

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**



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- Federal Aviation Administration -  
Integrated Airman Certification and/or Rating Application  
(IACRA)  
Instruction Manual

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# TABLE OF CONTENTS

<b>U.S. DEPARTMENT OF TRANSPORTATION.....</b>	<b>I</b>
<b>FEDERAL AVIATION ADMINISTRATION.....</b>	<b>I</b>
<b>1. WELCOME .....</b>	<b>1</b>
<b>2. A NEXT GENERATION TOOL .....</b>	<b>1</b>
<b>3. IACRA ROLES.....</b>	<b>1</b>
<b>4. PRE-REGISTRATION DATA REQUIREMENTS.....</b>	<b>3</b>
4.1 CFR 141 / CFR 142 PRE-REGISTRATION DATA IDENTIFIER REQUIREMENTS .....	3
4.2 PRE-REGISTRATION ACTIVITIES FOR CFR 141 FLIGHT SCHOOL / CFR 142 TRAINING CENTER REPRESENTATIVES ....	3
<b>5. TIPS FOR IACRA APPLICANTS .....</b>	<b>3</b>
5.1 GENERAL .....	3
5.2 DELETING AN APPLICATION .....	4
<b>6. PROCESS OVERVIEW .....</b>	<b>4</b>
<b>7. ONLINE HELP.....</b>	<b>5</b>
<b>8. CONTACTING THE NATIONAL AVS IT SERVICE HELP DESK.....</b>	<b>6</b>
<b>9. FREQUENTLY ASKED QUESTIONS .....</b>	<b>6</b>
<b>AIRWORTHINESS .....</b>	<b>8</b>
<b>Inspection Authorization .....</b>	<b>8</b>
FAR 65.91 – Endorsement/Issuance.....	8
Renewal By – Activities .....	8
Renewal By – Refresher Course.....	8
Renewal By – Oral Test .....	9
Renewal By – Recent Issuance.....	9
<b>Repairman.....</b>	<b>9</b>
Experimental Aircraft Builder .....	9
<b>Repairman Light Sport Aircraft.....</b>	<b>9</b>
Inspection .....	9
Original Issuance.....	9
Added Class Rating.....	10
Maintenance .....	10
Original Issuance.....	10
Added Class Rating.....	10
<b>PILOTS.....</b>	<b>11</b>
<b>Student Pilot .....</b>	<b>11</b>
Standard.....	11
FAR 61 .....	11
<b>Sport Pilot.....</b>	<b>11</b>
Standard.....	11
FAR 61 – Completion of Required Test.....	11
Using Ultralight Hours .....	12
<b>Recreational Pilot .....</b>	<b>12</b>
Standard.....	12
FAR 61 – Completion of Required Test.....	12
FAR 141 – Graduate of Approved Course .....	13

Private Pilot .....	14
Standard.....	14
FAR 61 – Completion of Required Test.....	14
FAR 141 – Graduate Of Approved Course .....	16
FAR 142 – Graduate of Approved Course .....	17
Restricted (Foreign-Based – FAR 61.75) .....	18
FAR 61 – Completion of Required Test.....	18
Restricted (Add U.S. Test Passed Rating) .....	20
FAR 61 – Completion of Required Test.....	20
FAR 141 – Graduate of Approved Course .....	21
Commercial Pilot.....	22
Standard.....	22
FAR 61 – Completion of Required Test.....	22
FAR 141 – Graduate of Approved Course .....	24
FAR 142 – Graduate of Approved Course .....	26
FAR 121 – Advanced Qualification Program .....	27
Military Competency .....	27
Restricted (Foreign-Based – FAR 61.75) .....	29
FAR 61 .....	29
Restricted (Special Purpose).....	29
FAR 61 .....	29
Restricted (Added U.S. Test Passed Rating) .....	30
FAR 61 – Completion of Required Test.....	30
Airline Transport Pilot.....	32
Standard.....	32
FAR 61 – Completion of Required Test.....	32
FAR 141 – Graduate of Approved Course .....	33
FAR 142 – Graduate of Approved Course .....	35
Military Competency .....	36
FAR 121 – Advanced Qualification Program .....	37
FAR 135 – Air Operator.....	38
FAR 121 – Training Program.....	40
Restricted (Special Purpose).....	41
FAR 61 – Completion of Required Test.....	41
CREW MEMBERS .....	41
Flight Engineer .....	42
Standard.....	42
Practical Experience.....	42
Graduate Specialized Training .....	42
University or School Degree .....	42
Commercial Pilot Certificate.....	43
Flight Time as PIC .....	43
Flight Time as Flight Engineer.....	44
Flight Engineer Training Course.....	44
Restricted (Foreign Based – FAR 63.42).....	44
FAR 63.....	44
Restricted (Special Purpose – FAR 63.23) .....	45
FAR 63.....	45
Aircraft Dispatcher .....	45
Standard.....	45
Experience.....	45
Graduate Certificate .....	45
INSTRUCTORS.....	46
Flight Instructor .....	46
Standard.....	46
FAR 61 – Completion of Required Test.....	46
FAR 141 – Graduate of Approved Course .....	47
Activities .....	48
Duties And Responsibilities .....	48
FIRC –Flight Instructor Refresher Course .....	48
Ground Instructor .....	48

Standard.....	48
FAR 141 – Graduate of Approved Course.....	48
FAR 61.....	49
Authorized Instructor.....	49
Standard.....	49
FAR 61.....	49
Flight Instructor Sport Pilot.....	49
Standard.....	49
FAR 61 – Completion of Required Test.....	49
Activities.....	50
Duties And Responsibilities.....	51
FIRC –Flight Instructor Refresher Course.....	51
<b>10. AIRWORTHINESS APPLICATION STEPS.....</b>	<b>52</b>
STEP 1 – CERTIFICATE SOUGHT DATA.....	52
Aircraft Maintenance Experience.....	55
Experimental Builder Aircraft Information.....	56
Accepted Training Course.....	56
Light Sport Aircraft Information.....	57
Basis For Renewal.....	57
STEP 2 – APPLICANT PERSONAL INFORMATION.....	58
Applicant’s Address.....	60
STEP 3 – SUPPLEMENTARY DATA.....	62
Multiple Selection Search for FAA Airman Certificate Held.....	64
STEP 4 – SUMMARY PAGE.....	66
<b>11. CREW MEMBERS APPLICATION STEPS.....</b>	<b>70</b>
STEP 1 – APPLICANT PERSONAL INFORMATION.....	70
Applicant’s Addresses.....	72
STEP 2 – CERTIFICATE SOUGHT DATA.....	73
STEP 3 – FLIGHT ENGINEER SUPPLEMENTARY DATA.....	74
STEP 3 – AIRCRAFT DISPATCHER SUPPLEMENTARY DATA.....	76
STEP 4 – SUMMARY PAGE.....	78
<b>12. PILOT APPLICATION STEPS.....</b>	<b>82</b>
STEP 1 – APPLICANT PERSONAL INFORMATION.....	82
Applicant’s Addresses.....	85
STEP 2 – CERTIFICATE SOUGHT DATA.....	87
Select Category/Class Ratings.....	91
Completion of Required Test Information.....	95
Enter Sport Pilot Information.....	97
Select Vintage Aircraft Authorizations.....	98
Military Service Information.....	100
STEP 3 – CERTIFICATE HELD DATA.....	101
STEP 4 – SUPPLEMENTARY DATA.....	104
STEP 5 – AERONAUTICAL EXPERIENCE.....	106
STEP 6 – SUMMARY PAGE.....	108
<b>13. INSTRUCTOR APPLICATION STEPS.....</b>	<b>112</b>
STEP 2 – CERTIFICATE SOUGHT DATA.....	112
Select Category/Class Ratings.....	116
Enter Sport Pilot Information.....	120
STEP 3 – CERTIFICATE HELD DATA.....	121
STEP 4 – SUPPLEMENTARY DATA.....	124
STEP 5 – AERONAUTICAL EXPERIENCE.....	126
STEP 6 – SUMMARY PAGE.....	128

<b>14. RECOMMENDING INSTRUCTOR PROCESS OVERVIEW .....</b>	<b>132</b>
RECOMMENDING INSTRUCTOR RETRIEVE APPLICATION.....	132
RECOMMENDING INSTRUCTOR CHECKLIST .....	134
<b>Resetting the Application</b> .....	134
<b>Processing the Application</b> .....	135
Click here to view the 8710-1.....	135
Click here to Enter the Knowledge Test results.....	136
<b>Knowledge Test Results</b> .....	136
Click here to View Applicant’s Certificate Summary .....	138
Click here to Sign the application .....	139
<b>Recommending Instructor Signature</b> .....	140
Click here to Process another Application .....	140
<b>15. CERTIFYING OFFICER PROCESS OVERVIEW.....</b>	<b>141</b>
CERTIFYING OFFICER’S RETRIEVE APPLICATION .....	141
CERTIFYING OFFICER’S CHECKLIST .....	143
<b>Review the Application Status</b> .....	143
<b>Verify Airman's Identification</b> .....	144
<b>Review the (8610-x, 8710-x, 8400-x) Application</b> .....	144
<b>View Airman's Knowledge</b> .....	144
<b>Review the Privacy Act statement</b> .....	144
<b>Have the Applicant Sign the Application</b> .....	144
<b>Enter Practical Test Results</b> .....	144
<b>Enter Limitations</b> .....	145
<b>Enter Aircraft Authorizations</b> .....	145
<b>Enter FIRC Information</b> .....	145
<b>View Applicant’s Certificate Summary</b> .....	145
<b>Sign 8710-x Application</b> .....	145
<b>Process another application</b> .....	145
Practical Test Results (Example 1).....	146
Oral Test Results .....	148
Approved Simulator Results.....	150
Aircraft Flight Check Results .....	152
Letter if Discontinuance Information .....	154
Practical Test Results (Example 2).....	155
Limitation Selection .....	158
Aircraft Authorization .....	160
FIRC Information .....	162
<b>16. AIR AGENCY ADMINISTRATION .....</b>	<b>163</b>
SCHOOL ADMINISTRATOR’S CHECKLIST .....	163
STUDENT AFFILIATION.....	165
START/RETRIEVE APPLICATION .....	166
ASSOCIATE APPLICATION.....	167
REVIEW AIRMAN KNOWLEDGE TEST .....	168
FINAL STAGE CHECK (SEARCH) .....	169
FINAL STAGE CHECK .....	170
REVIEW 8710-1.....	172
SINGLE SELECTION SEARCH SCREEN FOR AIR AGENCY STUDENT LIST .....	173
<b>17. RE-ISSUE.....</b>	<b>175</b>
REMOVE LIMITATION.....	175
Re-Issue Applicant Personal Information .....	175
Re-Issue Certificate Held Data .....	178
Edit Certificate Data .....	180
Delete Certificate Data .....	181

Summary Page..... 182  
 CFI/CFII GOLD SEAL INITIAL..... 185  
 Re-Issue Applicant Personal Information..... 185  
 Re-Issue Certificate Held Data..... 188  
     Edit Certificate Data.....190  
     Delete Certificate Data.....191  
 Summary Page..... 192

## LIST OF TABLES

Table 1: Roles used in IACRA. ....2

### Revision Log

Revision Date	Revised By	Comment
04/15/10	Hartley Powell	Added 121 paths and other 7.5 changes.
12/15/09	Hartley Powell	Modified to version 6. Added 135 paths.
11/13/07	Brian Sanderson	Modified to version 5
11/19/07	Brian Sanderson	Added Air Agency Administration Section
12/28/07	Brian Sanderson	Updated from QA review (pilots) and added 6.0 changes

### Approval Log

Approval Date	Approved By	Comment

## 1. Welcome

Welcome to IACRA – a next generation web-based airman certification tool based on the popular ACRA software. IACRA allows you to register and work on airman certification applications from anywhere you have a computer with an Internet connection.

The purpose of this document is to provide initial getting started instructions to register, log-in, and complete an airman application. It will also provide guidance on what information is required for registration of certain roles.

## 2. A Next Generation Tool

ACRA was a stand-alone application that used an Access database. IACRA is a web-based system. You don't have to install or download any software to access the application. This web-based version has several advantages over the original ACRA, such as:

- You can access it anywhere you have an Internet connection (with Internet Explorer v 6.0 and higher or Firefox v 3.0 and higher).
- A single FAA tracking number (FTN) that is permanently assigned to each airman.
- Your input data is validated to reduce potential errors.
- Your data is captured, wrapped, and archived. Then, a required digital signature is applied to ensure the certification data is not changed from time of signature.
- Future feature includes improved accuracy and filing time for PTRS 1563, 3529, and 5529.

## 3. IACRA Roles

IACRA uses “roles” to determine the level of access a person has to the system. It validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and registers the information is verified against various FAA databases in order to determine currency. The breakdown of roles in IACRA appears in **Table 1**.

<b>Role</b>	<b>Description</b>
Applicant	Any person applying for an airman certification
Recommending Instructor (RI)	Any person who is authorized to instruct applicants and considers them ready to take a practical test
Designated Examiner (DE)	Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical test.
Aviation Safety Inspector (ASI) / Aviation Safety Technician (AST)	FAA personnel who are authorized to issue specific airman certificates
School Administrators	14 CFR part 141 school /14 CFR part 142 training center representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that student applicants can complete. The School Administrator cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.
Chief Flight Instructors / Assistant Chief Flight Instructor	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)	A part 142 training center representative 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 Instructors Certificate through Renewal by Activities and Renewal by FIRC.
Aircrew Program Designee	An Aircrew Program Designee (APD) is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's Federal Aviation Administration (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.
Second-in-command Administrative Officer	In lieu of a trainer, a qualified management official within the trainer's organization that can sign the applicant's training records or logbook and make the required endorsement.

**Table 1: Roles used in IACRA.**



## 4. Pre-Registration Data Requirements

This section pertains only to part 141 flight schools / part 142 training centers. If this does not apply to you, please skip to section 6, *Process Overview*.

### 4.1 CFR 141 / CFR 142 Pre-Registration Data Identifier Requirements

If you are a registering in IACRA for part 141 flight schools / part 142 training centers, you are required to have the following information available in order to complete the IACRA registration process. If you are missing any piece of the required information, please contact your local Flight Standards District Office (FSDO).

- Airman Certificate and Date of Issuance
- School Certificate Number
- School Designation Code (This is a 4 digit alphanumeric code, usually the first four characters of your certificate number)
- If you are an ACR or TCE, a Designee Number is required

**IMPORTANT Note to Chief / Assistant Chief Flight Instructors:** It is highly recommended you contact your local FSDO and check to ascertain how you are listed in the National Vitals Information System (NVIS) before proceeding. IACRA uses NVIS to read your existing credentials. Any difference in nomenclature may result in a registration delay.

### 4.2 Pre-Registration Activities for CFR 141 Flight School / CFR 142 Training Center Representatives

If you are a school administrator, Chief Flight Instructor, Airman Certification Representative (ACR), or Training Center Evaluator (TCE), you must associate yourself with your primary school or training center during the registration process before you can log into and use IACRA.

**Note:** For supplemental CFR 141 flight school / CFR 142 training center information and general Frequently Asked Questions (FAQ) regarding IACRA, see *Appendix A* in the back of this document or visit the IACRA Web site at <http://iacra.faa.gov/iacra/faq.aspx>.

## 5. Tips for IACRA Applicants

IACRA provides the ability to electronically fill out the FAA form 8710-1, FAA form 8710-11, FAA form 8400-3, FAA form 8610-1 and FAA form 8610-2. During the registration process, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you. IACRA uses the FTN to identify an individual and you must provide that number throughout the airman certification process.

### 5.1 General






Additionally, keep in mind the following tips as you use IACRA:

- If appropriate, have your flight times calculated and ready before starting an application.
- Have your current certificate in front of you while filling in the application. This will help you remember to list your entire certificate held information when prompted by IACRA.
- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call AVS Support Central for help with your issue (see Section 8, *Contacting the National AVS IT Service Desk*, later in this document).

## 5.2 Deleting an application

The applicant has the ability to delete non-submitted application from the Retrieve Application page by clicking on the trashcan icon in the Delete column.

Start a new application  
 Retrieve a current application  
**Select an application from the grid below**

Click Button to Select Row	FTN	Last Name	First Name	Middle Name	Certificate Type	ApplicationID	Application Date	Delete
Select	C9901933	PILOT PILOT	TEST	NMNM	SPORT PILOT	27357	12/14/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	REPAIRMAN	27356	12/14/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	AIRCRAFT DISPATCHER	27354	12/14/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	REISSUE	27349	12/10/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	FLIGHT INSTRUCTOR	27347	12/10/2009	

... 6 7 8 9 10 ...

**Click the Retrieve Application Button to continue.**

## 6. Process Overview

Please read carefully the process steps that follow. Depending upon your role, the process varies slightly.

