

Integrated Airman Certification and/or Rating Application (IACRA)

Overview Presentation



**Federal Aviation
Administration**



What is IACRA?

IACRA, the **I**ntegrated **A**irman **C**ertification and/or **R**ating **A**pplication, is a web-based application that uses online validation and digital signatures to verify the output data.

Upon successful completion of the IACRA process, the Civil Aviation Registry in Oklahoma City issues applicants a permanent airman certificate.



What is IACRA Business Process Overview

Simply put, it's just an electronic – and better – version of the old familiar 8710-1

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: _____

Reason for Issuance (Check one):
 Approved – Temporary Certificate Issued (Original Attached)
 Disapproved – Disapproval Notice Issued (Original Attached)

Date: _____ Agency Name and Number: _____ Official's Signature: _____ Title: _____

Designated Examiner or Airman Certification Representative Report
I have personally reviewed the applicant's graduation certificate, and found it to be appropriate and in order, and have retained 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 (Locality, City, State): _____ Ground _____ Simulation/FTD _____ Flight _____

Certificate or Rating for Which Tested: _____ Type(s) of Aircraft Used: _____ Registration No.(s): _____

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

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

	Inspector	Examiner	Signature and Certificate Number	Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

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

Approved – Temporary Certificate Issued (Original Attached) _____ Disapproved – Disapproval Notice Issued (Original Attached) _____

Location of Test (Locality, City, State): _____ Ground _____ Simulation/FTD _____ Flight _____

Certificate or Rating for Which Tested: _____ Type(s) of Aircraft Used: _____ Registration No.(s): _____

Student Pilot Certificate Issued
 Examiner's Recommendation
 Accepted Rejected
 Release or Exchange of Pilot Certificate
 Special Medical Test Conducted – report forwarded to Aerospace Medical Certification Branch, AAM-306

Certificate or Rating Based on
 Military Competence
 Foreign License
 Approved Course Graduate
 Other Approved FAA Qualification Criteria

Flight Instructor
 Renewal
 Reinstatement
 Instructor Renewal Based on
 Activity Training Course
 Test Duties and Responsibilities

Training Course (FAC) Name: _____ Graduation Certificate No.: _____ Date: _____

Date: _____ Inspector's Signature (Print Name & Sign): _____ Certificate No.: _____ FAA District Office: _____

Attachments:
 Student Pilot Certificate (Copy)
 Knowledge Test Report
 Temporary Airman Certificate
 Notice of Disapproval
 Suspended Airman Certificate

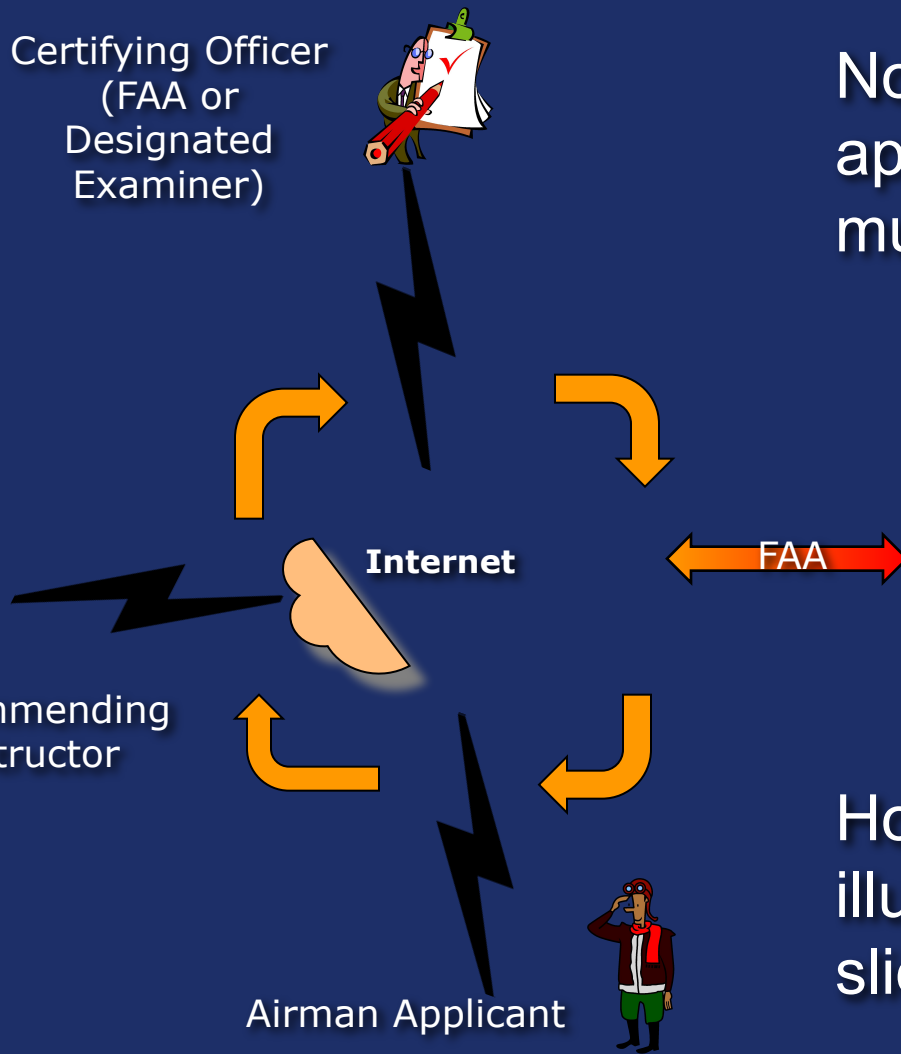
Airman's Identification (ID)
 Form of ID: _____
 Number: _____
 Expiration Date: _____
 Telephone Number: _____

ID: _____
 Name: _____
 Date of Birth: _____
 Certificate Number: _____
 E-Mail Address: _____

FAA Form 8710-1 (1-03) Supersedes Previous Editions Electronic Version (A.dob) N502-90-002-5003



Coordinating the Players



Note that for processing a given application, three individuals must work in unison as a “triad:”

- 1) Airman Applicant
- 2) Recommending Instructor (RI), and
- 3) Certifying Officer (CO).

How this works will be illustrated in the next few slides.

Required Software

A IE5.5-7 web browser and Adobe Acrobat Reader are required for users to access the application

IACRA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail Print Mail

Address <http://acra.faa.gov/iacra/> Go Links AWS Dashboard

Federal Aviation Administration
Moving America Safely

FAA.gov Home

Home

- Register
- Log In
- Latest News/Events
- FAQs
- Report a Bug
- ACRA Support Site

IACRA

IACRA Outage

IACRA will be unavailable Sunday October 21st, 2007 between the hours of 9AM and 11AM CDT while maintenance is performed.

Internet Explorer 7 and IACRA

We have completed testing IACRA with Internet Explorer 7, and cleared it for use.

To use IACRA with Internet Explorer 7, please:

- Set the built-in pop-up blocker to allow popups from IACRA
- Disable the Anti-Phishing Filter while using IACRA

Log In

Already Registered? Click the button below to login.

Log In

Registration

Click the button below to register to use IACRA.

Register

Required Software

Currently IACRA supports Internet Explorer 5.5 through 7.

If you are using Internet Explorer 7 it is important to note that to ensure stability you should turn off anti-phishing and set the built-in pop-up blocker to allow popups from IACRA .

Summary



IACRA Application Walkthrough



Part 1

Registering The New Applicant

The applicant is at the core of the application “Triad” since it is the applicant who is moving toward certification. We will start by examining the process by which the applicant initially registers with IACRA.



The IACRA Home Page

IACRA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://iacra.faa.gov/iacra/

Federal Aviation Administration
Moving America Safely

FAA.gov Home

Home

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Internet Explorer 7 and IACRA

We have completed testing IACRA with Internet Explorer 7, and cleared it for use.

To use IACRA with Internet Explorer 7, please:

- Set the built-in pop-up blocker to allow popups from IACRA
- Disable the Anti-Phishing Filter while using IACRA

Welcome to the IACRA web site! The purpose of this site is to provide you with the latest information regarding the IACRA web application.

Log In

Already Registered? Click the button below to login.

Log In

Registration

Click the button below to register to use IACRA.

Register

Here we will walk through the initial registration process by clicking Register.



New Applicant Registration

Federal Aviation Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://iacra.faa.gov/IACRA/Reg/SelectRoles.aspx> Go Links AVS Dashboard

Federal Aviation Administration [Return to Main Menu](#)

IACRA

NOTE: Before entering any information on this site we encourage you to review the [FAA's privacy policy](#) and also review the privacy policies associated with the certification documents you will be completing. [Click here](#) for the 8610-2 privacy policy. [Click here](#) for the 8710-1 privacy policy.


(You can download the free Adobe Reader [by clicking here.](#))

- Applicant
- Recommending Instructor
- Designated Examiner
- Aviation Safety Technician
- Aviation Safety Inspector
- School Administrator
- Airman Certification Representative
- Chief / Assistant Chief Flight Instructor
- Training Center Evaluator
- Aircrew Program Designee (APD)
- 142 Recommending Instructor

Next >>

The applicant then selects the **Applicant** role check box and clicks **Next >>** to start the registration process.

Applicant Registration (con't)

 Federal Aviation Administration [Return to IACRA Home Page](#)

IACRA

Certificate Information

Do you hold an airman certificate ? Yes No [?](#)

Airman Certificate Number [?](#)

Date of Issuance

Personal Information

(NOTE: The total length of your first name and middle name must be less than 50 characters.)

