

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

**INSTRUCTION MANUAL**



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**Version 8.7**

**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
8/28/2012	Dev Team	Updated for Release 8.4
12/14/2012	Dev Team	Updated for Release 8.5
3/7/2014	Dev Team	Updated for Release 8.7

## 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 electronic signatures throughout the certification process which brings the application in compliance with the Government Paperwork Elimination Act. The IACRA system design allows a Certifying Officer with electronic signature authority to have applications and ratings collected and validated in real-time, with checks against the Registry and other FAA databases. FAA, designees, and return users can be validated immediately.

IACRA's web-based architecture provides access to the application by the public via the internet. This approach facilitates single source data entry by the applicant and the examiner, and it facilitates integration with other FAA, and eventually, other governmental databases.

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 for 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
	can't complete 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	The Air Carrier Flight Instructor can sign the applicant's training records or logbook and make the required endorsement. They can also sign CFR 121 and 135 pilot applications if the applicant previously failed a rating or sign 121/135 Second in Command applications.

### 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. 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.



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

Username:

Password:

[Forgot Username or Password?](#)

or [Register](#)

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 must 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*



- [-7 Home](#)
- [-7 Whafs new in IACRA](#)
- [-7 Frequently Asked Questions](#)
- [-7 Aircraft Search](#)
- [-7 Site Feedback](#)
- [-7 Contact Us](#)
- [-7 Training and Documentati n](#)
- [-7 Helpful FAA Links](#)
- [-7 Available Certifications and Ratings](#)

## IACRA- Select Role(s)

Please select the role or roles below for which you would like to register.

### Applicant

Applicant

### Instructors

- Air Carrier Flight Instructor - ( CFR 121, 135 )
- Chief /Assistant Chief Flight Instructor - ( CFR141 )
- 142 Recommending Instructor - ( CFR142 )
- Recommending Instructor - ( CFR61, 65, 141 )

### Certifying Officers

- Aircrew Program Designee - ( CFR 121, 135 )
- Airman Certification Representative - ( CFR 141 )
- Airman Certification Representative (FIRC only) - ( FIRC )
- Aviation Safety Inspector - ( FAA )
- Aviation Safety Technician - ( FAA )
- Designated Examiner - ( CFR61, 141 )
- Training Center Evaluator - ( CFR 142, 121, 135 )

### Admin

- School Administrator - ( CFR 141, 142, 121, 135 )

### Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Agree to TOS and Continue >>

*Agree to TOS and Continue*

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 section titled "Citizenship". It contains the following fields:

- Citizenship Country:** A dropdown menu.
- Place of Birth:** A sub-section containing:
  - City of Birth:** A text input field with a help icon.
  - County of Birth:** A text input field.
  - Country of Birth:** A dropdown menu.
  - State of Birth:** A 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:

**User Information**  
 FTN: C [REDACTED] [Logout](#)  
 User: [REDACTED]  
 Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Information & Help**

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

**IACRA - Applicant Console**

**Start New Application**

[Start New Application](#)

**Your Existing Applications**

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
33199	07/25/2012	ATP > Standard > CFR 61 > Added Category Class	Started	07/25/2012	<a href="#">Continue</a> <a href="#">Go</a>
33198	07/25/2012	ATP > Standard > CFR 61 > Original	Started	07/25/2012	<a href="#">Continue</a> <a href="#">Go</a>
33172	07/24/2012	ATP > Standard > CFR 61 > Original	Started	07/24/2012	<a href="#">Continue</a> <a href="#">Go</a>
32699	06/18/2012	ATP > Standard > CFR 61 > Added Type Rating	Submitted by Applicant	06/18/2012	<a href="#">View/Print</a> <a href="#">Go</a>
32690	06/18/2012	ATP > Standard > CFR 121 > Initial	Started	06/18/2012	<a href="#">Continue</a> <a href="#">Go</a>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

**Airman Information**

You currently do not have any certificates in Airmen.

### 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 form 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

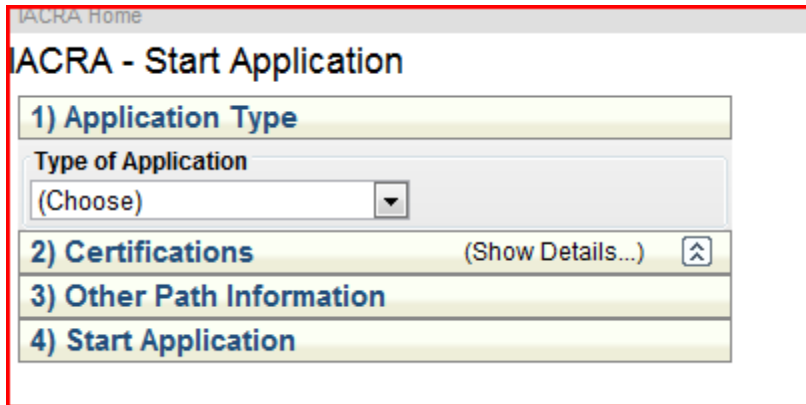
Airman information from Airman's database is displayed. This includes all current Airman Certificate information, and Airman Certificate Rating information.

From the Applicant Console:

- *Select Start Application*

The following screen displays:



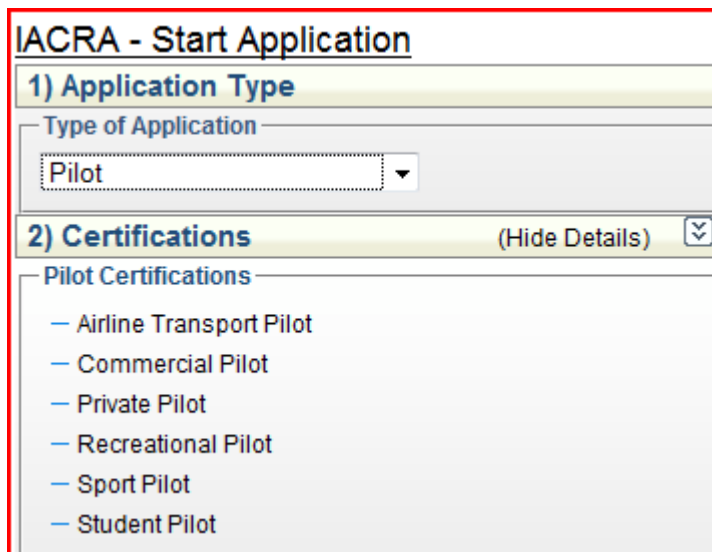


## 8. Pilot Application Process

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 CFR 61, 121, 135, and 141 certification paths have been converted to the new 8.0 release/screens. Continue clicking on the tree until you find the certification or rating you seek. The following will then be displayed:

The screenshot displays a web application interface with two main sections. The top section, titled "3) Other Path Information", shows a breadcrumb trail "ATP > Standard > CFR 61 > Original" and a dropdown menu for "Certificate Category/Class" with options: AIRPLANE SINGLE ENGINE LAND, AIRPLANE SINGLE ENGINE SEA, AIRPLANE MULTIENGINE LAND, AIRPLANE MULTIENGINE SEA, and ROTORCRAFT HELICOPTER. Below this is a "Type Rating" section with input fields for "Model" (with a note "(Type at least 1 letter)") and "Make/Model". The bottom section, titled "4) Start Application", also shows the breadcrumb trail and a message: "Please verify all of the information before starting the application." A "Start Application" button is located at the bottom of this section. To the right of the main form is a "Certificate Information and Help" box containing the breadcrumb trail "ATP > Standard Issue > CFR 61 > Original Issue" and the text: "For certification requirements, follow the link to the applicable section of the Code of Federal Regulations" with a link to "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.

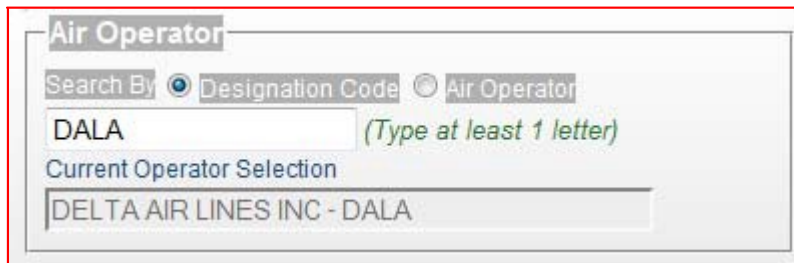
To select a Type Rating:

- *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

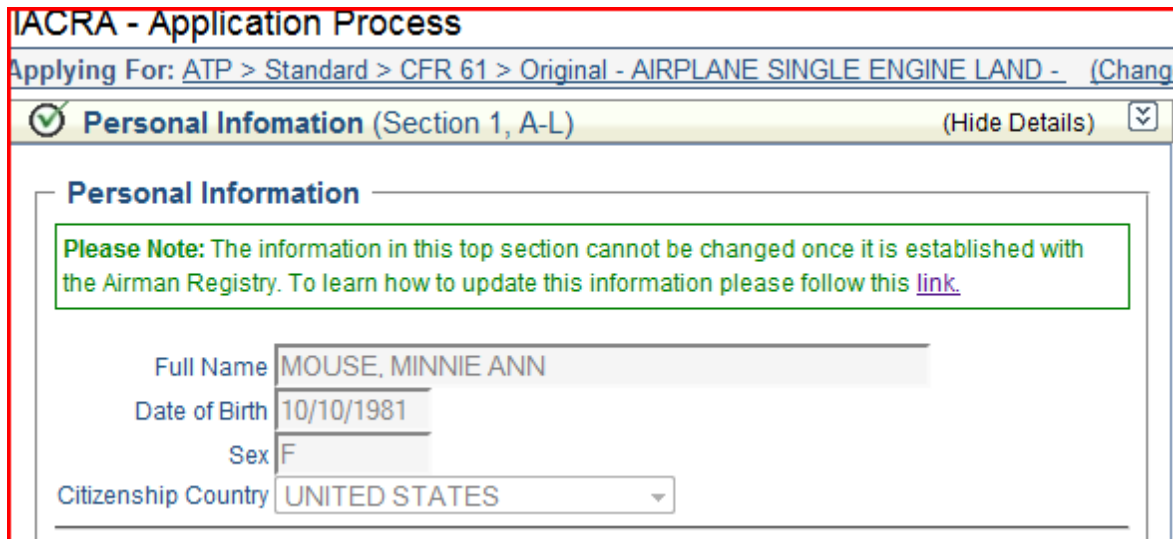
- *Initial*
- *Upgrade*
- *Transition*
- *Second in Command*

The Air Operator section will then be displayed. The Air Operator selection can be searched by Designation code or by name.



