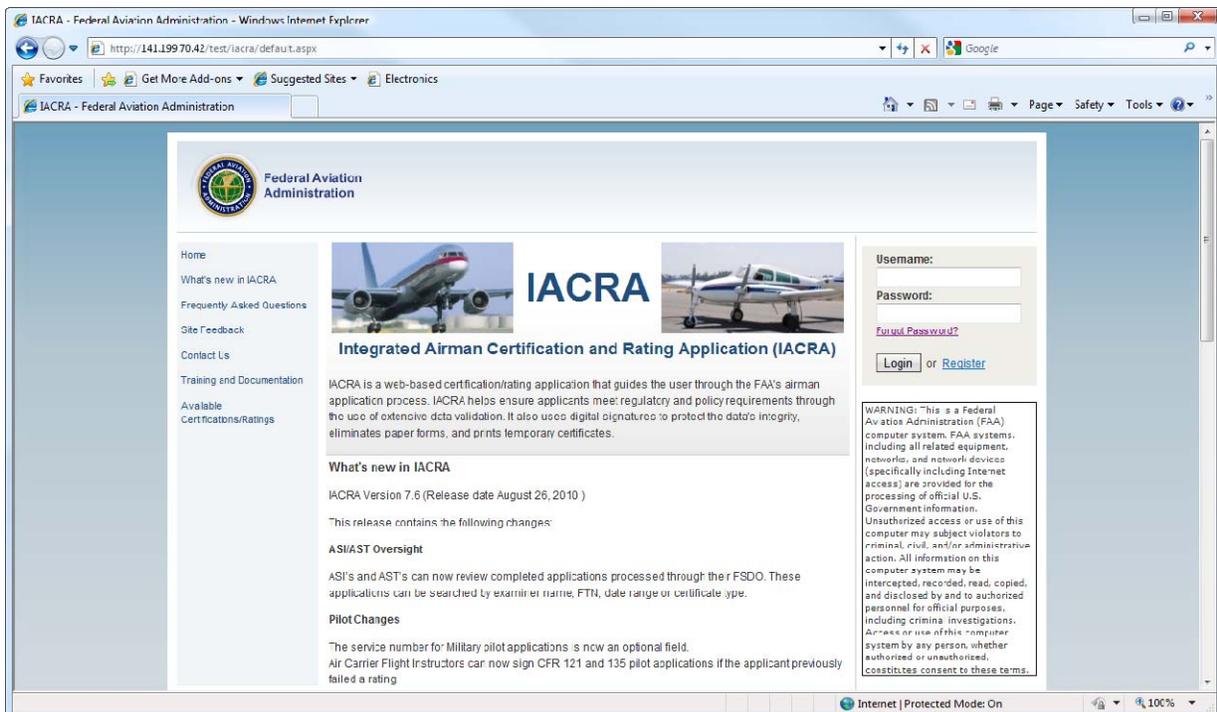
the process will vary.

1. Open Internet Explorer or Firefox browser – 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.
4. Login to IACRA using the logon ID and Password created during the Registration Process.
5. Follow the on-line instructions for your role – each role has unique tasks.
6. Check and re-check all of the information entered before digitally signing the application. Once the application has been signed, only the certifying officer (CO) can return the application to you for corrections.
7. The result of this process is that 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.

(\*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.)

## 5. Login

The home page and login steps are the same regardless of the role or the certificate sought.



If you are a Registered IACRA user:

- Enter Username
- Enter Password

- *Select Login*

If not a Registered IACRA user:

- *Select Register*

## 6. Registration

All users have to be registered in IACRA in order to apply for a certificate. The first step in the Registration process is *Select Role* for the purpose of this illustration, the user is an applicant.

### 6.1 Select Roles

- *Select Applicant*

The screenshot shows the 'IACRA - Select Role(s)' page. The header includes the FAA logo and 'Federal Aviation Administration'. A left sidebar contains navigation links: Home, What's new in IACRA, Frequently Asked Questions, Site Feedback, Contact Us, Training and Documentation, and Available Certifications/Ratings. The main content area is titled 'IACRA - Select Role(s)' and includes the instruction: 'If you would like to add a role (or roles) to your existing registration, select the role(s) below. Once you have made your selections - or if you have no new role(s) to add, click "Next" to continue to the Personal Information page.' The roles are listed in four categories: Applicant, Instructors, Certifying Officers, and Admin. The 'Applicant' role is selected with a checked checkbox. Below the roles is a 'Next >>' button. The footer contains contact information for the U.S. Department of Transportation, FAA, and links to Readers & Viewers, Web Policies, and Government Sites.

Role	CFR Reference
<input checked="" type="checkbox"/> Applicant	
<b>Instructors</b>	
<input type="checkbox"/> Air Carrier Flight Instructor	- (CFR 121, 135)
<input type="checkbox"/> Chief / Assistant Chief Flight Instructor	- (CFR 141)
<input type="checkbox"/> 142 Recommending Instructor	- (CFR 142)
<input type="checkbox"/> Recommending Instructor	- (CFR 61, 141)
<b>Certifying Officers</b>	
<input type="checkbox"/> Aircrew Program Designee	- (CFR 121, 135)
<input type="checkbox"/> Airman Certification Representative	- (CFR 141)
<input type="checkbox"/> Aviation Safety Inspector	- (FAA)
<input type="checkbox"/> Aviation Safety Technician	- (FAA)
<input type="checkbox"/> Designated Examiner	- (CFR 61, 141)
<input type="checkbox"/> Training Center Evaluator	- (CFR 142, 121, 135)
<b>Admin</b>	
<input type="checkbox"/> School Administrator	- (CFR 141, 142, 121, 135)

- *Select Next*

The Registration process is used to collect information about the person registering for IACRA. The information will be explained in sections below: The first section that appears is the

Certification Information:

## 6.2 User Profile

### 6.2.1 Certificate Information

#### IACRA - User Profile Information

##### Certificate Information

Airman Certificate Number  ?

Date of Issuance

- Enter your Airman Certificate number as shown on your certificate
- Enter the Date of Issuance as shown on your certificate
- If you do not have a certificate, leave this section blank

### 6.2.2 Personal Information

#### Personal Information

**Please Note:** The total length of your first and middle names must be less than 50 characters.

First Name  ?  No First Name

Middle Name  ?  No Middle Name

Last Name

Name Suffix  ▼

SSN  Social Security Number  ?  
 None  
 Do Not Use

Date of Birth

Sex  Male  Female

Hair Color  ▼

Eye Color  ▼

Weight (lbs.)  ?

Height (inches)  ?

Phone  ?

Email Address  ?

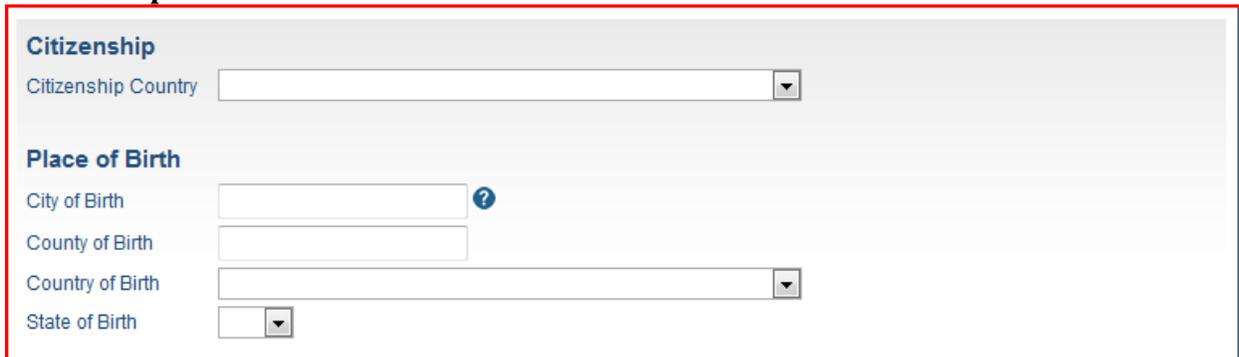
- Enter your full First Name Or select No First Name
- Enter your full Middle Name Or Select No Middle Name
- Enter your Legal Last Name
- Select your Name Suffix from the drop down list, if applicable
- Enter social security number or None or Do Not Use

**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 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.

- *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)*

### 6.2.3

#### Citizenship



The screenshot shows a form with two main sections: "Citizenship" and "Place of Birth".

- Citizenship:** A single dropdown menu labeled "Citizenship Country".
- Place of Birth:** Four input fields: "City of Birth" (text input with a help icon), "County of Birth" (text input), "Country of Birth" (dropdown menu), and "State of Birth" (dropdown menu).

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

## 6.2.4 Permanent Mailing Address

### Permanent Mailing Address

Street/Line 1  ?

P.O. Box / Line 2

Physical Description  ?

City

State

Postal Code

Country

- Enter your Address information
- Complete all the relevant information

## 6.2.5 Mailing Address

### Special Mailing Address

**Please Note:** Only enter a Special Mailing Address if *different* from the Permanent Address

Street / Line 1  ?

P.O. Box / Line 2

City

State

Postal Code

Country

**NOTE** ➤ Complete Mailing Address information only if different from Permanent Address Information previously entered.

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

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

Affiliated Role

### Affiliated Schools/Air Operators

<<None>>

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

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

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

## 6.2.6 Security Questions

### Security Questions

Security Question 1

?

Answer

Security Question 2

?

Answer

- 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

## 6.2.7 User Name/Password

### User Name / Password

Create Your Unique IACRA Login

User Name  ?

Password  ?

Confirm Password

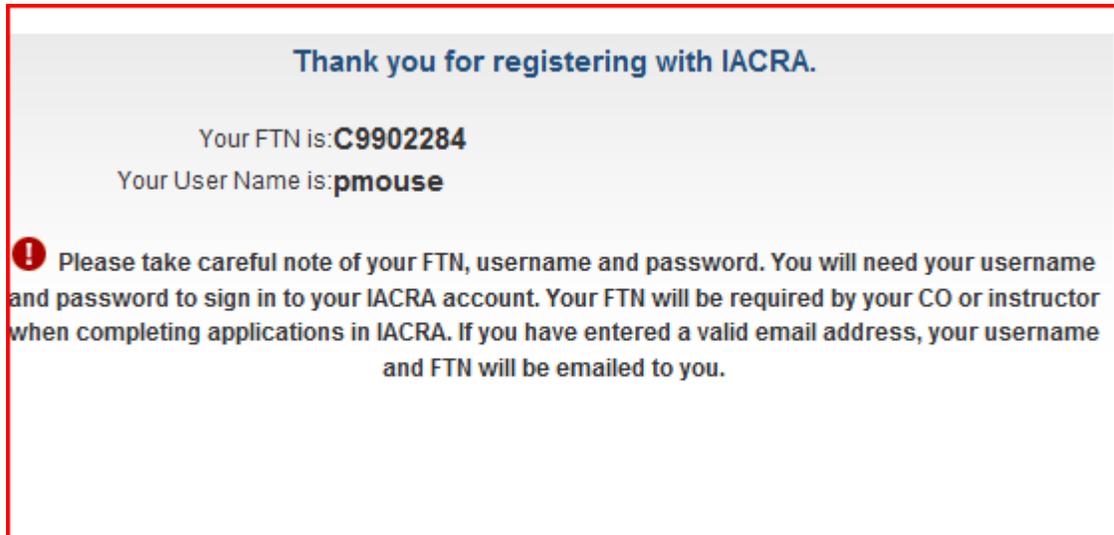
Your Unique IACRA Login

User Name

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

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

The following confirmation displays. 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.



## 7. 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:

The screenshot displays the IACRA Applicant Console interface. At the top left is the Federal Aviation Administration logo. The main header reads 'IACRA Home » Console' and 'IACRA - Applicant Console'. On the left, a navigation panel includes 'User Information' (FTN: A3007505, User: mlrtrez\_asi, Role: Applicant) and 'Applicant Options' (Console, Start Application, User Profile, Add Role, Change Role, Remove Role, Edit Preferences, Change Password). The main content area features a 'Start New Application' button and a table of 'Your Existing Applications' with columns for Application, Start Date, Certificate Type, Status, Status Date, and Available Actions. Below this is an 'Airman Information' section with tabs for 'Airman Certificate' and 'Airman Certificate Rating', showing a table with columns for Certificate Number, Certificate Type, Issued, and Expires.

### 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

### Applicant Options

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

**Start Application** – Allows the user to start the application process

**User Profile** - Allows the user to update personal information separately from the application process

**Add role** – This option allows a user to add roles for additional authorizations / functionality within IACRA

**Change Role** – Allows the user to change their role to another authorized role. For example, this user was logged on as an applicant. When selecting change role, this user has the option to change the logged on role to Recommending Instructor. The Change Role allows the user to remain logged into IACRA and yet change their session authorizations. This option is only available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel

**Remove Role** – Allows a user to remove a role no longer applicable to them. This option is only available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel

**Edit Preferences** – Any user defined preferences will be displayed and can be updated. Currently, the default document viewer is available. The user can choose their default document view as TIFF or PDF. The application will save this information and all documents will be displayed in this preference.

**Change Password** – Allows the user to change their password at any time. The old password must be entered and the new password entered and confirmed to be changed.

The bottom left of the navigation panel is static and 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.

### Applicant Console

Start New Application

User select Start New application – the application process begins

### Your Existing Applications

All applications associated with the user will display beginning with the most recent.

### **Continue an Application**

A user has the option of starting but not completing an application at once. When the user starts an application without completing, it will be listed here with the option to *continue* in Available Actions column. The user will need to select that application and GO to complete the application.

### **Delete an Application**

Delete is only available prior to submission of an application

To delete an application – Select Delete from the drop down menu under Available Actions and select GO – Once an application is deleted, it cannot be retrieved. The user will have to start a new application.

### **View / Print**

View/Print option is the only available option when the status is Submitted or signed by applicant

To view/print the application – Select view / print from the drop down (if not already displayed) and select GO – the application displays. From the display, select print or another option as appropriate.