First Name

Middle Name [?](#)

Last Name

Name Suffix


Phone [?](#)

Email Address [?](#)

I do not want to receive follow-up emails

The applicant first answers the question: ***“Do you currently hold an airman certificate?”*** (A student pilot certificate qualifies.)

Applicant Registration (con't)

 Federal Aviation Administration [Return to IACRA Home Page](#)

IACRA

Certificate Information

Do you hold an airman certificate? Yes No

Airman Certificate Number:

Date of Issuance: July 4 2007

Personal Information

(NOTE: The total length of your first name and middle name must be less than 50 characters.)

First Name:

Middle Name:

Last Name:

Name Suffix:

Phone:

Email Address:

I do not want to

If a Student Certificate, Include Letters Before Numbers BUT Leave Out The Dash

If a certificate is held, the applicant will select the appropriate box then continue to fill out the remainder of this "Short Form."

Applicant Registration (con't)

Important Messages

The User Name you have entered is being used by another user. Please try a different User Name and log in again.

Do you hold an airman certificate ? Yes No ?

Airman Certificate Number ?

Date of Issuance

Personal Information

(NOTE: The total length of your first name and middle name must be less than 40 characters)

First Name ?

Name Suffix

Phone ?

Email Address ?

I do not want to receive follow-up emails

Help - Microsoft Internet Explorer

Airman Certificate Number

Please enter your Airman Certificate Number as it is shown on your certificate. Do not include any dashes that might be in your certificate number. [Click Here](#) to learn what IACRA requires for a certificate number.

Please enter your middle name.

Please enter your last name.

Please enter your phone number.

Please enter a valid email address between 8 and 40 characters long, e.g. someone@something.com

Applicant Registration (con't)



Federal Aviation
Administration

[Return to IACRA Home Page](#)

IACRA

Certificate Information

If no certificate is held, click on “No”
and proceed to fill out the “long form.”

Do you hold an airman certificate ? Yes No

Personal Information

(NOTE: The total length of your first name and middle name must be less than 50 characters.)

First Name

Middle Name

Last Name

Name Suffix

SSN Social Security Number

None

Do Not Use



Applicant Registration (con't)

Date of Birth: January 1 1980

Sex: Male Female

Hair Color: BLOND

Eye Color: BLACK

Weight (lbs.): 170

Height (inches): 72

Phone: 555-234-5678

Email Address: johndoe@email.com

I do not want to receive follow-up emails

IACRA RETURN TO MAIN MENU

Airman Certificate Number: 801005444

Date of Issuance: January 14 1972

Personal Information

First Name: ERIC

Middle Name: NMN

Last Name: HILL

Name Suffix: []

SSN: Social Security Number 461-35-2444 None Do Not Use

Date of Birth: March 13 1967

Sex: Male Female

Hair Color: BROWN

Eye Color: BLUE

Weight (lbs.): 155

Height (inches): 70

Phone: 800-867-5309

Email Address: EHILL002@IACRATRAIN

I do not want to receive follow-up emails

Citizenship

Citizenship Country: USA

Dual Citizenship Country: []

Place of Birth

City of Birth: NORMAN

County of Birth: []

State of Birth: OK

Country of Birth: USA

Permanent Address

Street/Line 1: 311 STRAWBERRY FLD

P.O. Box / Line 2: []

Physical Description: []

City: NORMAN

State: OK

Postal Code: 73072

Country: USA

Mailing Address

Same As Permanent Address

Street / Line 1: 311 STRAWBERRY FLD

P.O. Box / Line 2: []

City: NORMAN

State: OK

Postal Code: 73072

Country: USA

Your Unique IACRA Login

User Name: ehill002

“Long Form”

Applicant Registration (con't)

Citizenship	
Citizenship Country	USA
Dual Citizenship Country	
Place of Birth	
City of Birth	Billings
County of Birth	
Country of Birth	USA
State of Birth	MT
Permanent Address	
Street/Line 1	
P.O. Box / Line 2	P.O. Box 123
Physical Description	2 miles down whisky lane, 1.5 miles left on distillery road, 3rd barn on the left.
City	Silver Spring
State	MD
Postal Code	20906
Country	USA

Text Description to the Residence



Applicant Registration (con't)

Mailing Address Same As Permanent Address

Street / Line 1 ?

P.O. Box / Line 2

City

State ▼

Postal Code

Country ▼

Create Your Unique IACRA Login

User Name ?

Password ?

Confirm Password

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



Applicant Registration (con't)

If they had already held a certificate, it would not have been necessary to input the other information, such as height, weight, DOB, hair color, home address, etc., since that information would already be in the FAA's database.



Create Your Unique IACRA Login

User Name ?

Password ?

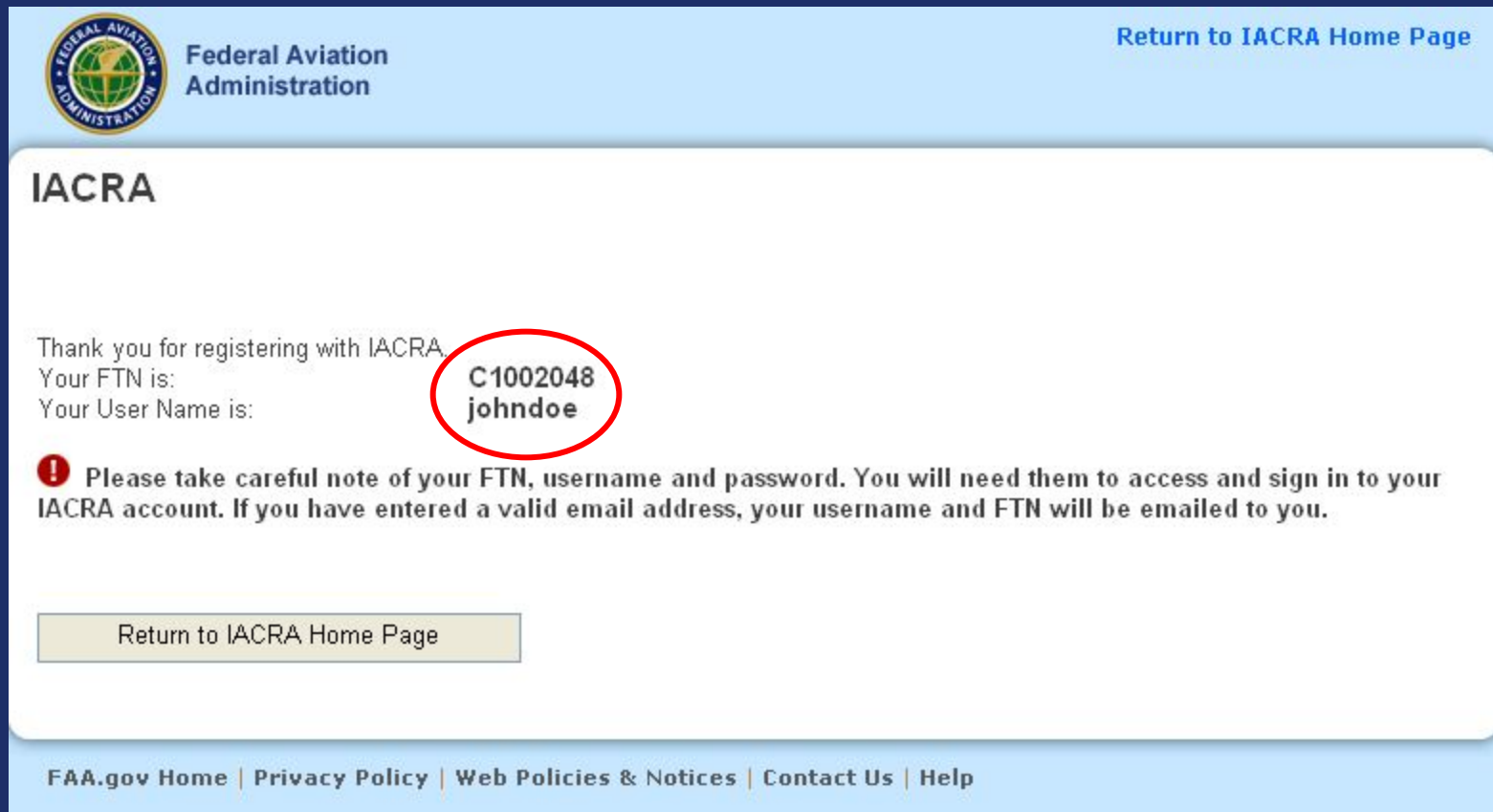
Confirm Password

FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us | Help

They will complete the process by pressing the **Register** button which will give to...



Applicant Registration (con't)



The screenshot shows the IACRA registration confirmation page. At the top left is the Federal Aviation Administration logo. To its right is the text "Federal Aviation Administration". At the top right is a link "Return to IACRA Home Page". Below the header, the word "IACRA" is displayed. The main content area contains the following text: "Thank you for registering with IACRA.", "Your FTN is: C1002048", and "Your User Name is: johndoe". The FTN "C1002048" and the username "johndoe" are circled in red. Below this is a warning icon (exclamation mark in a red circle) followed by the text: "Please take careful note of your FTN, username and password. You will need them to access and sign in to your IACRA account. If you have entered a valid email address, your username and FTN will be emailed to you." At the bottom of the main content area is a button labeled "Return to IACRA Home Page". At the very bottom of the page is a footer with links: "FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us | Help".

The applicant will then be presented with his/her **FTN** (FAA Tracking Number) and **User Name** which must be recorded and retained by the applicant.

Part 2

Application Processing

The Applicant's Role

Now that all of the participating parties have registered, the process starts with the applicant filling out an IACRA application.