The screenshot shows a search interface for Air Operators. At the top, there is a header "Air Operator". Below it, there are two radio buttons for "Search By": "Designation Code" (which is selected) and "Air Operator". A text input field contains "DALA" with a green note "(Type at least 1 letter)". Below the input field, it says "Current Operator Selection" and a dropdown menu shows "DELTA AIR LINES INC - DALA".

## 8.1 Personal Information



The screenshot shows the "IACRA - Application Process" page. The breadcrumb trail is "Applying For: ATP > Standard > CFR 61 > Original - AIRPLANE SINGLE ENGINE LAND - (Change)". The current section is "Personal Information (Section 1, A-L)" with a "(Hide Details)" link. A green box contains a note: "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](#)." Below the note, there are four fields: "Full Name" (MOUSE, MINNIE ANN), "Date of Birth" (10/10/1981), "Sex" (F), and "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 Mailing Address

Residential Address	1234 S Park Place
PO Box, Rural Route or Commercial	
Physical Description (Map or Directions)	
City	OKLAHOMA CITY
State	OK
ZIP Code	73173
Country	UNITED STATES

Remove Special Mailing Address

### Special Mailing Address

**Please Note:** Only complete this section if you want your certificate *special mailed* to an address that is not: PERMANENT - LINE 17, OKLAHOMA CITY OK 73173

Address Line 1	3456 N Vermont
Address Line 2	
City	OKLAHOMA CITY
State	OK
ZIP Code	73173
Country	UNITED STATES

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 with two main sections. The top section, titled "Application Status", contains five radio button options: "Personal Info" (checked with a green checkmark), "Certificate Held", "Basis of Issuance", "Pilot Time", and "Review & Submit". The bottom section, titled "View Application", contains a thumbnail image of a form and the text "Application ID: 29759" below it.

### 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 a question titled "English Language (Block G)". It asks "Do you read, speak, write, and understand the English language?" with two radio button options: "Yes" and "No".

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

The screenshot shows the same question as above, but with the "No" radio button selected. Below the first question, a second question is displayed: "Is there is a medical reason you cannot use the English language?" with "Yes" and "No" radio button options.

- 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

**Save Certificate**

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

Foreign Pilot License

---

US Restricted Pilot Certificate

---

US Standard Pilot Certificate

To add a certificate:

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

The following selects display:



## 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

Save 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

[Save & Continue](#)

- 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 applicant
- 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 Basis of Issuance Part 141

For courses without examining authority, Completion of Required Test (block A) information must be entered. Curriculum and course information must be entered by a School Administrator. See the Basis of Issuance panel below for Part 141 ATP applications associated to courses without examining authority:

**O** 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 Carriers Approved Training Program (Block E)

**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

**Graduate of Approved Course (Block C)**

Name and Location of Training Agency/Center

Certificate Number

Curriculum

Graduation Date:  1:30 (Date must be today, or in the past 1

Save & Continue

For courses with examining authority, curriculum and course information must be entered by a School Administrator. See the Basis of Issuance panel below for Part 141 ATP applications associated to courses with examining authority:

✓ **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)

**Graduate of Approved Course (Block C)**

Name and Location of Training Agency/Center: ARI BEN AVIATOR INC

Certificate Number: BEJS028K

Curriculum: COMMERCIAL PILOT AIRPLANE MULTIENGINE LAND

Save & Continue

## 8.6 Pilot Time

### 8.6.1 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 Import

**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.

Clear Pilot 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...) ⬆

Save & Continue

- 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 prepolulated 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

Airplane / Rotorcraft / Powered Lift Hours <span style="float: right;">(Hide Details) ▾</span>			
	Airplane	Rotorcraft	Powered Lift
Total Hours	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Instruction Received	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Solo	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Pilot in Command (PIC)	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Pilot in Command (SIC)	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Cross Country Instruction	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Cross Country Solo	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Cross Country PIC	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Cross Country SIC	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Instrument	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Night Instruction	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Night Takeoff Landings	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Night PIC	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Night SIC	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Night Takeoff Landing PIC	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>
Night Takeoff Landing SIC	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>

Glider / Lighter Than Air Hours <span style="float: right;">(Show Details...) ▲</span>	
Simulator / Training Device / PCATD Hours <span style="float: right;">(Show Details...) ▲</span>	

**Enter hours below to meet the requirement for CFR 61.159(a)(3).**

Class Hours - Total

Class Hours - FFS

Until the new 8710-1 form has been updated in IACRA, these hours will be displayed in the Comments section of the 8710-1 and can be reviewed prior to submitting the application. Failure to enter the appropriate hours, if required, will result in a Correction Notice from the Airmen Certification Branch.

- 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*

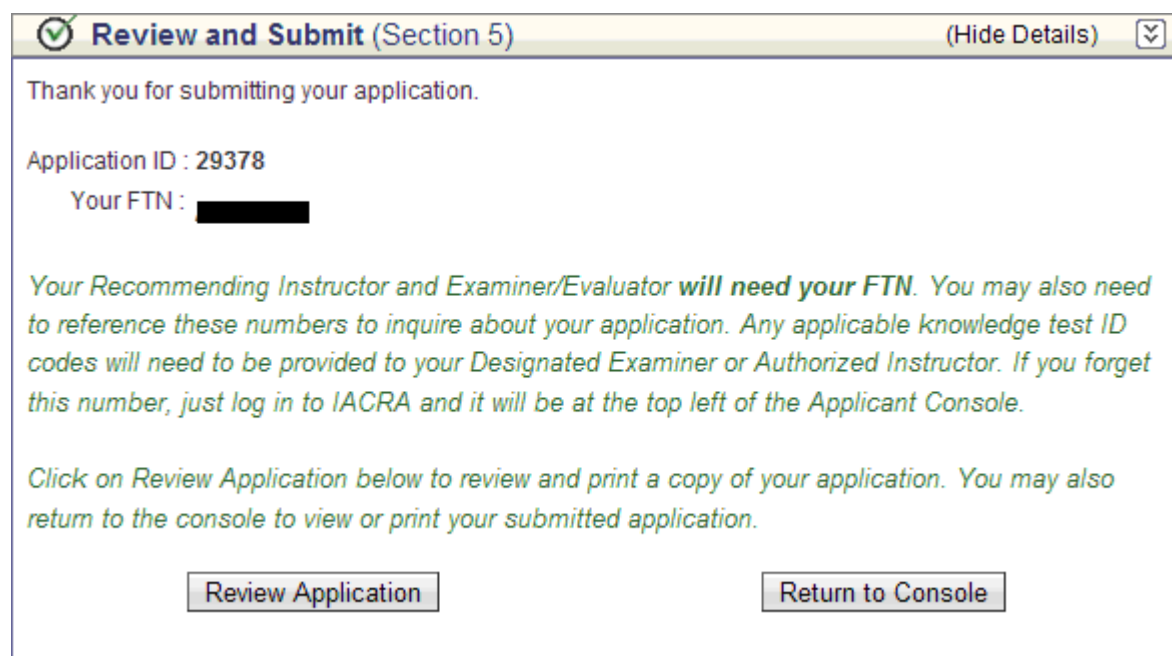
The window closes and returns you to the Summary Section within the application with the Submit application selection enabled.

- *Make any changes that are necessary*

Or

- *Select Submit Application*

The following displays:



## 9.0 Change an Application

Update to an application can occur:

- At any time prior to submitting the application
- Does not require creating a new application
- Does not require deleting the existing application