1. **Retrieve your airman certificate** and have it available during the registration process, as you will be required to enter the information exactly as it appears on the certificate.
2. **Start** by opening Internet Explorer (version 6.0 and higher) or Firefox browser (version 3.0 and higher) and browse to <http://iacra.faa.gov/iacra/> to access the IACRA site.
3. **Choose the Role and Register.**

4. Once you have registered and have your login information, an FAA Tracking Number (FTN) is assigned to you. The FTN is a permanent and unique airman number. ***Please record and keep your FTN Number as it will be needed for future use in completing this application.***
5. If you are not a school administrator, proceed to step 6. Otherwise, if you are a school administrator, you must be validated by an ACR or TCE using IACRA or by calling AVS Support Central (see Section 8, *Contacting the National AVS IT Service Desk*, later in this document) prior to logging in.
6. **Login.** Login to IACRA using the name and password you created, and the FTN assigned to you during the Registration process.
7. Follow the on-screen instructions for your role. **Each role type has unique tasks.**
8. **Check and re-check all of the information entered** before you digitally sign/submit the application. Once the application has been signed, ***you will not be able to correct previously entered data.***
9. The **Result** of this process is that the successful applicant is issued a results document that can be printed while the application is electronically sent to the Airman Registry to be processed. The results document can be a Notice of Disapproval, Letter of Discontinuance, or a Temporary Certificate.

## 7. Online Help

For additional help while using the IACRA certification module, contextual help is always available for the page on which you are currently working. Simply click the **Help** link in the upper right corner of the application in your web browser. **Note:** Make sure you have any pop-up blocking software disabled.

## 8. Contacting the National AVS IT Service Help Desk

The National AVS IT Service Desk aids users when they have support issues with IACRA. The following information outlines AVS Support Central daily operations:

- **Hours of operations are:** 24 hours a day, 7 days a week.
- **Telephone number:** Toll-free at **877-287-6731**
- **E-mail address:** 9-NATL-AVS-IT-ServiceDesk@FAA.GOV
- The **Web address** for IACRA is <http://iacra.faa.gov/iacra>

## 9. Frequently Asked Questions

The unique nature of the IACRA web application creates situations where extra information is helpful in order to complete a registration, affiliation, etc. Additional FAQs may be found on the IACRA Web site at <http://iacra.faa.gov/iacra/faq.aspx>. The following topics are provided here for your information:

### **CFR 141 Flight School / CFR 142 Training Center Information**

#### **How do I add multiple student records for part 141 schools without exiting the Student Affiliation screen?**

It is possible to add multiple students in a single session without having to exit the Student Affiliation for part 141 Flight Schools (Search) screen by doing the following:

1. Enter the student's FAA Tracking Number (FTN) in the *Enter Student's FTN* field.
2. Enter the student's last name in the *Enter Student's Last Name* field.
3. Next, click the *Search* button on the upper right side of the screen.
4. The student's information is displayed. Click the *Affiliate Student* button to affiliate the student with the school and the respective curriculum. This creates the student record.
5. To create a new student record without logging out of IACRA, repeat the process from step 1 for the next student.

#### **Can both Students and School Administrators Start an Application?**

It is permissible for either students or school administrators to start a FAA form 8710-1 application. Students can fill out a new application after registering. School Administrators can initiate multiple student applications. They must make the affiliation between the student and school, and then affiliate the school's curriculum with the student's application.

#### **What is a Designation Code and how do I locate it?**

A designation code is a 4-digit alphanumeric code that flight schools use in several ways to make associations between the school, the school curriculums, and flight school representatives (School Administrators, Airman Certification Representatives, Training Center Evaluators, etc.)

The designation code with which an application is started must be the same one with which the application is finished. Therefore, a participant in the application process (school administrator, Chief Flight Instructor, Recommending Instructor, Airman Certification Representative, etc.) must be assigned to and use initial designation code.

**IMPORTANT:** If you do not know the school's designation code, you must contact your local Flight Standard District Office (FSDO) and ask for the designation code as it appears in the National Vitals Information System (NVIS).

**How do I determine which curriculums have type ratings associated with them?**

As a TCE or School Administrator you must select a curriculum/type rating and affiliate it with the student's application. The student cannot do this. The individual schools will know what their courses require as far as curriculum and type ratings that they use. Contact your school for more information.

**General**

**Does the Close Browser Button Save My Information?**

When you use the Close Browser link to exit IACRA, the information you have entered into the application is saved before the browser closes. The browser closes to ensure that your session to the IACRA web server is properly terminated. This occurs to ensure security for your application particularly if you are using a computer other than your own, such as in a public library or cyber café.

**Does entering incorrect data cause that data to appear on the results document?**

If you enter incorrect information into IACRA, that same incorrect data will appear on the results document, such as the temporary certificate. Although IACRA performs many checks against FAA databases, some fields are comprised of basic text and they will appear as entered on the temporary certificate. It is strongly recommended that you completely review your application prior to submission.

Applicant Process Overview

**Airworthiness**

**Step 1 – Select certificate**

Inspection Authorization

FAR 65.91 – Endorsement/Issuance

**Step 1 – (continue)**

Enter Aircraft Maintenance Experience

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

Mechanic Certification Number

Mechanic Certificate Date of Issuance

**Step 4 – Review and Submit**

Renewal By – Activities

**Step 1 – (continue)**

Enter Aircraft Maintenance Experience

Enter Basis For Renewal Information

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

**Step 4 – Review and Submit**

Renewal By – Refresher Course

**Step 1 – (continue)**

Enter Aircraft Maintenance Experience

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

**Step 4 – Review and Submit**

Renewal By – Oral Test

**Step 1 – (continue)**

Enter Aircraft Maintenance Experience

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

**Step 4 – Review and Submit**

Renewal By – Recent Issuance

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

**Step 4 – Review and Submit**

Repairman

Experimental Aircraft Builder

**Step 1 – (continue)**

Enter Experimental Builder Aircraft Information

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate

Airman Certificate Suspensions

Airman Certificate Revoked

Drug Convictions

Language

**Step 4 – Review and Submit**

Repairman Light Sport Aircraft

Inspection

Original Issuance

**Step 1 – (continue)**

Enter Training Course Information

Enter Aircraft Information

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate  
Airman Certificate Suspensions  
Airman Certificate Revoked  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Added Class Rating

**Step 1 – (continue)**

Enter Training Course Information  
Enter Aircraft Information

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate  
Airman Certificate Suspensions  
Airman Certificate Revoked  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Maintenance

Original Issuance

**Step 1 – (continue)**

Enter Training Course Information  
Select an Aircraft Class

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate  
Airman Certificate Suspensions  
Airman Certificate Revoked  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Added Class Rating

**Step 1 – (continue)**

Enter Training Course Information  
Select an Aircraft Class

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information



**Step 3 –Certificate(s)**

FAA Airman Certificate  
Airman Certificate Suspensions  
Airman Certificate Revoked  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Pilots

**Step 1 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information

**Step 2 – Select certificate**

Student Pilot

Standard

FAR 61

Original Issuance

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Sport Pilot

Standard

FAR 61 – Completion of Required Test

Original Issuance

**Step 2 – (continue)**

Enter Sport Pilot Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Sport Pilot Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Using Ultralight Hours

Original Issuance

**Step 2 – (continue)**

Enter Sport Pilot Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Recreational Pilot

Standard

FAR 61 – Completion of Required Test

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions

Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 141 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions

Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Private Pilot

Standard

FAR 61 – Completion of Required Test

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Vintage Aircraft Authorization

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Vintage Aircraft Authorizations

PIC hours military experience

PIC qualification/AGL-230 training program

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 141 – Graduate Of Approved Course

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 142 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Restricted (Foreign-Based – FAR 61.75)  
FAR 61 – Completion of Required Test



### Original Issuance

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

### Added Category/Class Rating

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

### Added Type Rating

**Step 2 – (continue)**

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

### Added Instrument Rating

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Restricted (Add U.S. Test Passed Rating)

FAR 61 – Completion of Required Test

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 141 – Graduate of Approved Course

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Commercial Pilot  
Standard

FAR 61 – Completion of Required Test  
Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Vintage Aircraft Authorization

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Vintage Aircraft Authorizations  
PIC hours military experience  
PIC qualification/AGL-230 training program  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 141 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 142 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Training Center  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Training Center  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Training Center  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License



**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 121 – Advanced Qualification Program

Second In Command

**Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Military Competency

Original Issuance

**Step 2 – (continue)**

Military Service Information  
Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Military Service Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Military Service Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Military Service Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Restricted (Foreign-Based – FAR 61.75)

FAR 61

Added Category/Class Rating

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Restricted (Special Purpose)

FAR 61

Original Issuance

**Step 2 – (continue)**

Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Restricted (Added U.S. Test Passed Rating)

FAR 61 – Completion of Required Test

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Airline Transport Pilot  
Standard

FAR 61 – Completion of Required Test

Original Issuance

**Step 2 – (continue)**

Completion of Required Test Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Completion of Required Test Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Vintage Aircraft Authorization

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Vintage Aircraft Authorizations  
PIC hours military experience  
PIC qualification/AGL-230 training program

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 141 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate



Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 142 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Training Center

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Training Center

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Second In Command

**Step 2 – (continue)**

Training Center

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Military Competency

Original Issuance

**Step 2 – (continue)**

Military Service Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Military Service Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Type Rating

**Step 2 – (continue)**

Military Service Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 121 – Advanced Qualification Program

Second In Command

**Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Initial

**Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

## Upgrade

### **Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

### **Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

### **Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

### **Step 5 – Aeronautical Experience Grid**

### **Step 6 – Review and Submit**

## Transition

### **Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

### **Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

### **Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

### **Step 5 – Aeronautical Experience Grid**

### **Step 6 – Review and Submit**

## FAR 135 – Air Operator

### Second In Command

### **Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

### **Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

### **Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**  
**Step 6 – Review and Submit**

Initial

**Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**  
**Step 6 – Review and Submit**

Upgrade

**Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions  
Language  
Failures

**Step 5 – Aeronautical Experience Grid**  
**Step 6 – Review and Submit**

Transition

**Step 2 – (continue)**

Air Operator Name  
Select Category/Class Ratings  
Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate  
Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 121 – Training Program

Second In Command

**Step 2 – (continue)**

Air Operator Name

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Initial

**Step 2 – (continue)**

Air Operator Name

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Upgrade

**Step 2 – (continue)**

Air Operator Name

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Transition

**Step 2 – (continue)**

Air Operator Name

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Restricted (Special Purpose)

FAR 61 – Completion of Required Test

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

Select Type Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

Medical Certificate

Drug Convictions

Language

Failures

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Crew Members

**Step 1 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information

**Step 2 – Select certificate**

Flight Engineer  
Standard

Practical Experience

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Added Category/Class Rating

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Graduate Specialized Training

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Added Category/Class Rating

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

University or School Degree

Original Issuance

**Step 2 — (continue)**



Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Added Category/Class Rating

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Commercial Pilot Certificate

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Added Category/Class Rating

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Flight Time as PIC

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Added Category/Class Rating

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Flight Time as Flight Engineer

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Added Category/Class Rating

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Flight Engineer Training Course

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Added Category/Class Rating

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Restricted (Foreign Based – FAR 63.42)

FAR 63

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Renewal

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Restricted (Special Purpose – FAR 63.23)

FAR 63

Original Issuance

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Renewal

**Step 2 — (continue)**

Select Category/Class Ratings

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Aircraft Dispatcher

Standard

Experience

Original Issuance

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Graduate Certificate

Original Issuance

**Step 3 –Supplementary Information**

FAA Airman Certification

Drug Convictions

Language

**Step 4 – Review and Submit**

Instructors

**Step 1 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 2 – Select certificate**

Flight Instructor

Standard

FAR 61 – Completion of Required Test

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Instrument Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Renewal

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Reinstatement

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 141 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Enter Completion of Required Test Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**  
**Step 6 – Review and Submit**

Activities

Renewal

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Duties And Responsibilities

Renewal

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FIRC –Flight Instructor Refresher Course

Renewal

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Ground Instructor

Standard

FAR 141 – Graduate of Approved Course

Original Issuance

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FAR 61

Original Issuance

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Added Category/Class Rating

**Step 2 – (continue)**

Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Authorized Instructor

Standard

FAR 61

Original Issuance

**Step 2 – (continue)**

Enter Vintage Aircraft Authorizations

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Flight Instructor Sport Pilot

Standard

FAR 61 – Completion of Required Test

### Original Issuance

**Step 2 – (continue)**

Enter Sport Pilot Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

### Added Category/Class Rating

**Step 2 – (continue)**

Enter Sport Pilot Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

### Renewal

**Step 2 – (continue)**

Enter Sport Pilot Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

### Reinstatement

**Step 2 – (continue)**

Enter Sport Pilot Information  
Select Category/Class Ratings

**Step 3 –Certificate(s)**

FAA pilot Certificate  
Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

### Activities



Renewal

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

Duties And Responsibilities

Renewal

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

FIRC –Flight Instructor Refresher Course

Renewal

**Step 3 –Certificate(s)**

FAA pilot Certificate

Foreign Pilot License

**Step 4 – Required Questions**

**Step 5 – Aeronautical Experience Grid**

**Step 6 – Review and Submit**

## 10. Airworthiness Application Steps

### Step 1 – Certificate Sought Data

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness

Note: Required fields are marked with an asterisk(\*)

Certificate Sought

Certificate Type or

Level:\* INSPECTION AUTHORIZATION

Rating:\* N/A

Basis:\*

Issuance Type:\*

Previous Next

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The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists. The selections in remaining drop-down lists can change or become active/inactive based on each selection made.

#### Select the type of Certificate you are applying for

Select from the following choices:

- Inspection Authorization
- Repairman
- Repairman Light Sport Aircraft

Based on the selection type you make, IACRA indicates the rest of the selections that you need to make from the remaining drop-down lists by adding "**\* Required Field**" in red or IACRA fills in the required drop-down lists automatically.

For example, selecting repairman makes the **Select the Rating** drop-down list active because this choice is necessary when seeking a repairman certification. However, if you selected Repairman then select experimental aircraft builder as the rating type, the Certificate Basis and Issuance Type drop-down lists are filled in automatically with 'Primary Builder of Aircraft' and 'Original Issuance' because these are the only options for a Repairman Experimental Aircraft Builder.

### **Select the Rating**

This drop-down list becomes active if you are required to select a certificate rating. The rating may have different designations depending on the type of certificate chosen. For example, a Repairman can have an Experimental Aircraft Builder rating while a Repairman Light Sport Aircraft can choose from either an Inspection or a Maintenance rating. N/A is automatically selected for Inspection Authorization. Depending on the path the following designations may be chosen:

- Experimental Aircraft Builder
- Inspection
- Maintenance
- N/A

### **Select the Certificate Basis**

The **Certificate Basis** drop-down list becomes active when IACRA indicates that you need to select the basis by which the certificate was obtained. Like the other drop-down lists, this list changes based on previous selections. For example, while a Repairman can select Primary Builder of Aircraft; a Repairman Light Sport Aircraft can select FAR 65 - Graduate of Accepted Course; likewise Inspection Authorization may select Far 65.91 or Renewal By - Activities, Refresher Course, Oral Test, or Recent Issuance. Depending on the path the following designations may be chosen:

- FAR 65 - Graduate of Accepted Course
- Primary Builder of Aircraft
- FAR 65.91
- Renewal By - Activities
- Renewal By - Refresher Course
- Renewal By - Oral Test
- Renewal By - Recent Issuance

### **Select the Type of Issuance**

The **Type of Issuance** drop-down list is where you indicate whether the certificate is an original issuance or is an additional issuance/type rating to an existing certificate. Based on the selections made in previous drop-down lists, the options here can be any of the following:

- Original Issuance
- Added Class Rating
- Issuance
- Renewal

## Links

Based on selections made in the drop-down lists above, different links appear that require you to click them in order to input additional information regarding a specific option. You must fill in information for each link that appears in order for your application to be considered complete.

- **Click here to enter the Additional Basis Information** - This link allows you enter addition basis information. Enter the required information and click OK to continue.
- **Select the Type Ratings** - Access this link to make the **Rating Type** screen appear. Select the item you want and click the ADD > button to add it to the field at the right. When you have entered all of the type ratings or aircraft you need, click OK to continue.
- **Click here to enter Training Course Information** - Access this link to make the **Training Course Information** screen appear. Enter the required information and click OK to continue.
- **Select an Aircraft Class** - Use this drop down list to select the Aircraft Class for which you are applying. Choose from Airplane, Glider, Lighter-Than-Air, Powered Parachute, or Weight-Shift-Control.
- **Click here to enter Aircraft Information** - Access this link to make the **Aircraft Information** screen appear, for Light Sport Aircraft. Enter the required information and click OK to continue.
- **Click here to enter Experimental Aircraft Builder Information** - This link activates the **Experimental Builder Aircraft Information** screen where you select the type of experimental aircraft that you are seeking to add. Enter the required information and click OK to continue.
- **Click here to enter Aircraft Maintenance Experience** - Access this link to make the **Aircraft Maintenance Experience** screen appear. Enter a period of maintenance experience then click ADD EXPERIENCE to add that period to the grid. When the past two years of experience have been entered click OK to continue.
- **Click here to enter Basis for Renewal Information** - Access this link to make the **Basis of Renewal** screen appear. Enter the number of each category performed for each of the four quarters. Data must be entered into at least one of the fields. When the required information has been entered click OK to continue.