Applicant Login

IACRA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word PDF

Address <http://acra.faa.gov/iacra/> Go Links AWS Dashboard

Federal Aviation Administration
Moving America Safely FAA.gov Home

Home
Register
Log In
Latest News/Events
FAQs
Report a Bug
ACRA Support Site

IACRA

IACRA Outage
IACRA will be unavailable Sunday October 21st, 2007 between the hours of 9AM and 11AM CDT while maintenance is performed.

Internet Explorer 7 and IACRA
We have completed testing IACRA with Internet Explorer 7, and cleared it for use.
To use IACRA with Internet Explorer 7, please:

- Set the built-in pop-up blocker to allow popups from IACRA
- Disable the Anti-Phishing Filter while using IACRA

Log In
Already Registered? Click the button below to login.

Registration
Click the button below to register to use IACRA.

This time the applicant will choose the “*Log In*” option.

Certification / Application Module



Federal Aviation
Administration

[Return to IACRA Home Page](#)

IACRA

If you have already registered, log in below. If not, you need to [Click Here to Register](#) before using the application.

Log In As:

FTN:

User Name:

Password:

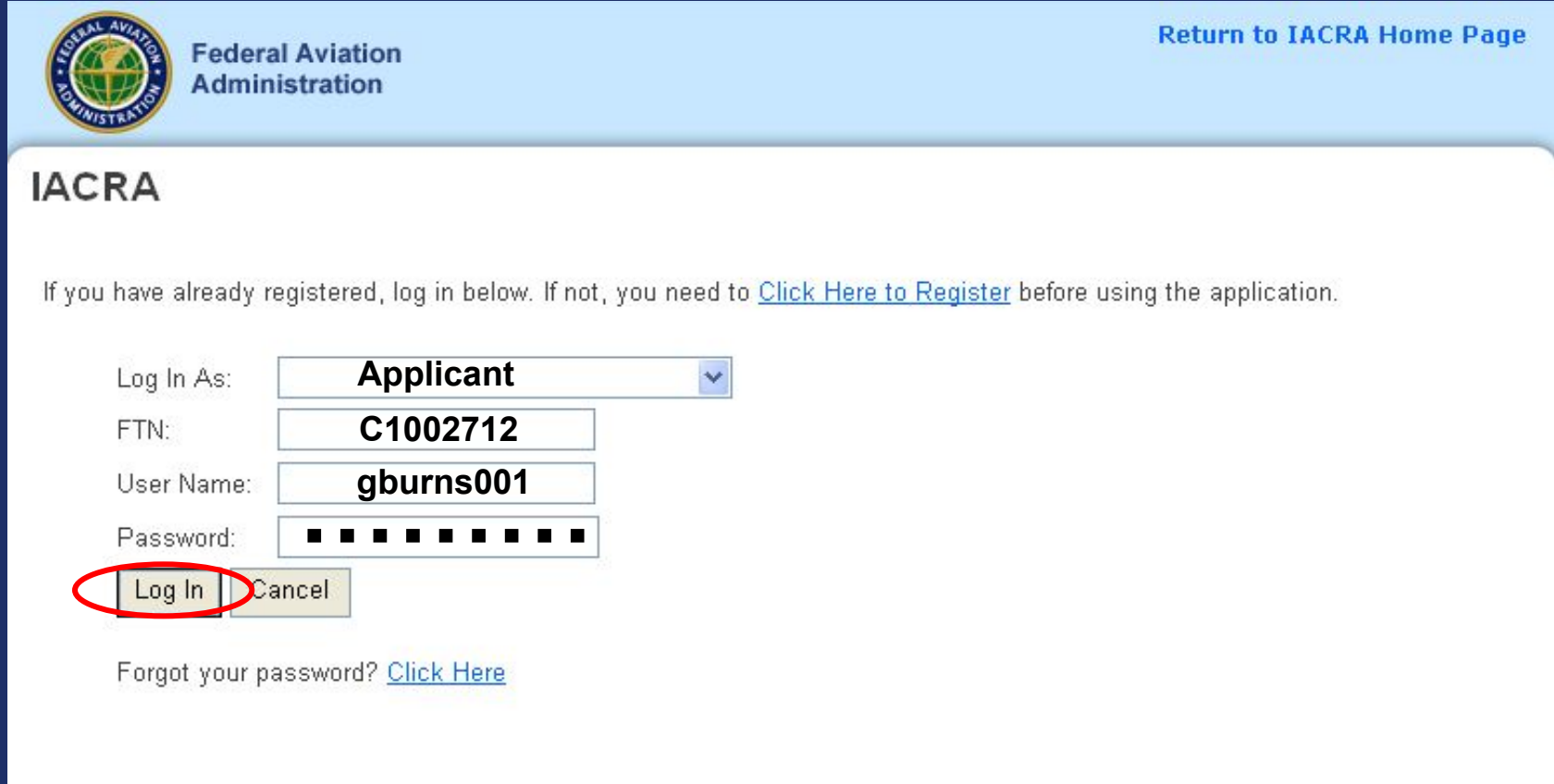
Forgot your password?

- Applicant
- Designated Examiner
- Recommending Instructor
- School Administrator
- Aviation Safety Inspector
- Aviation Safety Technician
- Chief/Asst Chief Flight Instructor
- Airman Certification Representative
- Training Center Evaluator
- Aircrew Program Designee
- 142 Recommending Instructor

The applicant will then select the role ("**Applicant**") that he will act when logged in. He will then input his username, password, and IACRA-generated FTN (FAA Tracking Number).



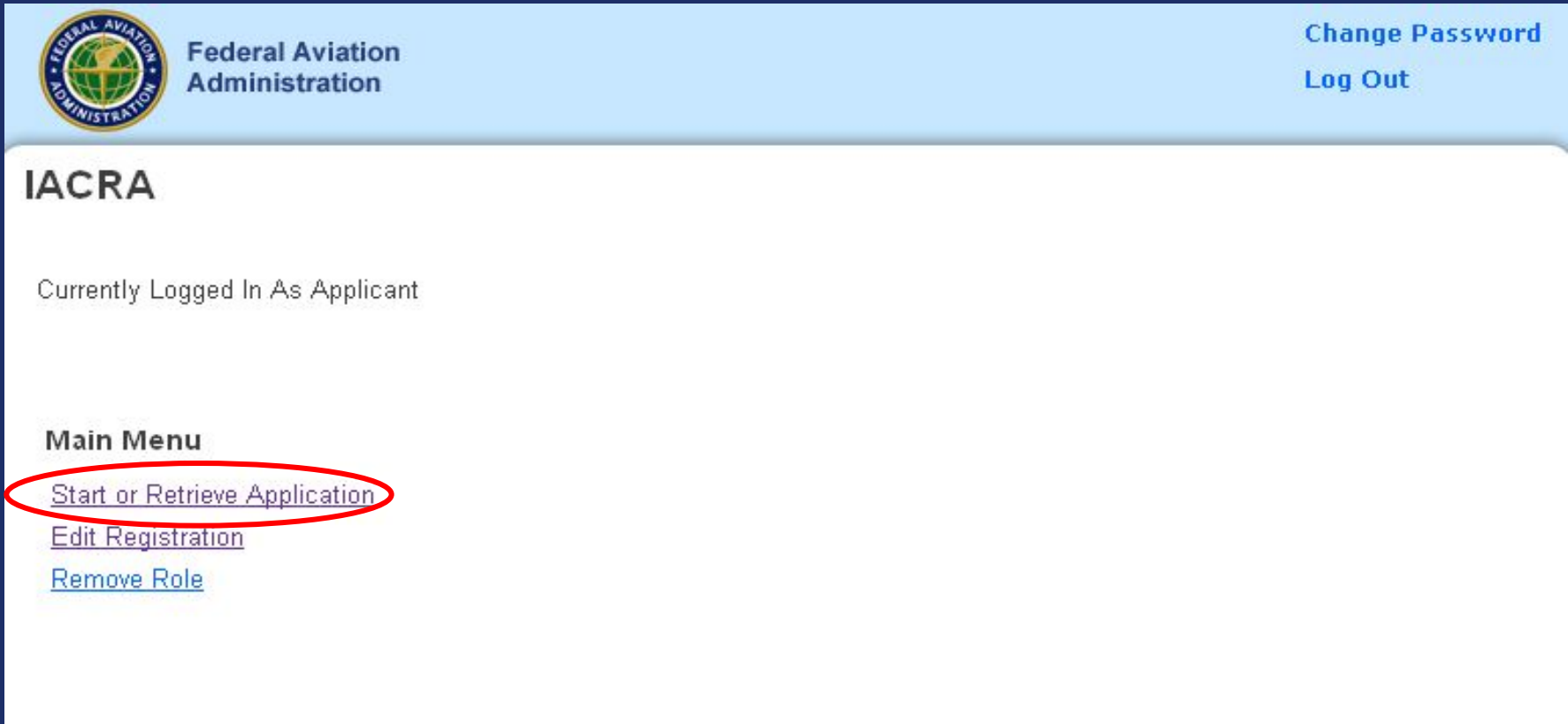
Certification / Application Module



The screenshot shows the IACRA login interface. At the top left is the Federal Aviation Administration logo. To its right is the text "Federal Aviation Administration". In the top right corner, there is a link "Return to IACRA Home Page". Below this is the heading "IACRA". A message states: "If you have already registered, log in below. If not, you need to [Click Here to Register](#) before using the application." The login form includes the following fields: "Log In As:" with a dropdown menu showing "Applicant"; "FTN:" with the value "C1002712"; "User Name:" with the value "gburns001"; and "Password:" with a masked field of ten black squares. Below the password field are two buttons: "Log In" (circled in red) and "Cancel". At the bottom of the form, there is a link: "Forgot your password? [Click Here](#)".