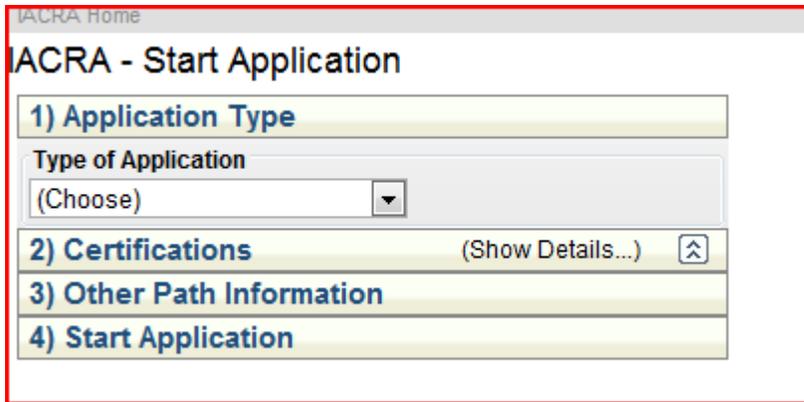
### Airman Information

Airman information from Airman's database is displayed. This includes all current Airman Certificate information, and Airman Certificate Rating information.

From the Applicant Console:

- *Select Start Application*

The following screen displays:

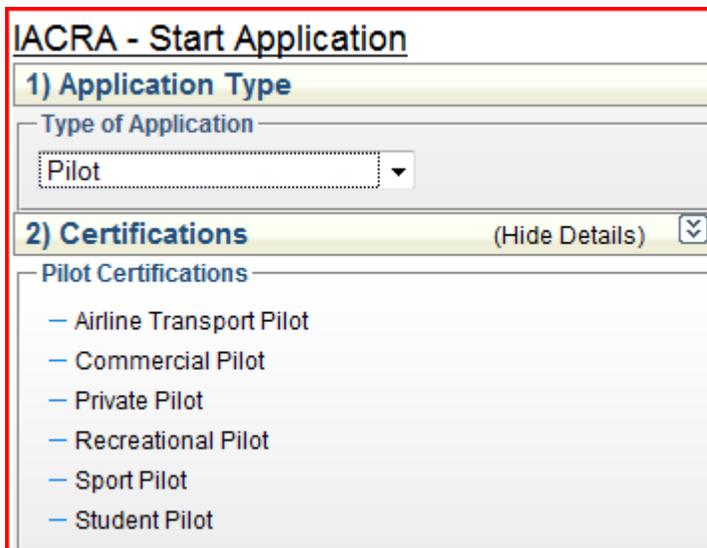


## 8. Pilot Application Process

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.

### 1) Type of Application

- *Select Pilot from the drop down list*



### 2) Certifications

The Certifications tree allows you to select the type of certificate for which you are applying. Selections are made from the tree. The remaining selections change based on each selection made. Click on the Pilot Certificate for the applicable application, the application will highlight your selection and display additional options. Only Airline Transport Pilot, Standard, CFR61 path has been converted to the new 8.0 release/screens.

- *Select Airline Transport Pilot*
- *Select Standard*
- *CFR 61 (completion of required test)*

Select one of the following:

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

The following appears:

**3) Other Path Information**

ATP > Standard > CFR 61 > Original

**Certificate Category/Class**

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

**Type Rating**

Model  (Type at least 1 letter)  
 Make/Model

**4) Start Application**

ATP > Standard > CFR 61 > Original

Please verify all of the information before starting the application.

**Certificate Information and Help**

**ATP > Standard Issue > CFR 61 > Original Issue**

For certification requirements, follow the link to the applicable section of the Code of Federal Regulations [65.153](#)

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

- *Select the Certificate Category / Class from the list*

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.

- *Added 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*

For ATP CFR 121 or 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

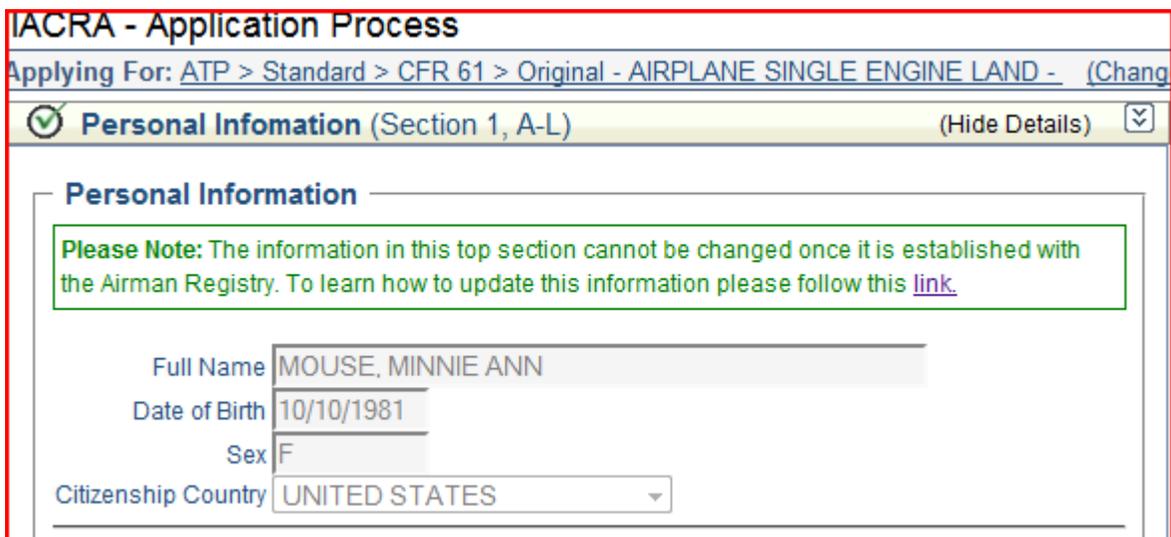
Search By  Designation Code  Air Operator

DALA (Type at least 1 letter)

Current Operator Selection

DELTA AIR LINES INC - DALA

## 8.1 Personal Information



IACRA - Application Process

Applying For: ATP > Standard > CFR 61 > Original - AIRPLANE SINGLE ENGINE LAND - (Change)

✓ Personal Information (Section 1, A-L) (Hide Details) [v]

**Personal Information**

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

Full Name MOUSE, MINNIE ANN

Date of Birth 10/10/1981

Sex F

Citizenship Country UNITED STATES

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.

Hair Color	BLOND ▾
Eye Color	GRAY ▾
Weight (lbs.)	110
Height (inches)	68
City of Birth	STILLWATER
Country of Birth	UNITED STATES ▾
State of Birth	OK ▾
Phone	555 234 5678
Email Address	MMOUSE@EMAIL.COM

This section can and should be updated by the user when the information changes.

To update:

- *Select appropriate Hair Color from the drop down list*
- *Select appropriate Eye Color from the drop down list*
- *Update / Enter your Weight in pounds*
- *Update / Enter your Height in inches*
- *Update / Enter your City of Birth*
- *Update / Enter your Country of Birth*
- *Update / Enter your State of Birth*
- *Update / Enter your Phone number*
- *Update / Enter Email Address*

**Permanent Address / Mail To Address**

Street/Line 1

P.O. Box / Line 2

(Physical Address)

City

State

Postal Code

Country

---

[Remove Special Mailing Address](#)

**Special Mailing Address**

**Please Note:** Only enter a Special Mailing Address if *different* from the Permanent Address

Street/Line 1

P.O. Box / Line 2

City

State

Postal Code

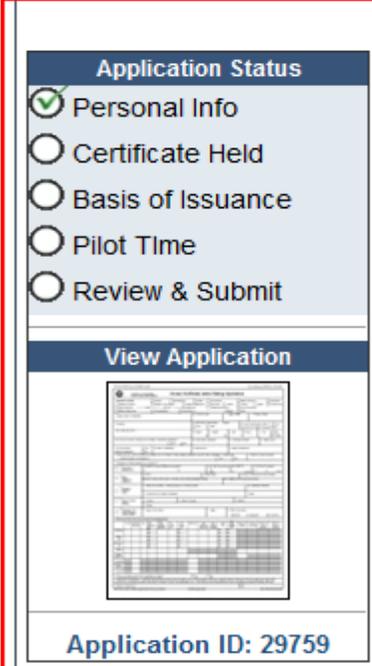
Country

[Save & Continue](#)

- Update information as appropriate
- Update Special Mailing Address only if different from permanent mailing address
- Select Save & Continue

### 8.1.1 Application Status

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.

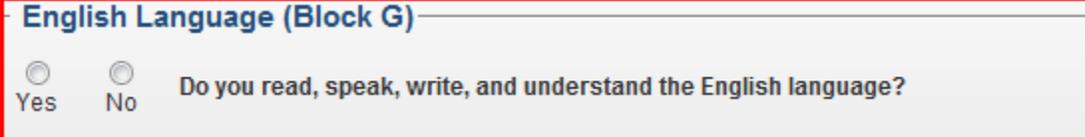


The screenshot shows a sidebar menu with the following items: **Application Status** (with a green checkmark), Personal Info, Certificate Held, Basis of Issuance, Pilot Time, and Review & Submit. Below this is a **View Application** section containing a thumbnail image of the application form. At the bottom, the **Application ID: 29759** is displayed.

### 8.2 Certificate 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:

#### 8.2.1 English Language (corresponds to block G of the 8710)



The screenshot shows the question: **English Language (Block G)** Do you read, speak, write, and understand the English language? with radio buttons for Yes and No.

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



The screenshot shows the question: **English Language (Block G)** Do you read, speak, write, and understand the English language? with the No radio button selected. Below it is a second question: Is there is a medical reason you cannot use the English language? with radio buttons for Yes and No.

- 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.”**

#### 8.2.2 FAA Certificate (corresponds to Block M-P of the 8710)

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

### Airman Certificate (Block M-P)

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

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

#### Existing FAA Airman Certificates

No existing Airman certificates.

#### Add / Modify a Certificate

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

Please choose a certificate type -  Foreign License  FAA 61.75  Standard

Certificate Number

1234567

Date Issued

10/1/2005

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

Save Certificate

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

Foreign Pilot License

US Restricted Pilot Certificate

US Standard Pilot Certificate

[Delete Certificate](#)

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

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

To delete a Certificate:

- *Select Delete Certificate*

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:

**FAA Certificate (Block M-P)**

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

- Check the box

The following displays:

**FAA Certificate (Block M-P)**

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

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

**Existing Airman Certificates**

No existing Airman certificates.

**Add / Modify a Certificate**

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

Please choose a certificate type -  Foreign  Restricted  Standard

Certificate Number   US Standard Pilot Certificate

Date Issued

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

Foreign Pilot License

---

US Restricted Pilot Certificate

---

US Standard Pilot Certificate

To add a certificate:

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

The following selects display:

**Add / Modify a Certificate**

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

Please choose a certificate type -  Foreign  Restricted  Standard

Certificate Number

Date Issued

- US Standard Pilot Certificate
  - ATP Category / Class Ratings
  - Commercial Category / Class Ratings
    - AIRPLANE MULTIENGINE LAND
    - AIRPLANE MULTIENGINE SEA
    - AIRPLANE SINGLE ENGINE LAND
    - AIRPLANE SINGLE ENGINE SEA
    - GLIDER
    - INSTRUMENT AIRPLANE
    - INSTRUMENT AIRPLANE AND HELICOPTER
    - INSTRUMENT HELICOPTER
    - LTA AIRSHIP
    - LTA BALLOON WITH AIRBORNE HEATER
    - LTA GAS BALLOON
    - ROTORCRAFT GYROPLANE
    - ROTORCRAFT HELICOPTER
  - Commercial Type Ratings
  - Private Category / Class Ratings
  - Recreational Category / Class Ratings
  - Sport Pilot Category / Class Ratings
  - Vintage Aircraft Ratings
  - STUDENT CERTIFICATE

- *Select Commercial Category / Class Ratings*
- *Select appropriate Category(ies) and Ratings*
- *Enter Certificate number from the Certificate*
- *Enter Date Issued from the Certificate*
- *Select Save Certificate*

The certificate information entered displays as follows:

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

Foreign Pilot License

---

US Restricted Pilot Certificate

---

**US Standard Pilot Certificate** [Delete Certificate](#)

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

### 8.2.3 Medical Certificate (corresponds to block Q – T on the 8710)

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

**Medical Certificate (Block Q-T)**

Check here, if you now hold a Medical Certificate?

Class of Medical Certificate:

Date issued:

Name of Examiner:

The information can be updated if required.

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

If certificate information does not exist

**Medical Certificate (Block Q-T)**

Check here, if you now hold a Medical Certificate?

- Check the box indicating you have a Medical Certificate

The following appears:

**Medical Certificate (Block Q-T)**

Check here, if you now hold a Medical Certificate?

Class of Medical Certificate:

Date issued:

Name of Examiner:

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

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

**Drug Conviction (Block U-V)**

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

Save & Continue

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

Date of final conviction

Save & Continue

- Enter the date of conviction
- Select Save & Continue

### 8.3 Basis of Issuance Part 61

Completion of Required Test (Block A)

Military Competence (Block B)

Graduate of Approved Course (Block C)

Holder of Foreign License (Block D)

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

A box will be checked based on the Certifications selected in Step 2 of the Start Application.

This Basis of Issuance will determine the requirements for completion of the remaining part of this section.

For the Completion of Required Test (Block A):

**Completion of Required Test (Block A)**

**Aircraft 1**

Search By  Make/Model  Name

Model  (Type at least 1 letter)

Make/Model

Total Time

PIC Time

**Aircraft 2**

Search By  Make/Model  Name

Model  (Type at least 1 letter)

Make/Model

Total Time

PIC Time

**Simulator/ Training Device**

Simulator time

FTD Time

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

## 8.4 Basis of Issuance Part 121 and 135

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

**Basis of Issuance (Section 2)** (Hide Details)

Completion of Required Test (Block A)

Military Competence (Block B)

Graduate of Approved Course (Block C)

Holder of Foreign License (Block D)

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

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

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

## 8.5 Pilot Time

### 8.5.1 Hours Question(s)

When Pilot Time is selected, the following displays:

**Hours Question(s) (Section 4)**

Check here, if you have ever failed a test for this rating or certificate?