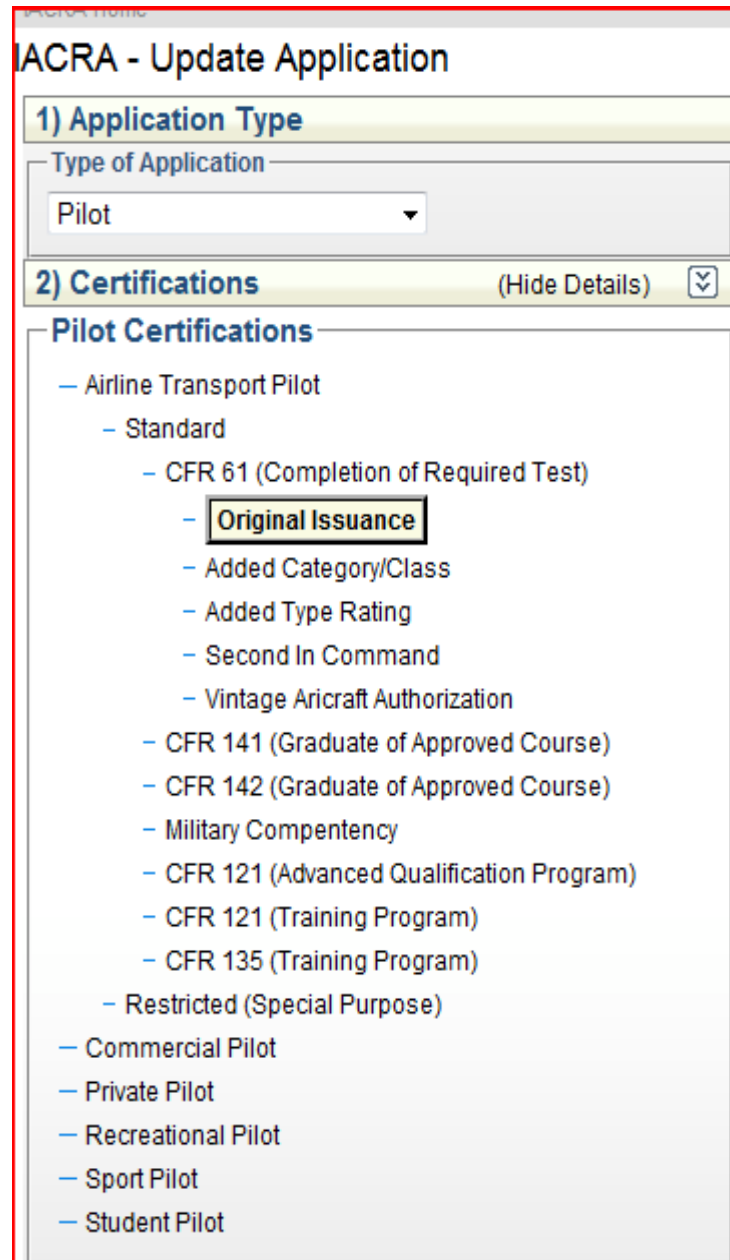
On all screens within the IACRA – Application Process the Certification being sought is

displayed as follows:



To start the Change process:

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



**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 School Administrator Process Overview

### 10.1 School Administrator Console

When the role of School Administrator is selected, the following screen is displayed:

**Information & Help**

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

### IACRA - Select School / Operator

School/Air Operator:  ▼ ?

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

### IACRA - Select School / Operator

School/Air Operator:  ▼ ?

**You are not currently authorized in IACRA for CE8S - AEROSIM FLIGHT ACADEMY .**

A Training Center Evaluator or Aircrew Program Designee at your Air Agency or Air Operator can authorize you by logging into IACRA and selecting "Authorize ACR FIRC / School Admin / ACFI" from their console and follow the steps for your authorization. An ASI or AST at your local FSDO may also complete your authorization using IACRA.

Once the Air Operator is selected, the following console will be displayed if logged in as a School Administrator:

IACRA Home » Console

## IACRA - School Administrator Console

School/Air Operator: EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - PRESCOTT  
 Designation Code: BF8S      CFR Type: CFR 141

**User Information**

FTN: C [REDACTED] [Logout](#)

User: Smith80

Role: School Administrator

---

**School Admin Options**

- Console
- User Profile
- Add Role
- Change Role
- Select School
- Remove Role
- Edit Preferences
- Change Password

---

**Information & Help**

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

**Search Students**

FTN:

Last Name:

*(Enter the Applicant's FTN and last name.)*

---

**Affiliated Students (141)**

Recent Students Only    All Students   (Affiliated Student Counts -- 11 Recent : 62 Total)

	FTN	Last Name	First Name	Affiliation Date
<input type="button" value="Select"/>	A [REDACTED]	[REDACTED]	THOMAS CHARLES	08/14/2012
<input type="button" value="Select"/>	C [REDACTED]	[REDACTED]	JOE	08/14/2012
<input type="button" value="Select"/>	A [REDACTED]	[REDACTED]	C C	02/11/2009
<input type="button" value="Select"/>	A [REDACTED]	[REDACTED]	TEST	01/30/2008
<input type="button" value="Select"/>	C [REDACTED]	[REDACTED]	STANTON ZANZIBAR	08/10/2012
<input type="button" value="Select"/>	A [REDACTED]	[REDACTED]	KRISLEEN ANNETTE	08/14/2009
<input type="button" value="Select"/>	C [REDACTED]	[REDACTED]	IGNATIUS QUINCY	06/15/2012
<input type="button" value="Select"/>	A [REDACTED]	LASTNAME	FIRSTNAME MIDDLENAME	08/10/2012
<input type="button" value="Select"/>	C [REDACTED]	PILOT PILOT	TEST	11/27/2007
<input type="button" value="Select"/>	A [REDACTED]	[REDACTED]	RONALD	11/09/2007
<input type="button" value="Select"/>	C [REDACTED]	TEST	TEST TEST	04/07/2009

The School Administrator may either enter a last name and an FTN to search for a student or select a student already affiliated with the school. For students not yet affiliated with the school, the School Administrator may click the "Affiliate Student" button. The "Start New Application" button may be clicked to start an application for the selected student.

Once affiliated and selected, any applications started by the student will appear in a list with available actions for the School Administrator.

IACRA Home » Console

**IACRA - School Administrator Console**

School/Air Operator: EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - PRESCOTT  
 Designation Code: BF8S      CFR Type: CFR 141

**User Information**  
 FTN: C [REDACTED]      Logout  
 User: [REDACTED]  
 Role: School Administrator

**School Admin Options**

- Console
- User Profile
- Add Role
- Change Role
- Select School
- Remove Role
- Edit Preferences
- Change Password

**Information & Help**

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

**Search Students**

FTN:       FTN: C [REDACTED]  
 Last Name:       Name: TEST NMN PILOT PILOT  
      DOB: 1/20/1964  
 Address: FGHFHDG  
 OKC, OK, 73132, UNITED STATES  
     

(Enter the Applicant's FTN and last name.)

**Existing Applications - TEST NMN PILOT PILOT (C [REDACTED])**

Application	Certificate Type & Curriculum	Status	Status Date	Available Actions
29842	ATP > Standard > CFR 141 > Original PRIVATE PILOT AIRPLANE MULTIENGINE LAND	Signed by Applicant	08/08/2012	<input type="button" value="View/Print"/> <input type="button" value="Go"/>
30018	ATP > Standard > CFR 141 > Added Type Rating PILOT GROUND SCHOOL PRIVATE PILOT	Practical Test Signoff - Signed Sim/Training	08/08/2012	<input type="button" value="View/Print"/> <input type="button" value="Go"/>
30027	ATP > Standard > CFR 141 > Original PRIVATE PILOT AIRPLANE MULTIENGINE LAND	Signed by Applicant	08/07/2012	<input type="button" value="View/Print"/> <input type="button" value="Go"/>
29851	ATP > Standard > CFR 141 > Original PRIVATE PILOT AIRPLANE MULTIENGINE LAND	Signed by Applicant	08/06/2012	<input type="button" value="View/Print"/> <input type="button" value="Go"/>
30028	ATP > Standard > CFR 141 > Original PRIVATE PILOT AIRPLANE MULTIENGINE LAND	Signed by Applicant	08/03/2012	<input type="button" value="View/Print"/> <input type="button" value="Go"/>

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

**Affiliated Students (141)**

Recent Students Only     All Students    (Affiliated Student Counts -- 11 Recent : 62 Total)

FTN	Last Name	First Name	Affiliation Date
-----	-----------	------------	------------------

For applications that require an associated curriculum, the School Administrator may click the curriculum link to open the curriculum dialog.

29723	ATP > Standard > CFR 141 > Original <a href="#">INSTRUMENT AIRPLANE</a>	Started	05/08/2012	<input type="button" value="Continue"/> <input type="button" value="Go"/>
29722	ATP > Standard > CFR 141 > Original <a href="#">Click Here to Add Curriculum</a>	Started	05/08/2012	<input type="button" value="Continue"/> <input type="button" value="Go"/>

The School Administrator may then select a curriculum for the given application.

**Choose Curriculum - for Application 29722**

Curriculum:

**Existing Applications - TEST NMN PILOT PILOT (C9901933)**

Application	Certificate Type & Curriculum	Status	Status Date	Available Actions
29725	ATP > Standard > CFR 141 > Original PRIVATE PILOT AIRPLANE MULTIENGINE LAND	Started	05/09/2012	<input type="button" value="Continue"/> <input type="button" value="Go"/>
29724	ATP > Standard > CFR 141 > Original	Started	05/09/2012	<input type="button" value="Continue"/> <input type="button" value="Go"/>

## 10.2 School Administrator Checklist

For applications that require the School Administrator to enter knowledge test information and



complete the Final Stage Check, an option for “Checklist” (see below) will appear in the dropdown for the application. The School Administrator may click the “Go” button to complete these checklist items.

30044	ATP > Standard > CFR 141 > Original COMMERCIAL PILOT AIRPLANE SINGLE ENGINE LAND	Completed	08/08/2012	<a href="#">View/Print</a> <input type="button" value="Go"/>
30052	ATP > Standard > CFR 141 > Original COMMERCIAL PILOT AIRPLANE SINGLE ENGINE LAND	Submitted by Applicant	08/07/2012	<a href="#">Checklist</a> <input type="button" value="Go"/>
30050	ATP > Standard > CFR 141 > Original	Signed by	08/07/2012	<a href="#">View/Print</a> <input type="button" value="Go"/>

When the “Go” button is clicked (as described above), the checklist section will appear on the School Administrator console. The School Administrator must enter a valid knowledge test exam ID and then click the “Search” button.

**Checklist for TEST NMN [REDACTED], Application # 30052**

**Knowledge Test**
**Final Stage Check**

**Please Note** - verify that the **entire name** on the knowledge test matches the name that is registered in IACRA. Otherwise it may be returned by the Airmen Registry due to a name mismatch.

Enter Knowledge Test Exam ID:

Note: If multiple Knowledge Tests are required, you must search for each test separately.

**Associated Knowledge Tests**

Please search for Knowledge Test by Exam ID and click the "Associate" button.