Once the applicant completes the identification boxes, he will click the **Log In** button.

Certification / Application Module



The screenshot shows the IACRA application interface. At the top left is the Federal Aviation Administration logo. To its right, the text "Federal Aviation Administration" is displayed. In the top right corner, there are two links: "Change Password" and "Log Out". Below the header, the main content area is titled "IACRA". Underneath this title, it says "Currently Logged In As Applicant". A section titled "Main Menu" contains three links: "Start or Retrieve Application", "Edit Registration", and "Remove Role". The link "Start or Retrieve Application" is circled in red.

The applicant then selects "***Start or Retrieve Application***" from the ***Applicant Menu***.

Certification / Application Module

IACRA  Help Close Browser

Application Start

Click the appropriate radio button to start a new application or continue working on an application you have already started.

Start a new application

Retrieve a current application

START APPLICATION

Tips for IACRA Applicants

1. Have your current certificate in front of you while filling in the application. This will help you remember to list all of your certificate held information when prompted by IACRA.
2. Read the instructions that appear on each screen.
3. Before clicking on a link, read the link text carefully. This may prevent you from wasting time by linking to screens you do not need to visit.
4. If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all pop-up screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
5. If reading the help files did not answer your question, then please contact AVS Support Central using one of the following methods:

Email: 9-AMC-AVS-Support-Central@faa.gov

Public Customers call 1-866-285-4942
or
Government Employees call 1-405-954-7272

He will be asked to select to either “***Start a new application,***” or to “***Retrieve a current application.***” In this case, he will select “***Start a new application.***”

Certification / Application Module

IACRA Help Close Browser

Application Start

Click the appropriate radio button to start a new application or continue working on an application you have already started.

Start a new application


Select the type of application

Retrieve a current application

- AIRWORTHINESS
- PILOTS
- INSTRUCTORS

Clicking the “***Start a new application***” button will take the applicant to this screen where he will **Select the type of application**, either “***AIRWORTHINESS***,” “***PILOTS***,” or “***INSTRUCTORS***.” In this case the applicant will select “***PILOTS***.”

Certification / Application Module

IACRA  Help Close Browser

Application Start

Click the appropriate radio button to start a new application or continue working on an application you have already started.

Start a new application

Select the type of application

Retrieve a current application

START APPLICATION

The applicant then proceeds by clicking the **START APPLICATION** button.

Certification / Application Module

The applicant will be taken to “**Applicant Personal Information**” page, showing six **Step Tabs** across the top. Note that they each currently show a red “X.” As each step is completed, the red X will change to a green check mark as we will see in the next slide.

The Step 1 page, shown here, should auto-fill based on the information previously input during the applicant’s initial registration. Verify that the information is correct and click on the Step 2 tab to proceed.

IACRA **Applicant Personal Information**

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Fill in any missing or incomplete personal information.

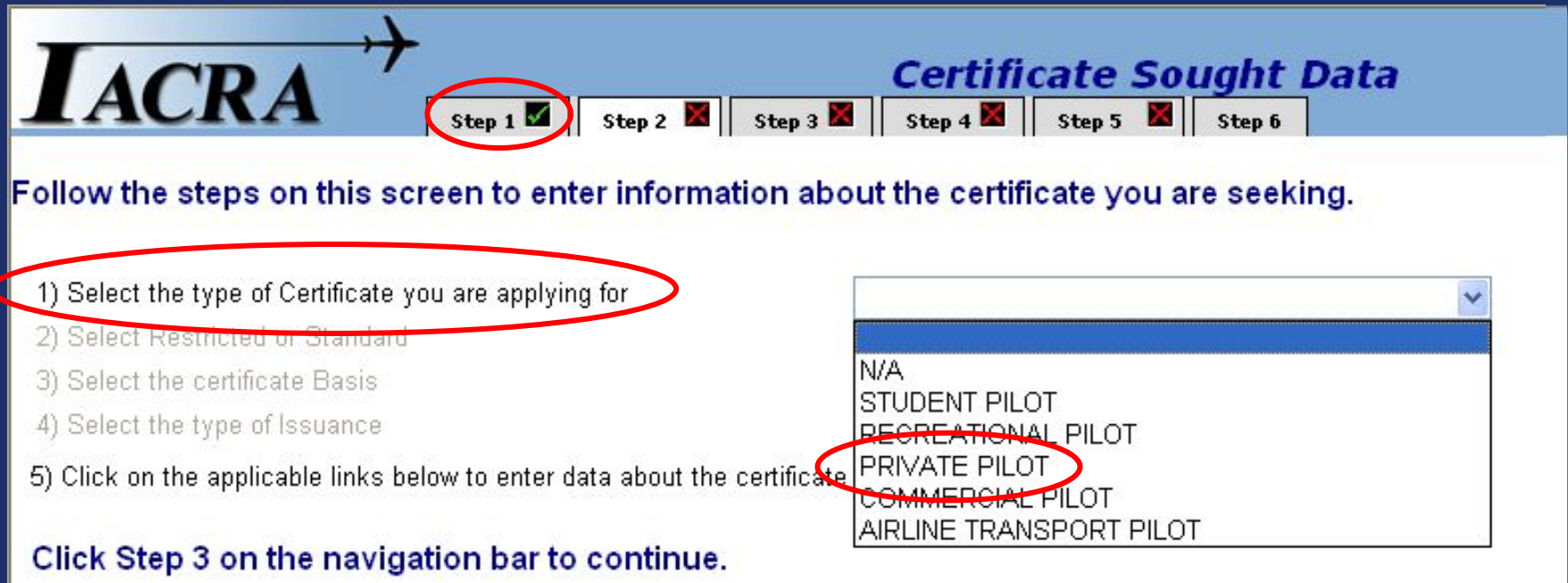
LastName: HILL
First Name: ERIC
Middle: NMN Initial Only
Name Suffix (Jr, Etc):
Citizenship: USA [Edit Country](#)
Do you hold a Dual Citizenship: Yes No
Date of Birth (mm/dd/yyyy): 03/13/1967
Place of Birth, City or County: NORMAN
Place of Birth State: OK [Edit State](#)
Place of Birth Country: USA [Edit Country](#)
SSN #: 461-35-2444 DO NOT USE NONE
Telephone: 800-867-5309
Email: EHILL002@IACRATRAN.GOV
Sex: Male Female
Height: 70 Units: INCHES
Weight: 155 Units: POUNDS
Hair Color: BROWN
Eye Color: BLUE


[Click Here to Enter your Address Information](#)

Click Step 2 on the Navigation Bar to continue.



Certification / Application Module



IACRA  **Certificate Sought Data**

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

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

Click Step 3 on the navigation bar to continue.

N/A
STUDENT PILOT
RECREATIONAL PILOT
PRIVATE PILOT
COMMERCIAL PILOT
AIRLINE TRANSPORT PILOT

The Applicant will click on the drop-down box for item “**1) Select the type of Certificate you are applying for,**” and make the appropriate selection. In this case, “**PRIVATE PILOT.**” (Note that the Step 1 tab from the previous steps now shows a green check mark.)

Certification / Application Module

IACRA Help

Certificate Sought Data

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

- 1) Select the type of Certificate you are applying for
- 2) Select Restricted or Standard
- 3) Select the certificate Basis
- 4) Select the type of Issuance

PRIVATE PILOT

* Required Field

STANDARD

RESTRICTED (FOREIGN-BASED - FAR 61.75)

RESTRICTED (ADD U.S. TEST PASSED RATING)

Click Step 3 on the navigation bar to continue.

For the item “2) *Select Restricted or Standard*” drop-down box the applicant will choose “**STANDARD.**”

Certification / Application Module



IACRA Help

Certificate Sought Data

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

- 1) Select the type of Certificate you are applying for
- 2) Select Restricted or Standard
- 3) Select the certificate Basis
- 4) Select the type of Issuance

Click Step 3 on the navigation bar to continue.

PRIVATE PILOT	▼
STANDARD	▼
	▼
FAR 61 - COMPLETION OF REQUIRED TEST	
FAR 141 - GRADUATE OF APPROVED COURSE	
FAR 142 - GRADUATE OF APPROVED COURSE	

* Required Field

For item “**3) Select the certificate Basis,**” the applicant will choose “**FAR61 – COMPLETION OF REQUIRED TEST.**”

Certification / Application Module

IACRA Help

Certificate Sought Data

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

- 1) Select the type of Certificate you are applying for
- 2) Select Restricted or Standard
- 3) Select the certificate Basis
- 4) Select the type of Issuance

Click Step 3 on the navigation bar to continue.

PRIVATE PILOT	▼
STANDARD	▼
FAR 61 - COMPLETION OF REQUIRED TEST	▼
	▼ * Required Field
ORIGINAL ISSUANCE	
ADDED CATEGORY/CLASS RATING	
ADDED TYPE RATING	
ADDED INSTRUMENT RATING	
VINTAGE AIRCRAFT AUTHORIZATION	

For item **4) *Select the type of Issuance*** the applicant will choose ***ORIGINAL ISSUANCE***. Making this selection will automatically bring up several more items.