Import Hours from application: 30561 - 4/18/2011 - AIRLINE TRANSPORT PILOT

**Please Note:** IACRA found hours from a previous application started 4/18/2011. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours.

<b>Airplane / Rotorcraft / Powered Lift Hours</b>	(Show Details...)
<b>Glider / Lighter Than Air Hours</b>	(Show Details...)
<b>Simulator / Training Device / PCATD Hours</b>	(Show Details...)

- Check the box if you have failed a test for the rating or certificate

By checking the box, you are answering yes, I have failed a test for this rating or certificate and the following input fields will display:

Check here, if you have ever failed a test for this rating or certificate?

How many times have you failed a test for this rating or certificate? 2

Please enter the date of your last failed rating 01/10/2012

- Enter the number of times the test was failed
- Enter the date of your last failed rating

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.

**Please Note:** IACRA found hours from a previous application started 12/13/2010. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours.

Clear Pilot Hours

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

Import Hours from application: 30588 - 4/20/2011 - FLIGHT INSTRUCTOR

Import

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

To clear the pilot hours:

- Select *Clear Pilot hours*

Airplane / Rotorcraft / Powered Lift Hours

(Show Details...)



Glider / Lighter Than Air Hours

(Show Details...)



Simulator / Training Device / PCATD Hours

(Show Details...)



Save & Continue

- Select the appropriate category for pilot hours

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

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

- Enter the appropriate number of hours in the applicable category
- Select Save

The following Summary information displays:

### Important Information for IACRA Applicants

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

Email: [9-NATL-AVS-IT-ServiceDesk@faa.gov](mailto:9-NATL-AVS-IT-ServiceDesk@faa.gov)

Phone: 1-877-287-6731

### Certificate Summary

Certificate Type: AIRLINE TRANSPORT PILOT

Certificate #: 3434343

#### Ratings:

AIRPLANE SINGLE ENGINE LAND

COMMERCIAL PILOT PRIVILEGES

AIRPLANE MULTIENGINE LAND

INSTRUMENT HELICOPTER

#### Limitations:

1. ENGLISH PROFICIENT

[View Privacy Act](#)

[Review](#)

[Submit Application](#)

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.

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 the Privacy Act.

- *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*

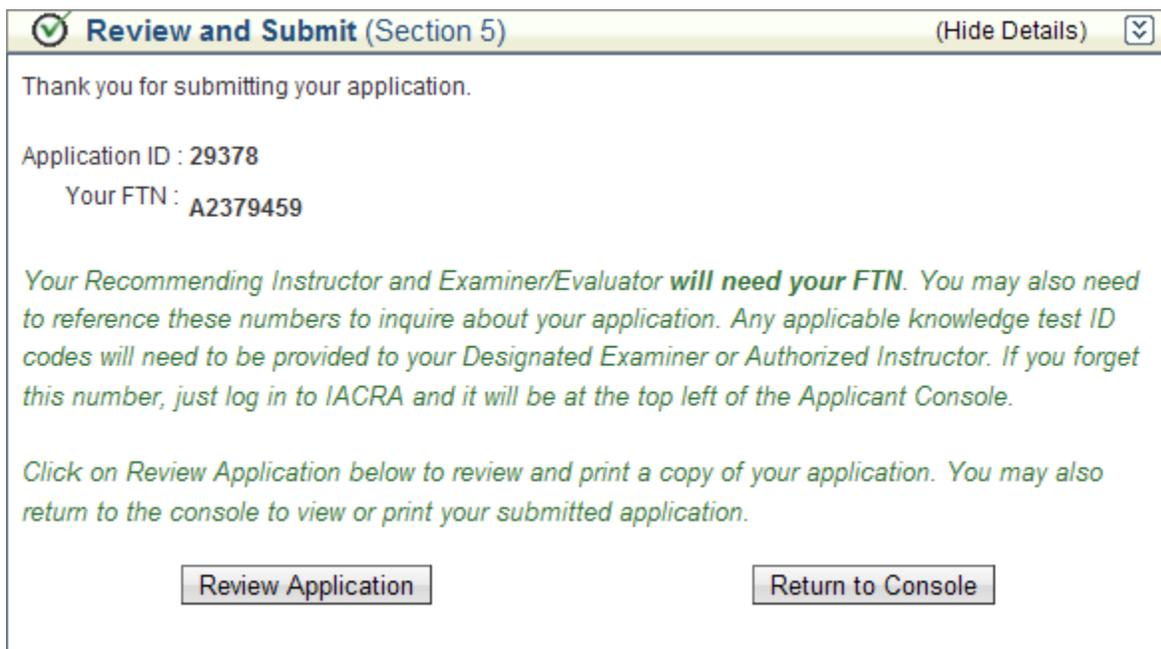
The window closes and returns you to the Summary Section within the application with the Submit application selection enabled.

- *Make any changes that are necessary*

Or

- *Select Submit Application*

The following displays:



## 9.0 Change an Application

Applications using the new functionality/path within 8.1 can be changed. These changes can be made:

- 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:

### IACRA - Application Process

Applying For: [ATP > Standard > CFR 61 > Original - AIRPLANE SINGLE ENGINE LAND -](#) [\(Change\)](#)

To start the Change process:

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

### IACRA - Update Application

#### 1) Application Type

Type of Application

Pilot ▼

#### 2) Certifications (Hide Details) ▼

##### Pilot Certifications

- Airline Transport Pilot
  - Standard
    - **Original Issuance**
    - Added Category/Class
    - Added Type Rating
    - Second In Command
    - Vintage Aircraft Authorization
  - CFR 141 (Graduate of Approved Course)
  - CFR 142 (Graduate of Approved Course)
  - Military Competency
  - CFR 121 (Advanced Qualification Program)
  - CFR 121 (Training Program)
  - CFR 135 (Training Program)
- Restricted (Special Purpose)
- Commercial Pilot
- Private Pilot
- Recreational Pilot
- Sport Pilot
- Student Pilot

**3) Other Path Information**

ATP > Standard > CFR 61 > Original

**Certificate Category/Class**

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

**Type Rating**

Model  (Type at least 1 letter)  
 Make/Model

**4) Update Application**

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

Please verify all of the information updating the application.

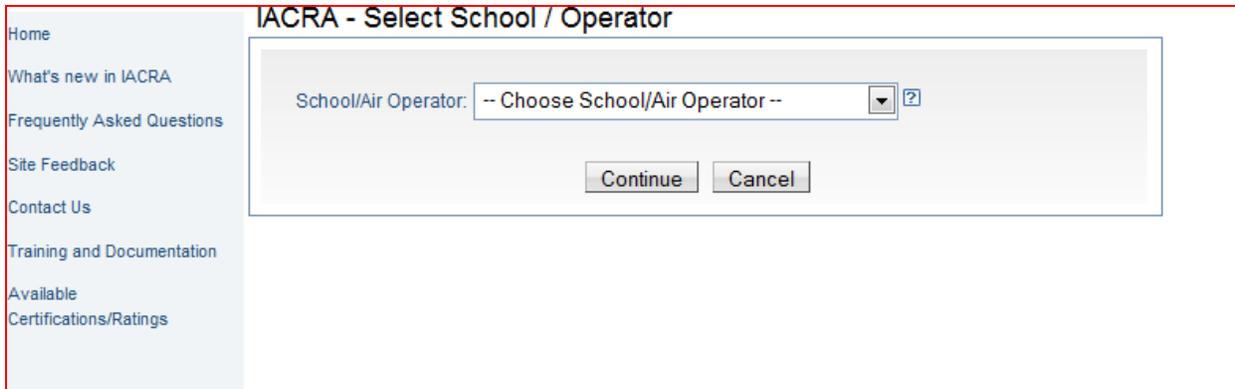
- Update applicable information
- Select Update Application
- Follow the appropriate steps in Application Process for this change

**Note>** The Update / Change functionality is only available for the 8.0 release of IACRA. If an application was created under an older version's path or the path has not been converted to the 8.0 release, the Update / Change functionality **is not** available.

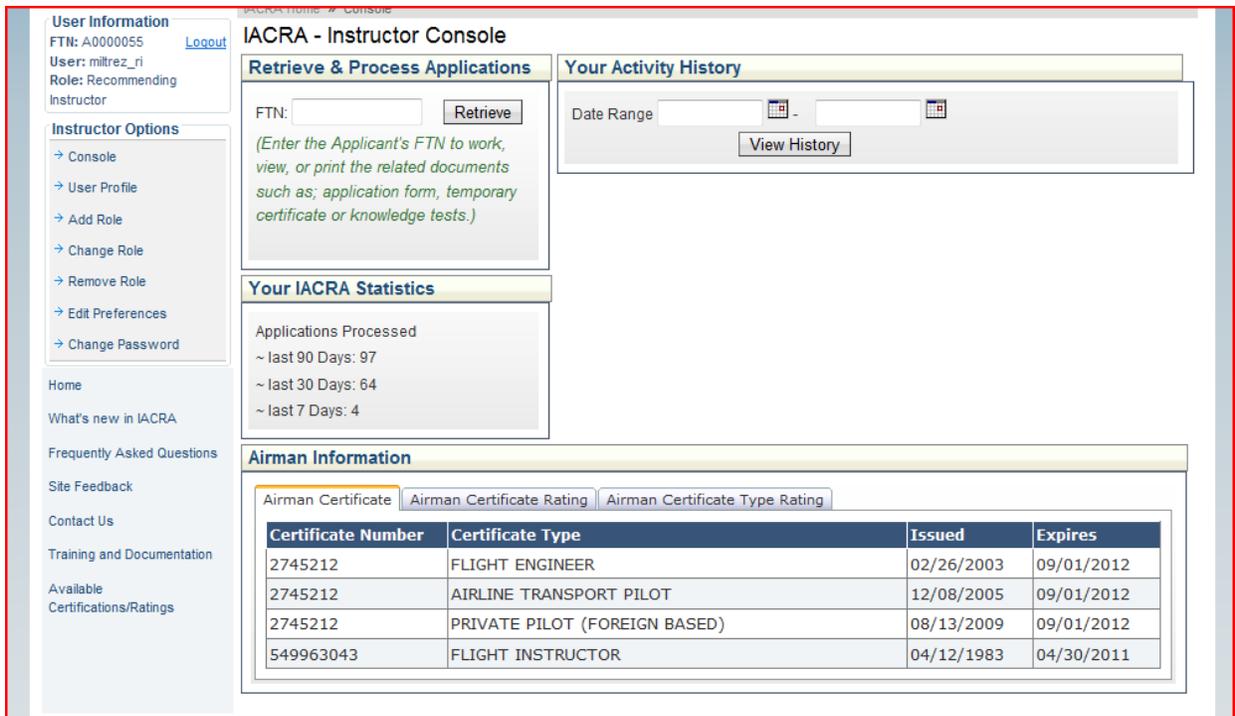
## 10 Recommending Instructor Process Overview

### 10.1 Instructor Console

When the role of Air Carrier Flight Instructor is selected, the following screen is displayed:



Once the Air Operator is selected, the following console will be displayed if logged in as the Air Carrier Flight Instructor or if logged in directly as a Recommending Instructor:



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*
- *Select Retrieve*

The following displays for the applicant:

## IACRA - Search Results

### Applicant Information

FTN C9901385  
First Name TEST  
Last Name TEST

### Existing Applications

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
29637	12/28/2010	ATP > Standard > CFR 61 > Original	Submitted by Applicant	12/28/2010	Continue ▾ Go
29433	12/02/2010	ATP > Standard > CFR 61 > Second In Command	Submitted by Applicant	12/16/2010	Continue ▾ Go
29432	12/02/2010	ATP > Standard > CFR 61 > Original	Submitted by Applicant	12/28/2010	You do not hold the type rating A-600 to view and/or process this application.
29341	10/21/2010	ATP > Standard > CFR 61 > Added Type Rating	Completed	11/18/2010	You do not hold the type rating ATR-72 to view and/or process this application.
29339	10/20/2010	ATP > Standard > CFR 61 > Added Type Rating	Completed	11/18/2010	You do not hold the type rating A-300SA to view and/or process this application.

1 2 3 4 5 6 7 8 9 10 ...

[Return to Console](#)

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

- *Select the application to be processed*
- *Select GO from the Available Actions column*

## 10.2 Instructor Checklist

This screen allows the Recommending Instructor to return the application to the applicant or process the application. Applicants cannot change the application once it has been submitted. The Recommending Instructor has to return the application to the applicant in order to make changes. Once the Recommending Instructor signs the application, the return function is disabled. If the application is returned, the applicant makes the changes and resubmits for processing. IACRA has been designed to allow only validated applications to be process by the Recommending Instructor.

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

To view the application:

- *Select the application from the View Application box on the right navigation panel:*

IACRA Home » Instructor Console » Instructor Checklist

## Instructor Checklist (Hide All)

**Application Information**

Applicant Name: DAVID NMN FOSDICK  
 FTN: A0612419  
 Application ID: 32219  
 Application Type: ATP > Standard > CFR 61 > Original

According to FAA guidance, a Recommending Instructor signature is not mandatory for ATP unless applicant previously failed a rating or is adding a SIC type rating. The entry of Knowledge tests has been moved to the Certifying Officer checklist to accommodate expired Knowledge tests and associated justifications.

[Begin Checklist](#)

**Checklist Status**

Return Application  
 Summary Information  
 Sign Application

**View Application**



<input checked="" type="checkbox"/> <b>Return Application</b>	(Show Details...)
<input checked="" type="checkbox"/> <b>Summary Information</b>	(Show Details...)
<input type="checkbox"/> <b>Sign Application</b>	(Show Details...)

The Unofficial Copy of the application displays in a separate window. When the review is completed:

- *Select Close*

Window closes and returns you to the Instructor Checklist within the application.