NOTICE TO IACRA USERS AND AIRMEN APPLICANTS

Please allow **at least 48 hours** after a knowledge test is completed before it's available in IACRA.

If the recommended timeframe has passed and you're still unable to locate the required knowledge test, contact the [National AVS IT Help Desk](#).

If the knowledge test is found, the test details will be displayed. The School Administrator must click the “Associate” button to associate the test to the application.

Enter Knowledge Test Exam ID:

Note: If multiple Knowledge Tests are required, you must search for each test separately.

---

Name: TEST NMN [REDACTED]  
 FTN: A [REDACTED]  
 Exam Title: Fundamentals of Instructing  
 Exam ID: [REDACTED] Exam Code: FOI  
 Exam Date: 1/5/2011 Pass/Fail: p  
 Expiration Date: 12/12/2013 Take: 1  
 CTD Site ID: LAS63102 Score: 90  
 SMC: H207 H224 H227 H237

Associate Test:

---

**Associated Knowledge Tests**  
 Please search for Knowledge Test by Exam ID and click the "Associate" button.

Once associated, the knowledge test may be removed from the application by clicking the "Remove" button.

Enter Knowledge Test Exam ID:

Note: If multiple Knowledge Tests are required, you must search for each test separately.

---

**Associated Knowledge Tests**

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID	
[REDACTED]	FOI	1/5/2011	12/12/2013	P	90	LAS63102	<input type="button" value="Remove"/>

The Final Stage Check link appears on the Final Stage Check tab. The link may be clicked by the School Administrator to enter the Final Stage Check information. More information about the Final Stage Check can be found in the Certifying Officer's Checklist section of this document.

**Checklist for TEST NMN [REDACTED], Application # 30052**

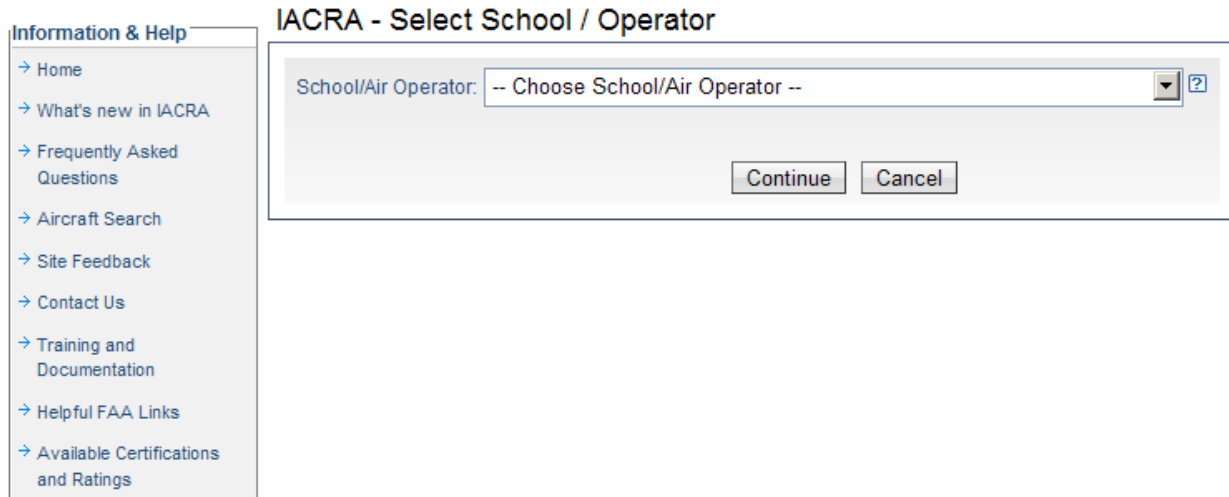
[Enter Final Stage Check](#)

---

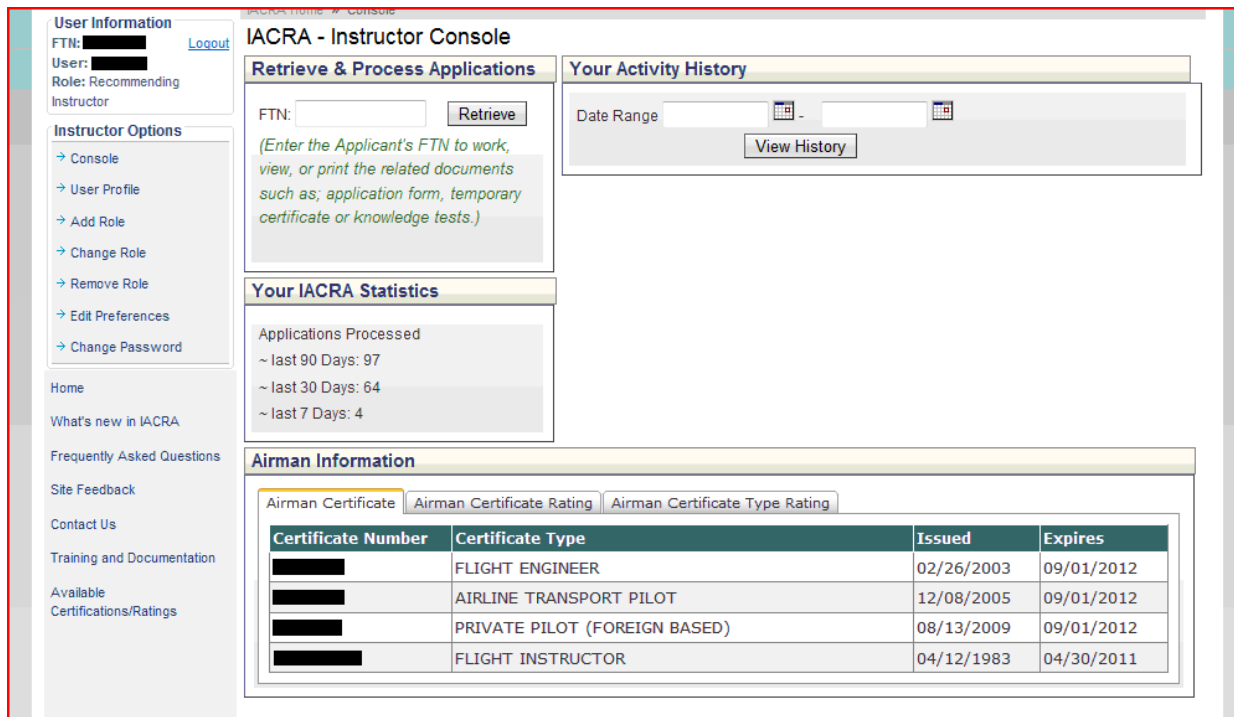
# 11 Recommending Instructor Process Overview

## 11.1 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	C [REDACTED]
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 Recommending Instructor. 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*

## 11.2 Instructor Checklist

This screen allows the Recommending Instructor (or Chief / Assistant Chief Flight Instructor) to return the application to the applicant or process the application. Applicants cannot change the application once it has been submitted. The Recommending Instructor has to return the application to the applicant in order to make changes. Once the Recommending Instructor signs the application, the return function is disabled. If the application is returned, the applicant makes the changes and resubmits for processing. IACRA has been designed to allow only validated applications to be 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 [REDACTED]  
FTN: A [REDACTED]  
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 (Show Details...)  
 Summary Information (Show Details...)  
 Sign Application (Show Details...)

**Checklist Status**

- Return Application
- Summary Information
- Sign Application

**View Application**

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.

### 11.2.1 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://[REDACTED] 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.

[OK](#) [Cancel](#)

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](#)

- Select *OK*

Application returns to the Recommending Instructor Console.

## 11.2.2 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 [REDACTED]  
FTN: A [REDACTED]  
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 [\(Show Details...\)](#)

## 11.2.3 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:

### 11.2.4 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 electronically 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 [REDACTED]	Click to Sign Cancel	Certificate No: [REDACTED]	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				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input type="checkbox"/> 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. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards 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	
			Ground	Simulator/FTD 1) 2)
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)	
		1) 2)	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.

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

## 12 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 (the console for other certifying officers ASTs, Des, ACRs, etc. is similar to the ASI console) 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
██████████	MECHANIC	01/10/1994	01/01/1900

The Aviation Safety Inspector may also review PTRS records for Designees by Date Range, Examiner last name at their FSDO, or view their own PTRS records within IACRA.

## Aviation Safety Inspector/Technician PTRS Viewer

Date Range is the completion date, and PTRS will be viewable the next day. The Examiner Last Name can be left blank to view all Designee records from the selected FSDO. Please note, some older PTRS records may have incomplete data.  
To view all Designee records from all FSDOs, select 'All FSDOs' from the top of the FSDO drop down list.  
Check the 'View only records for...' box to view only your own records.

Date Range   -  

Examiner Last Name  FSDO:  

View only records for **bamorrow**

To retrieve applications for a given applicant:

- *Enter the Applicant's FTN*
- *Select Retrieve*

The following screen displays:

## IACRA - Search Results

### Applicant Information

FTN C [REDACTED]  
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 ▾ 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 ▾ Go
28725	07/02/2010	PRIVATE PILOT	Signed by Applicant	07/02/2010	Continue ▾ Go
28684	06/25/2010	PRIVATE PILOT	Practical Test Signoff - Signed Flight Check	06/25/2010	Continue ▾ Go

1 2 3 4 5

[Return to Console](#)

- 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: C [REDACTED]  
 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**



### 12.1 Certifying Officer's Checklist

This screen provides a checklist for the Certifying Officer. After the Certifying Officer completes a checklist section, a check mark will appear in the Checklist Status. Some sections are mandatory and must be completed before the Certifying Officer can sign the application. Some sections are specific to certain types of applications and, as a result, may not always be displayed.