## Aircraft Maintenance Experience

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airwo

### Aircraft Maintenance Experience

Note

Cer

From and To Dates for Maintenance Experience

From: \*

To: \*

Name/Address of repair station, facility, manufacturer, operator, etc.

Name: \*

Street Address: \*

City: \*

State: \*

Country: \*

Postal Code: \*

Description of Activity: \*

Add Cancel

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This screen allows you to enter aircraft maintenance activities for the last 2 years onto your application.

1. **Enter the dates of the maintenance Activity.** Enter the date the maintenance activity began into the **From** date field. Then enter the date the maintenance activity was completed into the **To** date field.
2. **Enter the name and address of the repair station, facility, manufacturer, operator, etc.**
  - **Name** - Enter the name of the repair station, facility, manufacturer, operator, etc.
  - **Street Address** - Enter the street address of the repair station, facility, manufacturer, operator, etc.
  - **City** - Enter the city in which the repair station, facility, manufacturer, operator, etc. is located.

- **State** - Enter the State, in which the facility is located, only if the maintenance facility is located in the United States of America. Otherwise, the State is not required.
  - **Country** - Enter the country in which the repair station, facility, manufacturer, operator, etc. is located.
  - **Zip Code** - Enter the zip code of the repair station, facility, manufacturer, operator, etc.
3. Enter a description of the maintenance activity into the **Description of the Activity** field.
  4. Click the **Add** button to add your maintenance activity for the past 2 year into the grid. Click **Remove** to remove an entry from the grid.
  5. When you are finished adding and removing aircraft maintenance activities you may click **OK** to save the information in the grid and exit *or* you may click **Cancel** to exit the screen without saving.


### Experimental Builder Aircraft Information

Experimental Builder Aircraft Information

Make: \*

Model: \*

Serial Number: \*

Aircraft Certification Date: \*  

This screen allows you to enter the experimental builder aircraft information.


When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

### Accepted Training Course

Training Course Information

School Name: \*

Course Number: \*

Graduation Date: \*  

This screen allows you to enter the accepted training course information.

When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

## Light Sport Aircraft Information

**Light Sport Aircraft**

**Class:** \*

**Registration Number:** \*

**Serial Number:** \*

This screen allows you to enter the light sport aircraft information.

1. Click on the drop down list to select the Aircraft Class.
2. Enter the Registration Number and Serial Number.

When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

## Basis For Renewal

**Basis of Renewal**


	1st	2nd	3rd	4th
<b>Alterations:</b>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>Repairs:</b>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>Annual Inspections:</b>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>Progressive Inspections:</b>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

The Basis For Renewal screen allows you enter then number of alterations, repairs, annual inspections, and progressive inspections performed in each quarter.

- **Alterations:**  
- Enter the number of alterations performed in each of the four quarters.
- **Repairs:**  
- Enter the number of repairs performed in each of the four quarters.
- **Annual Inspections:**  
- Enter the number of annual inspections performed in each of the four quarters.
- **Progressive Inspections:**  
- Enter the number of progressive inspections performed in each of the four quarters.

When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

## Step 2 – Applicant Personal Information



Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness

Fill in any missing or incomplete personal information.

LastName: PILOT PILOT

First Name: TEST

Middle: NMNM

Name Suffix (Jr, Etc):

Citizenship: SVALBARD-JAN MAYEN

Date of Birth (mm/dd/yyyy): 02/28/1967

Place of Birth, City or County: OK

Place of Birth State: OK

Place of Birth Country: USA

SSN #: 321456788  DO NOT USE  NONE

Sex:  Male  Female

Height: 72 Units: INCHES

Weight: 200 Units: POUNDS

Hair Color: BLOND

Eye Color: BROWN

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

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The Applicant Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

The following rules apply to any changes you may make to fields in the Personal Information screen.

1. **Name Fields.** Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations [FAR Section 61.25](#). If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.
  - a. **Last Name.** Enter your legal last name.
  - b. **First Name.** Enter your full first name. If you have no first name, enter “NFN”.
  - c. **Middle Name.** Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial and click the “Initial Only” checkbox.
  - d. **Name Suffix.** If you have a name suffix, select it from the drop down list box.
2. **Citizenship.** Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.
3. **Date of Birth.** Check for accuracy. Enter eight digits in the format mmddyyyy. Check to see that the date entered here is the same date of birth that appears on your medical certificate.
4. **Place of Birth.** If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.
  - a. **City or County.** Enter the City where you were born. If you don’t know the City, enter the County.
  - b. **State (US Only).** If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.
  - c. **Country.** Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.
5. **Telephone.** Type in your telephone number including the area code.
6. **SSN#.** (Optional) 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.
7. **E-Mail Address.** If you have an e-mail address, enter it here.
8. **Sex.** Select your sex by clicking on the “Male” or “Female” radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female, then use the Tab Key to set focus to the next field.
9. **Height.** Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).

10. **Weight.** Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilometers to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).
11. **Hair Color.** Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.
11. **Eye Color.** Select your eye color from the drop down list box.

## Applicant's Address

**Address Information**

Enter your Permanent address in the following fields.

Permanent Address:

Line 1 (Street Address) 311 STRAWBERRY FLD. *(Enter residence number and street, ONLY.)*

Line2  
(PO Box, rural route, or general delivery) *(Enter Post Office Box or Rural Route or General Delivery here, ONLY. A physical description is required if no street address is entered above.)*

City (and Province if applicable) NORMAN

State OK

Country USA

Zip Code 73072

Physical Address

If you want your certificate mailed to an address other than your permanent address, enter the mailing address in the following fields.

Mailing Address:

Line 1 (Street Address) 311 STRAWBERRY FLD.

Line2  
(PO Box, rural route, or general delivery)

City (and Province if applicable) NORMAN

State OK

Country USA

Zip Code 73072

OK CANCEL HELP

The Applicant's Address screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).

**1. Permanent Address.** Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.

- **Street/Line1.** If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.

- **Line 2.** If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **City.** Enter your city of residence. Canadian residents enter Province after City name.
- **State.** If you have a USA address, select your state from the drop down list box.
- **Country.** Select your country from then drop down list box.
- **Zip Code.** Enter your zip code.

**2. Physical Description.** If you did not enter a street address in the Street/Line 1 field, you are required to enter a [Physical Description](#) showing the location of your residence.

**3. Mailing Address.** If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.

## Step 3 – Supplementary Data

**Federal Aviation Administration** Log Out  
Help

1. Personal Information  2. Certificate Sought  3. Supplementary Data  4. Summary

Path: Airworthiness > Repairman

**Follow the steps on this screen to enter supplementary information.**

[Click here if you now or have ever held an FAA Airman Certificate.](#)

Have you ever had an Airman Certificate suspended?  Yes  No

Have you ever had an Airman Certificate revoked?  Yes  No

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

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

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Readers & Viewers: [PDF Reader](#)

The Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more data.

- **Click here if you now or have ever held an FAA Airman Certificate.**  
Clicking - Causes the search screen to display:
  - In the top grid click on any certificates that you now or have ever held.
  - In the bottom grid click on any selected certificates you wish to remove from the list.
- **Do you currently hold a Repairman Light Sport Aircraft Certificate?**  
Answer Yes -
  - Enter your current Repairman Light Sport Aircraft Certificate number and date of issuance.
  - Click on the link to add your current Maintenance and Inspection aircraft.

- **Have you ever had an Airman Certificate Suspended?**

Answer Yes -

- Enter your information.

- **Have you ever had an Airman Certificate Revoked?**

Answer Yes -

- Enter your information.

- **Have you ever been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation which has not been adjudicated, click the "No" radio button.

Answering Yes - Causes the following input field to display:

- Enter the date of conviction. - Enter the date in the mm/dd/yyyy format.

- **Do you read, speak, write, and understand the English language?**

Answering Yes - Proceed to the next question.

Answering No - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language? - Answer Yes or No and proceed to the next question.

- **Have you failed a test for this certificate or rating?**

Answering Yes - Causes the following input field to display:

- Enter the number of failures. - Enter the number of times you have not passed the test for this certificate or rating in the field provided. This number can be found on your last Notice of Disapproval.

## Multiple Selection Search for FAA Airman Certificate Held

Select search criteria      Enter 1 or more Characters and click Search

Type           

Description

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

Description
AIRCRAFT DISPATCHER
AIRCRAFT MECHANIC
AIRLINE TRANSPORT PILOT
COMMERCIAL PILOT
CONTROL TOWER OPERATOR
FLIGHT ENGINEER
FLIGHT INSTRUCTOR
FLIGHT NAVIGATOR

**Selected List**

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

Type	Description

http://172.25.68.106/test/iacra/AW\_MultiSelectionSearch.aspx?fieldName=document.frmCrewmemberSupplementaryData.IacrH

The Multiple Selection Search screen for FAA Airman Certificate Held allows you to select multiple airman certificates to add to your certification data.

**Note:** You cannot select the search criteria by which to locate different airman certificates or click on the Search button, because all applicable certificates are automatically displayed in the Retrieval List.

1. **Click items below to Add to the Selected List.** Click on items in this grid that you want to add to your certification application. When you select an item it will appear in the Selected List. Continue to click on items from the grid until you have selected all data required.

2. **Click items below to Remove from the Selected List.** Click on items in the Selected List to remove them from the list.

Click OK to add the items from the Selected List to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## Step 4 – Summary Page

The screenshot shows the IACRA Summary Page. At the top left is the Federal Aviation Administration logo. To its right is the text "Federal Aviation Administration". In the top right corner are links for "Log Out" and "Help". Below this is a progress bar with four steps: "1. Personal Information", "2. Certificate Sought", "3. Supplemental Data", and "4. Summary". The first three steps have green checkmarks, and the fourth step is highlighted. Below the progress bar is a breadcrumb trail: "Path: Airworthiness > Repairman". The main content area contains the instruction: "Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button." Below this instruction are three buttons: "Review Applicant's Certificate Summary", "REVIEW APPLICATION", and "SUBMIT APPLICATION". At the bottom right of this area is a "Previous" button. Below the main content area is a yellow box titled "Tips for IACRA Applicants" containing a list of four tips. At the bottom of the page is a footer with links for "FAA.gov Home", "Privacy Policy", "Web Policies & Notices", and "Contact Us", and a link for "Readers & Viewers: PDF Reader".

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness > Repairman

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

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Previous

**Tips for IACRA Applicants**

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

Email: [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov)

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

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Readers & Viewers: [PDF Reader](#)

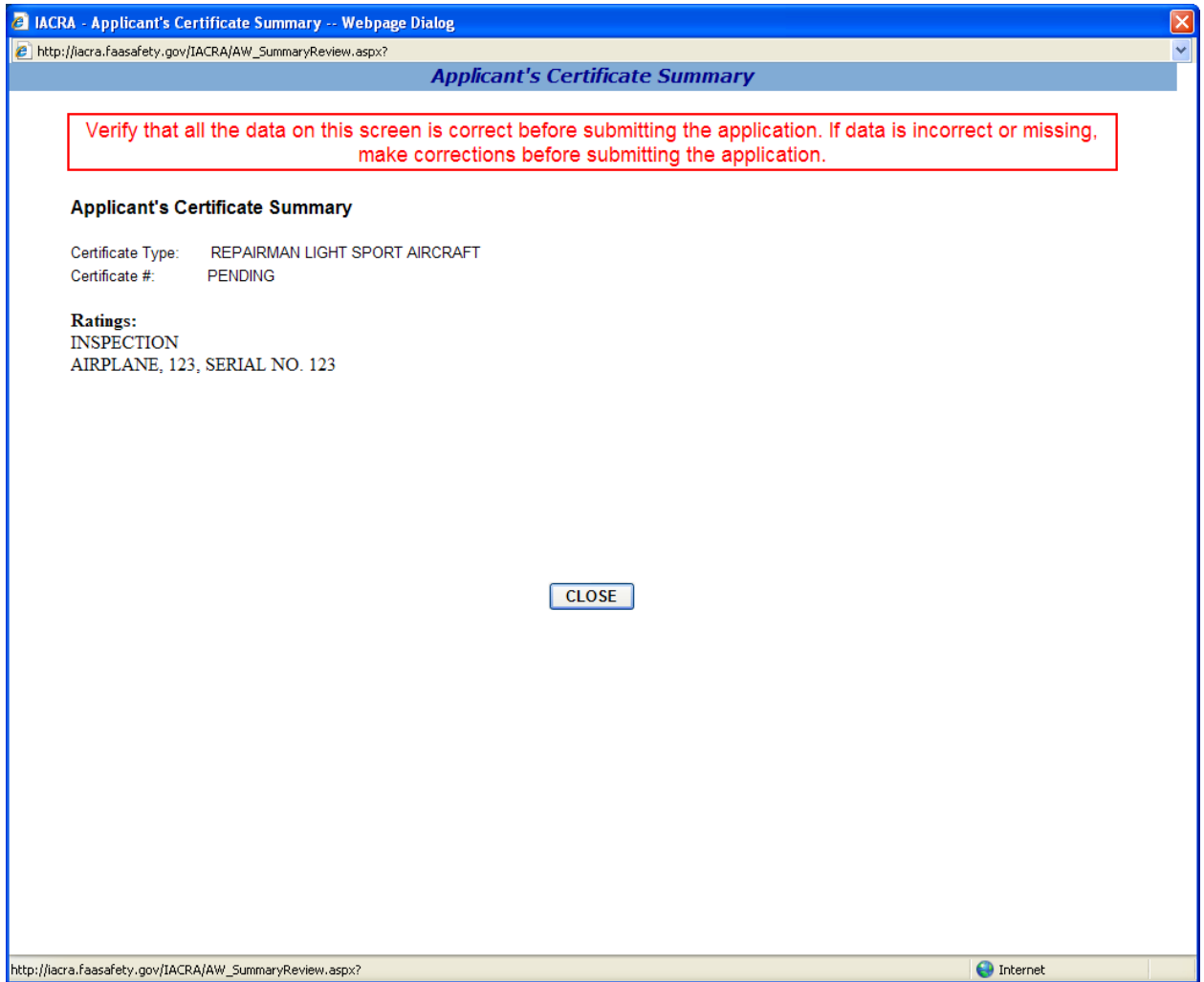


The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

1. 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.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

2. Click the **Review Applicant's Certificate Summary** button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.



3. Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

- Click the **Submit Application** button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

The screenshot shows a web browser window displaying the FAA Airmen Certificate and/or Rating Application form. The form is titled "AIRMAN CERTIFICATE AND/OR RATING APPLICATION" and includes the following sections:


- US Department of Transportation Federal Aviation Administration**
- Form Approved OMB No: 2120-0022**
- UNOFFICIAL COPY**
- Applicant Information (I):**
  - A. NAME (First, Middle, Last): JONATHAN MIKE COOK
  - B. SOCIAL SECURITY NO.: 734576215
  - C. DOB (Mo., Day, Yr.): 2/24/1968
  - D. HEIGHT: 74.0 IN
  - E. WEIGHT: 145.0
  - F. HAIR: RED
  - G. EYES: BROWN
  - H. SEX: M
  - I. NATIONALITY (Citizenship): USA
  - J. PLACE OF BIRTH: NORMAN OK USA
  - K. PERMANENT MAILING ADDRESS: 311 STRAWBERRY FLD, NORMAN, OK 73072
  - L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?  NO
  - M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?  NO
- Certificate or Rating Applied For (II):**
  - ORIGINAL ISSUANCE
  - ADDED RATING
  - A. CIVIL EXPERIENCE
  - B. MILITARY EXPERIENCE
  - C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)
  - D. GRADUATE OF APPROVED COURSE: (1) NAME AND LOCATION OF SCHOOL, (2) SCHOOL NO., (3) CURRICULUM FROM WHICH GRADUATED, (4) DATE
  - E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.00)
  - F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.00)

**Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.**

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

## 11. Crew Members Application Steps

### Step 1 – Applicant Personal Information



Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Crewmembers

Note: Required fields are marked with an asterisk(\*) ? IACRA Tips: [Turn On](#) [Turn Off](#)

**Personal Information**

First Name: \* TEST

Middle: \* NMNM  No Middle Name

LastName: \* PILOT PILOT

Name Suffix:

Date of Birth: \* 02/28/1967

Citizenship: \* SVALBARD-JAN MAYEN

Birth Country: \* USA

Birth City: \* OK

Birth State: \* OK

SSN: \* 321456788   Do Not Use  None

Gender: \*  Male  Female

Height: \* 72  INCHES

Weight: \* 200  POUNDS

Hair Color: \* BLOND

Eye Color: \* BROWN

**Contact Information**

Telephone: 5555555555

Email: 12@12.COM

The top half of Applicant Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

The following rules apply to any changes you may make to fields in the Personal Information screen.