### 10.2.1 Return the Application

Once the Recommending Instructor reviews the application for accuracy, a decision is made on whether to return the application:

- *Select Return Application*
- The following confirmation displays:

**Instructor Checklist** (Hide All)

**Application Information**

The page at http://141.199.70.42 says:

Are you sure you want to return the Application back to the Applicant? You will be redirected back to the Console, once you return.

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

- *Select OK*

Application returns to the Recommending Instructor Console.

## 10.2.2 Process the Application

The Recommending Instructor's Checklist is designed to assist the Recommending Instructor in processing the application. From the checklist the Recommending Instructor can review the application form and sign the Instructor's Recommendation section of the application form.

IACRA Home » Instructor Console » Instructor Checklist

### Instructor Checklist [\(Hide All\)](#)

#### Application Information

Applicant Name: DAVID NMN FOSDICK  
FTN: A0612419  
Application ID: 32219  
Application Type: ATP > Standard > CFR 61 > Original

**According to FAA guidance, a Recommending Instructor signature is not mandatory for ATP unless applicant previously failed a rating or is adding a SIC type rating. The entry of Knowledge tests has been moved to the Certifying Officer checklist to accommodate expired Knowledge tests and associated justifications.**

[Begin Checklist](#)

#### Return Application [\(Hide Details\)](#)

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

[Return Application](#) [Continue](#)

#### Summary Information [\(Show Details...\)](#)

#### Sign Application [\(Show Details...\)](#)

## 10.2.3 Summary Information

- *Select Summary Information from the Checklist*

Certificate Summary Information displays, as follows:

**Summary information** (Hide Details)

**Certificate Summary**

Certificate Type: AIRLINE TRANSPORT PILOT  
 Certificate #: 555555  
 Ratings:  
 AIRPLANE SINGLE ENGINE LAND  
 COMMERCIAL PILOT PRIVILEGES  
 AIRPLANE MULTIENGINE LAND  
 Limitations:  
 1. ENGLISH PROFICIENT

**Application Status**

Submitted by Applicant	12/28/2010 4:17:19 PM
Started	12/28/2010 4:15:09 PM

Previous Continue

Review the Summary information:

- *Select Continue*

Application closes the section and opens the Sign Application, as follows:

### 10.2.4 Sign Application

**Sign Application** (Hide Details)

By electronically signing this document I certify that:

I have personally instructed the Applicant and consider this person ready to take the test.

Previous Sign Application

To sign the application,

- *Select Sign Application*

The Application displays in a separate window to allow the Recommending Instructor to digitally sign the certification application.

**Instructor's Recommendation**  
I have personally instructed the applicant and consider this person ready to take the test.

Date	Instructor's Signature (Print Name & Sign) BENJAMIN LARRY AARON <a href="#">Click to Sign</a> <a href="#">Cancel</a>	Certificate No: 1526841	Certificate Expires 12/21/2012
------	-------------------------------------------------------------------------------------------------------------------------	----------------------------	-----------------------------------

**Air Agency's Recommendation**  
This applicant has successfully completed our \_\_\_\_\_ Course, and is recommended for certification or rating without further \_\_\_\_\_ test.

Date	Agency Name and Number	Official's Signature
		Title

**Designated Examiner or Airman Certification Representative Report**

Student Pilot Certificate issued (Copy attached)

I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR part 61 for the pilot certificate or rating sought.

I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.

I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.

Approved - Temporary Certificate Issued (Original Attached)

Disapproved - Disapproval Notice Issued (Original Attached)

Location of Test (Facility, City, State)	Duration of Test		
	Ground	Simulator/FTD SIM)	Flight 1)
		FTD)	2)

Certificate or Rating for Which Tested	Type(s) of Aircraft Used 1) 2)	Registration No. (s) 1) 2)
----------------------------------------	-----------------------------------	-------------------------------

Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
------	------------------------------------------	-----------------	-----------------	---------------------

**Evaluator's Record (Use For ATP Certificate and/or Type Ratings)**

- *Select Click to Sign*
- *IACRA processes the signatures*
- *Window automatically closes when signing is complete*
- *Returns to the Instructor checklist*

The following confirmation box appears:

Thank you. Application has been successfully signed.

[Review 8710-1](#) [Sign Another](#) [Logout](#)

After the Recommending Instructor has signed the application, the Certifying Officer can access the application. Airline Transport Pilot applications do not necessarily require an RI signature unless it is for a Second In Command application or if the applicant previously failed a rating.

From the confirmation, the Recommending Instructor can Review the 8710-1 just signed, Sign Another or Logout.

- *Select Review 8710-1*

Application opens in a separate window for review

- *Sign Another*

Application returns to the Recommending Instructor Console

- *Logout*

Application returns to the home page

## 11 Certifying Officer Process Overview

When the role selected at login is Aviation Safety Inspector (ASI), the following IACRA – Certifying Officer Console Appears.

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

IACRA Home » Console

### IACRA - Certifying Officer Console

**Retrieve & Process Applications**  
FTN:    
*(Enter the Applicant's FTN to work, view, or print the related documents such as: application form, temporary certificate or knowledge tests.)*

**Your IACRA Statistics**  
Applications Processed  
~ last quarter: 6  
~ last month: 2  
~ last week: 3

**View Processed Applications by FSDO**  
Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO  
**Enter Your Search Criteria**  
From Date (MM/DD/YYYY)  To Date (MM/DD/YYYY)   
Certifying Officer Type:   
Certifying Officer or Partial Name:   
Application ID is OR starts with:   
Applicant Name or Partial Name:   
Certificate Type:   
 *(Tip: Input search criteria above then press Enter or click Search.)*

**Your Activity History**  
Date Range  -

**Airman Information**  
 

Certificate Number	Certificate Type	Issued	Expires
182523190	MECHANIC	01/10/1994	01/01/1900

- Enter the Applicant's FTN
- Select Retrieve

The following screen displays:

## IACRA - Search Results

### Applicant Information

FTN C9901385  
First Name TEST  
Last Name TEST

### Existing Applications

Search for  Current Applications  Completed Applications

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

1 2 3 4 5

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

The Certifying Officer's Checklist displays:

IACRA Home » Console » Certifying Officer's Checklist

## Certifying Officer's Checklist (Hide All)

**Application Information**

Applicant Name: TEST ASDF TEST  
 FTN: C9901385  
 Application ID: 29637  
 Application Type: ATP > Standard > CFR 61 > Original

[Begin Checklist](#)

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

**Checklist Status**

Application Options

Airman Identification

Knowledge Test

Applicant Signature

Practical Test

Limitations

Summary Information

Sign Application

**View Application**



### 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.

- *Select Begin Checklist*
- *Application displays the application options*

### 11.1.1 Application Options

**Return Application**

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

Return Application

**Edit Application**

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

Edit Application

**Comments**

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

Insert or Edit Comment

Save Comments

Continue

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

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

To view the application:

- Select the application from the View Application on the right side navigation

The application displays in a separate window.

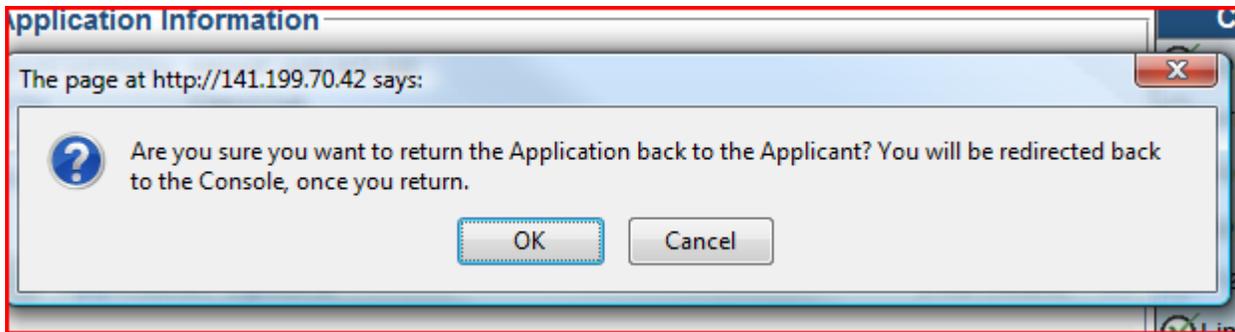
When the review is complete:

- Select close and the window closes and the application returns to the checklist

To return the application:

- Select Return application

The following confirmation window appears:



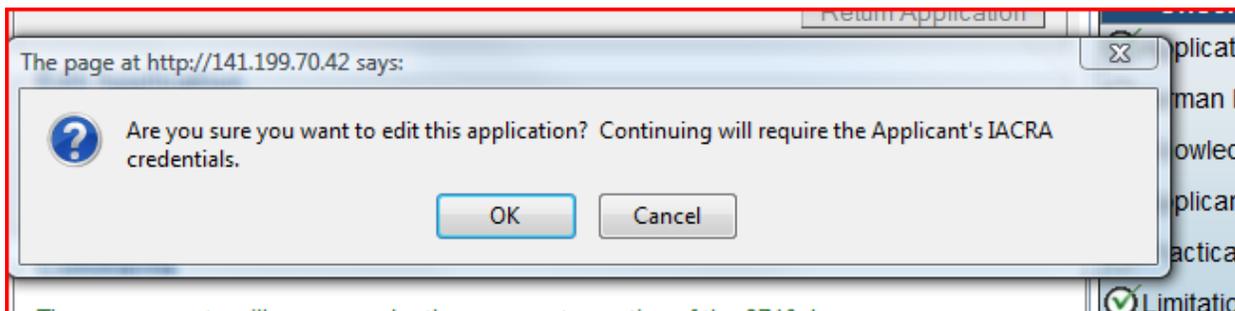
- *Select Cancel*

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:

**Review and Submit (Section 5)** (Hide Details) 

Thank you for submitting your application.

Application ID : 29637  
Your FTN : C9901385

*Your Recommending Instructor and Examiner/Evaluator **will need your FTN**. If you forget this number, 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.

**CO login to resume checklist**

 Once the CO logs in, you will return to the checklist.

CO Username   
CO Password

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

- *Enter CO password*
- *Select Log In*

Application returns to the Certifying Officer's Checklist.

To Add Comments to the application:

- *Type comments in the comment box*

**Comments**

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

Insert or Edit Comment

Type comments here for display on the application. |

Save Comments

- *Select Save comments*

When 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*

**Airman's Identification (ID)** (Hide Details)

Form of Identification: USA DRIVER'S LICENSE

Identification Number: [Text Input]

Expiration Date (mm/dd/yyyy): [Text Input] [Calendar Icon]

State: --select State-

Previous Save & Continue

- *Select Save & Continue*

Other forms of Identification:

Passport:

- *Select Passport from the drop down selection for Form of Identification*
- *Enter Identification number from the passport*
- *Enter Expiration Date (mm/dd/yyyy)*
- *Select the country that issued the passport from the drop down selection list*

- *Select Save & Continue*

#### 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*

#### 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*

#### Other Government Issued Document

- *Select Other Government Issued Document form 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 Knowledge Test

**Associated Knowledge Tests**

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID
90040520050079576	AMG	4/5/2005	12/12/2011	P	98	ABS65601

[View Associated Tests](#)

**NOTICE TO IACRA USERS AND AIRMEN APPLICANTS**

Please allow at least 48 hours from the time an airman knowledge test is completed.

If the recommended timeframe has passed and you are unable to locate the required knowledge test, see the contact information below:

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

Previous

Continue

To view the Knowledge Test:

- *Select View Associated Tests*

The Airman Knowledge Test Report displays in a separate window.

When review is complete:

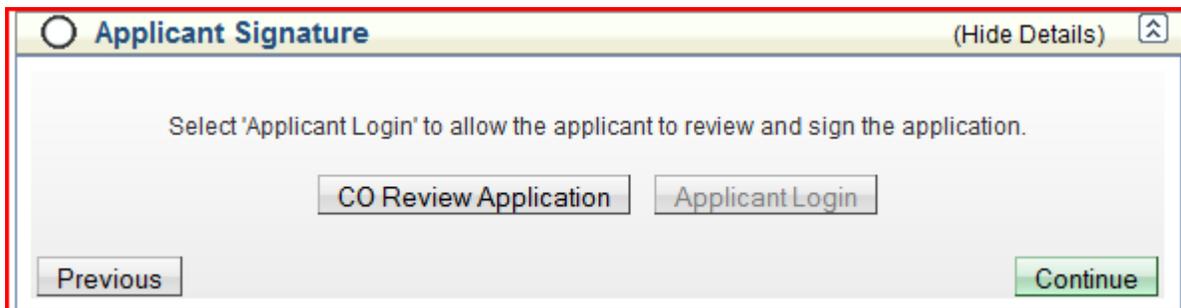
- *Select Close*

Application returns to the Certifying Officer's Checklist

- *Select Continue*

#### **11.1.4 Applicant Signature**

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



To Review the Application:

- *Select CO Review Application*

The application displays in a separate window

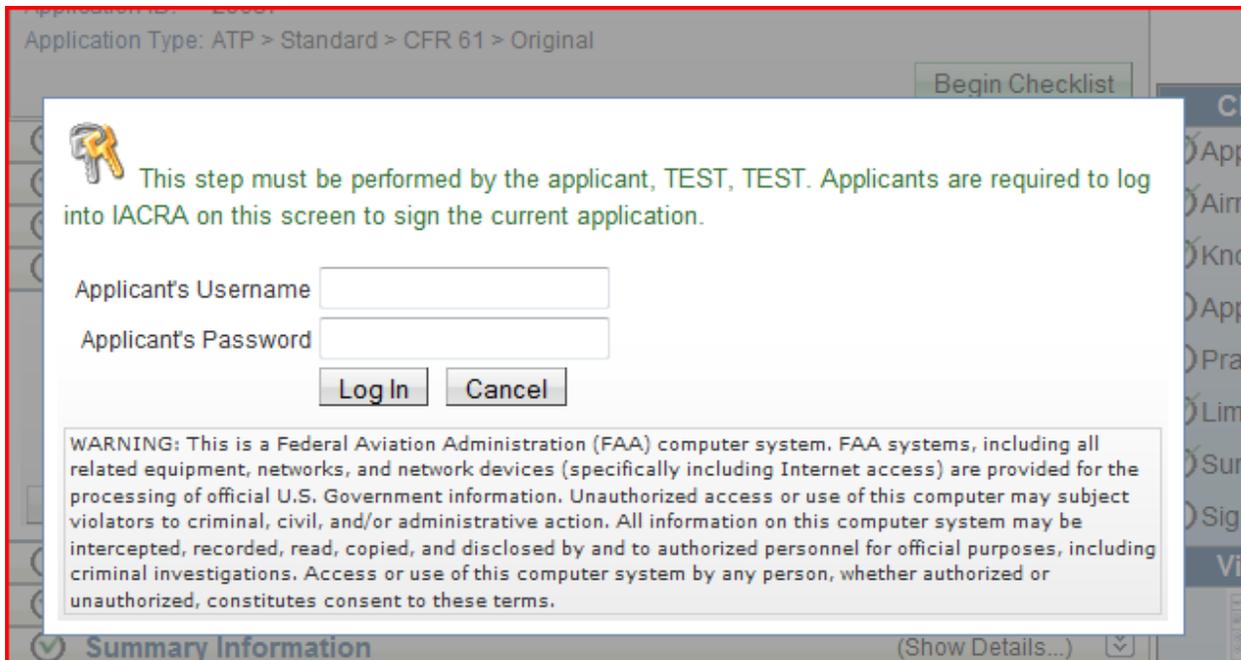
When review is complete:

- *Select Close*

Window closes and application returns to the Certifying Officer's Checklist – Applicant Signature

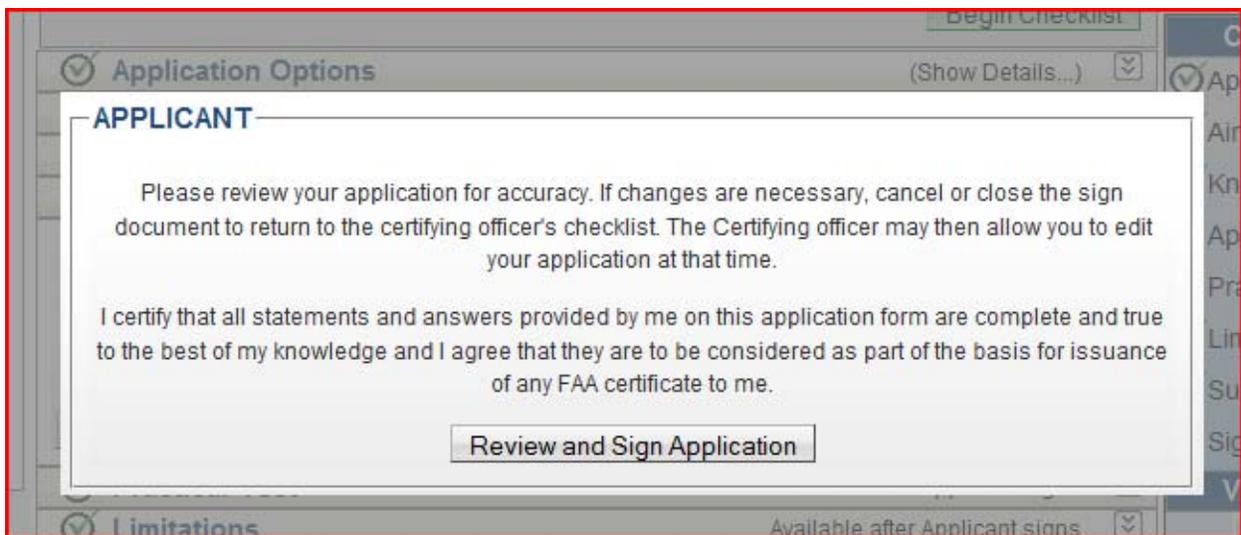
- *Select Applicant Login*

Applicant Login Window displays:



- *Applicant enters Username*
- *Applicant enters Password*
- *Selects Log In*

The following window displays:



- *Select Review and Sign Application*

The application opens in a separate window:

<input type="checkbox"/> Completion of Air Carrier's Approved Training Program		1. Name of Air Carrier				2. Date		3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition								
III Record of Pilot Time (Do not write in the shaded areas)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Takeoff Landings	Night PIC	Night Takeoff Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes	1500.00	1500.00	1500.00	PIC 1500.00 SIC 1500.00	1500.00	500.00	PIC 1500.00 SIC 1500.00	1500.00	1500.00	1500.00	PIC 1500.00 SIC 1500.00	PIC 1500.00 SIC 1500.00				
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Glanders																
Lighter Than Air																
Simulator																
Training Device																
PCATD																
IV Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
V. Applicant's Certification - I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant TEST ASDF TEST										<a href="#">Click to Sign</a> <a href="#">Cancel</a>		Date				
FAA Form 8710-1 (4-00) Supersedes Previous Edition				IACRA Equivalent				Application ID: 29637				NSN: 0052-00-682-6007				

Instructor's Recommendation			
I have personally instructed the applicant and consider this person ready to take the test.			
Date	Instructor's Signature (Print Name & Sign)	Certificate No:	Certificate Expires
12/29/2010 10:16:24 AM	BENJAMIN LARRY AARON E-SIGN	1526841	12/21/2012
Air Agency's Recommendation			
This applicant has successfully completed our _____ Course, and is recommended for certification or rating without further _____ test.			
Date	Agency Name and Number	Official's Signature	
		Title	

➤ Applicant selects Click to Sign

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



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

Certifying Officer's Username

Certifying Officer's Password

**WARNING:** This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

➤ Certifying Officer enters Username

- *Certifying Officer enters Passwords*
- *Selects Logon*

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

- *Select Continue*

### 11.1.5 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.

#### 11.1.5.1 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

The screenshot shows a web application interface for an Oral Test. At the top, there are three tabs: "Oral Test" (selected), "Simulator / Flight Training Device", and "Flight Test". Below the tabs is a section titled "Oral Test - Date & Location". This section contains several input fields: "Test Date" with the value "12/01/2010" and a calendar icon; "Search By" with radio buttons for "Airport Code" (selected) and "Airport Name"; "Airport IATA Code" with the value "AA4" and a note "(Type at least 2 letters)"; and "Airport" with a dropdown menu showing "AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,". Below this section is a "Test Duration" field with the value "12". At the bottom of the form, there is a "Status" field with the value "Not Started". At the very bottom, there are four buttons: "Disapprove", "Discontinue", "Delete", and "Approve".

- Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected:

## Oral Test Disapproval

According to Order 8900.2 Chapter 7, paragraph 37, Procedures, (f)(1)(d) Enter the date of the practical test and sign the Designated Examiner's Report section. Note: this must be the date the practical test was concluded and must be the same date shown on Form 8060-5. Please provide an explanation in the Comments section below. Airmen Registry may issue a correction notice if the dates on the forms do not match.

### Select failed Flight Test Standards

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

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

Insert or Edit Comment

Disapprove

Cancel

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

Application appears in a separate window for CO signature

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

- Select Click to Sign

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

**Oral Test** | Simulator / Flight Training Device | Flight Test

---

**Oral Test - Date & Location**

Test Date: 12/01/2010 

Search By:  Airport Code  Airport Name

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

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

---

Test Duration: 12

---

Status: Disapproved and Signed by Certifying Officer.

When Discontinue is selected:

**Oral Test Discontinuance**

Reason

Explanation

Select Flight Test Standards completed successfully

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

- *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

Oral Test Simulator / Flight Training Device Flight Test

**Oral Test - Date & Location**

Test Date: 12/01/2010 

Search By:  Airport Code  Airport Name

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

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

---

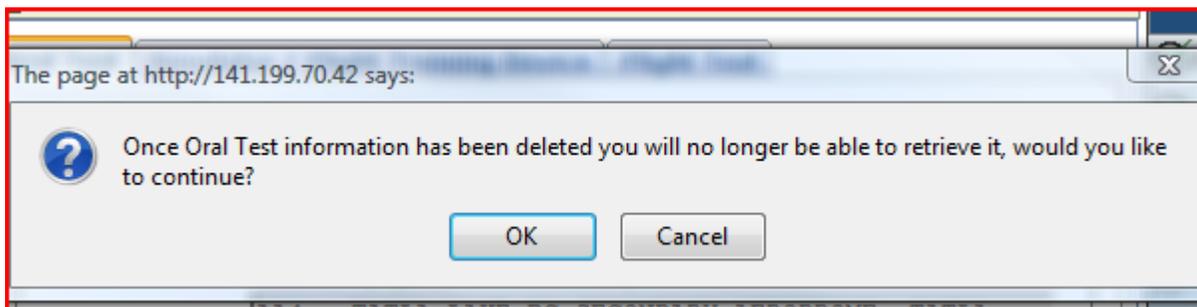
Test Duration: 12

---

Status: Discontinued. Reason for discontinuance: Medical

**Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.**

When Delete is selected:



➤ Select OK

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

Oral Test Simulator / Flight Training Device Flight Test

**Oral Test - Date & Location**

Test Date  

Search By  Airport Code  Airport Name

Airport IATA Code  *(Type at least 2 letters)*

Airport

---

Test Duration

---

Status **Not Started**

When Approve is selected:

The application opens in a separate window:

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

➤ *Select Click to Sign*

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

---

**Oral Test - Date & Location**

Test Date:  

Search By:  Airport Code  Airport Name

Airport IATA Code:  (Type at least 2 letters)

Airport:

---

Test Duration:

---

Status: **Approved. Awaiting Certifying Officer signature**

---

➤ Select Simulator / Flight Training Device Tab, Flight Test Tab or Continue

### 11.1.5.2 Simulator / Flight Training Device

---

**Simulator / Flight Training Device (FTD)**

Test Date:  

Search By:  Airport Code  Airport Name

Airport IATA Code:  (Type at least 2 letters)

Airport:

---

Search By:  Make/Model  Name

Simulator:  (Type at least 1 letter)

Simulator/FTD:

---

Test Duration:

---

Status: **Not Started**

- 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 eh Simulator

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

The application completes the Simulator/FTD description box

- Enter total hours for Test Duration

Oral Test Simulator / Flight Training Device Flight Test

**Simulator / Flight Training Device (FTD)**

Test Date 12/01/2010

Search By  Airport Code  Airport Name

Airport IATA Code AA4 (Type at least 2 letters)

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

Search By  Make/Model  Name

Simulator 0020/C/B-767-200 (Type at least 1 letter)

0020/C/B-767-200 - Level C Flight Simulator AMERICAN AIRLINES

Test Duration 10

Status Not Started

Disapprove Discontinue Delete Approve

- Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected:

**Simulator Test Disapproval**

According to Order 8900.2 Chapter 7, paragraph 37, Procedures, (f)(1)(d) Enter the date of the practical test and sign the Designated Examiner's Report section. Note: this must be the date the practical test was concluded and must be the same date shown on Form 8060-5. Please provide an explanation in the Comments section below. Airmen Registry may issue a correction notice if the dates on the forms do not match.

Select failed Flight Test Standards

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

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

Insert or Edit Comment

Disapprove Cancel

- 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

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

➤ Select Click to Sign

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

Oral Test
Simulator / Flight Training Device
Flight Test

**Simulator / Flight Training Device (FTD)**

Test Date

Search By  Airport Code  Airport Name

Airport IATA Code  *(Type at least 2 letters)*

Airport

Search By  Make/Model  Name

Simulator  *(Type at least 1 letter)*

Simulator/FTD

Test Duration

Status **Disapproved and Signed by Certifying Officer.**

Disapprove
Discontinue
Delete
Approve

When Discontinue is selected:

**Simulator Test Discontinuance**

Reason: --Select- ▼

Explanation:

Select Flight Test Standards completed successfully

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

Discontinue Cancel

Disapprove Discontinue Delete Approve

- *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

**Simulator / Flight Training Device (FTD)**

Test Date:

Search By:  Airport Code  Airport Name

Airport IATA Code:  (Type at least 2 letters)

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

---

Search By:  Make/Model  Name

Simulator:  (Type at least 1 letter)

Simulator/FTD: 0020/C/B-767-200 - Level C Flight Simulator AMERICAN AIRLINES

---

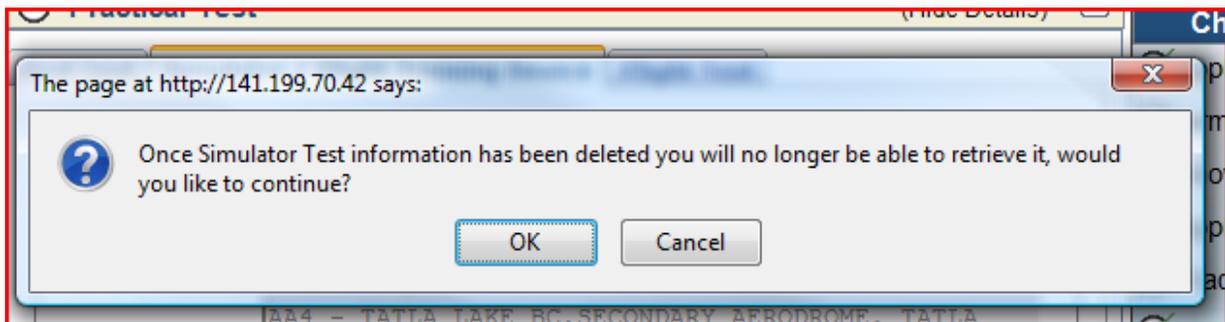
Test Duration:

---

Status: **Discontinued. Reason for discontinuance:Medical**

**Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.**

When Delete is selected:



➤ Select OK

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

**Simulator / Flight Training Device (FTD)**

Test Date  

Search By  Airport Code  Airport Name

Airport IATA Code  (Type at least 2 letters)

Airport

---

Search By  Make/Model  Name

Simulator  (Type at least 1 letter)

Simulator/FTD

---

Test Duration

---

Status **Not Started**

When Approved is selected:

The application displays in a separate window for the CO Signature

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

➤ *Select Click to Sign*

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

**Simulator / Flight Training Device (FTD)**

Test Date:  

Search By:  Airport Code  Airport Name

Airport IATA Code:  (Type at least 2 letters)

Airport:

---

Search By:  Make/Model  Name

Simulator:  (Type at least 1 letter)

Simulator/FTD:

---

Test Duration:

---

Status: **Approved. Awaiting Certifying Officer signature**

- *Select Oral Test Tab, Flight Test Tab or Continue*

### 11.1.5.3 Flight Test

**Flight Test - Date & Location**

Test Date

Search By  Airport Code  Airport Name

Airport IATA Code  (Type at least 2 letters)

Airport

---

**Aircraft 1**

Search By  Make/Model  Name

Model  (Type at least 1 letter)

Make/Model 

YL-15-G - BOEING

Reg. No.