Certification / Application Module

IACRA Help Close Browser

Certificate Sought Data

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

- 1) Select the type of Certificate you are applying for
PRIVATE PILOT
- 2) Select Restricted or Standard
STANDARD
- 3) Select the certificate Basis
FAR 61 - COMPLETION OF REQUIRED TEST
- 4) Select the type of Issuance
ORIGINAL ISSUANCE
- 5) Click on the applicable links below to enter data about the certificate you are seeking
[Click here to enter the Completion of Required Test Information](#)
[Click here to Select the Category/Class Ratings](#)
[Click here to Select the Type Ratings](#)

(Only required if applying for an Added Type Rating to be placed on an existing certificate. See Help File.)

Click Step 3 on the navigation bar to continue.

Completion of item 4 will trigger a new, 5th item with 3 selections. Select the first: **[Click here to enter the Completion of Required Test Information.](#)**

Certification / Application Module

Completion Of Required Test

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

[Click here to select First Aircraft to be used](#)

Enter Total Time In First Aircraft Hours

Enter PIC Time In First Aircraft Hours

[Click here to select Second Aircraft to be used if applicable](#)

Enter Total Time In Second Aircraft Hours

Enter PIC Time In Second Aircraft Hours

Select Simulator Level if Applicable

-Select-

Enter Total Time in Simulator Hours

Select Training Device Level if applicable

-Select-

Enter Total Time in Training Device Hours

That will lead to this page where the applicant will input the relevant aircraft data. Select ***“Click here to select First Aircraft to be used.”***

Certification / Application Module

Aircraft can be searched by *ID* or *Type* by simply putting the first few characters of the make/model identifier in the search box and clicking the **Search** button.

ID or Type corresponds with the left hand column. The applicant could have searched by Description (corresponding to the right hand column) by clicking on the **By Description** button and putting in, for example, "**Cessna**" then clicking **Search**.

Single Search/Select

Make Model Series

Select Search Criteria

By ID or Type

By Description

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

Enter 1 or more characters and Click Search

CE-172 Search

Select from list below:

ID or Type	Description
CE-172-R172F	CESSNA
CE-172-R172G	CESSNA
CE-172-R172H	CESSNA
CE-172-R172J	CESSNA
CE-172-R172K	CESSNA
CE-172-RG	CESSNA
CE-172-S	CESSNA
CE-172-T41B	CESSNA
CE-172-T41C	CESSNA
CE-172-T41D	CESSNA

Record Count 29 Selected Item

OK CANCEL HELP

Certification / Application Module

Select the appropriate aircraft then click the



Single Search/Select

Make Model Series

Select Search Criteria
 By ID or Type
 By Description

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

Enter 1 or more characters and Click Search

Select from list below:

ID or Type	Description
Type	Description
CE-172-172	CESSNA
CE-172-A	CESSNA
CE-172-B	CESSNA
CE-172-C	CESSNA
CE-172-D	CESSNA
CE-172-E	CESSNA
CE-172-F	CESSNA
CE-172-G	CESSNA
CE-172-H	CESSNA

Record Count Selected Item

Certification / Application Module

Completion Of Required Test

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

[Click here to select First Aircraft to be used](#)

Enter Total Time In First Aircraft Hours

Enter PIC Time In First Aircraft Hours

[Click here to select Second Aircraft to be used if applicable](#)

Enter Total Time In Second Aircraft Hours

Enter PIC Time In Second Aircraft Hours

Select Simulator Level if Applicable

▾

Enter Total Time in Simulator Hours

Select Training Device Level if applicable

▾

Enter Total Time in Training Device Hours

Input the appropriate number of hours in that aircraft. If two aircraft are to be used for the practical test, then repeat the procedure using the “**Click here to select Second Aircraft to be used if applicable**” option. Press to continue.

Certification / Application Module



IACRA Help Close Browser

Certificate Sought Data

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

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

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

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

[Click here to Select the Type Ratings](#)

(Only required if applying for an Added Type Rating to be placed on an existing certificate. See Help File.)

Click Step 3 on the navigation bar to continue.

Applicant will then be taken back to this page where he will press the second magenta option: **“Click here to Select the Category/Class Ratings.”**

Certification / Application Module

On this page the applicant will choose the appropriate Category/Class rating sought, and press **OK** to continue.

Note that the Search Box is not active on this page.

Single Search/Select

Category/Class Ratings

Select Search Criteria
 By ID or Type
 By Description

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

Enter 1 or more characters and Click Search

Search

Select from list below:

ID or Type	Description
	Description
	AIRPLANE MULTIENGINE LAND
	AIRPLANE MULTIENGINE SEA
	AIRPLANE SINGLE ENGINE LAND
	AIRPLANE SINGLE ENGINE SEA
	GLIDER
	LTA AIRSHIP
	LTA BALLOON WITH AIRBORNE HEATER
	LTA GAS BALLOON
	ROTORCRAFT GYROPLANE

Record Count 10 Selected Item AIRPLANE SINGLE ENGINE

OK **CANCEL** **HELP**

Certification / Application Module

IACRA Help Close Browser

Certificate Sought Data

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

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

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

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

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

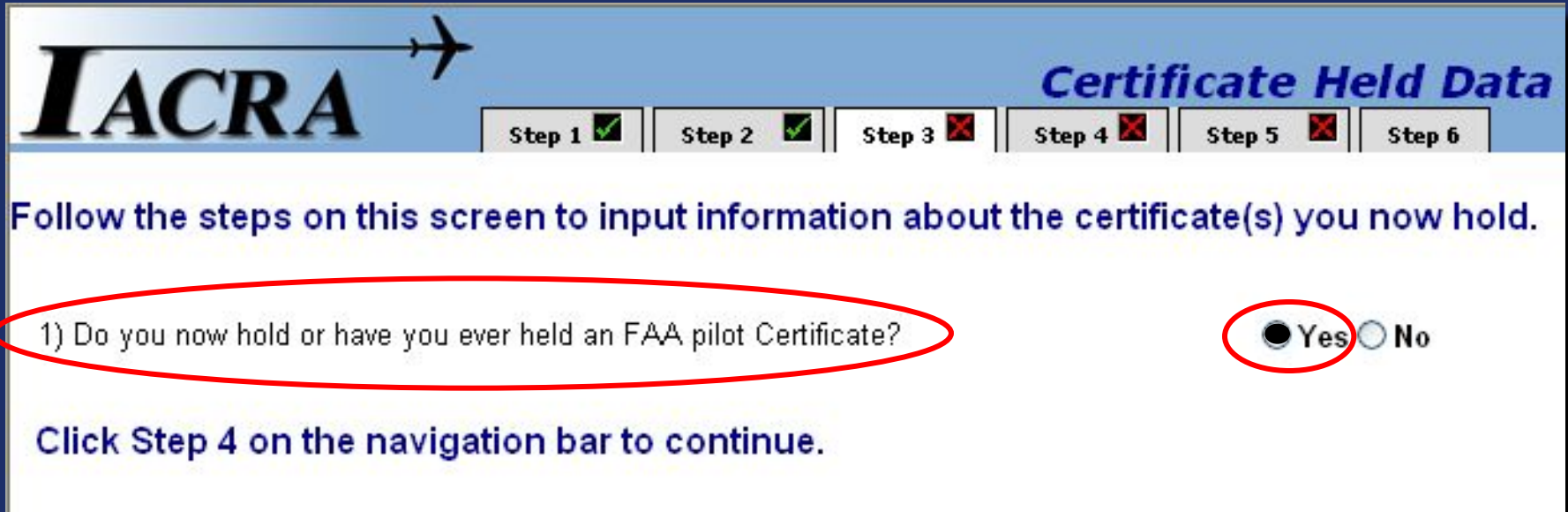
[Click here to Select the Type Ratings](#)


(Only required if applying for an Added Type Rating to be placed on an existing certificate. See Help File.)

Click Step 3 on the navigation bar to continue.

The third magenta option: ***Click here to Select the Type Ratings*** is only applicable for adding type ratings. At this point the applicant presses the Step 3 tab to continue.

Certification / Application Module



IACRA  **Certificate Held Data**

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6


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

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

Click Step 4 on the navigation bar to continue.

Step 3 asks whether or not the applicant holds, or has ever held, an FAA pilot certificate. A student pilot certificate counts. In this example we click **Yes** which should almost always be the case.

Certification / Application Module



Certificate Held Data

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

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

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

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

--	--	--	--

[Click here if you hold a US Restricted Pilot Certificate](#)

--	--	--	--

[Click here if you hold a US Standard Pilot Certificate](#)

--	--	--	--

Click Step 4 on the navigation bar to continue.

For this example we will assume that it is a U.S. Standard Pilot Certificate and click the third magenta option.