1. **Name Fields.** Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations [FAR Section 61.25](#). If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.
  - a. **Last Name.** Enter your legal last name.
  - b. **First Name.** Enter your full first name. If you have no first name, enter “NFN”.
  - c. **Middle Name.** Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial and click the “Initial Only” checkbox.
  - d. **Name Suffix.** If you have a name suffix, select it from the drop down list box.
2. **Citizenship.** Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.
3. **Date of Birth.** Check for accuracy. Enter eight digits in the format mmddyyyy. Check to see that the date entered here is the same date of birth that appears on your medical certificate.
4. **Place of Birth.** If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.
  - a. **City or County.** Enter the City where you were born. If you don’t know the City, enter the County.
  - b. **State (US Only).** If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.
  - c. **Country.** Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.
5. **Telephone.** Type in your telephone number including the area code.
6. **SSN#.** (Optional) 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.
7. **E-Mail Address.** If you have an e-mail address, enter it here.
8. **Sex.** Select your sex by clicking on the “Male” or “Female” radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female, then use the Tab Key to set focus to the next field.
9. **Height.** Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).

10. **Weight.** Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilometers to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).
11. **Hair Color.** Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.
12. **Eye Color.** Select your eye color from the drop down list box.

### Applicant's Addresses

**Permanent Address**

Address Line 1:  (Street Address Only)

Address Line 2:  (PO Box, Rural Route)

Physical Address:

Country \*  ▼

City \*  (Province if applicable)

State \*  ▼

Zip Code \*

**Mailing Address**

Address Line 1:  (Street Address Only)

Address Line 2:  (PO Box, Rural Route)

Country:  ▼

City:  (Province if applicable)

State:  ▼

Zip Code:

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Readers & Viewers: [PDF Reader](#)

The Applicant's Address portion of the Personal Information screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).


**1. Permanent Address.** Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.

- **Street/Line1.** If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Line 2.** If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **City.** Enter your city of residence. Canadian residents enter Province after City name.
- **State.** If you have a USA address, select your state from the drop down list box.
- **Country.** Select your country from then drop down list box.
- **Zip Code.** Enter your zip code.

**2. Physical Description.** If you did not enter a street address in the Street/Line 1 field, you are required to enter a [Physical Description](#) showing the location of your residence.

**3. Mailing Address.** If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.

## Step 2 – Certificate Sought Data



Federal Aviation Administration

[Log Out](#)  
[Help](#)

✔ 1. Personal Information

✘ 2. Certificate Sought

✘ 3. Supplemental Data

○ 4. Summary

Path: Crewmembers > Aircraft Dispatcher > Standard > Graduate Certificate

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

1) Select the type of Certificate you are applying for

2) Select Restricted or Standard

3) Select the certificate Basis

4) Select the type of Issuance

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The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists. The selections in remaining drop-down lists can change or become active/inactive based on each selection made.

### Step 3 – Flight Engineer Supplementary Data

**Federal Aviation Administration** Log Out  
Help

1. Personal Information  2. Certificate Sought  3. Supplemental Data  4. Summary

Path: Crewmembers > Flight Engineer > Standard > Practical Experience > Original Issuance

**Follow the steps on this screen to enter supplementary information.**

[Click here if you now or have ever held an FAA Airman Certificate.](#) AIRCRAFT DISPATCHER

Do you hold a Medical Certificate?  Yes  No

Enter the date of issue of your Medical Certificate. (mm/dd/yyyy)

Select the certificate class.  First  Second  Third

Enter the Examiners name.

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

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

The Flight Engineer Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more information.

- **Click here if you now or have ever held an FAA Airman Certificate.**

Clicking - Causes the search screen to display:

- In the top grid click on any certificates that you now or have ever held.
- In the bottom grid click on any selected certificates you wish to remove from the list.



- **Do you hold a medical certificate?**

Answering **Yes** - Causes the following input fields to display:

- Enter the date of issue of your medical certificate.- Enter the date that your medical certificate was issued to you.
- Select the certificate class. - Your choices are First, Second, or Third.
- Enter the Examiner's name. - In the field provided, enter the full name of the person who acted as your Examiner. Enter the name as shown on your medical certificate.

Answering **No** - Proceed to next question.

- **Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation, which has not been adjudicated, click the "No" radio button.

Answering **Yes** - Causes the following input field to display:

- Enter the date of conviction:
  - Enter the date in the following format: mm/dd/yyyy.

Answering **No** - Proceed to the next question.

- **Do you read, speak, write, and understand the English language?**

Answering **Yes** - Proceed to the next question.

Answering **No** - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language?
  - Answer Yes or No then proceed.

## Step 3 – Aircraft Dispatcher Supplementary Data

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplementary Data 4. Summary

Path: Crewmembers > Aircraft Dispatcher > Standard > Experience > Original Issuance

Follow the steps on this screen to enter supplementary information.

[Click here if you now or have ever held an FAA Airman Certificate.](#)

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

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

Previous Next

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Readers & Viewers: [PDF Reader](#)

The Aircraft Dispatcher Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more information.

- Click here if you now or have ever held an FAA Airman Certificate.**  
Clicking - Causes the a search screen to display:

  - In the top grid click on any certificates that you now or have ever held.
  - In the bottom grid click on any selected certificates you wish to remove from the list.
- Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**  
Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation, which has not been adjudicated, click the "No" radio button.  
Answering Yes - Causes the following input field to display:

- Enter the date of conviction:
  - Enter the date in the following format: mm/dd/yyyy.

Answering No - Proceed to the next question.


- **Do you read, speak, write, and understand the English language?**

Answering Yes - Proceed to the next question.

Answering No - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language?
  - Answer Yes or No then proceed.

## Step 4 – Summary Page



Federal Aviation Administration

Log Out  
Help

1. Personal Information  2. Certificate Sought  3. Supplemental Data  4. Summary

Path: Crewmembers > Aircraft Dispatcher > Standard > Experience > Original Issuance

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

### Tips for IACRA Applicants

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

Email: [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov)

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

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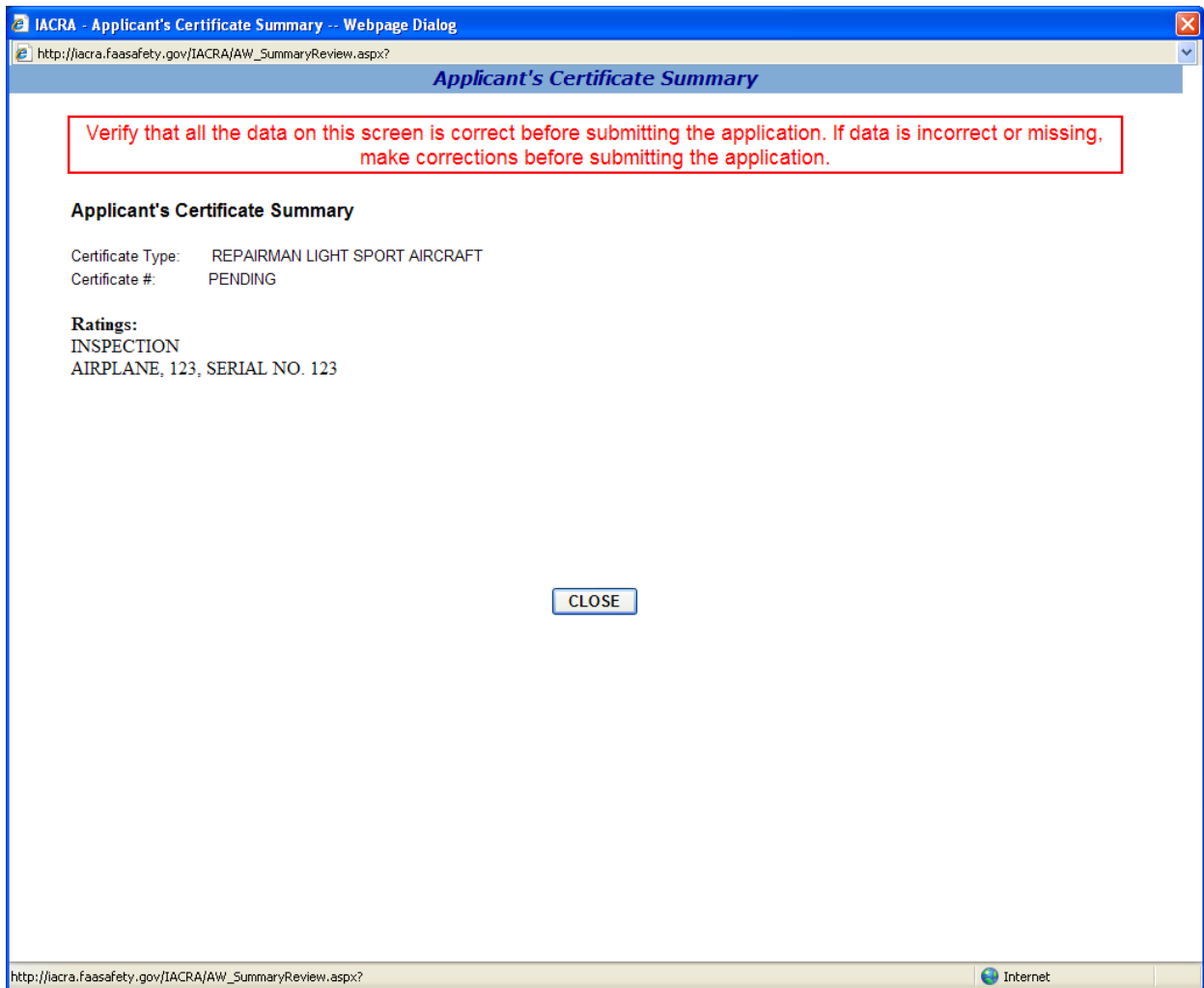
Readers & Viewers: [PDF Reader](#)

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.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

Click the **Review Applicant's Certificate Summary** button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.



Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

Click the **Submit Application** button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

The image shows a screenshot of a web browser displaying an "AIRMAN CERTIFICATE AND/OR RATING APPLICATION" form. The form is marked as an "UNOFFICIAL COPY" and includes the FAA logo and "Form Approved OMB No: 2120-0822". It is divided into three main sections: "I. APPLICANT INFORMATION", "II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF", and "K. PERMANENT MAILING ADDRESS".

**Section I: APPLICANT INFORMATION**  
 A. NAME: JONATHAN MN COOK  
 B. SOCIAL SECURITY NO: 734-67-6215  
 C. DOB: 3/24/1968  
 D. HEIGHT: 74.0 IN  
 E. WEIGHT: 145.0  
 F. HAIR: RED  
 G. EYES: BROWN  
 H. SEX: M  
 I. NATIONALITY: USA  
 J. PLACE OF BIRTH: NORMAN OK USA  
 L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?  NO  
 M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?  NO  
 N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?  NO

**Section II: CERTIFICATE OR RATING APPLIED FOR ON BASIS OF**  
 A. CIVIL EXPERIENCE  B. MILITARY EXPERIENCE  C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)   
 D. GRADUATE OF APPROVED COURSE: (1) NAME AND LOCATION OF SCHOOL, (2) SCHOOL NO., (3) CURRICULUM FROM WHICH GRADUATED, (4) DATE  
 E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL PRACTICAL TEST (FAR 65.09): (1) SCHOOL NAME, (2) SCHOOL OFFICIAL'S SIGNATURE  
 F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL PRACTICAL TEST (FAR 65.60): (1) DATE AUTH, (2) DATE AUTH EXPIRES, (3) FAA INSPECTOR SIGNATURE, (4) FAA DIST OFC.


**Section K: PERMANENT MAILING ADDRESS**  
 311 STRAWBERRY FLD  
 NORMAN  
 OK 73072  
 STATE: OK ZIP CODE: 73072

**Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.**

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

## 12. Pilot Application Steps

### Step 1 – Applicant Personal Information



**Federal Aviation Administration**

[Log Out](#)  
[Help](#)

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Pilots

**Note:** Required fields are marked with an asterisk(\*) ? IACRA Tips: [Turn On](#) [Turn Off](#)

**Personal Information**

First Name: \* TEST

Middle: \* NMNM  No Middle Name

LastName: \* PILOT PILOT

Name Suffix:

Date of Birth: \* 02/28/1967

Citizenship: \* SVALBARD-JAN MAYEN

Birth Country: \* USA

Birth City: \* OK

Birth State: \* OK

SSN: \* 321456788   Do Not Use  None

Gender: \*  Male  Female

Height: \* 72  INCHES

Weight: \* 200  POUNDS

Hair Color: \* BLOND

Eye Color: \* BROWN

**Contact Information**

Telephone: 5555555555

Email: 12@12.COM



The top half of Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

The following rules apply to any changes you may make to fields in the Personal Information screen.

1. **Name Fields.** Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations [FAR Section 61.25](#). If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.
  - a. **Last Name.** Enter your legal last name.
  - b. **First Name.** Enter your full first name. If you have no first name, enter “NFN”.
  - c. **Middle Name.** Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial and click the “Initial Only” checkbox.
  - d. **Name Suffix.** If you have a name suffix, select it from the drop down list box.
2. **Citizenship.** Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.
3. **Date of Birth.** Check for accuracy. Enter eight digits in the format mmddyyyy. Check to see that the date entered here is the same date of birth that appears on your medical certificate.
4. **Place of Birth.** If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.
  - a. **City or County.** Enter the City where you were born. If you don’t know the City, enter the County.
  - b. **State (US Only).** If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.
  - c. **Country.** Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.
5. **Telephone.** Type in your telephone number including the area code.
6. **SSN#.** (Optional) 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.
7. **E-Mail Address.** If you have an e-mail address, enter it here.
8. **Sex.** Select your sex by clicking on the “Male” or “Female” radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female. Then use the Tab Key to set focus to the next field.
9. **Height.** Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).

10. **Weight.** Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilograms to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).
11. **Hair Color.** Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.
12. **Eye Color.** Select your eye color from the drop down list box.

## Applicant's Addresses

### Permanent Address

Address Line 1:  (Street Address Only)

Address Line 2:  (PO Box, Rural Route)

Physical Address:

Country \*

City \*  (Province if applicable)

State \*

Zip Code \*

### Mailing Address

Address Line 1:  (Street Address Only)

Address Line 2:  (PO Box, Rural Route)

Country:

City:  (Province if applicable)

State:

Zip Code:

Next

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Readers & Viewers: [PDF Reader](#)

The bottom half of the Personal Information screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).


**1. Permanent Address.** Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.

- **Street/Line1.** If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Line 2.** If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **City.** Enter your city of residence. Canadian residents enter Province after City name.
- **State.** If you have a USA address, select your state from the drop down list box.
- **Country.** Select your country from then drop down list box.
- **Zip Code.** Enter your zip code.

**2. Physical Description.** If you did not enter a street address in the Street/Line 1 field, you are required to enter a [Physical Description](#) showing the location of your residence.

**3. Mailing Address.** If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.


## Step 2 – Certificate Sought Data





**Federal Aviation  
Administration**


[Log Out](#)


[Help](#)


1. Personal Information 

2. Certificate Sought 

3. Certificate Held 

4. Supplemental Data 

5. Aeronautical Experience 

6. Summary 

Path: Pilots > Sport Pilot > Standard > Far 61 - Completion Of Required Test

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

1) Select the type of Certificate you are applying for

2) Select Restricted or Standard

3) Select the certificate Basis

4) Select the type of Issuance

5) Click on the applicable links below to enter data about the certificate you are seeking

[Click here to Enter the Sport Pilot Information](#)

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

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

Readers & Viewers: [PDF Reader](#)

The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists. The selections in remaining drop-down lists can change or become active/inactive based on each selection made.

### Select the type of Certificate you are applying for

Select from the following choices:

- Student Pilot
- Sport Pilot
- Recreational Pilot
- Private Pilot

- Commercial Pilot
- Airline Transport Pilot
- Flight Instructor
- Ground Instructor
- Authorized Instructor
- Flight Instructor Sport Pilot

Based on the selection type you make, IACRA indicates the rest of the selections that you need to make from the remaining drop-down lists by adding "**\* Required Field**" in red or IACRA fills in the required drop-down lists automatically.

For example, selecting Private Pilot makes the **Select Restricted or Standard** drop-down list active because this choice is necessary when seeking a private pilot certification. However, if you selected Recreational Pilot as the certification type, the Standard option is filled in automatically with 'Standard' in the **Select Restricted or Standard** drop-down list because it is the only option for a Recreational Pilot.

### Select Restricted or Standard

This drop-down list becomes active if you are required to select whether the certification you are seeking is restricted or standard. The restricted certification can have different designations depending on the type of certificate chosen. For example, a private pilot can have a Restricted (Foreign-Based - FAR 61.75) rating or Restricted rating where then the U.S. Test Passed Rating is required.