Test Duration

---

**Aircraft 2**

Search By  Make/Model  Name

Model  (Type at least 1 letter)

Make/Model

Reg. No.

Test Duration

---

Status **Not Started**

- 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

Oral Test
Simulator / Flight Training Device
Flight Test

### Flight Test - Date & Location

Test Date

Search By  Airport Code  Airport Name

Airport IATA Code  (Type at least 2 letters)

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

---

### Aircraft 1

Search By  Make/Model  Name

Model  (Type at least 1 letter)

YL-15-G - BOEING

Reg. No.

Test Duration

---

### Aircraft 2

Search By  Make/Model  Name

Model  (Type at least 1 letter)

[Empty]

Reg. No.

Test Duration

---

Status **Not Started**

Disapprove
Discontinue
Delete
Approve

- Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected

## Flight Test Disapproval

According to Order 8900.2 Chapter 7, paragraph 37, Procedures, (f)(1)(d) Enter the date of the practical test and sign the Designated Examiner's Report section. Note: this must be the date the practical test was concluded and must be the same date shown on Form 8060-5. Please provide an explanation in the Comments section below. Airmen Registry may issue a correction notice if the dates on the forms do not match.

### Select failed Flight Test Standards

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

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

Insert or Edit Comment

Disapprove

Cancel

- 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

	1)	2)	1)	2)
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
<b>Evaluator's Record (Use For ATP Certificate and/or Type Ratings)</b>				
	Inspector	Examiner	Signature and Certificate Number	Date
Oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ E-SIGN	182523190 12/29/2010 02:31:54 PM
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Flight Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ	<a href="#">Click to Sign Page!</a>
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Aviation Safety Inspector or Technician Report</b>				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input type="checkbox"/> <b>Approved - Temporary Certificate Issued (Original Attached)</b> <input type="checkbox"/> <b>Disapproved -- Disapproval Notice issued (Original Attached)</b>				
Location of Test (Facility, City, State)			Duration of Test	
ORAL AA4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC, ; AIRCRAFT FLIGHT			Ground	Simulator/FTD
ORAL AA4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,			Flight	

➤ Select Click to Sign

Application returns to Certifying Officer's Checklist – Flight Test

**Oral Test** | **Simulator / Flight Training Device** | **Flight Test**

---

**Flight Test - Date & Location**

Test Date:

Search By:  Airport Code  Airport Name

Airport IATA Code:  (Type at least 2 letters)

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

---

**Aircraft 1**

Search By:  Make/Model  Name

Model:  (Type at least 1 letter)

Make/Model: YL-15-G - BOEING

Reg. No.:

Test Duration:

---

**Aircraft 2**

Search By:  Make/Model  Name

Model:  (Type at least 1 letter)

Make/Model:

Reg. No.:

Test Duration:

---

Status: **Disapproved and Signed by Certifying Officer.**

When Discontinue is selected

Search By  Make/Model  Name

### Flight Test Discontinuance

Reason

Explanation

Select Flight Test Standards completed successfully

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

- *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

Oral Test | Simulator / Flight Training Device | **Flight Test**

**Flight Test - Date & Location**

Test Date: 12/04/2010 

Search By:  Airport Code  Airport Name

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

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

---

**Aircraft 1**

Search By:  Make/Model  Name

Model: YL-15-G (Type at least 1 letter)

Make/Model: YL-15-G - BOEING

Reg. No.: ads44s

Test Duration: 12

---

**Aircraft 2**

Search By:  Make/Model  Name

Model: (Type at least 1 letter)

Make/Model:

Reg. No.:

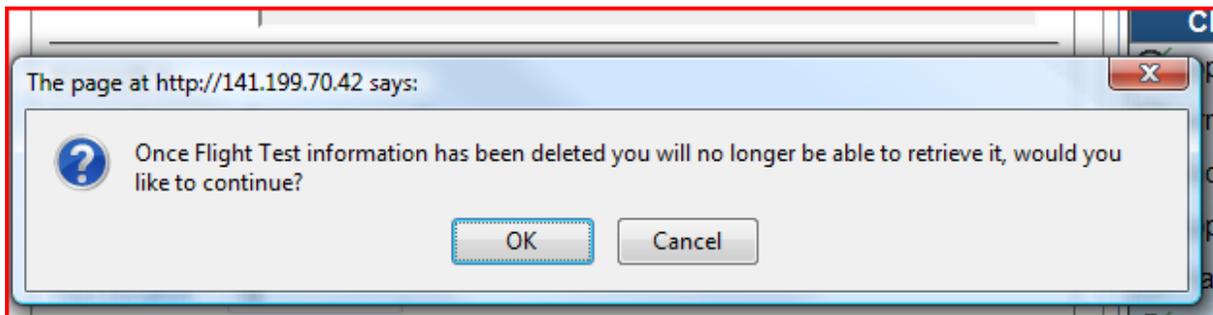
Test Duration:

---

Status: Discontinued. Reason for discontinuance:--Select--

**Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.**

When Delete is selected



➤ Select OK

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

Oral Test  
  Simulator / Flight Training Device  
  Flight Test

### Flight Test - Date & Location

Test Date

Search By  
  Airport Code  
  Airport Name

Airport IATA Code  *(Type at least 2 letters)*

Airport

---

### Aircraft 1

Search By  
  Make/Model  
  Name

Model  *(Type at least 1 letter)*

Make/Model

Reg. No.

Test Duration

---

### Aircraft 2

Search By  
  Make/Model  
  Name

Model  *(Type at least 1 letter)*

Make/Model

Reg. No.

Test Duration

---

**Status**      **Not Started**

When Approved is selected

The application opens in a separate window for the CO signature

		1)	2)	1)	2)
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires	
<b>Evaluator's Record (Use For ATP Certificate and/or Type Ratings)</b>					
	Inspector	Examiner	Signature and Certificate Number		Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>			
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ E-SIGN		182523190 12/29/2010 03:06:30 PM
Aircraft Flight Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ		<a href="#">Click to Sign</a>
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Aviation Safety Inspector or Technician Report</b>					
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.					
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached)			<input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)		
Location of Test (Facility, City, State)			Duration of Test		
APPROVED SIM/TRAINING DEVICE AA4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,			Ground	Simulator/FTD SIM) 10.0	Flight 1) 2)
Certificate or Rating for Which Tested		Type(s) of Aircraft		Registration No.	

➤ *Select Click to Sign*

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

Oral Test	Simulator / Flight Training Device	Flight Test
<b>Flight Test - Date &amp; Location</b>		
Test Date	12/04/2010	
Search By	<input checked="" type="radio"/> Airport Code <input type="radio"/> Airport Name	
Airport IATA Code	AA4 (Type at least 2 letters)	
Airport	AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,	
<b>Aircraft 1</b>		
Search By	<input checked="" type="radio"/> Make/Model <input type="radio"/> Name	
Model	YL-15-G (Type at least 1 letter)	
Make/Model	YL-15-G - BOEING	
Reg. No.	ads44s	
Test Duration	12	
<b>Aircraft 2</b>		
Search By	<input checked="" type="radio"/> Make/Model <input type="radio"/> Name	
Model	(Type at least 1 letter)	
Make/Model		
Reg. No.		
Test Duration		
Status	Approved. Awating Certifying Officer signature	
<input type="button" value="Disapprove"/> <input type="button" value="Discontinue"/> <input type="button" value="Delete"/>		<input type="button" value="Approve"/>
<input type="button" value="Previous"/>		<input type="button" value="Continue"/>

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

When Continue is selected

### 11.1.6 Graduation Date

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

**Graduation Date** (Hide Details)

Air Operator MISSION AIR

Designation Code ZM8A

Curriculum Initial

Graduation Date

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

### 11.1.7 Limitations

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

**Limitations** (Hide Details)

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

**Available Limitations**

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

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

**Selected Limitations**

	ID	Limitation Text
	1	ENGLISH PROFICIENT

All of the applicant's previous limitations will be loaded here. The certifying officer may remove these automatically added limitations if necessary. The certifying officer is required to select the Limitations link from the checklist and review previous limitations to complete this section.

To add a limitation

- Enter one (1) character of the limitation
- Select search
- Select ADD to the left of the appropriate limitation

Or

- Select Show All
- Select ADD to the left of the appropriate limitation

Or

- Scroll through Page numbers to the entire list of Available Limitations
- Select ADD to the left of the appropriate limitation

Some limitations require the Examiner/Evaluator to fill in information. When you select one of these limitations a text box will appear where you can enter limitation text.

**Enter limitation text and click on Save**

Number

Current limitation text:

Enter limitation text

- Enter the limitation text
- Select Save

**Selected Limitations**

	ID	Limitation Text
	1	ENGLISH PROFICIENT
Remove	45	CV-PBY5 - LIMITED TO LAND

Mandatory limitations are displayed with a 'lock' to the left of the ID and text fields. These limitations are system generated based on certain criteria for the Certificate and cannot be changed.

To remove limitations:

- Select Remove (trash can) left of ID and Limitation Text
- Select Save and Continue

### 11.1.8 Summary Information

The Certificate Summary and Application Status displays:

**Certificate Summary**

Certificate Type: AIRLINE TRANSPORT PILOT  
 Certificate #: 555555  
 Ratings:  
 AIRPLANE SINGLE ENGINE LAND  
 COMMERCIAL PILOT PRIVILEGES  
 AIRPLANE MULTIENGINE LAND  
 Limitations:  
 1. ENGLISH PROFICIENT

**Application Status**

Practical Test Signoff - Signed Flight Check	12/29/2010 3:32:30 PM
Practical Test Signoff - Signed Sim/Training	12/29/2010 3:16:54 PM
Practical Test Signoff - Signed Oral	12/29/2010 2:31:54 PM
Signed by Applicant	12/29/2010 1:54:20 PM
Ready for Applicant Signature	12/29/2010 1:54:20 PM
Signed by RI	12/29/2010 10:16:24 AM
Submitted by Applicant	12/28/2010 4:17:19 PM
Started	12/28/2010 4:15:09 PM

Previous Continue

- Review the information presented
- Select Continue

### 11.1.9 Sign Application

The Certifying Officer's Certification Statement displays:

By electronically signing this document I certify that:

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

Previous Sign Application

- Review the statement
- Select Sign Application

The application opens in a separate window for the Certifying Officer's signature

Special Medical test conducted - report forwarded to Aeromedical Certification Branch, AAM-330  Other Approved FAA Qualification Criteria  Activity  Training Course   
 Test  Duties and Responsibilities

Training Course (FIRC) Name \_\_\_\_\_ Graduation Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Inspector's Signature (Print Name & Sign) \_\_\_\_\_ Certificate No. 182523190 FAA District Office WP29  
DAVID BANNISTERO [Click to Sign](#) [Cancel](#)

**Attachments:**  
 Student Pilot Certificate (copy) \_\_\_\_\_  
 Knowledge Test Report MISCELLANEOUS Form of ID \_\_\_\_\_ ID: \_\_\_\_\_ Name: TEST, TEST ASDF  
 Temporary Airman Certificate 999999 Number \_\_\_\_\_ Date of Birth: 2/2/1920  
 Notice of Disapproval 10/10/2020 Expiration Date \_\_\_\_\_ Certificate Number: 555555  
 Superseded Airman Certificate 111-11-1111 Telephone Number \_\_\_\_\_ Email Address: TEST@TEST.COM

FAA Form 8710-1 (4-00) Supersedes Previous Edition IACRA Equivalent Application ID: 29637 NSN: 0052-00-682-6007

- *Select Click to Sign*

The window closes and returns to the Certifying Officer's Checklist – Sign Application

Thank you. Application has been successfully signed and will be sent to the Airmen Registry. If you have any questions or concerns please contact the National AVS IT Service Desk and refer to the application ID.

**National AVS IT Service Desk**  
**1-877-287-6731**  
**9-NATL-AVS-IT-ServiceDesk@faa.gov**

Choose a Form to Review/Print --Select Form-- [View/Print](#)

[Sign Another](#)

The Certifying Officer can View/Print forms from this screen:

- *Select a form from the drop down list*
- *Select View Print*

When done with reviewing or printing forms:

- *Select Sign Another*

Or

- *Select Logoff*

## 11.2 Oversight (completed applications)

ASI's and AST's can review completed applications processed through their FSDO. These applications can be searched by examiner name, date range or certificate type.

IACRA Home » Console

## IACRA - Certifying Officer Console

**User Information**  
 FTN: A3007505 [Logout](#)  
 User: mltrrez\_asi  
 Role: Aviation Safety Inspector

**ASI/AST Options**

- Console
- Oversight (completed applications)
- User Profile
- Manage School Admins / Air Carrier Flight Instructors
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

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**Retrieve & Process Applications**

FTN:

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

**Your IACRA Statistics**

Applications Processed

- ~ last 90 Days: 50
- ~ last 30 Days: 13
- ~ last 7 Days: 0

**View Processed Applications by FSDO**

Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO

**Enter Your Search Criteria**

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

Certifying Officer Type:

Certifying Officer or Partial Name:

Application ID is OR starts with:

Applicant Name or Partial Name:

Certificate Type:

*(Tip: Input search criteria above then press Enter or click Search.)*

**Your Activity History**

Date Range  -

**Airman Information**

Airman Certificate | Airman Certificate Rating

Certificate Number	Certificate Type	Issued	Expires
182523190	MECHANIC	01/10/1994	

To access the Oversight functionality:

- Select Oversight (completed applications) under ASI/AST Options (left navigation column)
- The following Search screen displays:

## Certifying Officer's Review Signed Applications

Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO

### Enter Your Search Criteria

From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)
<input type="text" value="2/17/2010"/>	<input type="text" value="2/17/2011"/>
Certifying Officer Type:	<input type="text" value="All Types"/>
Certifying Officer or Partial Name:	<input type="text"/>
Application ID is OR starts with:	<input type="text"/>
Applicant Name or Partial Name:	<input type="text"/>
Certificate Type:	<input type="text" value="All Types"/>
<input type="button" value="Search"/> (Tip: Input search criteria above then press Enter or click Search.)	