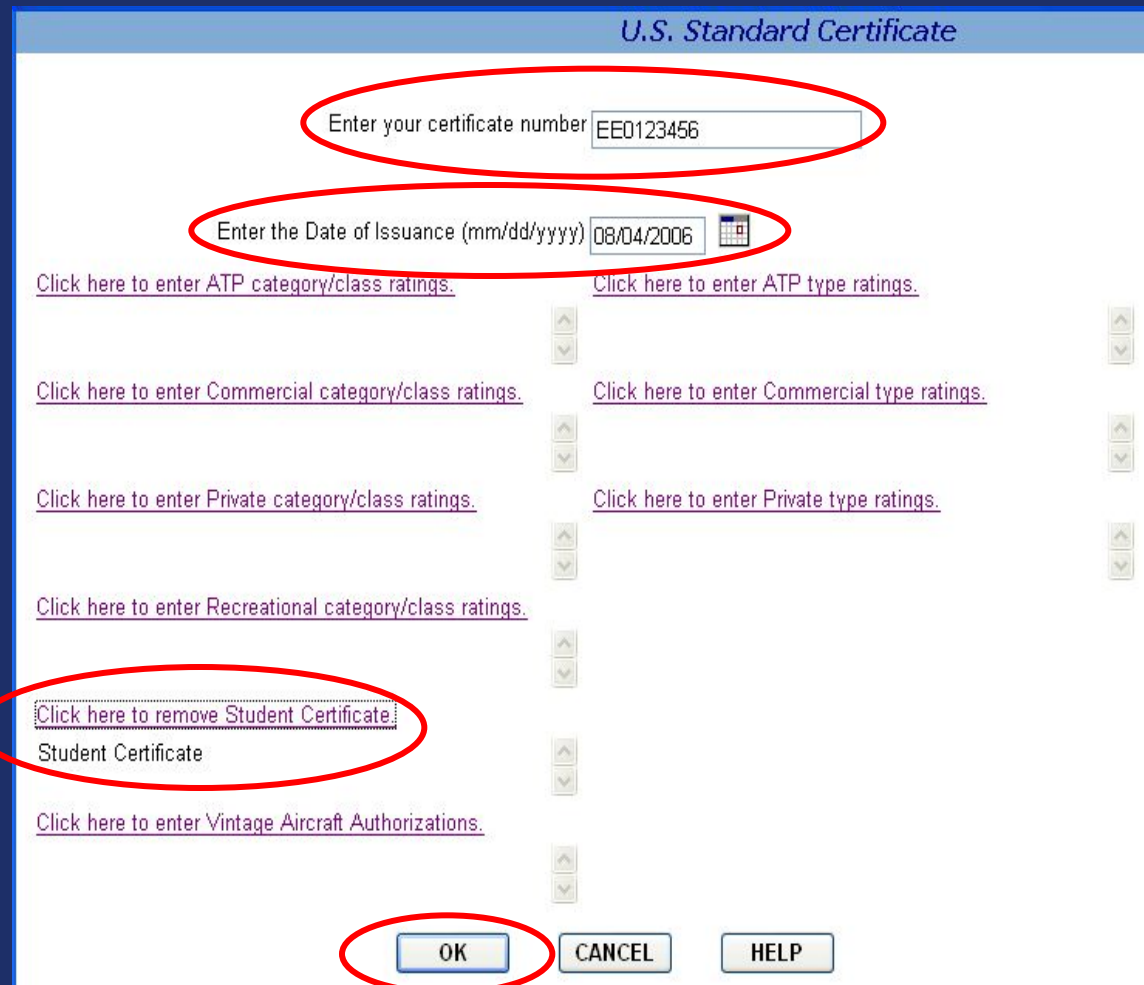
Certification / Application Module

The applicant puts their Certificate number and Date of Issuance in the appropriate boxes.

Select “**Click here to enter Student Certificate**” from the selections in the left column.


Note that after the selection is made, “**Student Certificate**” will appear under the selection and the selection will change to read “**Click here to remove Student Certificate.**”

Click  to continue.



U.S. Standard Certificate

Enter your certificate number

Enter the Date of Issuance (mm/dd/yyyy) 

[Click here to enter ATP category/class ratings.](#) [Click here to enter ATP type ratings.](#)

[Click here to enter Commercial category/class ratings.](#) [Click here to enter Commercial type ratings.](#)

[Click here to enter Private category/class ratings.](#) [Click here to enter Private type ratings.](#)

[Click here to enter Recreational category/class ratings.](#)

[Click here to remove Student Certificate.](#)

Student Certificate

[Click here to enter Vintage Aircraft Authorizations.](#)

Certification / Application Module

If the applicant *did* have a certificate higher than a student, for example he already held a private certificate, then he would click on the “**Click here to enter Private Category/Class Ratings**” option.

U.S. Standard Certificate

Enter your certificate number * Required Field

Enter the Date of Issuance (mm/dd/yyyy) * Required Field

[Click here to enter ATP category/class ratings.](#) [Click here to enter ATP type ratings.](#)

[Click here to enter Commercial category/class ratings.](#) [Click here to enter Commercial type ratings.](#)

[Click here to enter Private category/class ratings.](#) [Click here to enter Private type ratings.](#)

[Click here to enter Recreational category/class ratings.](#)

[Click here to enter Student Certificate](#)

[Click here to enter Vintage Aircraft Authorizations.](#)

OK CANCEL HELP

Certification / Application Module

The applicant would next select those Categories/classes that he already held on this page.

This would not be used for a student pilot since, although he does hold a valid U.S. FAA pilot certificate (student pilot), he does not yet hold category or class ratings.

Category/Class Ratings

Select search criteria Enter 1 or more Characters and click Search

Type

Description

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


Description
AIRPLANE MULTIENGINE LAND
AIRPLANE MULTIENGINE SEA
AIRPLANE SINGLE ENGINE LAND
AIRPLANE SINGLE ENGINE SEA
GLIDER
INSTRUMENT AIRPLANE
INSTRUMENT HELICOPTER
LTA AIRSHIP

Selected List

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

Type	Description

Certification / Application Module

IACRA  **Certificate Held Data**

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6

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

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

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

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

--	--	--	--

[Click here if you hold a US Restricted Pilot Certificate](#)

--	--	--	--

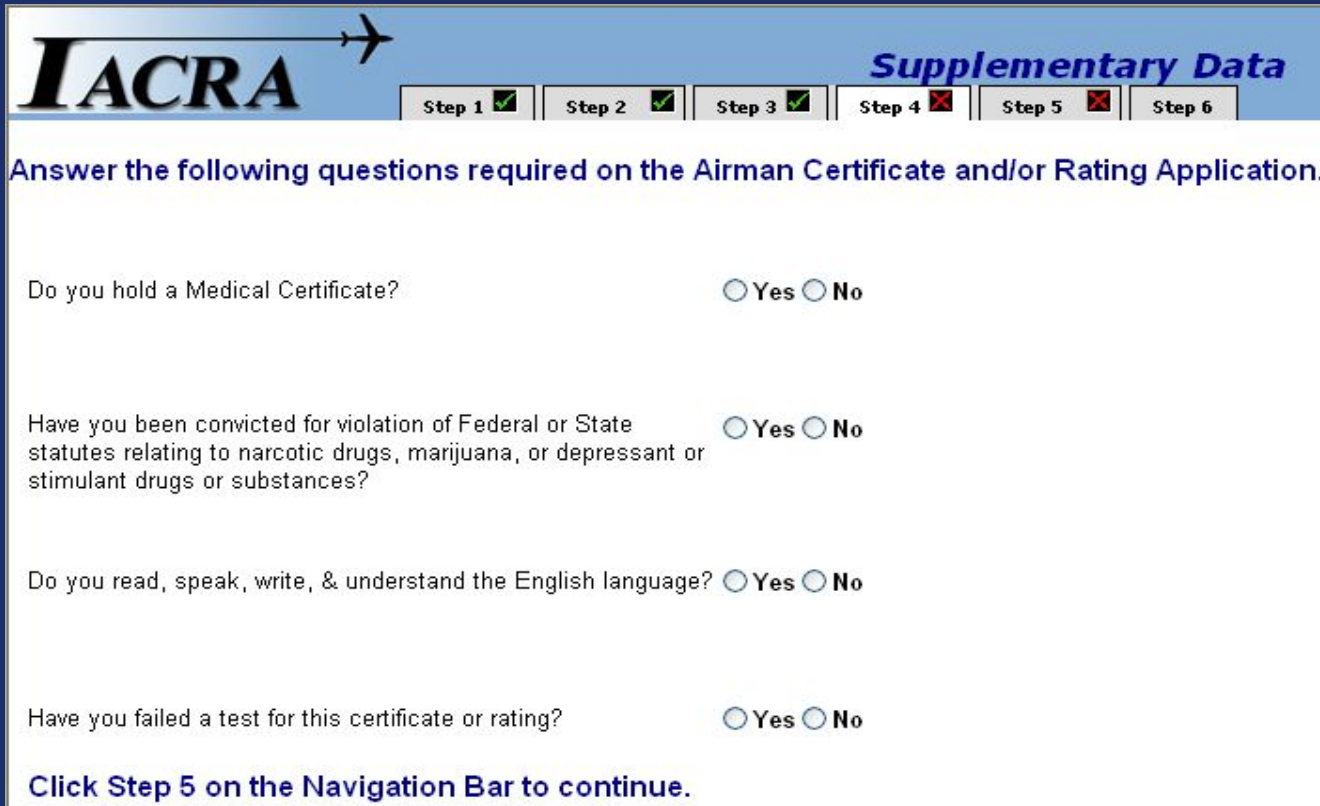
[Click here to EDIT US Standard Pilot Certificate information](#)

Certificate Number: EE0123456	Date of Issuance: 8/4/2006	Student Certificate	
---	-----------------------------------	----------------------------	--

Click Step 4 on the navigation bar to continue.

Note that the Certificate Number, Date of Issuance, and the identification as a Student Certificate have all been automatically entered in the bottom line. Step 3 is now complete and the applicant clicks on the Step 4 tab to continue.

Certification / Application Module



The screenshot shows the IACRA (Integrated Airman Certification and Rating Application) interface. At the top left is the IACRA logo with an airplane icon. To the right, it says "Supplementary Data". Below this is a navigation bar with six steps: Step 1 (checked), Step 2 (checked), Step 3 (checked), Step 4 (unchecked), Step 5 (unchecked), and Step 6 (unchecked). The main content area contains four questions, each with "Yes" and "No" radio button options:

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

Do you hold a Medical Certificate? Yes No

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

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

Have you failed a test for this certificate or rating? Yes No

Click Step 5 on the Navigation Bar to continue.

On this page the applicant will click the appropriate answers to the displayed questions..