- Standard
- Restricted Foreign Based - [FAR 61.75](#)
- Restricted Special Purpose - [FAR 61.77](#)

### Select the Certificate Basis

The **Certificate Basis** drop-down list becomes active when IACRA indicates that you need to select the basis by which the certificate was obtained. Like the other drop-down lists, this list changes based on previous selections. For example, while a Recreational Pilot with a Standard certificate can select FAR 61 - Completion of Required Test or a FAR 141 - Graduate of Approved Course, an Air Transport Pilot with a Standard certificate can select from any of the following school/training designations:

- FAR 61 - Completion of Required Test
- FAR 141 - Graduate of Approved Course
- FAR 142 - Graduate of Approved Course
- Air Carrier Training Program
- Military Competency
- Using Ultralight Hours

### Select the Type of Issuance

The **Type of Issuance** drop-down list is where you indicate whether the certificate is an original issuance or is an additional issuance/type rating to an existing certificate.

Based on the selections made in previous drop-down lists, the options here can be any of the following:

- Original Issuance
- Added Category/Class Rating
- Added Type Rating
- Renewal
- Reinstatement

## Links

Based on selections made in the drop-down lists, different links appear that require you to click them in order to input additional information regarding a specific option. You must fill in information for each link that appears in order for your application to be considered complete.

- **Air Operator Name** - This dropdown box displays the names of 121/135 Air Operators that offer Advanced Qualification Programs. Choose the Air Operator that you are using to complete the Advanced Qualification Program.
- **Training Center Name** - This dropdown box displays the names of 142 Training Centers. Choose the Training Center that you are using to obtain or add to your Pilot Certificate.
- **Click here to enter the Sport Pilot Information** - This link activates the **Sport Pilot Aircraft Information** screen where you enter the type of aircraft you are adding a rating for, the number of hours of total time spent in the aircraft. Select OK to continue.
- **Click here to enter the Completion of Required Test Information** - This link activates the **Completion of Required Test** screen where you enter the type of aircraft you are adding a rating for, the number of hours of total time spent in the aircraft, the number of hours in a simulator, and/or the number of hours spent in a training device. Designate the training device type as well and select OK to continue.
- **Click here to enter the Military Service Information** - Access this link to make the **Military Competency** screen appear. Enter the required information and click OK to continue.
- **Click here to Select Category/Class Ratings** - Access this link to make the **Rating Type** screen appear. Select the item you want and click the ADD > button to add it to the field at the right. When you have entered all of the type ratings or aircraft you need, click OK to continue.
- **Click here to Select the Type Ratings** - This link activates the Aircraft Type Ratings screen where you select the type rating you are seeking to add. Type ratings are aircraft you add to a certificate. ex. CE-500 is a Cessna Citation type rating added to your Private, Commercial, or ATP certificate. To use this screen, enter a letter, for example, g, into the search field and select Search. The list of Type Ratings will appear. Select the item you want and click the ADD > button to add it to the field at the right. When you have entered all of the type ratings that apply, click OK to continue.

Note!! "**Select the Type Ratings**" is optional unless Type of Issuance is "Added Type Rating". Only choose this option if you have trained and are applying for a specific Aircraft Type to be added to your Pilot Certificate.

- Refer to Part 61.5(b)(7)  
(7) Aircraft type ratings—
  - (i) Large aircraft other than lighter-than-air.
  - (ii) Turbojet-powered airplanes.
  - (iii) Other aircraft type ratings specified by the Administrator through the aircraft type certification procedures.

(iv) Second-in-command pilot type rating for aircraft that is certificated for operations with a minimum crew of at least two pilots.

- Refer to Part 61.63(d)

(d) *Additional type rating.* Except as specified in paragraph (d)(7) of this section, a person who applies for an additional aircraft type rating to be added on a pilot certificate, or the addition of an aircraft type rating that is accomplished concurrently with an additional aircraft category or class rating:

(1) Must hold or concurrently obtain an instrument rating that is appropriate to the aircraft category, class, or type rating sought;

(2) Must have an endorsement in his or her logbook or training record from an authorized instructor, and that endorsement must attest that the applicant has been found competent in the aeronautical knowledge areas appropriate to the pilot certificate for the aircraft category, class, or type rating sought;

(3) Must have an endorsement in his or her logbook, or training record from an authorized instructor, and that endorsement must attest that the applicant has been found proficient in the areas of operation required for the issuance of an airline transport pilot certificate for the aircraft category, class, and type rating sought;

(4) Must pass the required practical test appropriate to the airline transport pilot certificate for the aircraft category, class, and type rating sought;

(5) Must perform the practical test in actual or simulated instrument conditions, unless the aircraft's type certificate makes the aircraft incapable of operating under instrument flight rules. If the practical test cannot be accomplished for this reason, the person may obtain a type rating limited to "VFR only." The "VFR only" limitation may be removed for that aircraft type when the person passes the practical test in actual or simulated instrument conditions. When an instrument rating is issued to a person who holds one or more type ratings, the type ratings on the amended pilot certificate shall bear the "VFR only" limitation for each aircraft type rating for which the person has not demonstrated instrument competency;

(6) Need not take an additional knowledge test, provided the applicant holds an airplane, rotorcraft, powered-lift, or airship rating on their pilot certificate; and

(7) In the case of a pilot employee of a certificate holder operating under part 121 or 135 of this chapter or of a fractional ownership program manager under subpart K of part 91 of this chapter, must have—

(i) Met the appropriate requirements of paragraphs (d)(1), (d)(4), and (d)(5) of this section for the aircraft type rating sought; and

(ii) Received an endorsement in his or her flight training record from the certificate holder or program manager attesting that the applicant has completed the certificate holder's or program manager's approved ground and flight training program appropriate to the aircraft type rating sought.



## Select Category/Class Ratings

**Category/Class Ratings**

Select Search Criteria  
 By ID or Type  
 By Description

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

Enter 1 or more characters and Click Search

**Select from list below:**

Click button to Select Row	Description
<input type="button" value="Select"/>	AIRPLANE LAND
<input type="button" value="Select"/>	AIRPLANE SEA
<input type="button" value="Select"/>	GLIDER
<input type="button" value="Select"/>	GYROPLANE
<input type="button" value="Select"/>	LTA AIRSHIP
<input type="button" value="Select"/>	LTA FREE BALLOON
<input type="button" value="Select"/>	POWERED PARACHUTE LAND
<input type="button" value="Select"/>	POWERED PARACHUTE SEA
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL LAND
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL SEA

Record Count  Selected Item

http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtCategoryClass

### Single Selection Search for Category / Class Ratings

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.

**Note:** You cannot select the search criteria by which to locate different Category/Class ratings or click on the Search button, because all applicable ratings are automatically displayed in the Retrieval List.

1. Select the applicable Category/Class rating from the Retrieval List. Your selection will appear in the Selected Item text box.
2. Click the OK button to add your selected Category/Class Rating to your certification data, or
3. Click the Cancel button to return to the main screen without making a selection.

## Select Type Ratings

**Aircraft Type Ratings**

Select Search Criteria  
 By ID or Type  
 By Description

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

Enter 1 or more characters and Click Search

Select from the list below:

Click button to Select Row	Description
<input type="button" value="Select"/>	S-1221
<input type="button" value="Select"/>	S-210
<input type="button" value="Select"/>	S-25
<input type="button" value="Select"/>	S-3130
<input type="button" value="Select"/>	S-321
<input type="button" value="Select"/>	S-330
<input type="button" value="Select"/>	SA-2000
<input type="button" value="Select"/>	SA-227
<input type="button" value="Select"/>	SA-315B
<input type="button" value="Select"/>	SA-341

1 2 3 4

Record Count  Selected Item

http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtTypeRatings

### Single Selection Search for Aircraft Type Ratings

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.

### 1. Select Search Criteria

- **By ID or Type** - Select this option to retrieve a list of type ratings based on the current designation.
- **By Description** - Select this option to retrieve a list of type ratings based on an aircraft's manufacturer/model.

**2. Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the current type rating designation or the aircraft manufacturer/model description (depending on the search criteria you selected in step 1.), and click the **Search** button. For example, if you enter the letter "g" and click **Search**, only aircraft type ratings beginning with the letter "g" appear in the retrieval list. The more characters you enter into the field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the Record Count field below the retrieval list.

- **Retrieval List** - This is where your search results appear sorted by your selected search criteria.
- **Selected Item** - The aircraft type rating you select from the Retrieval List will appear in the Selected Item field.

**3. Select an aircraft MMS.** To add an aircraft type rating to your application, click on the type rating in the **Retrieval List**. The selected type rating appears in the **Selected Item** field. Click **OK** and the aircraft type rating is added to your application data. To select a different type rating, just click on a type rating from the Retrieval List. The new selection will appear in the Selected Item field. To return to the application page without making a selection, click the **Cancel** button.

## Completion of Required Test Information

**Completion Of Required Test**

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

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

Enter Total Time In First Aircraft  Hours

Enter PIC Time In First Aircraft  Hours

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

Enter Total Time In Second Aircraft  Hours

Enter PIC Time In Second Aircraft  Hours

**Select Simulator Level if Applicable**

-Select-

Enter Total Time in Simulator  Hours

**Select Training Device Level if applicable**

-Select-

Enter Total Time in Training Device  Hours

OK CANCEL HELP

### Completion of Required Test

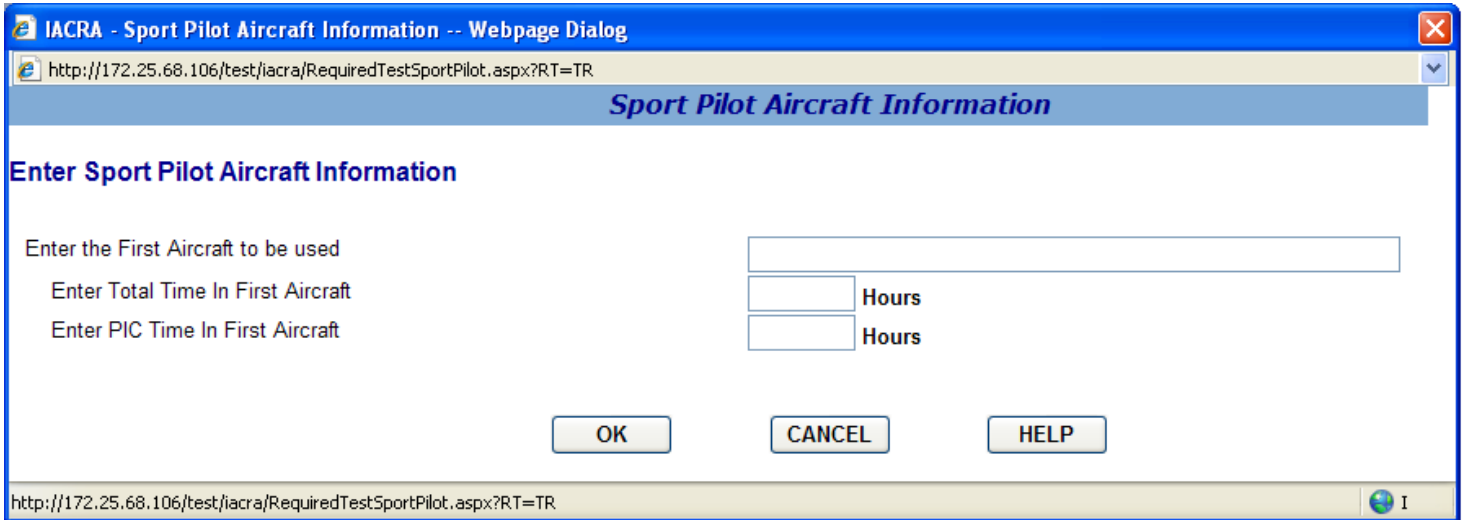
The Completion of Required Test screen allows you to input information for block II.,A. of the Airman Certificate and/or Rating Application.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot-In-Command time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
4. **Click here to select the Second Aircraft to be used if applicable.** You are allowed to take your practical test in two different aircraft. If you are using a second aircraft click this link to enter the second aircraft you will use for your practical test. If you are using only one aircraft, skip this step and steps 5 and 6.

5. **Enter Total Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of flight time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
6. **Enter PIC Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of Pilot In Command time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
7. **Select Simulator Level if Applicable.** If you are using a simulator, select the simulator level from the drop down list box. You must also, enter a first aircraft to be used, even if only training with a simulator.
8. **Enter Total Time In Simulator.** Enter the number of simulator hours in this field. This field is required if you select a simulator in step 7 above.
9. **An Aircraft MMS must be entered (see Step 1) when using Simulator.** When obtaining training through a simulator alone, you just enter an Aircraft MMS that reflects the Simulator type.
10. **Select Training Device Level if Applicable.** If you are using a training device, select the training device level from the drop down list box. You must also, enter a first aircraft to be used.
11. **Enter Total Time In Training Device.** Enter the number of training device hours in this field. This field is required if you select a simulator in step 9 above.

Click OK to add the information you've input on this screen to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## Enter Sport Pilot Information



The screenshot shows a web browser window titled "IACRA - Sport Pilot Aircraft Information -- Webpage Dialog". The address bar shows the URL "http://172.25.68.106/test/iacra/RequiredTestSportPilot.aspx?RT=TR". The page content is titled "Sport Pilot Aircraft Information" and "Enter Sport Pilot Aircraft Information". It contains three input fields: a large text box for "Enter the First Aircraft to be used", a smaller text box for "Enter Total Time In First Aircraft", and another smaller text box for "Enter PIC Time In First Aircraft". To the right of the second and third fields are labels "Hours". At the bottom of the form are three buttons: "OK", "CANCEL", and "HELP". The browser's status bar at the bottom shows the same URL and a globe icon.

### Sport Pilot Completion of Required Test

The Sport Pilot Completion of Required Test screen allows you to input information about the aircraft to be used.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot-In-Command time you have in the aircraft selected in step 1 above.

Click OK to add the information you've input on this screen to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## Select Vintage Aircraft Authorizations

**Single Search/Select**

**Aircraft Authorization Types**

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

s

**Select from the list below:**

Click button to Select Row	Type	Description
<input type="button" value="Select"/>	S-211	SIAl Marchetti S-211
<input type="button" value="Select"/>	SA-J35	Saab J-35 Draken
<input type="button" value="Select"/>	SBD/A24	Douglas DC-A24
<input type="button" value="Select"/>	S-CH53	Sikorski CH-53A/D/E/Sea Stallion/Super Stallion
<input type="button" value="Select"/>	SE-P35	Seversky P-35/AT-12/Guardsman
<input type="button" value="Select"/>	SHAKLTN	Avro Lancaster Shackleton
<input type="button" value="Select"/>	SK-70	Sikorsky Blackhawk Series
<input type="button" value="Select"/>	SO-G2	SOKO G-2 Galeb/Jastreb
<input type="button" value="Select"/>	SPITFIR	Supermarine Spitfire Mk 1 - XV111
<input type="button" value="Select"/>	SW-C3605	Swiss Aircraft Factory C-3605 Schlep

Record Count  Selected Item

http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtTypeRatings

### Single Selection Search for Vintage Aircraft Authorization Types

The Single Selection Search screen for Vintage Aircraft Authorization Types allows you to select a Vintage Aircraft Type to add to your certification data.



### 1. Select Search Criteria

- **By ID or Type** - Select this option to retrieve a list of vintage aircraft types based on the current designation.
- **By Description** - Select this option to retrieve a list of vintage aircraft types based on an aircraft's manufacturer/model.

**2. Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the vintage aircraft type or the aircraft manufacturer/model description (depending on the search criteria you selected in step 1.), and click the **Search** button. For example, if you enter the letter "g" and click **Search**, only aircraft types beginning with the letter "g" appear in the retrieval list. The more characters you enter into the field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the Record Count field below the retrieval list.

- **Selected Item** - The aircraft you select from the Retrieval List will appear in the Selected Item field.
- **Retrieval List** - This is where your search results appear sorted by your selected search criteria.

**3. Click item below to Add to the Selected Item.** Click on an item in this grid that you want to add to your application data. When you select an item it will appear in the **Selected Item** field.

Click OK to add the item from the **Selected Item** field to your application data, or click Cancel to leave the screen without adding any information to your certification application.

## Military Service Information

The screenshot shows a web browser window titled "IACRA - Military Competency -- Webpage Dialog". The address bar shows the URL "http://172.25.68.106/test/iacra/MilitaryCompetency.aspx". The page content is titled "Military Competency" and contains the following form elements:

- Enter data pertaining to your military service.**
- Select Your Military Service:** A dropdown menu.
- Enter Your Date Rated (mm/dd/yyyy):** A text input field with a calendar icon and a red asterisk indicating it is a required field.
- Enter Your Rank or Grade:** A dropdown menu with a red asterisk indicating it is a required field.
- Enter Your Service Number:** A text input field.
- Have you passed an official U.S. Military checkout as pilot-in-command of an aircraft of the category, class, or type and if appropriate for the certificate or rating sought within the past 12 months?** Radio buttons for Yes and No.
- Have you flown 10 pilot-in-command hours during the past 12 months in the category, class, or type of aircraft for which is sought or previously had an official U.S. Military checkout as pilot-in-command of that aircraft?** Radio buttons for Yes and No.
- Have you passed an Instrument Proficiency Check or received authorization for IFR Flight from the U.S. Armed Forces within the preceding 12 calendar months for the Aircraft Category and Class sought?** Radio buttons for Yes and No.
- Buttons:** OK, CANCEL, and HELP.