74 record(s) found.

Search is based on the final certifying officer's signature date

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... >>

Application ID	Applicant Name	Applicant FTN	Date Signed	Certificate Type	Certifying Officer Name	Review	Select Document Type
27700	ROSENMERKEL RONALD LEE	A1627404	02/24/2010	STUDENT PILOT	DAVIS T NMN	<a href="#">Review</a>	
27710	ROSENMERKEL RONALD NMN	A1627404	02/24/2010	STUDENT PILOT	DAVIS T NMN	<a href="#">Review</a>	
27943	JONES KRISLEEN ANNETTE	A2525434	03/24/2010	AIRLINE TRANSPORT PILOT	DAVIS T NMN	<a href="#">Review</a>	
28020	JONES KRISLEEN ANNETTE	A2525434	03/30/2010	PRIVATE PILOT	DAVIS T NMN	<a href="#">Review</a>	

The search displays the results for the default criteria. The criteria can be changed to return different results.

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*

To search by Certifying Officer:

- *Enter the CO's full or Partial Name in the blank field*

Enter additional criteria

*OR*

- *Select Search*
- *Results are displayed*

To search by Application ID:

- *Enter the Application ID*

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

*OR*

- *Select Search*
- *Results are displayed*

To search by applicant:

- *Enter Applicant full or Partial Name in the field*

Enter additional criteria

*OR*

- *Select Search*
- *Results are displayed*

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*
  - *Inspection Authorization*
  - *Private Pilot*
  - *Recreational Pilot*
  - *Repairman Light Sport Aircraft*
  - *Sport Pilot*
  - *Student Pilot*

Enter additional criteria

OR

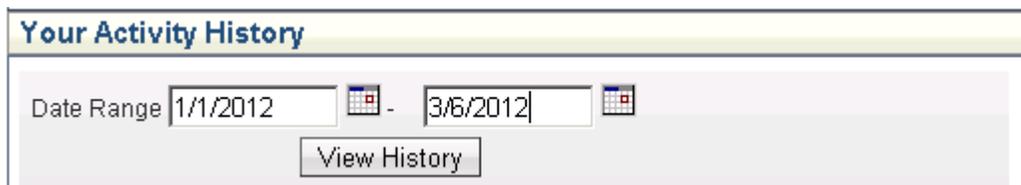
- *Select Search*
- *Results are displayed*

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:

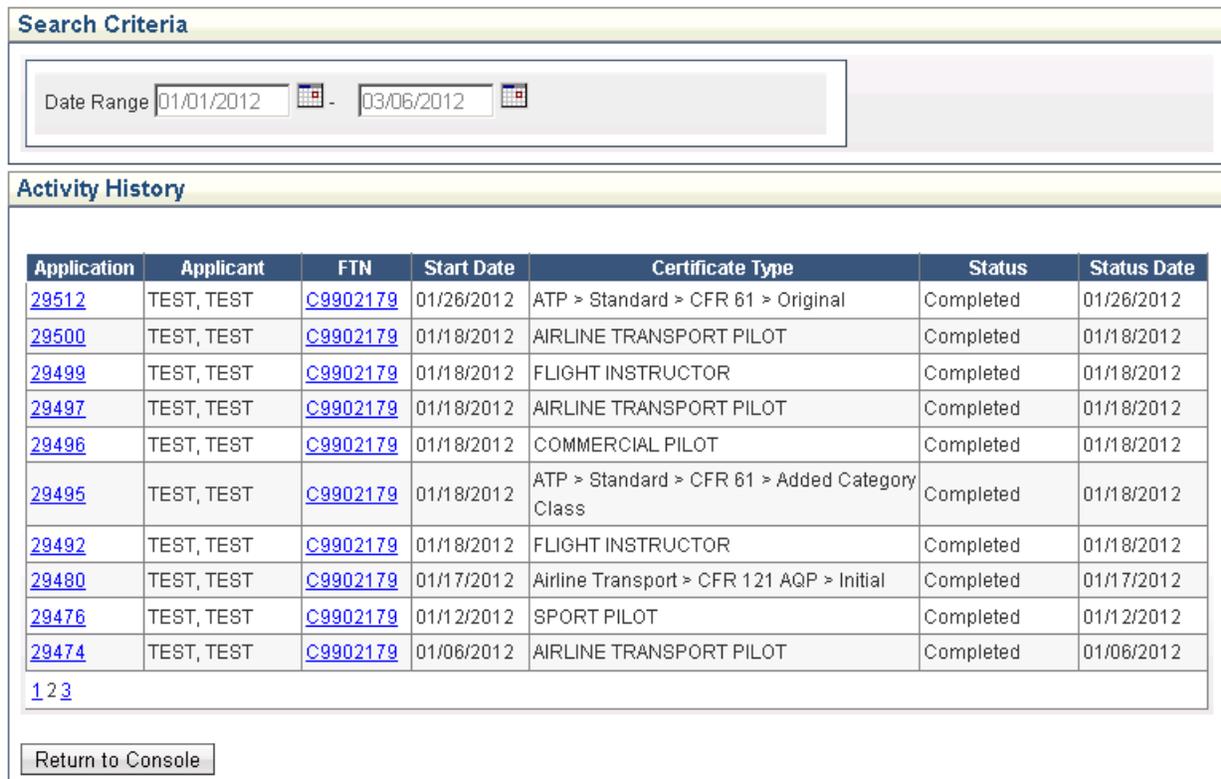
- *Select review (Review Column)*
- *From the drop down select the form to review (Select document Type column)*
- *The forms available vary depending on the Certificate Type*

### 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:



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



Application	Applicant	FTN	Start Date	Certificate Type	Status	Status Date
<a href="#">29512</a>	TEST, TEST	<a href="#">C9902179</a>	01/26/2012	ATP > Standard > CFR 61 > Original	Completed	01/26/2012
<a href="#">29500</a>	TEST, TEST	<a href="#">C9902179</a>	01/18/2012	AIRLINE TRANSPORT PILOT	Completed	01/18/2012
<a href="#">29499</a>	TEST, TEST	<a href="#">C9902179</a>	01/18/2012	FLIGHT INSTRUCTOR	Completed	01/18/2012
<a href="#">29497</a>	TEST, TEST	<a href="#">C9902179</a>	01/18/2012	AIRLINE TRANSPORT PILOT	Completed	01/18/2012
<a href="#">29496</a>	TEST, TEST	<a href="#">C9902179</a>	01/18/2012	COMMERCIAL PILOT	Completed	01/18/2012
<a href="#">29495</a>	TEST, TEST	<a href="#">C9902179</a>	01/18/2012	ATP > Standard > CFR 61 > Added Category Class	Completed	01/18/2012
<a href="#">29492</a>	TEST, TEST	<a href="#">C9902179</a>	01/18/2012	FLIGHT INSTRUCTOR	Completed	01/18/2012
<a href="#">29480</a>	TEST, TEST	<a href="#">C9902179</a>	01/17/2012	Airline Transport > CFR 121 AQP > Initial	Completed	01/17/2012
<a href="#">29476</a>	TEST, TEST	<a href="#">C9902179</a>	01/12/2012	SPORT PILOT	Completed	01/12/2012
<a href="#">29474</a>	TEST, TEST	<a href="#">C9902179</a>	01/06/2012	AIRLINE TRANSPORT PILOT	Completed	01/06/2012

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/unauthorized School Administrators and Air Carrier Flight Instructors.

The screenshot displays the IACRA - Certifying Officer Console. On the left is a navigation menu with options like 'Console', 'Oversight', 'User Profile', and 'Manage School Admins / Air Carrier Flight Instructors'. The main content area includes:

- Retrieve & Process Applications:** A form to enter an FTN and click 'Retrieve'.
- Your IACRA Statistics:** A summary of applications processed over different time periods.
- View Processed Applications by FSDO:** A search interface with fields for 'From Date', 'To Date', 'Certifying Officer Type', 'Certifying Officer or Partial Name', 'Application ID is OR starts with', 'Applicant Name or Partial Name', and 'Certificate Type'. A 'Search' button is provided.
- Your Activity History:** A section with a 'Date Range' selector and a 'View History' button.
- Airman Information:** A table with tabs for 'Airman Certificate' and 'Airman Certificate Rating'. The table shows one entry:

Certificate Number	Certificate Type	Issued	Expires
182523190	MECHANIC	01/10/1994	

From the Certifying Officer's Console select Manage School Administrators / Air Carrier Flight Instructors

- *Select Manage School Admins / Air Carrier Flight Instructors/ under the ASI/AST Options (left navigation column)*

The following screen displays:

**Manage School Administrators / Air Carrier Flight Instructors**

**User Information**  
 FTN: A3007505 [Logout](#)  
 User: mlrtrez\_asi  
 Role: Aviation Safety Inspector

**ASI/AST Options**

- Console
- Oversight (completed applications)
- User Profile
- **Manage School Admins / Air Carrier Flight Instructors**
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

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**School/Air Operator(s) Search Criteria**

**List of 194 School/Air Operator(s)**

School/Air Operator:  (Type at least 1 character)

1 2 3 4 5 6 7 8 9 10 ... >>

Designation Code	Air Agency Type	Air Agency Name	Action
A1ZS	FAR 141	A1ZS - AVTEC SERVICES INC - FAR 141	<a href="#">Click here to select...</a>
A2BA	FAR 135	A2BA - A B FLIGHT SERVICES INC - FAR 135	<a href="#">Click here to select...</a>
A51S	FAR 141	A51S - ACADEMY COLLEGE - FAR 141	<a href="#">Click here to select...</a>
A9LA	FAR 121	A9LA - ALL AMERICA AIRLINES INC - FAR 121	<a href="#">Click here to select...</a>
ABXX	FAR 142	ABXX - ABX AIR INC - FAR 142	<a href="#">Click here to select...</a>

**Search Results**

The default display contains the Air Agencies the role is authorized to manage. To select from the list, page through the screens by selecting a page number or to search for a specific Air Agency:

- *Enter at least one (1) Character of the School / Air Operator in the selection box*
  - The drop down selection list contains the Designation Code for all Air Agencies with the character in the Name
- *Select Search*
- *Select the Air Agency by selecting Select (Action column)*

The following screen displays:

**User Information**  
 TIN: A3007505 [Logout](#)  
 User: miltrez\_asi  
 Role: Aviation Safety Inspector

**ASI/AST Options**

- Console
- Oversight (completed applications)
- User Profile
- **Manage School Admins / Air Carrier Flight Instructors**
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

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## Manage School Administrators / Air Carrier Flight Instructors

**School/Air Operator(s) Search Criteria**

**List of 194 School/Air Operator(s)**

School/Air Operator:  (Type at least 1 character)

1 2 3 4 5 6 7 8 9 10 ... >>

Designation Code	Air Agency Type	Air Agency Name	Action
A1ZS	FAR 141	A1ZS - AVTEC SERVICES INC - FAR 141	<a href="#">Click here to select...</a>
A2BA	FAR 135	A2BA - A B FLIGHT SERVICES INC - FAR 135	<a href="#">Click here to select...</a>
A51S	FAR 141	A51S - ACADEMY COLLEGE - FAR 141	<a href="#">Click here to select...</a>
A9LA	FAR 121	A9LA - ALL AMERICA AIRLINES INC - FAR 121	<a href="#">Click here to select...</a>
ABXX	FAR 142	ABXX - ABX AIR INC - FAR 142	<a href="#">Click here to select...</a>

**Selected School/Air Operator:** A1ZS - AVTEC SERVICES INC - FAR 141

School Administrators  Air Carrier Flight Instructors

Name or Partial Name / Phone or Partial Phone (Optional):

**List of 59 School Administrator(s)**

1 2 3 4 5 6 7 8 9 10 ... >>

Name	Phone	Email Address	Current Status	Action
JUSTIN ADMIN III	111-11-1111	ASPRIGGS@FAA.GOV	Authorized	<a href="#">Disable</a>
ROBERT J ANGELINO SR	111-11-1111	EMAIL@EMAIL.NET	Authorized	<a href="#">Disable</a>
JOHN M DOE JR	111-11-1111	EMAIL@EMAIL.NET	Authorized	<a href="#">Disable</a>
SUE M ANGELINO JR	111-11-1111	SUSAN.ANGELINO@TITAN.COM	Authorized	<a href="#">Disable</a>
JOSH MYERS	111-11-1111	JOSH.CTR.MYERS@FAA.GOV	Authorized	<a href="#">Disable</a>