Certification / Application Module

Clicking “Yes” to whether or not the applicant holds a medical certificate will open a box where the pertinent medical data will be entered.


When all of the questions have been addressed, the applicant moves on to Step 5.

The screenshot shows the IACRA Supplementary Data application form. At the top, the IACRA logo is on the left, and the text "Supplementary Data" is on the right. Below the logo is a navigation bar with six steps: Step 1 (checked), Step 2 (checked), Step 3 (checked), Step 4 (unchecked), Step 5 (unchecked and circled in red), and Step 6 (unchecked). The main heading reads "Answer the following questions required on the Airman Certificate and/or Rating Application." The first question is "Do you hold a Medical Certificate?" with radio buttons for "Yes" (selected) and "No". Below this, a red-bordered box contains three fields: "Enter the date of issue of your Medical Certificate. (mm/dd/yyyy)" with a date picker showing "08/04/2006"; "Select the certificate class." with radio buttons for "First", "Second", and "Third" (selected); and "Enter the Examiners name." with a text box containing "James T. Doctor, MD". Below the red box are three more questions: "Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?" with "Yes" and "No" (selected) radio buttons; "Do you read, speak, write, & understand the English language?" with "Yes" (selected) and "No" radio buttons; and "Have you failed a test for this certificate or rating?" with "Yes" and "No" (selected) radio buttons. At the bottom, a blue link says "Click Step 5 on the Navigation Bar to continue."

Certification / Application Module

Clicking on the Step 5 tab will take the applicant to the experience page where he will input all of his flight experience directly in the appropriate boxes.

When completed, the applicant will proceed by clicking on the Step 6 tab.



[Help](#) [Close Browser](#)

Aeronautical Experience

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

Answer any questions that appear below, then enter any flight hours for this application into the Aeronautical Experience Grid, if applicable.

Are you a pilot based on a small island? Yes No

Did you receive your flight training in and do you reside in the state of Alaska? Yes No


* At least one field is required

Aeronautical Experience Grid

	Airplanes	Rotorcraft	Powered Lift	Gliders	Lighter than Air	Training Device	Simulator	PCATD
Total	67.3							
Instruction Received	35.7							
Solo	31.6							
Pilot in Command	PIC 31.6 SIC	PIC SIC	PIC SIC					
Cross Country Instruction Received	6							
Cross Country Solo	5							
Cross Country Pilot in Command	PIC 5 SIC	PIC SIC	PIC SIC					
Instrument	5							
Flight Instruction Received	5							
Flight Take-off / Landing	10							
Flight Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Flight Take-off / Landing Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Number of Flights								
Number of Aero-Tows								
Number of Ground Launches								
Number of Powered Launches								

Click Step 6 on the Navigation Bar to continue.

Certification / Application Module



Click the Review Applicant's Application button.

Validation: You have not completed the application for the certificate for which you are applying.

Navigation Bar and return to any Step that certificate for which you are applying.

ton to make sure

SUBMIT APPLICATION

Tips for IACRA Applicants

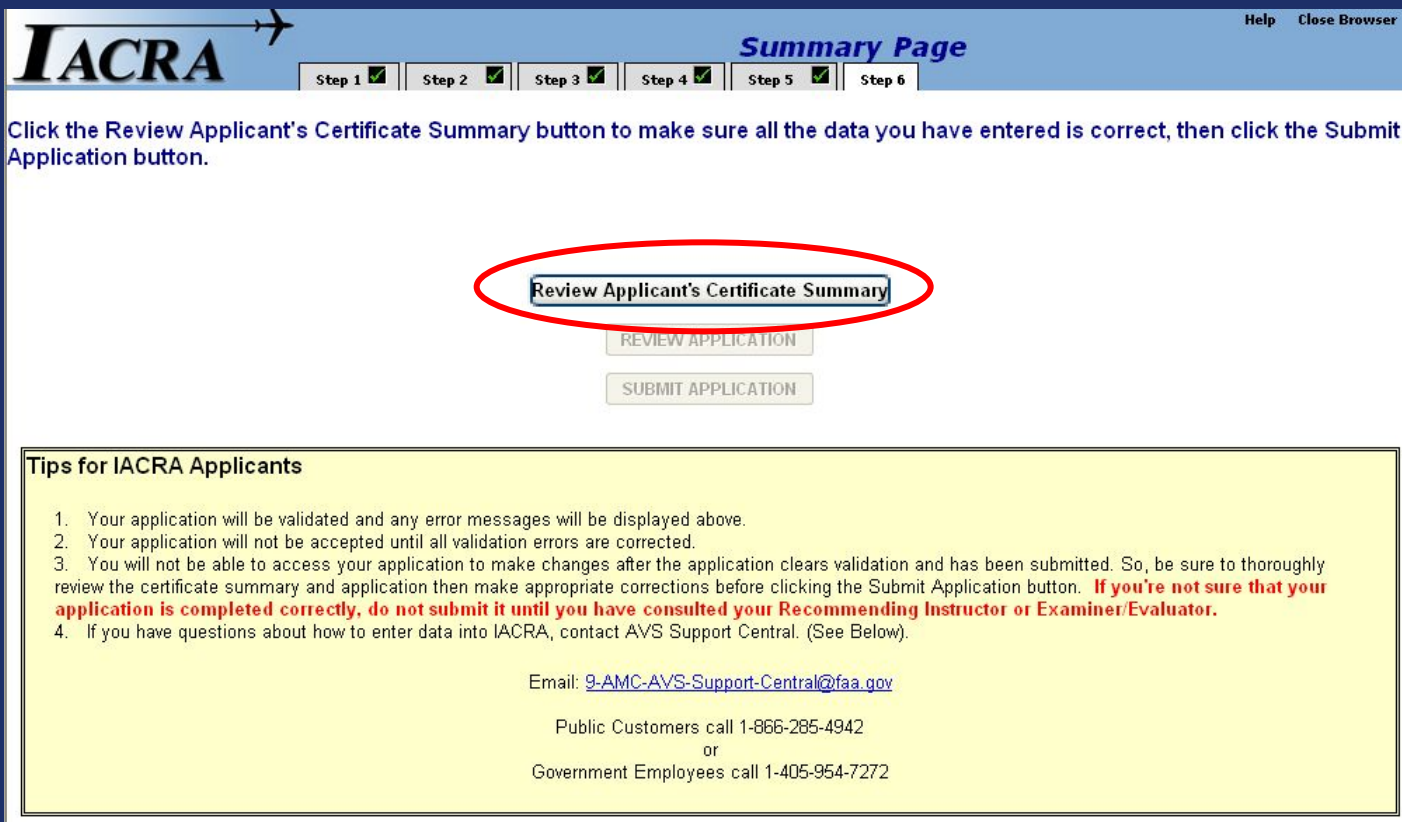
1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. **You will not be able to access your application to make changes after the application clears validation and has been submitted.** So, be sure to thoroughly review the certificate summary and application then make appropriate corrections BEFORE clicking the Submit Application button. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**
4. If you have questions about how to enter data into IACRA, contact AVS Support Central. (See Below).

Email: 9-AMC-AVS-Support-Central@faa.gov

Public Customers call 1-866-285-4942
or
Government Employees call 1-405-954-7272

Step 6 allows the applicant to perform final checks on their input. If there's an error, the applicant will get a validation error like shown.

Certification / Application Module



The screenshot shows the IACRA Summary Page. At the top left is the IACRA logo with an arrow. To the right of the logo is a progress bar with six steps, each with a checkmark. The text 'Summary Page' is centered at the top right, with 'Help' and 'Close Browser' links. Below the progress bar, there is a paragraph of instructions: 'Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button.' In the center of the page, there are three buttons: 'Review Applicant's Certificate Summary' (circled in red), 'REVIEW APPLICATION', and 'SUBMIT APPLICATION'. Below the buttons is a yellow box titled 'Tips for IACRA Applicants' containing a list of four instructions and contact information for support.

IACRA Summary Page Help Close Browser

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Tips for IACRA Applicants

1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. You will not be able to access your application to make changes after the application clears validation and has been submitted. So, be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**
4. If you have questions about how to enter data into IACRA, contact AVS Support Central. (See Below).

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Public Customers call 1-866-285-4942
or
Government Employees call 1-405-954-7272

If there are no errors needing correction, continue by clicking on “**Review Applicant's Certificate Summary**”.

Certification / Application Module

Applicant's Certificate Summary

Verify that all the data on this screen is correct before submitting the application. If ratings are incorrect or missing, you must return to step three to make corrections to your certificate held information before submitting the application.

Temporary


Certificate Type: PRIVATE PILOT
Certificate #: PENDING

Ratings:
AIRPLANE SINGLE ENGINE LAND

CLOSE

Verify the type of certificate sought and continue by clicking the **CLOSE** button.

Certification / Application Module

IACRA  Help Close Browser

Summary Page

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Tips for IACRA Applicants

1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. You will not be able to access your application to make changes after the application clears validation and has been submitted. So, be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**
4. If you have questions about how to enter data into IACRA, contact AVS Support Central. (See Below).

Email: 9-AMC-AVS-Support-Central@faa.gov

Public Customers call 1-866-285-4942
or
Government Employees call 1-405-954-7272

The applicant will next review his application by pressing the appropriate button.

