IACRA - Help and Information

New User Guide - Student Pilot

Part 1: Starting a Student Application

Login to IACRA with your username and password. If you don't remember them, follow the "Forgot Username or Password" link.

Applicant Console

You can start a Student Pilot application once you turn 13 years old, but you can't complete it until you're within 90 days of your 14th birthday, or older.

From the Applicant Console, you can start new applications and view any existing applications. Click Start New Application

Select 'Pilot' from the Application Type dropdown list. This will now show the different types of pilot certificates IACRA has available.

Click on Student Pilot. There is no other information required to start a student application, so click Start Application.

Part 2: Student Application Process

The Application Process page will open, and the Personal Information section will be open. This section will be prepopulated with the information you entered when you registered. If no changes are needed, click the green Save & Continue button in the bottom of this section.

The Certificate Held section will open. Answer the English Language and Drug Conviction questions. If you have a medical certificate enter it, but it is not required for Student pilots. Click Save & Continue.

The Basis of Issuance section will open. There is no information needed in this section so click Save & Continue.

The Pilot Time section will open. There is no information needed in this section so click Save & Continue.

The Review and Submit section will open.

Answer the Denied Certificate question.

Summary information info will be displayed.

You must view the Privacy Act and Review your application before you can submit your application. Click Submit Application.

Your application is NOT complete at this point. You must meet with a Certified Flight Instructor, also known as a Recommending Instructor (RI) in IACRA, to complete the process. You must bring valid photo ID to that meeting.

Part 3: Certifying Process

Once you are within 90 days of your 14th birthday, you will meet with an RI and they look you up using your FTN and they will start the Certifying Checklist.

The RI will verify your identity and enter ID information. They will also verify your English Language Proficiency and that you meet minimum Student Age requirements.

After reviewing the application together, the RI will verify that you have reviewed the Privacy Act and the Pilot Bill of Rights.

You (the applicant) will enter your username and password and then electronically sign the Pilot's Bill of Rights Acknowledgement and the Student Pilot application.

The RI will reenter their credentials to continue the Checklist.

The RI will sign and complete your application.

The temporary Student Pilot certificate will be available on the Applicant Console in about 7 days after both these conditions are met:

You are at least 14 years old

and, you have been sucessfully vetted by the Transportation Security Administration (TSA)

Your application will now be electronically sent to the FAA Airman Certification branch.

Your permanent certificate will arrive by mail.