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

### 12.1.1 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.

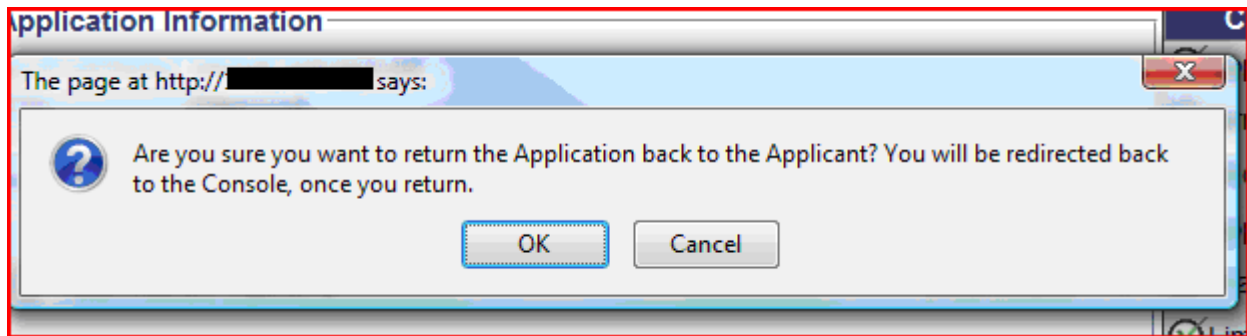
When the review is complete:

- *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:



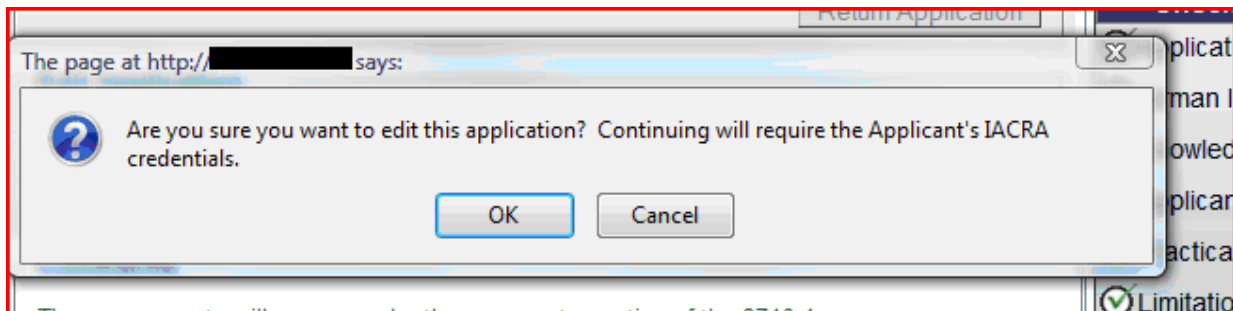
- *Select Cancel*

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:

Thank you for submitting your application.

Application ID : 34526

Your FTN: — — —

Your Recommending Instructor and Examiner/Evaluator will need your FTN. You may also need to reference these numbers to inquire about your application. Any applicable knowledge test ID codes will need to be provided to your Designated Examiner or Authorized Instructor. 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. You may also return to the console to view or print your submitted application.

[Review Application](#)

[Return to Console](#)

CO login to resume checklist

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

CO Username

CO Password

|

Terms of Service {TOS}

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- 1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
- 2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

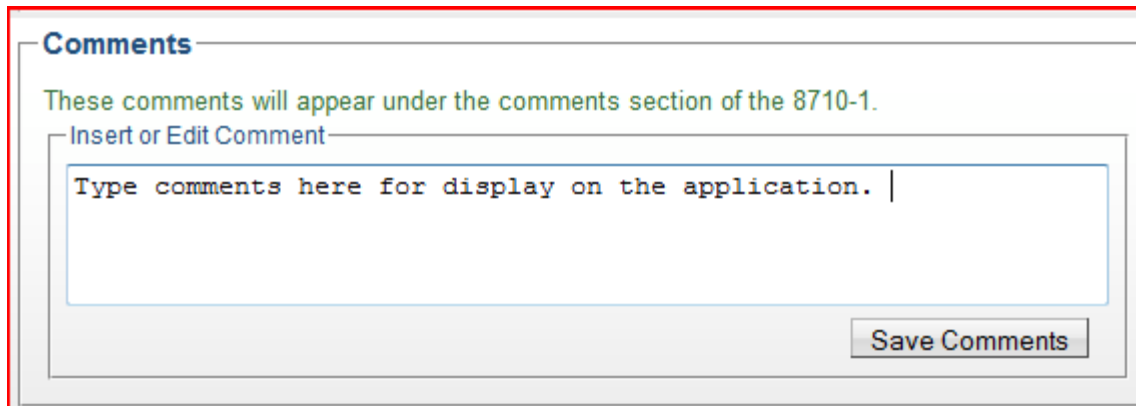
*Enter CO password*

*Select Accept TOS & 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:

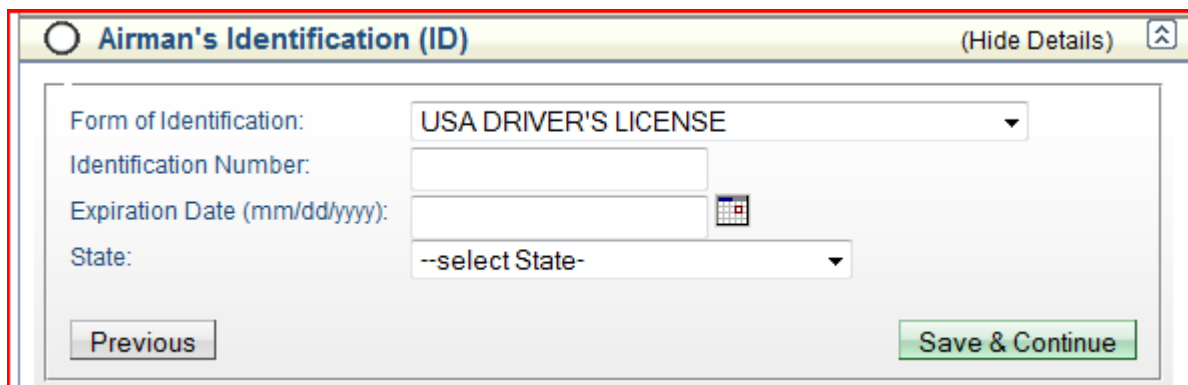
- *Select Continue*

### 12.1.2 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*

### 12.1.3 Knowledge Test

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID
[REDACTED]	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*

### 12.1.4 Applicant Signature

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

**Applicant Signature** (Hide Details)

Select 'Applicant Login' to allow the applicant to review and sign the application.

[CO Review Application](#) [Applicant Login](#)

[Previous](#) [Continue](#)

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. Now the CO must select the check boxes indicating the Applicant has reviewed both the privacy act and the Pilot' Bill of Rights before the "Applicant Login" button becomes enabled.

**Applicant Signature** (Hide Details)

Check this box to verify that the applicant reviewed the Privacy Act statement prior to submitting or signing the application. [View Privacy Act](#)

Check this box to verify that the applicant received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application. [View Pilot's Bill of Rights](#)


Select 'Applicant Login' to allow the applicant to review and sign the application.

[CO Review Application](#) [Applicant Login](#)

[Previous](#) [Continue](#)

- *Check the Privacy Act Checkbox*
- *Check the Pilot's Bill of Rights Checkbox*
- *Select Applicant Login*

Applicant Login Window displays:

 This step must be performed by the applicant, [REDACTED]. Applicants are required to log into IACRA on this screen to sign the current application.

Applicant's Username

Applicant's Password

[Logout](#)

**Terms of Service (TOS)**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Limitations Available after Applicant signs

- *Applicant enters Username*
- *Applicant enters Password*
- *Selects Accept TOS & Log In*

The following window displays:

Begin Checklist

**APPLICANT**

**PILOT'S BILL OF RIGHTS**

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment.

(The applicant is not required to sign the Pilot's Bill of Rights Acknowledgment. If the applicant chooses not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

---

**APPLICATION**

Please review your application for accuracy. If changes are necessary, cancel or close the sign document to return to the certifying officer's checklist. The Certifying officer may then allow you to edit your application at that time.

By electronically signing this document:

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.

**PLEASE NOTE: Once the application form is signed, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.**

- *Select Sign Pilot's Bill of Rights Acknowledgment*

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

## ACKNOWLEDGMENT OF RECEIPT OF PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION

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

TEST PILOT PILOT  
Print Name of Applicant

321465  
Certificate Number

1/20/1964  
Date of Birth

ATP > Standard > CFR 141 > Original  
Purpose of Application

TEST PILOT PILOT [Click to Sign](#) [Cancel](#)  
Signature of Applicant  
(Applicant is not required to sign)

DATE \_\_\_\_\_  
MM/DD/YYYY

- *Selects Click to Sign.*
- *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													
<b>III Record of Pilot Time (Do not write in the shaded areas)</b>																
	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				
Gliders																
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													
<small>FAA Form 8710-1 (4-00) Supersedes Previous Edition IACRA Equivalent Application ID: 29637 NSN: 0052-00-682-6007</small>																


  

<b>Instructor's Recommendation</b>			
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 [REDACTED] E-SIGN	[REDACTED]	12/21/2012
<b>Air Agency's Recommendation</b>			
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:

Application ID: 34526

 This step must be performed by the Certifying Officer, [REDACTED] 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

[Logout](#)

**Terms of Service (TOS)**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.



Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

- *Certifying Officer enters Username*
- *Certifying Officer enters Passwords*
- *Selects Accept TOS & Log In*

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

 **Applicant Signature** (Hide Details) 

Applicant signature completed.

- *Select Continue*

### 12.1.5 Final Stage Check

This section will only appear for some ATP CFR 141 applications. To begin, the CO clicks the

“Enter Final Stage Check” link.