The URL "http://172.25.68.106/test/iacra/MilitaryCompetency.aspx" is also visible in the footer of the dialog box.

### Military Competency

The Military Competency screen allows you enter information about your military experience.

1. Select your military service from the drop down list box.
2. Enter the date you were rated.
3. Select your Rank or Grade from the drop down list box.
4. Enter your Service Number in the field provided.

Click on OK to add your military information to your certification application, or click Cancel to leave the screen without adding any information to your certification application

## Step 3 – Certificate Held Data

**Federal Aviation Administration** Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Pilots > Sport Pilot > Standard > Far 61 - Completion Of Required Test > Original Issuance

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

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

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

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

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

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

The Certificate Held Data screen is a check to see if you currently have or have ever held an FAA pilot certificate. Depending on whether you answer Yes or No to the question, "Do you now hold or have you ever held an FAA pilot Certificate?" you are asked to provide additional information on current certificates or you are required to answer a questions about your military or foreign pilot experience.

### Answering Yes to "Do you now hold or have you ever held an FAA Pilot Certificate?"

Select Yes or No. (NOTE: a student pilot certificate is a "Pilot Certificate".) If you select Yes to the question, you are required to fill in information for all of the certificate types that you currently hold. The following links appear:

**Click here if you hold a Foreign Pilot License** - This link makes the **Foreign License Information** screen appear.

1. **Enter your license number** - Enter your pilot license number in the corresponding field. Copy the number directly from your license to ensure accuracy.
2. **Enter the issuing Country** - Click the link to select the Country that issued your Foreign License.

3. **Select the grade of certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of foreign license you hold will allow you to enter your category class ratings for that license. Select all Category/Class ratings that apply to your foreign license.
4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of foreign license you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your foreign license.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT foreign license information** link that now appears.

**Click here if you hold a US Restricted Pilot Certificate** - This link makes the **US Restricted Pilot Certificate Information** screen appear.

1. **Enter your pilot certificate number** - Enter your US restricted pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy.
2. **Enter the Date of Issuance** - Enter the date your US restricted pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Restricted Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Restricted Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Restricted Certificate.
4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Restricted Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Restricted Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT US Restricted Pilot Certificate information** link that now appears.

**Click here if you hold a US Standard Pilot Certificate** - This link makes the **US Standard Pilot Certificate Information** screen appear.

1. **Enter your US Standard Pilot Certificate number** - Enter your US standard pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number.
2. **Enter the Date of Issuance** - Enter the date your US standard pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Standard Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Standard Pilot Certificate.

4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Standard Pilot Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT US Standard Pilot Certificate information** link that now appears.

---

**Answering No to "Do you now hold or have you ever held an FAA pilot Certificate?"**


If you select No to the question, two more questions appear that require you to select a Yes or No answer.

**"Do you have a 10 PIC hours military experience that qualifies you for the issuance of a Commercial Pilot Certificate?"** Select Yes or No.

**"Have you passed an Instrument Proficiency Check or received authorization for IFT Flight from the US Armed Forces within the preceding 12 calendar months for the Aircraft Category and Class sought?"** Select Yes or No.

If you select No to either of the military experience questions, another question appears asking **"Do you hold a Foreign Pilot License of Private grade or higher without ICAO limitations?"** Select Yes or No.

## Step 4 – Supplementary Data



**Federal Aviation  
Administration**

[Log Out](#)  
[Help](#)

✔ 1. Personal Information

✘ 2. Certificate Sought

✔ 3. Certificate Held

✘ 4. **Supplemental Data**


✘ 5. Aeronautical Experience

○ 6. Summary

**Path: Pilots > Sport Pilot > Standard > Far 61 - Completion Of Required Test > Original Issuance**

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


Do you hold a Medical Certificate?  Yes  No

Enter the date of issue of your Medical Certificate. (mm/dd/yyyy)  

Select the certificate class.  First  Second  Third

Enter the Examiners name.

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

Enter your date of conviction.  

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

Are there medical reasons why you are unable to read speak, write, & understand the English language?  Yes  No

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

Enter the number of failures.

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The Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more data.

- **Do you hold a medical certificate?**

Answering **Yes** - Causes the following input fields to display:

- Enter the date of issue of your medical certificate.- Enter the date that your medical certificate was issued to you.
- Select the certificate class. - Your choices are First, Second, or Third.
- Enter the Examiner's name. - In the field provided, enter the full name of the person who acted as your Examiner. Enter the name as shown on your medical certificate.

Answering **No** - Proceed to next question.

- **Have you ever been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation which has not been adjudicated, click the "No" radio button.

Answering **Yes** - Causes the following input field to display:

- Enter the date of conviction. - Enter the date in the mm/dd/yyyy format.

Answering **No** - Proceed to the next question.

- **Do you read, speak, write, and understand the English language?**

Answering **Yes** - Proceed to the next question.

Answering **No** - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language? - Answer **Yes** or **No** and proceed to the next question.


- **Have you failed a test for this certificate or rating?**

Answering **Yes** - Causes the following input field to display:

- Enter the number of failures. - Enter the number of times you have not passed the test for this certificate or rating in the field provided. This number can be found on your last Notice Of Disapproval.

Answering **No** - Proceed to Step 5, Aeronautical Experience.

## Step 5 – Aeronautical Experience



**Federal Aviation  
Administration**

[Log Out](#)

[Help](#)

1. Personal Information

2. Certificate Sought

3. Certificate Held

4. Supplemental Data

5. Aeronautical Experience

6. Summary

Path: Pilots > Sport Pilot > Standard > Far 61 - Completion Of Required Test > Original Issuance

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

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

\* At least one field is required

Aeronautical Experience Grid

	Airplanes	Rotorcraft (Gyroplane Only)	Gliders	Lighter than Air	Weight- Shift Control	Powered Parachute
Total						
Instruction Received						
Solo						
Pilot in Command	PIC SIC	PIC SIC				
Cross Country Instruction Received						
Cross Country Solo						
Cross Country Pilot in Command	PIC SIC	PIC SIC				
Instrument						
Night Instruction Received						
Night Take-off / Landing						
Night Pilot in Command	PIC SIC	PIC SIC				
Night Take-off / Landing Pilot in Command	PIC SIC	PIC SIC				
Number of Flights						
Number of Aero- Tows						
Number of Ground Launches						
Number of Powered Launches						

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The Aeronautical Experience screen shows 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.

**Note:** The small island question (Are you a pilot based on a small island?) ***MUST BE ANSWERED!***


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.

**Note:** The white areas indicate fields to which values can be added. The blue areas indicate areas that are not accessible or relevant.

To use the Aeronautical Experience grid, simply select the block in which you want to place data and enter the data. When you have finished filling in all relevant information, continue to Step 6, Summary.







If you need help in filling out the Aeronautical Experience grid, see your Recommending Instructor. Do not submit the application in Step 6 until you are sure that your hours are entered correctly.

## Step 6 – Summary Page



Federal Aviation  
Administration

Log Out  
Help

1. Personal Information  2. Certificate Sought  3. Certificate Held  4. Supplemental Data  5. Aeronautical Experience  6. Summary 

Path: Pilots > Sport Pilot > Standard > Far 61 - Completion Of Required Test > Original Issuance

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

**Review Applicant's Certificate Summary**

REVIEW APPLICATION

SUBMIT APPLICATION

Previous

**Tips for IACRA Applicants**

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

Email: [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov)

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

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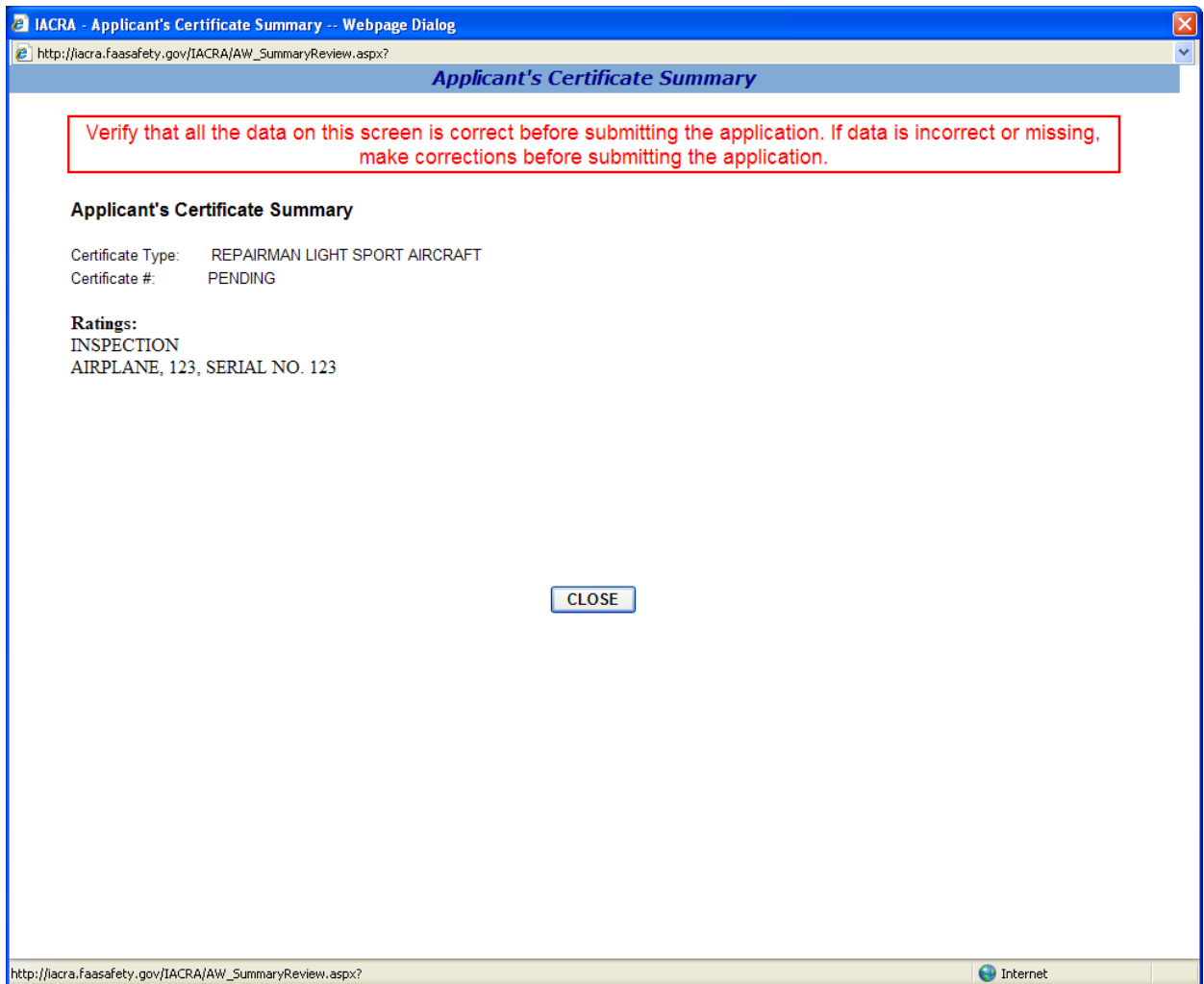
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The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

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.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

Click the **Review Applicant's Certificate Summary** button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.



Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

Click the **Submit Application** button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

http://172.25.68.106/est/iacra/ProcessForm.aspx?guid=b35cb322-9f68-4ef1-8c80-78e2c3e79f6e8.docu Windows Internet Explorer

Save a Copy Search Select 100% x

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

Department of Transportation Federal Aviation Administration **Airman Certificate and/or Rating Application**

I Application Information  Student  Recreational  Private  Commercial  Airline Transport  Instrument  
 Additional Rating  Airplane Single-Engine  Airplane Multengine  Rotorcraft  Balloon  Airship  Glider  Powered-Lift  
 Flight Instructor Initial \_\_\_\_\_ Renewal \_\_\_\_\_ Reinstatement \_\_\_\_\_ Additional Instructor \_\_\_\_\_ Ground Instructor \_\_\_\_\_  
 Medical Flight Test  Reexamination  Reissuance of certificate  Other \_\_\_\_\_

A. Name (Last, First Middle) PILOT TEST NMMM B. SSN (US only) NONE C. Date of Birth 1/29/1965 D. Place of Birth OK OK USA

E. Address 1234 A F. Citizenship (Citizenship) Specify  USA  Other G. Do you read, speak, write, & understand the English language?  Yes  No

City, State, Zip Code OK OK 7 H. Height 72 In I. Weight 200 lbs J. Hair BLOND K. Eyes BROWN L. Sex  Male  Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate?  Yes  No N. Grade Pilot Certificate O. Certificate Number P. Date Issued

Q. Do you hold a Medical Certificate?  Yes  No R. Class of Certificate SECOND CLASS MEDICAL S. Date Issued 11/29/2007 T. Name of Examiner DR PHILES

U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?  Yes  No V. Date of Final Conviction

II Certificate or Rating Applied For on Basis of:

A. Completion of Required Test 1. Aircraft to be used (if flight test required) 2a. Total Time in this aircraft (SIM/FTD) 2b. Pilot in Command  
 1) 2) 1) 2) hours 1) 2) hours  
 (SIM) (FTD)

B. Military Competence Obtained In 1. Service 2. Date Rated 3. Rank or Grade and Service Number  
 4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft. 4b. US Military PIC & Instrument Check

C. Graduate of Approved Course 1. Name and Location of Training Agency or Training Center 1a. Certification Number  
 2. Curriculum Exam Which Graduated 3. Date

Done Unknown Zone

**Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.**

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

## 13. Instructor Application Steps

### Step 2 – Certificate Sought Data

Federal Aviation Administration

Log Out  
Help

1. Personal Information (✓) 2. Certificate Sought (✗) 3. Certificate Held (✗) 4. Supplemental Data (✗) 5. Aeronautical Experience (✗) 6. Summary (✗)

Path: Instructors > Flight Instructor > Standard > Far 61 - Completion Of Required Test

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

1) Select the type of Certificate you are applying for

2) Select Restricted or Standard

3) Select the certificate Basis

4) Select the type of Issuance

5) Click on the applicable links below to enter data about the certificate you are seeking

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

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

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The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists. The selections in remaining drop-down lists can change or become active/inactive based on each selection made.

#### Select the type of Certificate you are applying for

Select from the following choices:

- Flight Instructor
- Ground Instructor
- Authorized Instructor
- Flight Instructor Sport Pilot

Based on the selection type you make, IACRA indicates the rest of the selections that you need to make from the remaining drop-down lists by adding "**\* Required Field**" in red or IACRA fills in the required drop-down lists automatically.

For example, selecting Private Pilot makes the **Select Restricted or Standard** drop-down list active because this choice is necessary when seeking a private pilot certification. However, if you selected Recreational Pilot as the certification type, the Standard option is filled in automatically with 'Standard' in the **Select Restricted or Standard** drop-down list because it is the only option for a Recreational Pilot.

### Select Restricted or Standard

This drop-down list becomes active if you are required to select whether the certification you are seeking is restricted or standard. The restricted certification can have different designations depending on the type of certificate chosen. For example, a private pilot can have a Restricted (Foreign-Based - FAR 61.75) rating or Restricted rating where then the U.S. Test Passed Rating is required.

- Standard
- Restricted Foreign Based - [FAR 61.75](#)
- Restricted Special Purpose - [FAR 61.77](#)

### Select the Certificate Basis

The **Certificate Basis** drop-down list becomes active when IACRA indicates that you need to select the basis by which the certificate was obtained. Like the other drop-down lists, this list changes based on previous selections. For example, while a Recreational Pilot with an Standard certificate can select FAR 61 - Completion of Required Test or a FAR 141 - Graduate of Approved Course, an Air Transport Pilot with an Standard certificate can select from any of the following school/training designations:

- FAR 61 - Completion of Required Test
- FAR 141 - Graduate of Approved Course
- FAR 142 - Graduate of Approved Course
- Air Carrier Training Program
- Military Competency
- Using Ultra light Hours

### Select the Type of Issuance

The **Type of Issuance** drop-down list is where you indicate whether the certificate is an original issuance or is an additional issuance/type rating to an existing certificate.