Certification / Application Module

http://iacratraining.faa.gov/IACRA/ProcessForm.aspx?guid=ad93a3f2-136c-4f1d-9399-0bc3e326e948&d - Microsoft Internet Explorer

Save a Copy Search Select 116%

TYPE OR PRINT ALL ENTRIES IN INK **UNOFFICIAL COPY** Form Approved OMB No: 2120-0021

Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

I Application Information Student Recreational Private Commercial Airline Transport Instrument
 Additional Rating Airplane Single-Engine Airplane Multiengine Rotorcraft Balloon Airship Glider Powered-Lift
 Flight Instructor Initial _____ Renewal _____ Reinstatement _____ Additional Instructor Ground Instructor
 Medical Flight Test

A. Name (Last, First Middle)
HILL ERIC NMN

E. Address
311 STRAWBERRY FLD.
City, State, Zip Code
NORMAN OK 73072

M. Do you now hold, or have you ever held, a certificate or rating for the following aircraft?
Q. Do you hold a Medical Certificate?

U. Have you ever been convicted for the possession, use, or distribution of controlled substances or stimulant drugs or substances? Yes No

Final Conviction

II Certificate or Rating Applied For on Basis of:

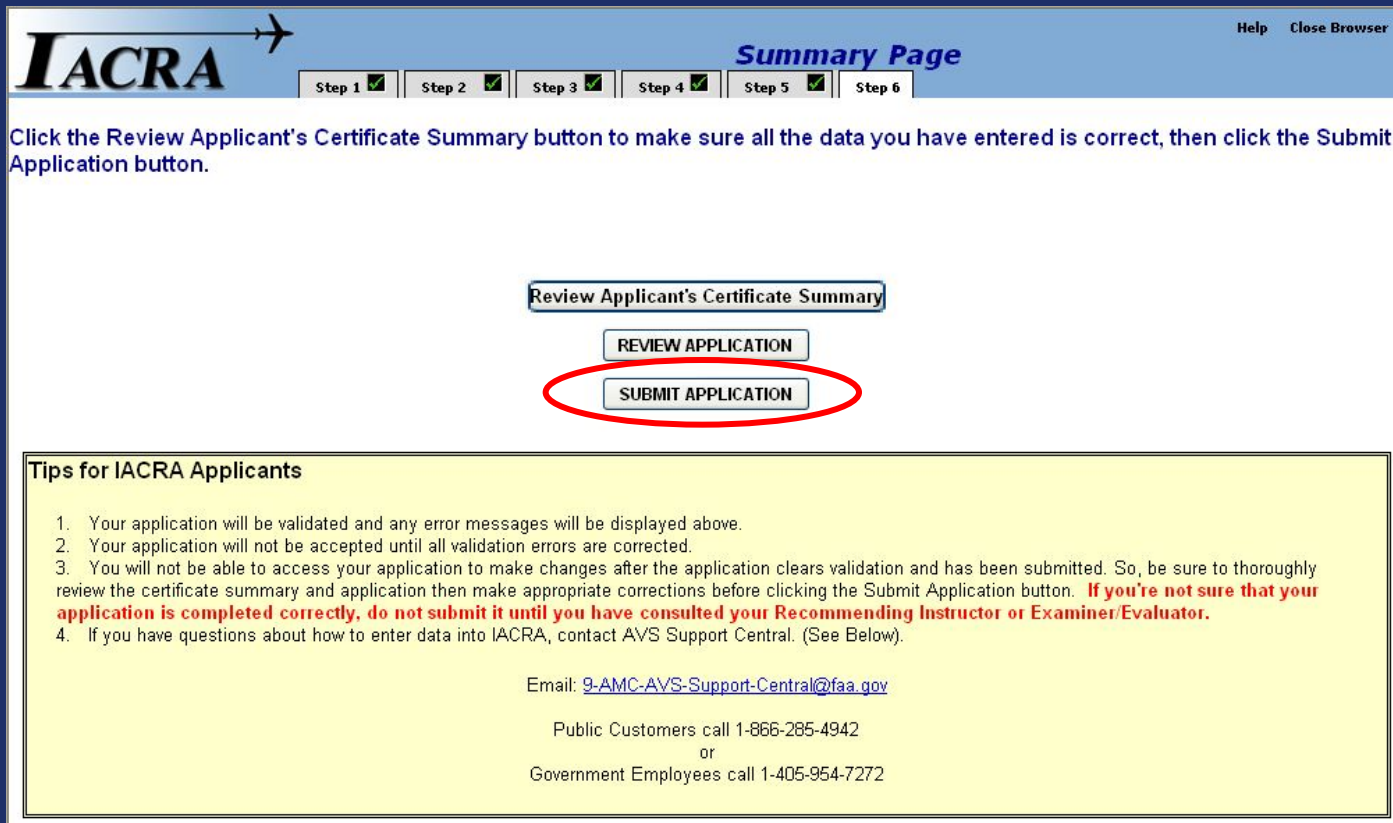
<input checked="" type="checkbox"/> A. Completion of Required Test	1. Aircraft to be used (if flight test required)	2a. Total Time in this aircraft SIM/FTD	2b. Pilot in Command
	1) CE-172-G 2)	1) 67.3 2) hours	1) 31.8 2) hours
<input type="checkbox"/> B. Military Competence Obtained in	1. Service	2. Date Rated	3. Rank or Grade and Service Number
	4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft.	4b. US Military PIC & Instrument Check	

1 of 4

**NOTE:
The UNOFFICIAL COPY should not be sent to the registry.**

A copy of Form 8710-1 will be shown in Adobe .pdf format. The form can be printed for the applicant's personal records, however note that this is an **UNOFFICIAL COPY**. Only the electronically submitted form is valid.

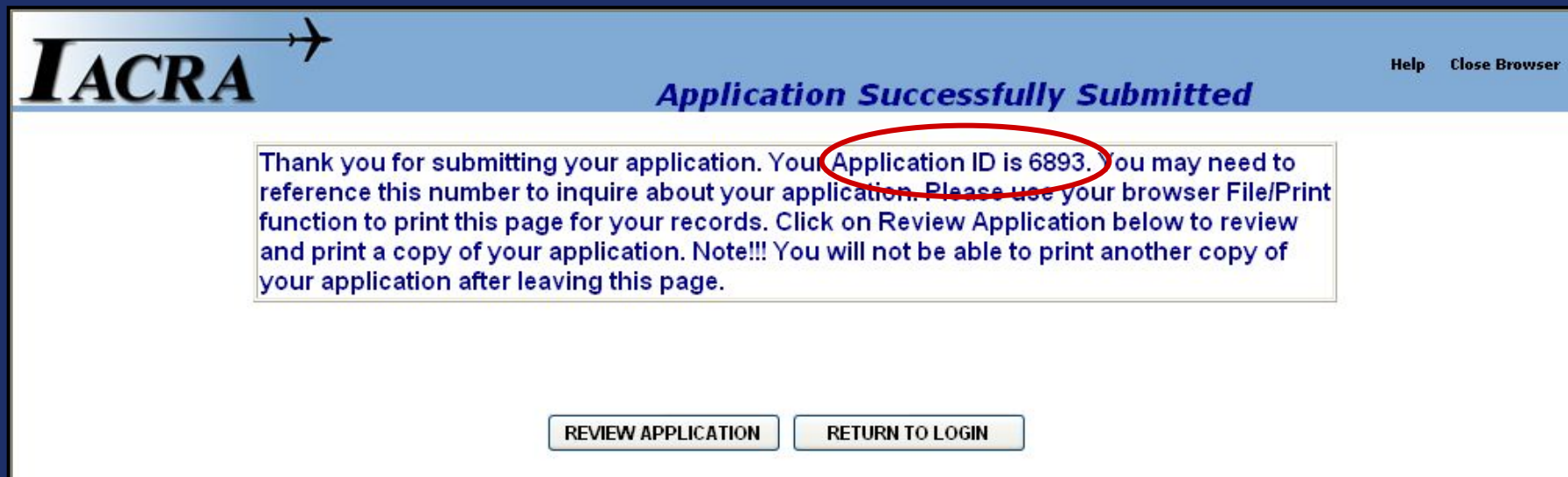
Certification / Application Module



The screenshot shows the IACRA Summary Page. At the top left is the IACRA logo with an arrow. To the right of the logo is a progress bar with six steps, each with a green checkmark. The text 'Summary Page' is centered at the top right, with 'Help' and 'Close Browser' links. Below the progress bar, a blue instruction bar reads: 'Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button.' In the center, there is a button labeled 'Review Applicant's Certificate Summary'. Below it are two buttons: 'REVIEW APPLICATION' and 'SUBMIT APPLICATION'. The 'SUBMIT APPLICATION' button is circled in red. At the bottom, a yellow box titled 'Tips for IACRA Applicants' contains four numbered instructions. The third instruction is highlighted in red and reads: 'You will not be able to access your application to make changes after the application clears validation and has been submitted. So, be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**' Below the tips, contact information is provided: Email: 9-AMC-AVS-Support-Central@faa.gov, Public Customers call 1-866-285-4942, or Government Employees call 1-405-954-7272.

At this point, the applicant will submit the electronic version of the 8710-1.

Certification / Application Module



The screenshot shows the IACRA application submission confirmation screen. The header features the IACRA logo on the left and the text "Application Successfully Submitted" in the center. In the top right corner, there are links for "Help" and "Close Browser". The main content area contains a message box with the following text: "Thank you for submitting your application. Your Application ID is 6893. You may need to reference this number to inquire about your application. Please use your browser File/Print function to print this page for your records. Click on Review Application below to review and print a copy of your application. Note!!! You will not be able to print another copy of your application after leaving this page." The "Application ID is 6893" is circled in red. At the bottom of the message box, there are two buttons: "REVIEW APPLICATION" and "RETURN TO LOGIN".

This screen will give confirmation that the application was successfully submitted. The applicant's work is now completed for this phase of the application process.

Note the "*Application ID*" number.