This link will open a new window, in which the CO may enter the Final Stage Check information.

A screenshot of a web browser window titled "IACRA - Final Stage Check -- Webpage Dialog". The page has a blue header with the text "Final Stage Check". Below the header, there are several input fields and buttons. The "Airport ID" field contains "A04" and has a "Select Airport" link next to it. The "Airport Location" field contains "CENTRE MUNI, CENTRE, AL". Below these are two rows of input fields for "Test Duration Oral" and "Test Duration Aircraft 1", both containing "0". There is an empty input field for "Registration Number Aircraft 1". The "Make, Model Aircraft 1" field contains "A-300-B2" and has an "Edit Make, Model" link. Below that are empty fields for "Test Duration Aircraft 2" and "Registration Number Aircraft 2". The "Make, Model Aircraft 2" field is empty and has an "Edit Make, Model" link. At the bottom, there are four buttons: "SAVE" (green), "CANCEL" (grey), "DELETE" (yellow), and "HELP" (grey).

To enter the airport ID, the CO must click the “Select Airport” link, which will open the Airport Search window. Search criteria are entered in the search box. The CO may then click the “Search” button and a list of results will be returned. The “Select” button must be clicked on one of the Airports in the results. Then the CO may click “Ok” to return the selected airport back to the Final Stage Check Window.



**Airports**

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 the list below:

Click button to Select Row	Type	Description
<input type="button" value="Select"/>	AA3	ANGLEMONT BC,SECONDARY AERODROME, ANGLEMONT BC,
<input type="button" value="Select"/>	AA4	TATLA LAKE BC,SECONDARY AERODROME, TATLA LAKE BC,
<input type="button" value="Select"/>	AA5	ZEBALLOS BC,WATER AERODROME, ZEBALLOS BC,
<input type="button" value="Select"/>	AA6	ALERT BAY BC,WATER AERODROME, ALERT BAY BC,
<input type="button" value="Select"/>	AA7	GILFORD ISLAND/ECHO BC,WATER AERODROME, GILFORD ISLAND/ECHO BC,
<input type="button" value="Select"/>	AA8	INVERMERE BC,SECONDARY AERODROME, INVERMERE BC,
<input type="button" value="Select"/>	AA9	SPROAT LAKE BB,WATER AERODROME, SPROAT LAKE BB,
<input type="button" value="Select"/>	AAA	LOGAN COUNTY, LINCOLN, IL
<input type="button" value="Select"/>	AAF	APALACHICOLA MUNI, APALACHICOLA, FL
<input type="button" value="Select"/>	AAO	COLONEL JAMES JABARA, WICHITA, KS
<b>1 2</b>		

Record Count

Selected Item





To select the Make / Model of the aircraft, the CO must click the “Edit Make, Model” link. The search functionality is similar to the airport search. Once an aircraft has been selected, the CO will click “Ok” to return the result back to the Final Stage Check page.

## 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

a

Search

Select from the list below:

Click button to Select Row	Type	Description
Select	A-300-B2	AIRBUS
Select	A-300-B21A	AIRBUS
Select	A-300-B21C	AIRBUS
Select	A-300-B2203	AIRBUS
Select	A-300-B2K3C	AIRBUS
Select	A-300-B4	AIRBUS
Select	A-300-B4103	AIRBUS
Select	A-300-B4203	AIRBUS
Select	A-300-B42C	AIRBUS
Select	A-300-B4600	AIRBUS

1 2 3 4 5 ...

Record Count 343

Selected Item A-300-B2

OK

CANCEL

HELP

Once all required information has been completed on the Final Stage Check page, the CO may click "Ok" to return to the CO Checklist. The Final Stage Check will then show the appropriate green checkmark to indicate the step has been completed.

### 12.1.6 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.

### 12.1.6.1 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**

- 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

**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: Not Started

Disapprove Discontinue Delete 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

- 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 [REDACTED] <a href="#">Click to Sign</a>
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Click to Sign</a>
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:

Application Options (Show Details) [X]

### Oral 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

- *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 - Date & Location**

Test Date:  

Search By:  Airport Code  Airport Name

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

Airport:

---

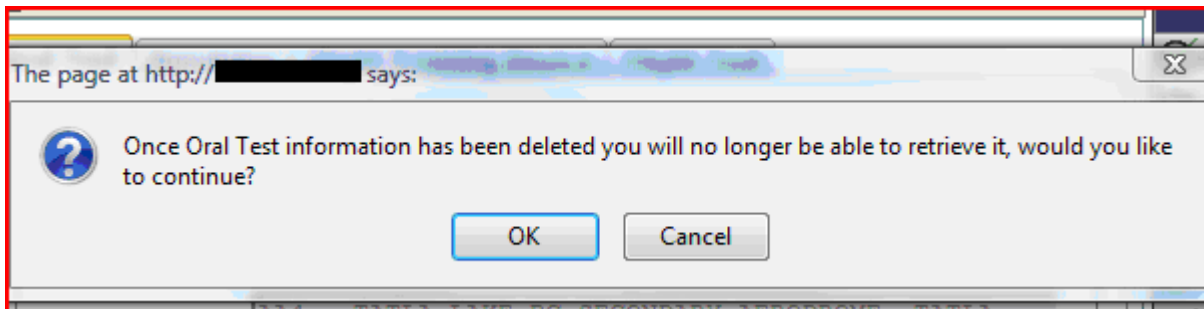
Test Duration:

---

Status:

**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 [REDACTED] <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

### 12.1.6.2 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)

Airport 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)

Simulator/FTD 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

- *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>				
Oral	Inspector	Examiner	Signature and Certificate Number	Date
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [REDACTED] <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: 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: **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

- *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

---

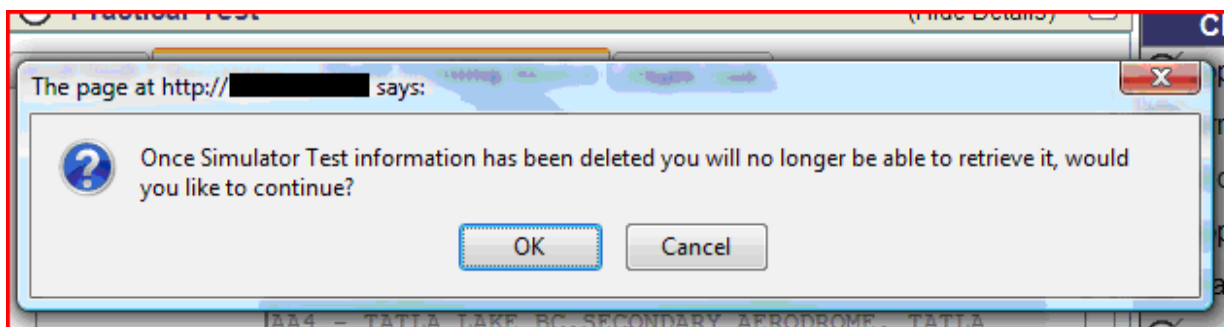
Test Duration:

---

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	
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [REDACTED] E-SIGN	182523190 12/29/2010 02:31:54 PM
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	DAVID [REDACTED]	<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*

### 12.1.6.3 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)*

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 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 [REDACTED] E-SIGN	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 [REDACTED]	<a href="#">Click to Sign</a> <a href="#">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"/> <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.:

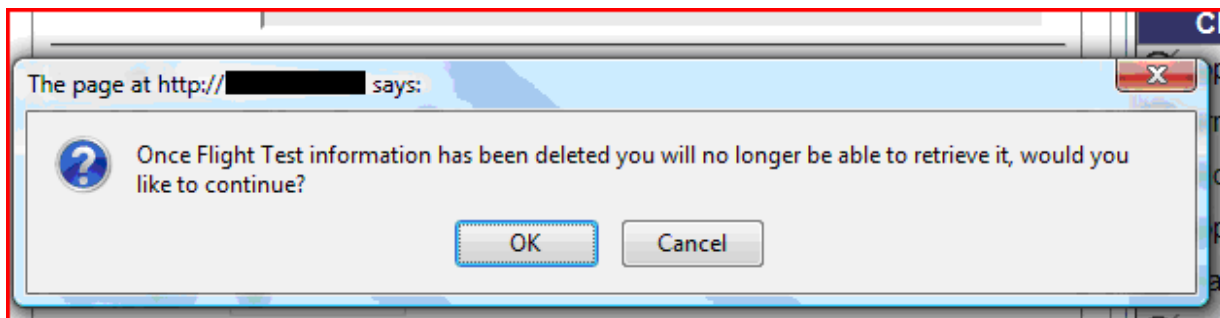
Test Duration:

---

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 [REDACTED] E-SIGN		12/29/2010 03:06:30 PM
Aircraft Flight Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID [REDACTED]		<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) APPROVED SIM/TRAINING DEVICE AA4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,			Duration of Test		
			Ground	Simulator/FTD SIM) 10.0 FTD)	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



---

**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:

---

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

When Continue is selected

### 12.1.7 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.

### 12.1.8 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

### 12.1.9 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

- Review the information presented
- Select Continue

### 12.1.10 Sign Application

The Certifying Officer's Certification Statement displays if the applicant has signed the Pilot's Bill of Rights Acknowledgment.:

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.

- Review the statement

If the applicant did not sign the Pilot's Bill of Rights Acknowledgment, the Certifying Officer must sign the lower portion of it, indicating they have provided the applicant with a copy of the Pilot's Bill of Rights.

**Sign Application** (Hide Details)

The applicant has chosen not to sign the Pilot's Bill of Rights Acknowledgment. Please sign the Designee or Inspector section of the acknowledgment which will attest to the following:

I have provided a written copy of Pilot's Bill of Rights Notification to this applicant.