Based on the selections made in previous drop-down lists, the options here can be any of the following:

- Original Issuance
- Added Category/Class Rating
- Added Type Rating
- Renewal
- Reinstatement

## Links

Based on selections made in the drop-down lists, different links appear that require you to click them in order to input additional information regarding a specific option. You must fill in information for each link that appears in order for your application to be considered complete.

- **Click here to enter the Sport Pilot Information** - This link activates the **Sport Pilot Aircraft Information** screen where you enter the type of aircraft you are adding a rating for, the number of hours of total time spent in the aircraft. Select OK to continue.
- **Click here to enter the Completion of Required Test Information** - This link activates the **Completion of Required Test** screen where you enter the type of aircraft you are adding a rating for, the number of hours of total time spent in the aircraft, the number of hours in a simulator, and/or the number of hours spent in a training device. Designate the training device type as well and select OK to continue.
- **Click here to enter the Military Service Information** - Access this link to make the **Military Competency** screen appear. Enter the required information and click OK to continue.
- **Click here to Select Category/Class Ratings** - Access this link to make the **Rating Type** screen appear. Select the item you want and click the ADD > button to add it to the field at the right. When you have entered all of the type ratings or aircraft you need, click OK to continue.
- **Click here to Select the Type Ratings** - This link activates the Aircraft Type Ratings screen where you select the type rating you are seeking to add. Type ratings are aircraft you add to a certificate. ex. CE-500 is a Cessna Citation type rating added to your Private, Commercial, or ATP certificate. To use this screen, enter a letter, for example, g, into the search field and select Search. The list of Type Ratings will appear. Select the item you want and click the ADD > button to add it to the field at the right. When you have entered all of the type ratings that apply, click OK to continue.

Note!! "**Select the Type Ratings**" is optional unless Type of Issuance is "Added Type Rating". Only choose this option if you have trained and are applying for a specific Aircraft Type to be added to your Pilot Certificate.

- Refer to Part 61.5(b)(7)  
(7) Aircraft type ratings—
  - (i) Large aircraft other than lighter-than-air.
  - (ii) Turbojet-powered airplanes.
  - (iii) Other aircraft type ratings specified by the Administrator through the aircraft type certification procedures.
  - (iv) Second-in-command pilot type rating for aircraft that is certificated for operations with a minimum crew of at least two pilots.
- Refer to Part 61.63(d)  
(d) *Additional type rating*. Except as specified in paragraph (d)(7) of this section, a person who applies for an additional aircraft type rating to be added on a pilot certificate, or the addition of an aircraft type rating that is accomplished concurrently with an additional aircraft category or class rating:



- (1) Must hold or concurrently obtain an instrument rating that is appropriate to the aircraft category, class, or type rating sought;
- (2) Must have an endorsement in his or her logbook or training record from an authorized instructor, and that endorsement must attest that the applicant has been found competent in the aeronautical knowledge areas appropriate to the pilot certificate for the aircraft category, class, or type rating sought;
- (3) Must have an endorsement in his or her logbook, or training record from an authorized instructor, and that endorsement must attest that the applicant has been found proficient in the areas of operation required for the issuance of an airline transport pilot certificate for the aircraft category, class, and type rating sought;
- (4) Must pass the required practical test appropriate to the airline transport pilot certificate for the aircraft category, class, and type rating sought;
- (5) Must perform the practical test in actual or simulated instrument conditions, unless the aircraft's type certificate makes the aircraft incapable of operating under instrument flight rules. If the practical test cannot be accomplished for this reason, the person may obtain a type rating limited to "VFR only." The "VFR only" limitation may be removed for that aircraft type when the person passes the practical test in actual or simulated instrument conditions. When an instrument rating is issued to a person who holds one or more type ratings, the type ratings on the amended pilot certificate shall bear the "VFR only" limitation for each aircraft type rating for which the person has not demonstrated instrument competency;
- (6) Need not take an additional knowledge test, provided the applicant holds an airplane, rotorcraft, powered-lift, or airship rating on their pilot certificate; and
- (7) In the case of a pilot employee of a certificate holder operating under part 121 or 135 of this chapter or of a fractional ownership program manager under subpart K of part 91 of this chapter, must have—
  - (i) Met the appropriate requirements of paragraphs (d)(1), (d)(4), and (d)(5) of this section for the aircraft type rating sought; and
  - (ii) Received an endorsement in his or her flight training record from the certificate holder or program manager attesting that the applicant has completed the certificate holder's or program manager's approved ground and flight training program appropriate to the aircraft type rating sought.

## Select Category/Class Ratings

IACRA - Single Selection Search -- Webpage Dialog
✕

http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtCategoryCls

Single Search/Select

### Category/Class Ratings

Select Search Criteria

By ID or Type

By Description

Enter 1 or more characters and Click Search

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

Select from list below:

Click button to Select Row	Description
<input type="button" value="Select"/>	AIRPLANE LAND
<input type="button" value="Select"/>	AIRPLANE SEA
<input type="button" value="Select"/>	GLIDER
<input type="button" value="Select"/>	GYROPLANE
<input type="button" value="Select"/>	LTA AIRSHIP
<input type="button" value="Select"/>	LTA FREE BALLOON
<input type="button" value="Select"/>	POWERED PARACHUTE LAND
<input type="button" value="Select"/>	POWERED PARACHUTE SEA
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL LAND
<input type="button" value="Select"/>	WEIGHT SHIFT CONTROL SEA

Record Count 
Selected Item

http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtCategoryClass

### Single Selection Search for Category / Class Ratings

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.

**Note:** You cannot select the search criteria by which to locate different Category/Class ratings or click on the Search button, because all applicable ratings are automatically displayed in the Retrieval List.

4. Select the applicable Category/Class rating from the Retrieval List. Your selection will appear in the Selected Item text box.
5. Click the OK button to add your selected Category/Class Rating to your certification data, or
6. Click the Cancel button to return to the main screen without making a selection.

## Completion of Required Test Information

### Completion of Required Test

The Completion of Required Test screen allows you to input information for block II.,A. of the Airman Certificate and/or Rating Application.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot In Command time you have in the aircraft selected in step 1 above. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
4. **Click here to select the Second Aircraft to be used if applicable.** You are allowed to take your practical test in two different aircraft. If you are using a second aircraft click this link to enter the second aircraft you will use for your practical test. If you are using only one aircraft, skip this step and steps 5 and 6.

5. **Enter Total Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of flight time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
6. **Enter PIC Time In Second Aircraft.** If you are using a second aircraft for your practical tests, enter the total amount of Pilot In Command time you have in the aircraft selected in step 4 above. If you are using only one aircraft, leave this field blank.
7. **Select Simulator Level if Applicable.** If you are using a simulator, select the simulator level from the drop down list box. You must also, enter a first aircraft to be used, even if only training with a simulator.
8. **Enter Total Time In Simulator.** Enter the number of simulator hours in this field. This field is required if you select a simulator in step 7 above.
9. **An Aircraft MMS must be entered (see Step 1) when using Simulator.** When obtaining training through a simulator alone, you just enter an Aircraft MMS that reflects the Simulator type.
10. **Select Training Device Level if Applicable.** If you are using a training device, select the training device level from the drop down list box. You must also, enter a first aircraft to be used.
11. **Enter Total Time In Training Device.** Enter the number of training device hours in this field. This field is required if you select a simulator in step 9 above.

Click OK to add the information you've input on this screen to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## Enter Sport Pilot Information

IACRA - Sport Pilot Aircraft Information -- Webpage Dialog

http://172.25.68.106/test/iacra/RequiredTestSportPilot.aspx?RT=TR

**Sport Pilot Aircraft Information**

**Enter Sport Pilot Aircraft Information**

Enter the First Aircraft to be used

Enter Total Time In First Aircraft  Hours

Enter PIC Time In First Aircraft  Hours

OK CANCEL HELP

http://172.25.68.106/test/iacra/RequiredTestSportPilot.aspx?RT=TR

### Sport Pilot Completion of Required Test

The Sport Pilot Completion of Required Test screen allows you to input information about the aircraft to be used.

1. **Click here to select First Aircraft to be used.** Click this link to enter the aircraft you will use for your practical test. This field is REQUIRED for applications based on Federal Aviation Regulations (FAR) Part 61.
2. **Enter Total Time In First Aircraft.** Enter the total amount of flight time you have in the aircraft selected in step 1 above.
3. **Enter PIC Time In First Aircraft.** Enter the Pilot-In-Command time you have in the aircraft selected in step 1 above.

Click OK to add the information you've input on this screen to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## Step 3 – Certificate Held Data

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor > Standard > Far 61 - Completion Of Required Test > Original Issuance

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

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

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

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

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

The Certificate Held Data screen is a check to see if you currently have or have ever held an FAA pilot certificate. Depending on whether you answer Yes or No to the question, "Do you now hold or have you ever held an FAA pilot Certificate?" you are asked to provide additional information on current certificates or you are required to answer a questions about your military or foreign pilot experience.

### Answering Yes to "Do you now hold or have you ever held an FAA Pilot Certificate?"

Select Yes or No. (NOTE: a student pilot certificate is a "Pilot Certificate".) If you select Yes to the question, you are required to fill in information for all of the certificate types that you currently hold. The following links appear:

**Click here if you hold a Foreign Pilot License** - This link makes the **Foreign License Information** screen appear.

2. **Enter your license number** - Enter your pilot license number in the corresponding field. Copy the number directly from your license to ensure accuracy.
2. **Enter the issuing Country** - Click the link to select the Country that issued your Foreign License.

3. **Select the grade of certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of foreign license you hold will allow you to enter your category class ratings for that license. Select all Category/Class ratings that apply to your foreign license.
5. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of foreign license you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your foreign license.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT Foreign license information** link that now appears.

**Click here if you hold a US Restricted Pilot Certificate** - This link makes the **US Restricted Pilot Certificate Information** screen appear.

2. **Enter your pilot certificate number** - Enter your US restricted pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy.
2. **Enter the Date of Issuance** - Enter the date your US restricted pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Restricted Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Restricted Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Restricted Certificate.
4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Restricted Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Restricted Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT US Restricted Pilot Certificate information** link that now appears.

**Click here if you hold a US Standard Pilot Certificate** - This link makes the **US Standard Pilot Certificate Information** screen appear.

2. **Enter your US Standard Pilot Certificate number** - Enter your US standard pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number.
2. **Enter the Date of Issuance** - Enter the date your US standard pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Standard Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Standard Pilot Certificate.



4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Standard Pilot Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the **Click here to EDIT US Standard Pilot Certificate information** link that now appears.

---

**Answering No to "Do you now hold or have you ever held an FAA pilot Certificate?"**


If you select No to the question, two more questions appear that require you to select a Yes or No answer.

**"Do you have a 10 PIC hours military experience that qualifies you for the issuance of a Commercial Pilot Certificate?"** Select Yes or No.

**"Have you passed an Instrument Proficiency Check or received authorization for IFT Flight from the US Armed Forces within the preceding 12 calendar months for the Aircraft Category and Class sought?"** Select Yes or No.

If you select No to either of the military experience questions, another question appears asking **"Do you hold a Foreign Pilot License of Private grade or higher without ICAO limitations?"** Select Yes or No.

## Step 4 – Supplementary Data



**Federal Aviation  
Administration**

[Log Out](#)  
[Help](#)

1. Personal Information


2. Certificate Sought

3. Certificate Held

4. Supplemental Data

5. Aeronautical Experience


6. Summary



**Path: Instructors > Flight Instructor > Standard > Far 61 - Completion Of Required Test > Original Issuance**

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


Do you hold a Medical Certificate?  Yes  No

Enter the date of issue of your Medical Certificate.  
(mm/dd/yyyy)  

Select the certificate class.  First  Second  Third

Enter the Examiners name.

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

Enter your date of conviction.  

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

Are there medical reasons why you are unable to read speak, write, & understand the English language?  Yes  No

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

Enter the number of failures.

Previous

Next

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The Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more data.

- **Do you hold a medical certificate?**

Answering **Yes** - Causes the following input fields to display:

- Enter the date of issue of your medical certificate.- Enter the date that your medical certificate was issued to you.
- Select the certificate class. - Your choices are First, Second, or Third.
- Enter the Examiner's name. - In the field provided, enter the full name of the person who acted as your Examiner. Enter the name as shown on your medical certificate.

Answering **No** - Proceed to next question.

- **Have you ever been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation which has not been adjudicated, click the "No" radio button.

Answering **Yes** - Causes the following input field to display:

- Enter the date of conviction. - Enter the date in the mm/dd/yyyy format.

Answering **No** - Proceed to the next question.

- **Do you read, speak, write, and understand the English language?**

Answering **Yes** - Proceed to the next question.

Answering **No** - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language? - Answer **Yes** or **No** and proceed to the next question.

- **Have you failed a test for this certificate or rating?**

Answering **Yes** - Causes the following input field to display:

- Enter the number of failures. - Enter the number of times you have not passed the test for this certificate or rating in the field provided. This number can be found on your last Notice Of Disapproval.

Answering **No** - Proceed to Step 5, Aeronautical Experience.

## Step 5 – Aeronautical Experience



Federal Aviation Administration

[Log Out](#)

[Help](#)

- 1. Personal Information
- 2. Certificate Sought
- 3. Certificate Held
- 4. Supplemental Data
- 5. Aeronautical Experience
- 6. Summary

Path: Instructors > Flight Instructor > Standard > Far 61 - Completion Of Required Test > Original Issuance

Enter any flight hours for this application into the Aeronautical Experience Grid, if applicable.

\* At least one field is required

**Aeronautical Experience Grid**

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

Previous

Next

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The Aeronautical Experience screen shows 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.

**Note:** The small island question (Are you a pilot based on a small island?) ***MUST BE ANSWERED!***

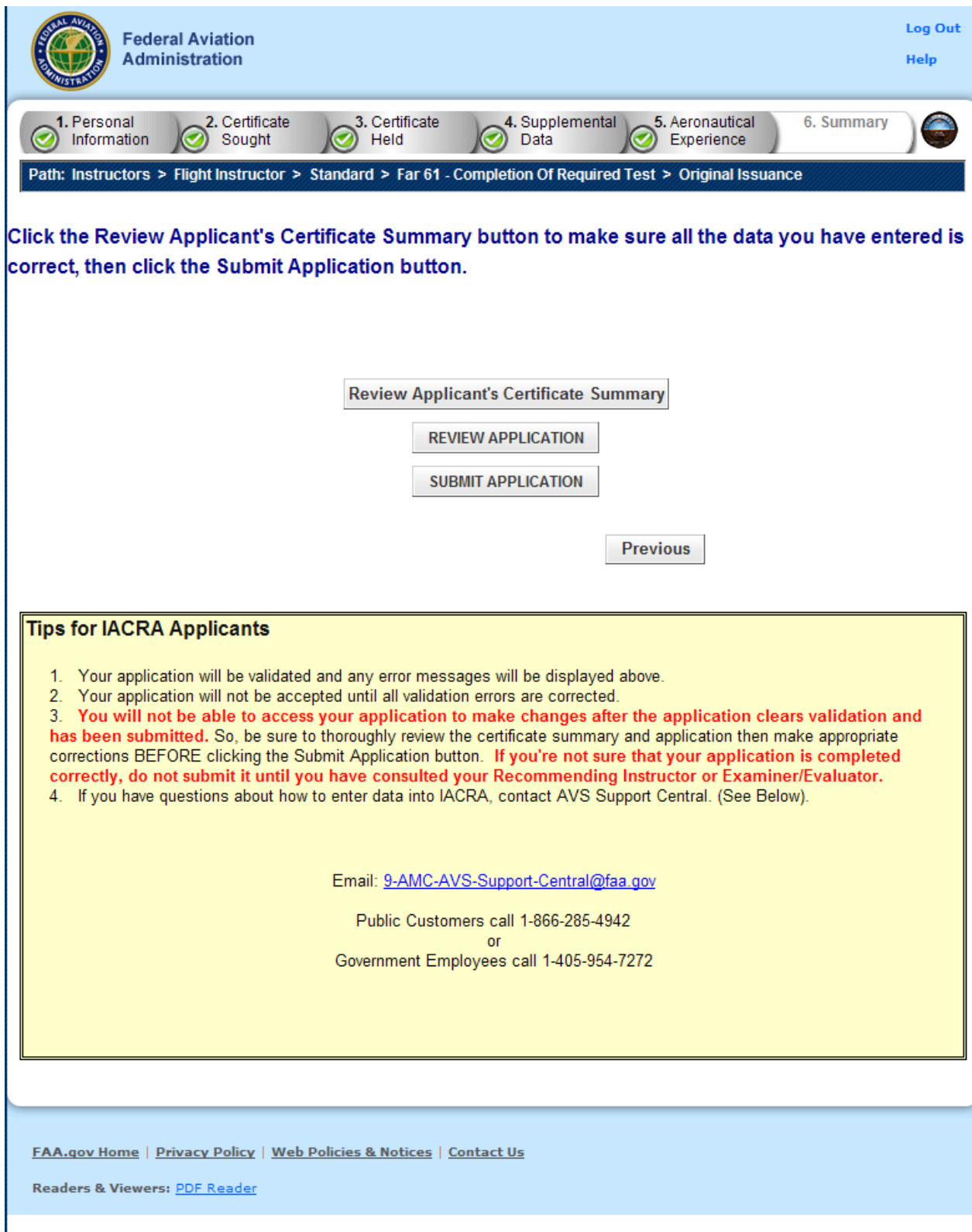
The minimum pilot experience required by the appropriate regulation must be entered. It is recommended, however, that ALL pilot time be entered. Night flying must be entered when required. You should fill in the blocks that apply and ignore the blocks that do not. Second In Command "SIC" time used may be entered in the appropriate blocks. Flight Simulator, Flight Training Device and PCATD time may be entered in the blocks provided.