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

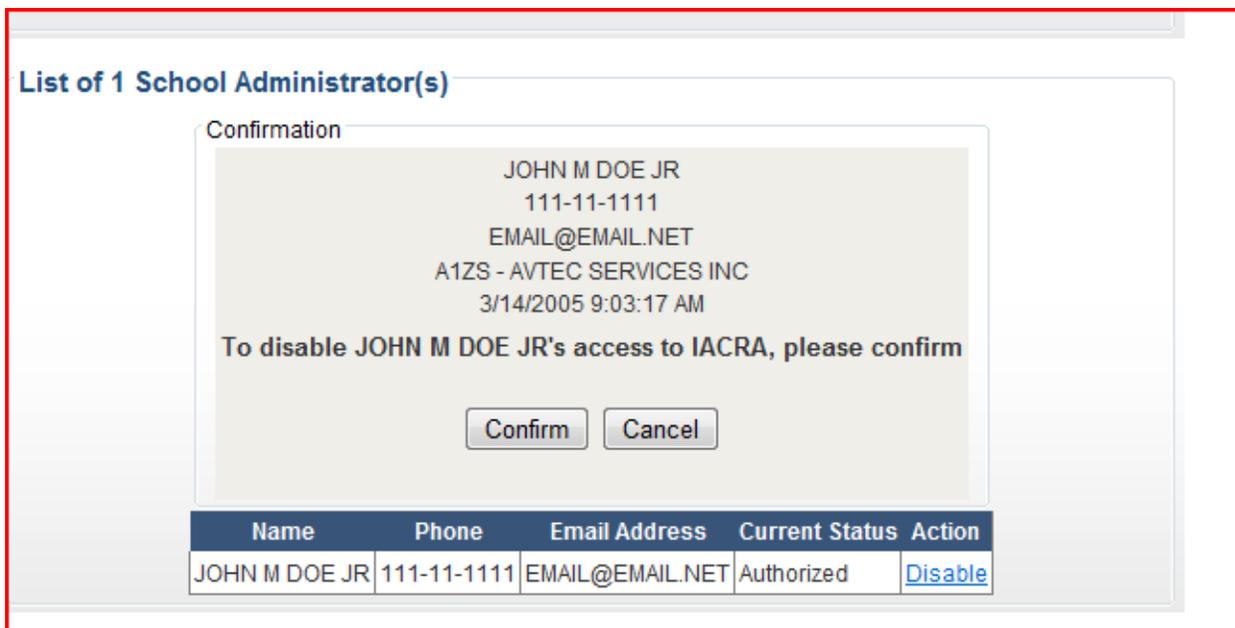
Or

- 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:



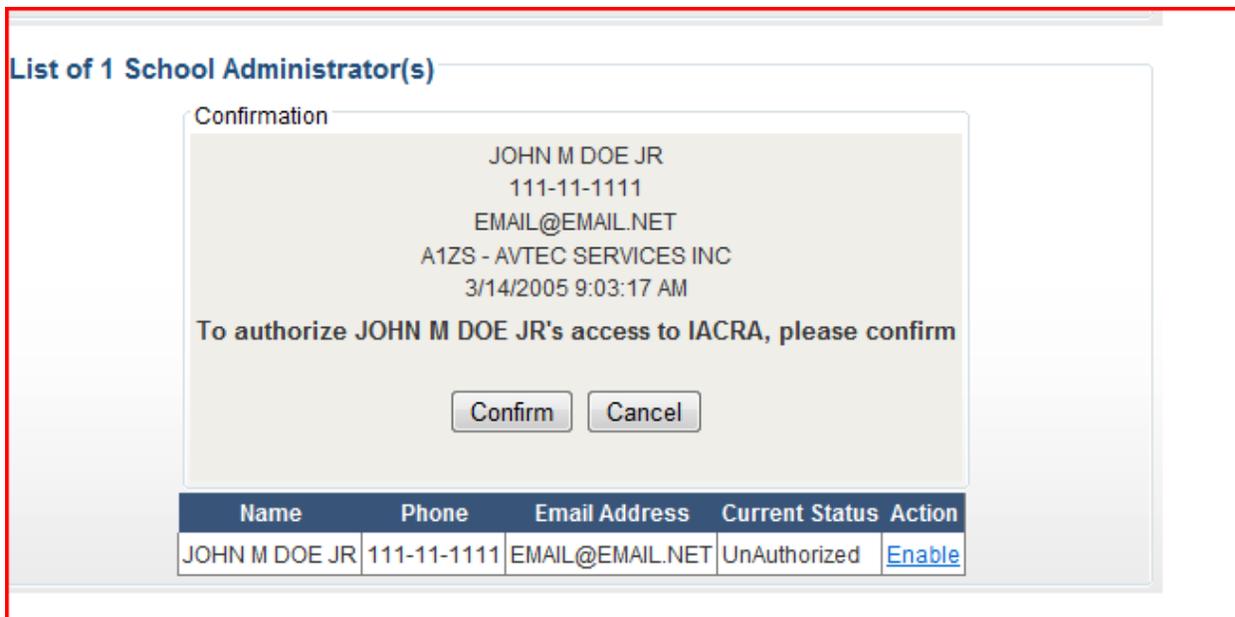
- *Select Confirm*

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:



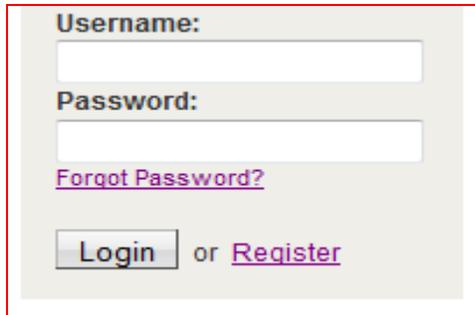
- *Select confirm*

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.

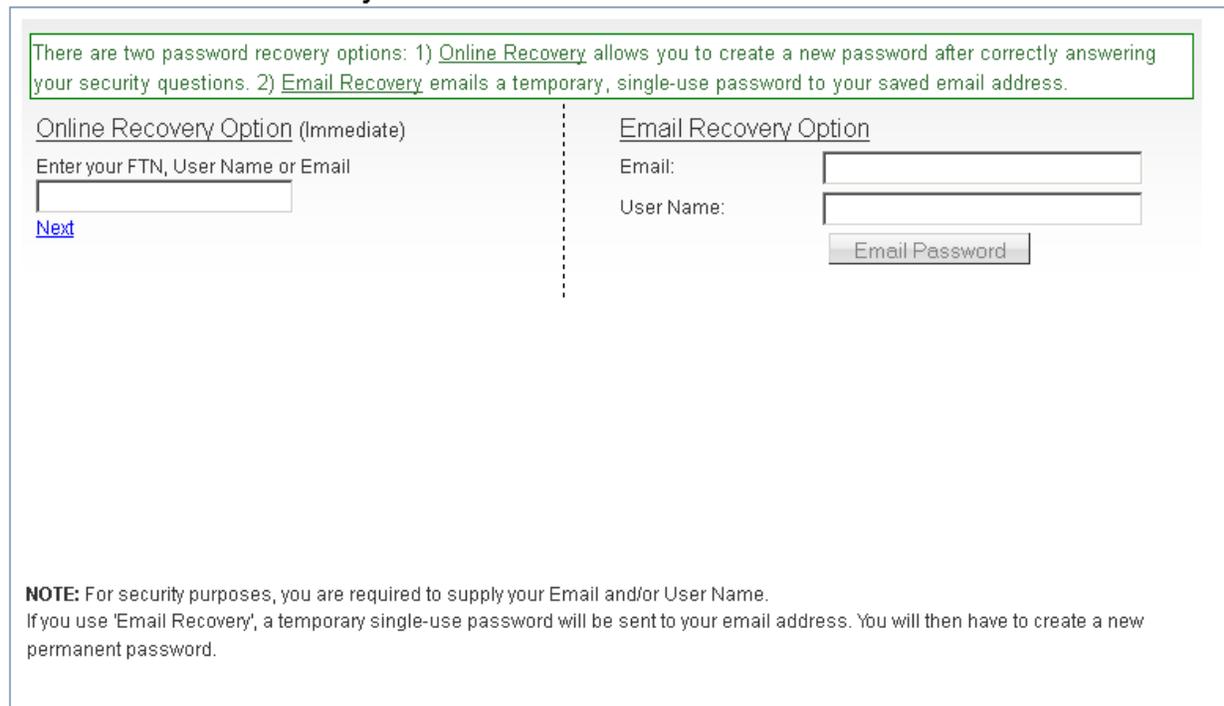
## 12 Forgot Password

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



A screenshot of a login form with a red border. It contains the following elements: a label 'Username:' above a text input field; a label 'Password:' above another text input field; a purple link 'Forgot Password?'; and two buttons: 'Login' and 'Register', separated by the text 'or'.

### IACRA - Password Recovery



The screenshot shows the 'IACRA - Password Recovery' screen. At the top, a green-bordered box contains the text: 'There are two password recovery options: 1) [Online Recovery](#) allows you to create a new password after correctly answering your security questions. 2) [Email Recovery](#) emails a temporary, single-use password to your saved email address.'

Below this, the screen is split into two columns by a vertical dashed line:

- Online Recovery Option (Immediate)**: Includes the text 'Enter your FTN, User Name or Email' above a text input field, and a blue link 'Next' below it.
- Email Recovery Option**: Includes labels 'Email:' and 'User Name:' above their respective text input fields, and an 'Email Password' button below them.

At the bottom, a **NOTE** states: 'For security purposes, you are required to supply your Email and/or User Name. If you use "Email Recovery", a temporary single-use password will be sent to your email address. You will then have to create a new permanent password.'

The user may select online or email recovery. If online recovery is selected the user must enter his or her FTN, user name, or email address associated with the user account, then click next. One or more security questions must be answered as seen below.

There are two password recovery options: 1) [Online Recovery](#) your security questions. 2) [Email Recovery](#) emails a temporary password to your email address.

Online Recovery Option (Immediate)

Who is your favorite actor, musician, or artist?

Answer

[Next](#)

After entering correct answers to the security questions, the user is prompted to enter and confirm a new password as seen below.

There are two password recovery options: 1) [Online Recovery](#) your security questions. 2) [Email Recovery](#) emails a temporary password to your email address.

Online Recovery Option (Immediate)

New password

Confirm password

The user may then return to the IACRA home page and log in with the new password.

Users may also select to recover a forgotten password via email. The user will need to enter his or her email address or username – some users may be required to enter both as shown below.

[Email Recovery](#) allows you to create a new password after correctly answering security questions. This option sends a temporary, single-use password to your saved email address.

Email Recovery Option

Email:

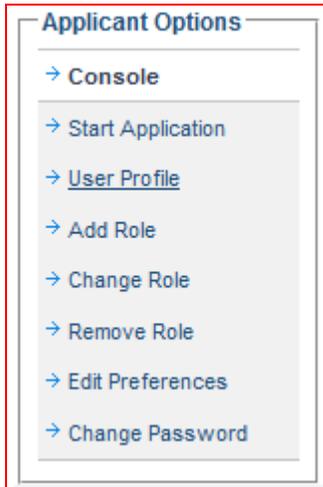
User Name:

An email with a 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.

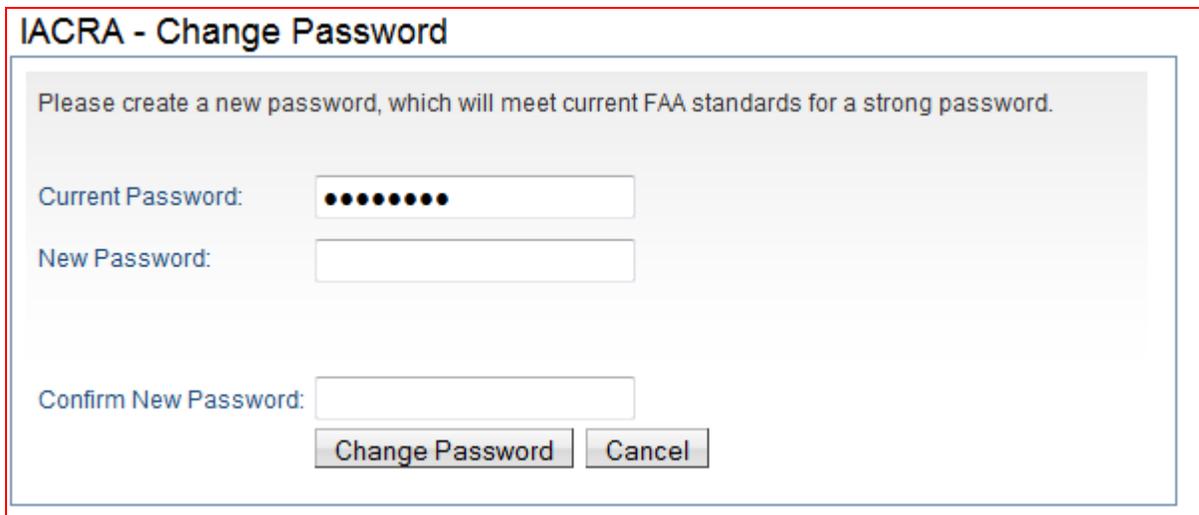
### 13 Change Password

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.

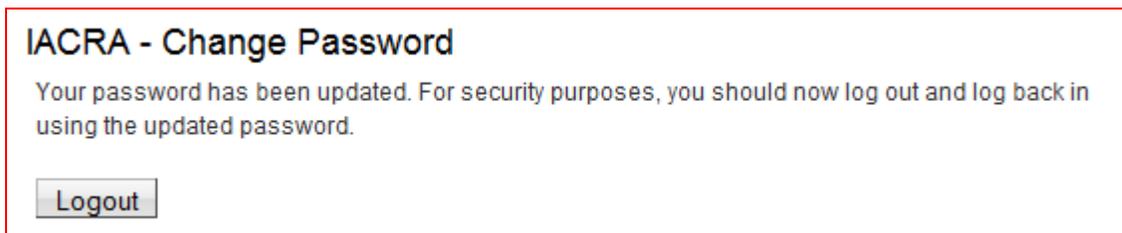


Once the link is selected the user's existing password will be prompted to enter a new password.



The screenshot shows a form titled "IACRA - Change Password". It contains the following elements: a text prompt "Please create a new password, which will meet current FAA standards for a strong password.", a "Current Password:" label followed by a text input field containing eight black dots, a "New Password:" label followed by an empty text input field, a "Confirm New Password:" label followed by an empty text input field, and two buttons at the bottom: "Change Password" and "Cancel".

The user will then be prompted to log back into IACRA to use their new password.



The screenshot shows a confirmation message titled "IACRA - Change Password". The message text reads: "Your password has been updated. For security purposes, you should now log out and log back in using the updated password." Below the message is a single button labeled "Logout".

## **14 All Other Functions**

See the IACRA Instruction Manual dated August 2010 for all other Certification paths available within IACRA. This version will continue to be updated as enhancements are applied to the legacy paths.