[Sign PBR Acknowledgement](#)

---

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](#)

\_\_\_\_\_  
Print Name of Inspector

\_\_\_\_\_  
Inspector's Airman  
Certificate Number

\_\_\_\_\_  
Signature of Inspector [Click to Sign](#) [Cancel](#)

DATE \_\_\_\_\_  
MM/DD/YYYY

(Inspector's signature signifies the applicant received a written copy of the Pilot's Bill of Rights Notification)

➤ *Select Click to Sign*

The Certifying Officer will now be able to select Sign Application.

➤ *Select Sign Application*

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

<input type="checkbox"/> Special Medical test conducted - report forwarded to Aeromedical Certification Branch, AAM-330		<input checked="" type="checkbox"/> Other Approved FAA Qualification Criteria		<input type="checkbox"/> Activity Test		<input type="checkbox"/> Training Course Duties and Responsibilities	
Training Course (FIRC) Name				Graduation Certificate No.		Date	
Date	Inspector's Signature (Print Name & Sign) DAVID [REDACTED]			Certificate No. [REDACTED]		FAA District Office WP29	
<b>Attachments:</b>		<input checked="" type="checkbox"/> Airman's Identification (ID)		ID: _____			
<input type="checkbox"/> Student Pilot Certificate (copy)		MISCELLANEOUS		Name: TEST, TEST ASDF			
<input checked="" type="checkbox"/> Knowledge Test Report		Form of ID		Date of Birth: 2/2/1920			
<input type="checkbox"/> Temporary Airman Certificate		999999		Number			
<input checked="" type="checkbox"/> Notice of Disapproval		10/10/2020		Expiration Date			
<input type="checkbox"/> Superseded Airman Certificate		111-11-1111		Certificate Number: 555555			
		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*

## 12.2 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: A [REDACTED] [Logout](#)  
 User: [REDACTED]  
 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
[REDACTED]	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)

2/17/2010

To Date (MM/DD/YYYY)

2/17/2011

Certifying Officer Type:

All Types

Certifying Officer or Partial Name:

Application ID is OR starts with:

Applicant Name or Partial Name:

Certificate Type:

All Types

(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	RONALD LEE	A [REDACTED]	02/24/2010	STUDENT PILOT	DAVIS T NMN	<a href="#">Review</a>	
27710	RONALD NMN	A [REDACTED]	02/24/2010	STUDENT PILOT	DAVIS T NMN	<a href="#">Review</a>	
27943	ANNETTE	A [REDACTED]	03/24/2010	AIRLINE TRANSPORT PILOT	DAVIS T NMN	<a href="#">Review</a>	
28020	ANNETTE	A [REDACTED]	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

## 12.3 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:

**Your Activity History**

Date Range  -

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

**Search Criteria**

Date Range  -

**Activity History**

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

[1](#) [2](#) [3](#)

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.

## 12.4 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 interface. On the left, there is a navigation menu with sections like 'User Information', 'ASI/AST Options', and 'Home'. The main content area is divided into several panels:

- Retrieve & Process Applications:** Includes a 'Retrieve' button and instructions: "(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:** Shows 'Applications Processed' with counts for different time periods: ~ last 90 Days: 50, ~ last 30 Days: 13, ~ last 7 Days: 0.
- View Processed Applications by FSDO:** Displays 'Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO' and a search form 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 present.
- Your Activity History:** Includes a 'Date Range' selector and a 'View History' button.
- Airman Information:** Features a table with tabs for 'Airman Certificate' and 'Airman Certificate Rating'. The table has columns for 'Certificate Number', 'Certificate Type', 'Issued', and 'Expires'. One row shows a certificate type of 'MECHANIC' issued on '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: A [REDACTED] [Logout](#)  
 User: [REDACTED]  
 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:

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

**User Information**  
 TIN: A [REDACTED] [Logout](#)  
 User: [REDACTED]  
 Role: Aviation Safety Inspector

**ASIAST Options**

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

**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 [REDACTED]	111-11-1111	[REDACTED]@FAA.GOV	Authorized	<a href="#">Disable</a>
ROBERT J [REDACTED]	111-11-1111	EMAIL@EMAIL.NET	Authorized	<a href="#">Disable</a>
JOHN M [REDACTED]	111-11-1111	EMAIL@EMAIL.NET	Authorized	<a href="#">Disable</a>
SUE M [REDACTED]	111-11-1111	[REDACTED]	Authorized	<a href="#">Disable</a>
JOSH [REDACTED]	111-11-1111	[REDACTED]@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

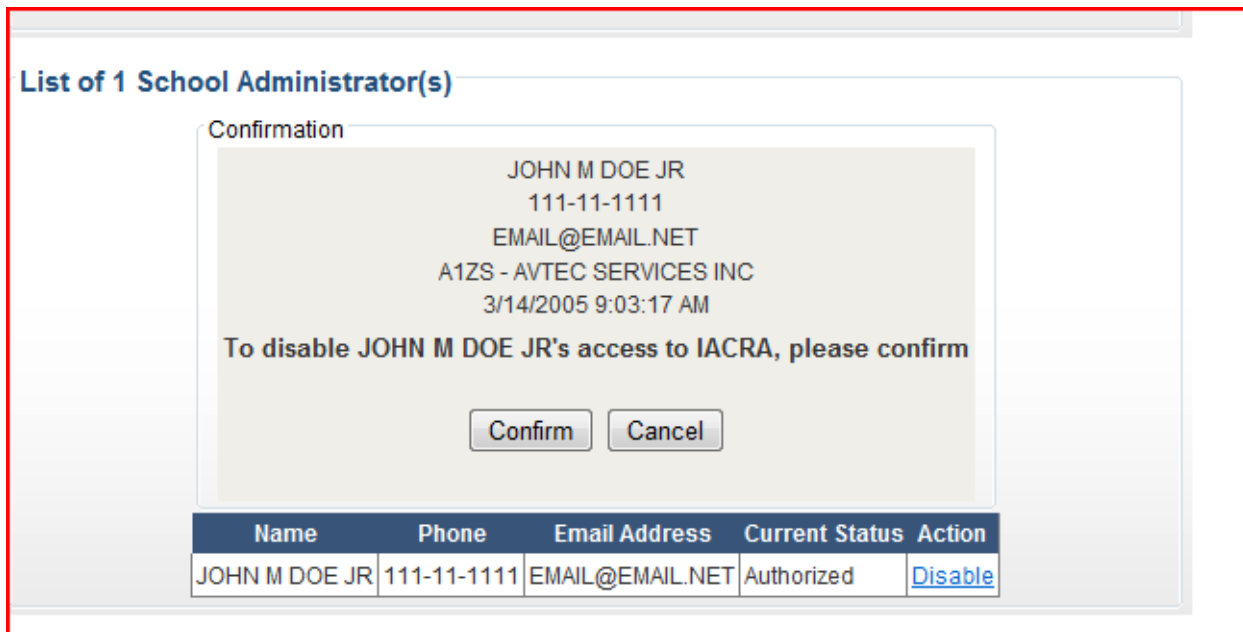
Or

- 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:



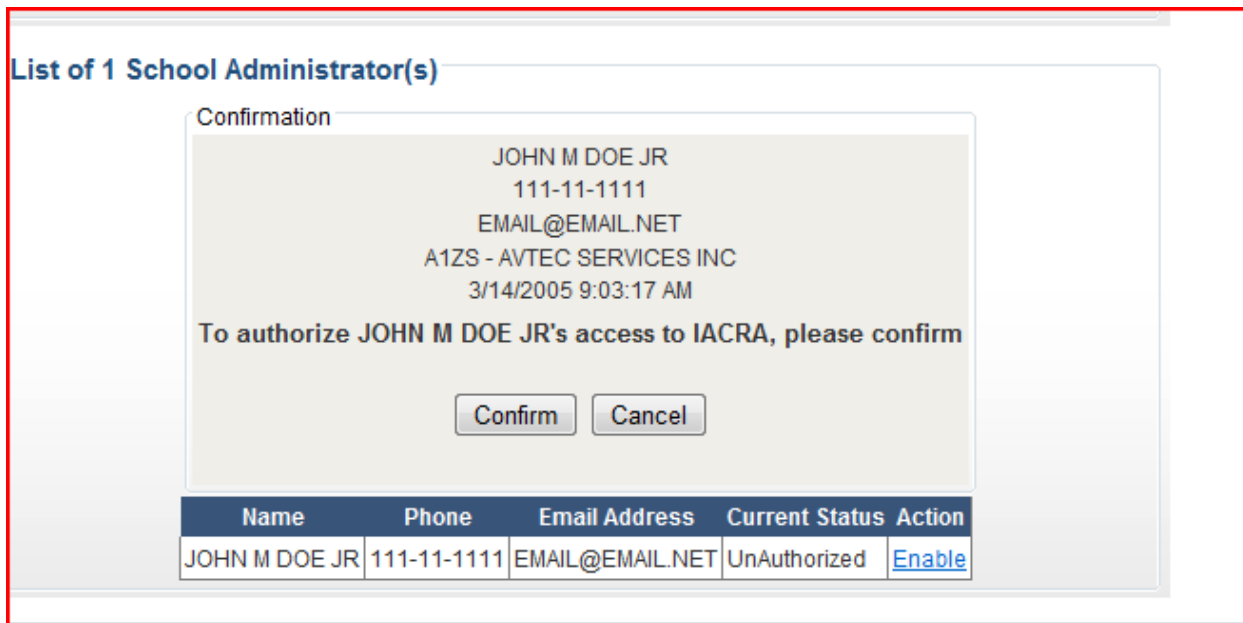
- *Select Confirm*

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:



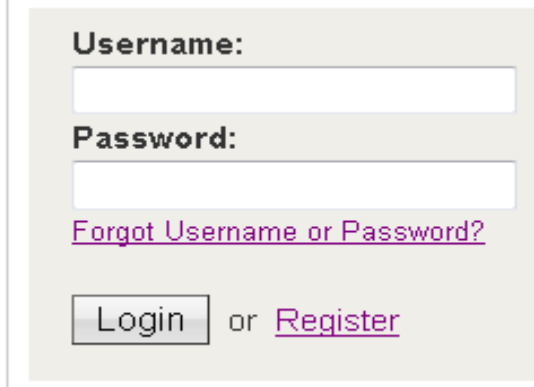
- *Select confirm*

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.

## 13 Forgot Username or Password

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



**Username:**

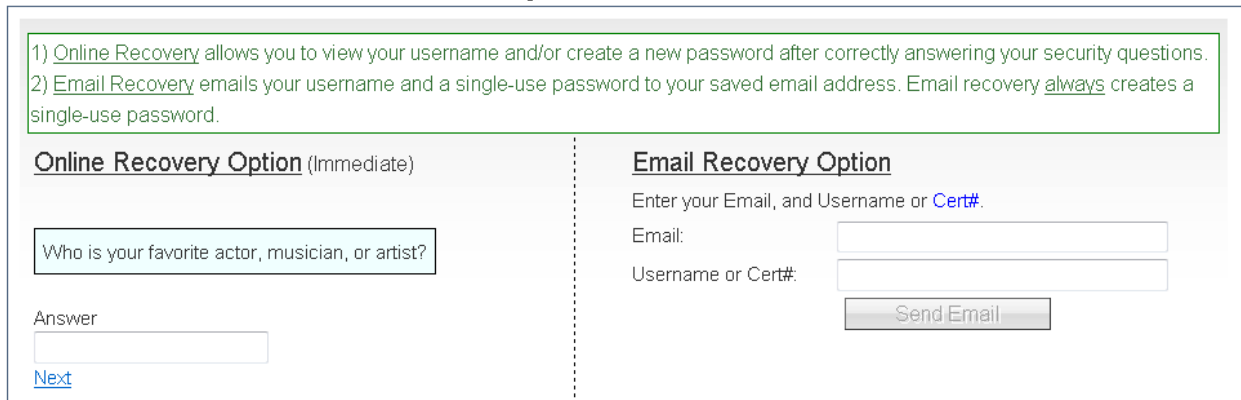
**Password:**

[Forgot Username or Password?](#)

or [Register](#)

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.

### IACRA - Username & Password Recovery



1) [Online Recovery](#) allows you to view your username and/or create a new password after correctly answering your security questions.  
2) [Email Recovery](#) emails your username and a single-use password to your saved email address. Email recovery always creates a single-use password.

**Online Recovery Option (Immediate)**

Who is your favorite actor, musician, or artist?

Answer

[Next](#)

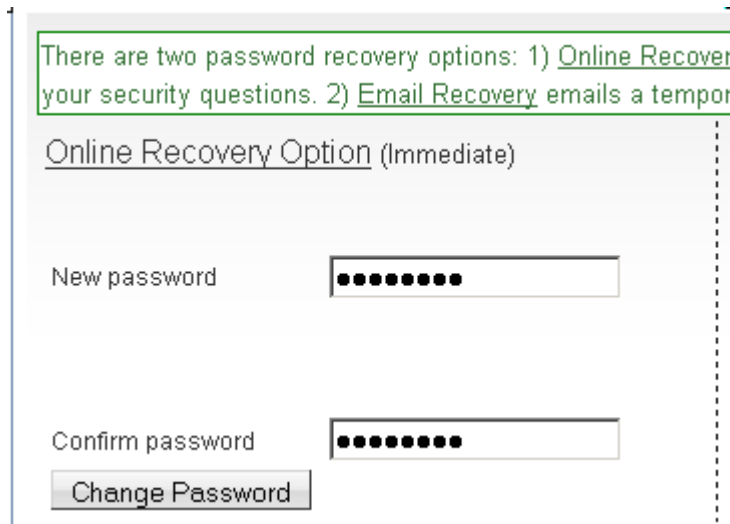
**Email Recovery Option**

Enter your Email, and Username or [Cert#](#).

Email:

Username or Cert#:

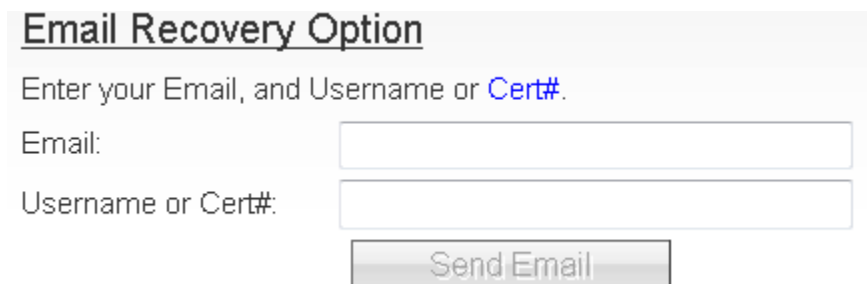
After entering correct answers to the security questions, the username is displayed and the user is prompted to enter and confirm a new password as seen below if one is needed..



The screenshot shows a web form titled "Online Recovery Option (Immediate)". At the top, there is a green-bordered box containing the text: "There are two password recovery options: 1) [Online Recover](#) your security questions. 2) [Email Recovery](#) emails a tempor". Below this, the form has two input fields: "New password" and "Confirm password", both containing ten black dots. A "Change Password" button is located at the bottom left of the form area.

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 username and password via email. The user will need to enter his or her email address or username – some users may be required to enter both as shown below.



The screenshot shows a web form titled "Email Recovery Option". Below the title, it says "Enter your Email, and Username or [Cert#](#)". There are two input fields: "Email:" and "Username or Cert#:". A "Send Email" button is located at the bottom of the form.

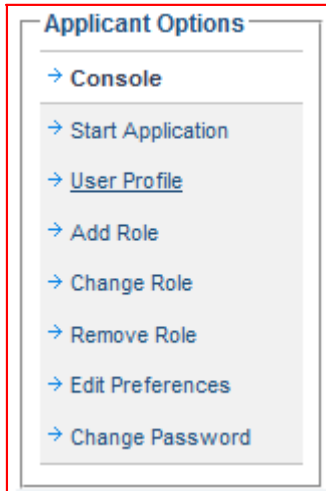
An email with the username and temporary password will then be sent to the email address entered. Once received the user may then log into IACRA with the temporary password. Upon login, the user will be required to change the temporary password.



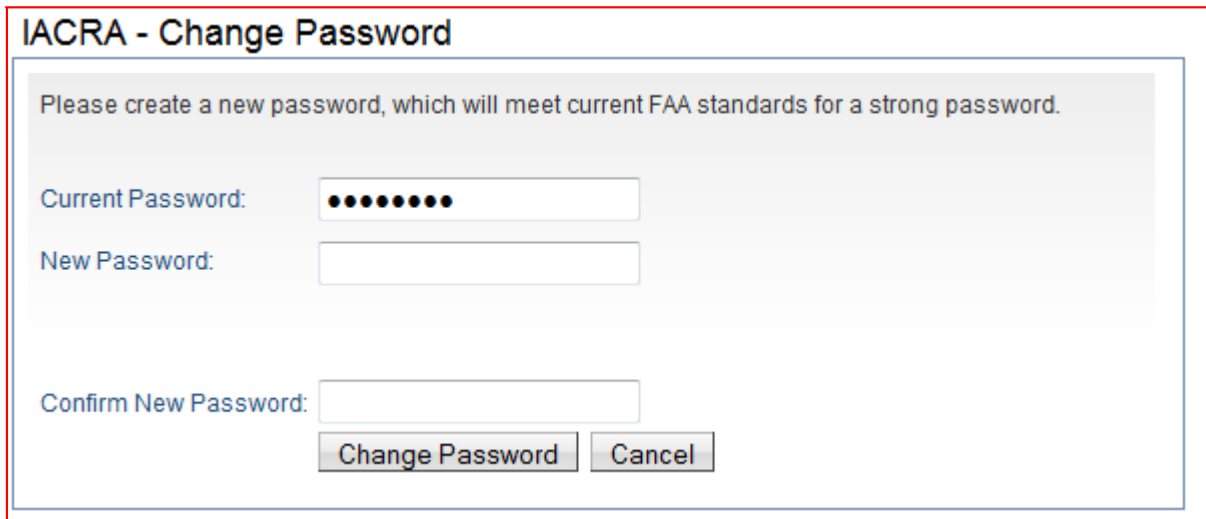
## 14 Change Password

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.

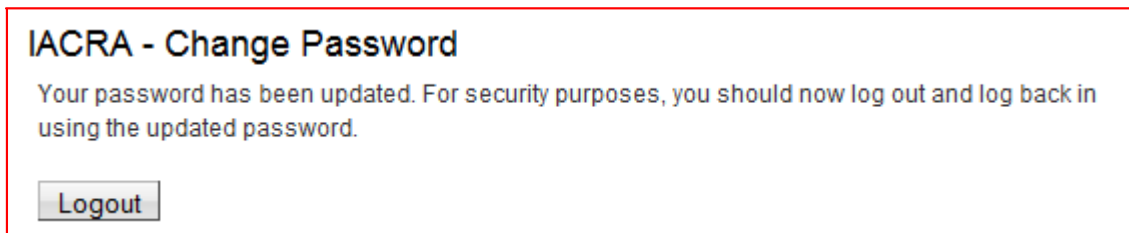


Once the link is selected the user's existing password will be prompted to enter a new password.



The image shows a form titled "IACRA - Change Password". It contains the following elements: a message "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 ten 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 image shows a confirmation message titled "IACRA - Change Password". The message 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 "Logout" button.

## **15 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.