**Note:** The white areas indicate fields to which values can be added. The blue areas indicate areas that are not accessible or relevant.

To use the Aeronautical Experience grid, simply select the block in which you want to place data and enter the data. When you have finished filling in all relevant information, continue to Step 6, Summary.

If you need help in filling out the Aeronautical Experience grid, see your Recommending Instructor. Do not submit the application in Step 6 until you are sure that your hours are entered correctly.

## Step 6 – Summary Page



The screenshot shows the FAA IACRA Summary Page. At the top left is the Federal Aviation Administration logo. To its right is the text "Federal Aviation Administration". In the top right corner are links for "Log Out" and "Help". Below this is a progress bar with six steps: 1. Personal Information, 2. Certificate Sought, 3. Certificate Held, 4. Supplemental Data, 5. Aeronautical Experience, and 6. Summary. Steps 1-5 have green checkmarks, and step 6 is highlighted. Below the progress bar is a breadcrumb trail: "Path: Instructors > Flight Instructor > Standard > Far 61 - Completion Of Required Test > Original Issuance". The main content area contains the instruction: "Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button." Below this are three buttons: "Review Applicant's Certificate Summary", "REVIEW APPLICATION", and "SUBMIT APPLICATION". A "Previous" button is located to the right. A yellow box titled "Tips for IACRA Applicants" contains four numbered tips. At the bottom of the page are links for "FAA.gov Home", "Privacy Policy", "Web Policies & Notices", and "Contact Us", along with "Readers & Viewers: PDF Reader".

**1. Personal Information** **2. Certificate Sought** **3. Certificate Held** **4. Supplemental Data** **5. Aeronautical Experience** **6. Summary**

Path: Instructors > Flight Instructor > Standard > Far 61 - Completion Of Required Test > Original Issuance

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

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Previous

**Tips for IACRA Applicants**

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

Email: [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov)

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

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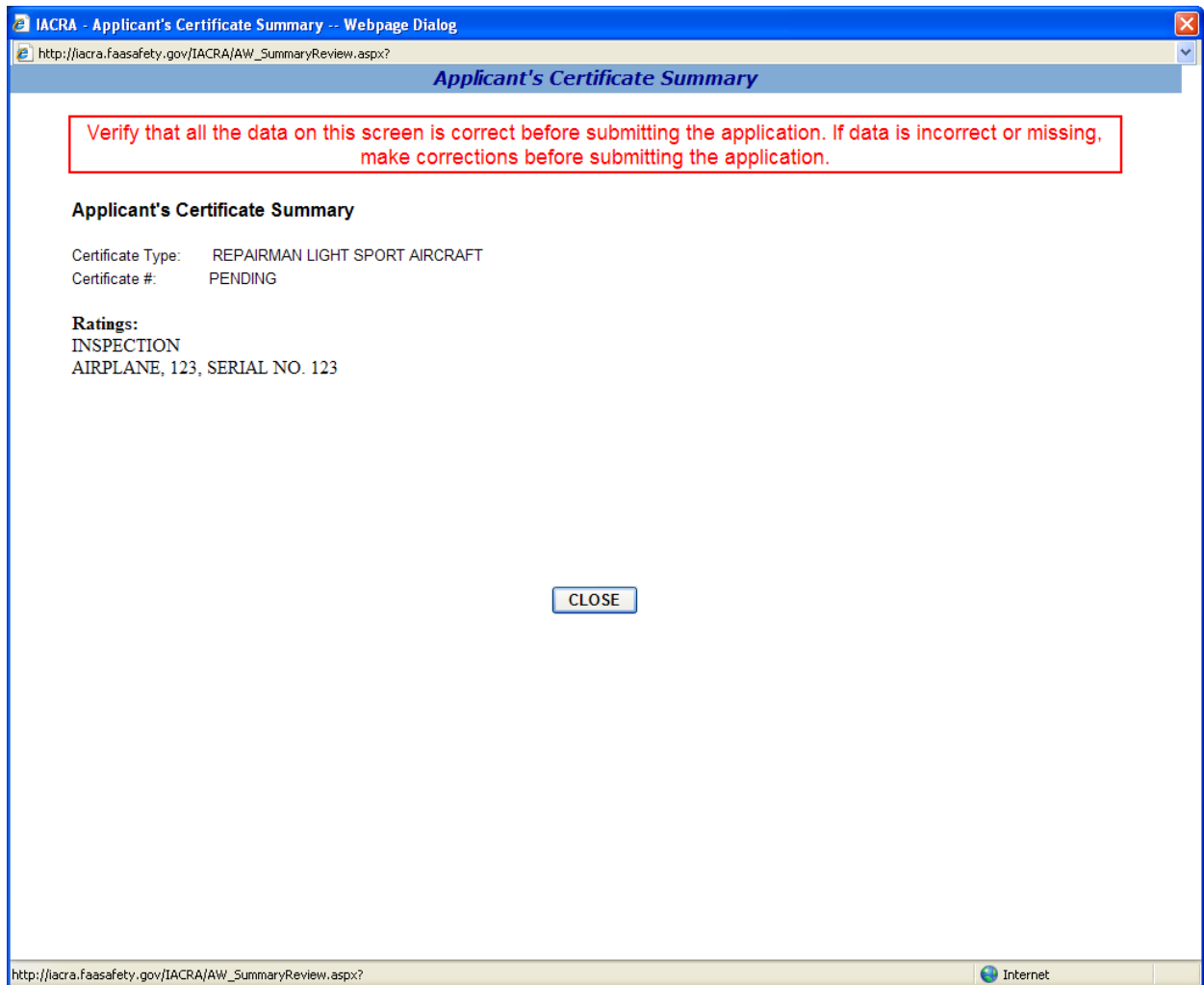
Readers & Viewers: [PDF Reader](#)

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.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

Click the **Review Applicant's Certificate Summary** button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.



Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

Click the **Submit Application** button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.



http://172.25.68.106/est/iacra/ProcessForm.aspx?guid=55f5a131-dfa7-4249-87ba-7bdeed730fe8.docu - Windows Internet Explorer

Save a Copy Search Select 100% Adobe Reader 7.0

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

Department of Transportation  
Federal Aviation Administration

### Airman Certificate and/or Rating Application

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

A. Name (Last, First Middle) B. SSN (US only) C. Date of Birth D. Place of Birth  
 PILOT TEST NMNM NONE 1/29/1965 OK OK USA

E. Address F. Citizenship (Citizenship) Specify G. Do you read, speak, write, & understand the English language?  
 1234 A  USA  Other  Yes  No

City, State, Zip Code H. Height I. Weight J. Hair K. Eyes L. Sex  
 OK OK 7 72 in. 200 lbs. BLOND BROWN  Male  Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate?  Yes  No N. Grade Pilot Certificate O. Certificate Number P. Date Issued  
 Yes  No COMMERCIAL PILOT RTYRTY4 1/7/2008

Q. Do you hold a Medical Certificate?  Yes  No R. Class of Certificate S. Date Issued T. Name of Examiner  
 Yes  No FIRST CLASS MEDICAL 1/7/2008 FDGH

U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?  Yes  No V. Date of Final Conviction

II Certificate or Rating Applied For on Basis of:

A. Completion of Required Test 1. Aircraft to be used (if flight test required) 2a. Total Time in this aircraft SIM/FTD 2b. Pilot in Command  
 1) EAA-90-90 2) SIM) FTD) hours 1) 2) hours

B. Military Competence Obtained In 1. Service 2. Date Rated 3. Rank or Grade and Service Number  
 4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft. 4b. US Military PIC & Instrument Check

C. Graduate of Approved Course 1. Name and Location of Training Agency or Training Center 1a. Certification Number  
 2. Curriculum From Which Graduated 2. Date

**Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.**

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

## 14. Recommending Instructor Process Overview

### Recommending Instructor Retrieve Application

Enter Applicant's FTN

Select the appropriate application from the grid below, then Click the Continue button.

Click button to Select Row	Last Name	First Name	Middle Name	Suffix	Application Date	Certificate Type	ApplicationID
<input type="button" value="Select"/>	ONE	TEST	USER	SR	6/2/2009	COMMERCIAL PILOT	26011
<input type="button" value="Select"/>	ONE	TEST	USER	SR	4/20/2009	SPORT PILOT	25832
<input type="button" value="Select"/>	ONE	TEST	USER	SR	4/15/2009	PRIVATE PILOT	25810
<input type="button" value="Select"/>	ONE	TEST	USER	SR	3/31/2009	GROUND INSTRUCTOR	25785
<input type="button" value="Select"/>	ONE	TEST	USER	SR	3/31/2009	GROUND INSTRUCTOR	25784

1 2 3 4 5 ...

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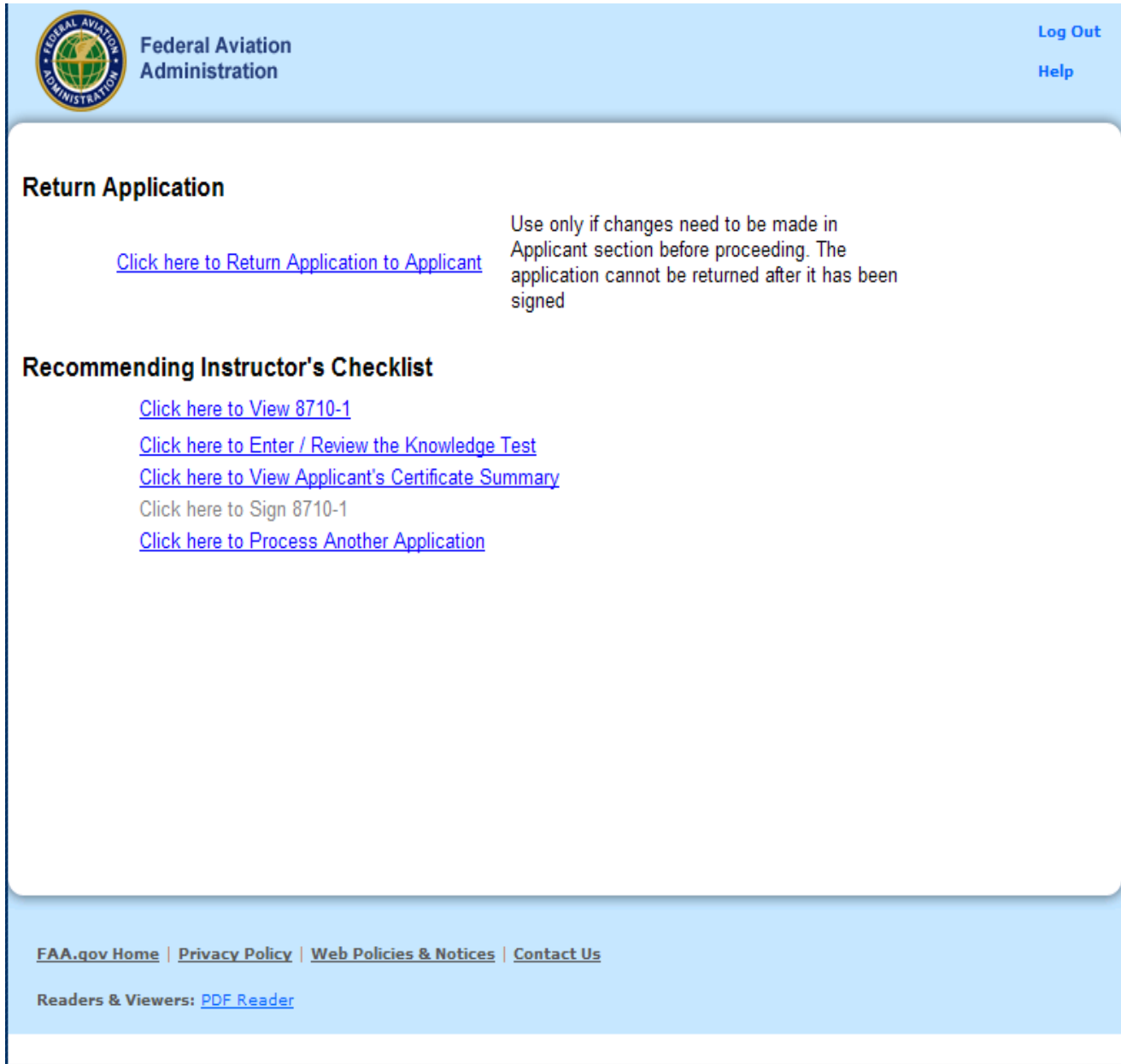
This screen allows the Recommending Instructor to retrieve the applicant's submitted application.

**Note!!** The applicant must have clicked the Submit Application button in Step 6 of the application process in order to retrieve the application. If the applicant has not yet submitted his application, have the applicant log into IACRA and complete the application process.

1. Type the applicants FTN number in the Enter Applicant's FTN text box and click the Find Application(s) button. All applications that have been submitted by the applicant will appear in a selection grid.
2. In the selection grid, find the applicant's current application and click the Select button that corresponds to the application. The application you selected will be highlighted and the Next button and the Reset Application button will be enabled.
3. Click on the Continue button to proceed with the Recommending Instructor process.

## Recommending Instructor Checklist

This screen allows the Recommending Instructor to either reset the application, or process the application.



The screenshot displays the Federal Aviation Administration (FAA) IACRA web interface. At the top left is the FAA logo, and to its right is the text "Federal Aviation Administration". In the top right corner, there are links for "Log Out" and "Help". The main content area is titled "Return Application" and contains a blue hyperlink: "Click here to Return Application to Applicant". To the right of this link is a warning: "Use only if changes need to be made in Applicant section before proceeding. The application cannot be returned after it has been signed". Below this is the section "Recommending Instructor's Checklist" with five blue hyperlinks: "Click here to View 8710-1", "Click here to Enter / Review the Knowledge Test", "Click here to View Applicant's Certificate Summary", "Click here to Sign 8710-1", and "Click here to Process Another Application". At the bottom of the page, there is a footer with links for "FAA.gov Home", "Privacy Policy", "Web Policies & Notices", and "Contact Us", followed by "Readers & Viewers: PDF Reader".

## Resetting the Application

When the Recommending Instructor retrieves the application, it has been locked so that no changes can be made to the applicant's information. If upon examination of the application, the Recommending Instructor finds that the applicant's information is not correct, it will be necessary to unlock the application so that the applicant can log into IACRA and make the required changes. When the applicant finishes making corrections, the applicant must submit the application again (Step 6 in the application

process). IACRA will revalidate the corrected information and, if there are no validation errors, lock the application. The Recommending Instructor will then be able to retrieve the corrected application and complete processing. IACRA has been designed to allow only validated applications to be processed by the Recommending Instructor.

**Note!!** Resetting the application cannot be done after the Recommending Instructor has signed the application. Therefore, it is necessary for the Recommending Instructor to review the application carefully before signing.

### Processing 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, review the applicant's knowledge test results, and sign the Instructor's Recommendation section of the application form.

**Click here to view the 8710-1**

Click on this link to review a copy of the 8710-1 that has been completed by the applicant. The application number will vary depending on the type of certificate being sought.

The screenshot shows a web browser window displaying the FAA Form 8710-1, 'Airman Certificate and/or Rating Application'. The form is titled 'UNOFFICIAL COPY' and 'Form Approved OMB No: 2120-0021'. It is a Department of Transportation Federal Aviation Administration form. The form is filled out with various details including applicant information, citizenship, medical status, and flight test results.

**I Application Information**

Student  Recreational  Private  Commercial  Airline Transport  Instrument

Additional Rating  Airplane Single-Engine  Airplane Multiengine  Rotorcraft  Balloon  Airship  Glider  Powered-Lift

Flight Instructor \_\_\_\_\_ Initial \_\_\_\_\_ Renewal \_\_\_\_\_ Reinstatement  Additional Instructor  Ground Instructor

Medical Flight Test  Reexamination  Reissuance of certificate  Other

**A. Name (Last, First Middle)** PILOT PILOT TEST NMNM  
**B. SSN (US only)** NONE  
**C. Date of Birth** 1/28/1965  
**D. Place of Birth** OK OK USA

**E. Address** 1234 A  
**F. Citizenship (Citizenship)** Specify  USA  Other  
**G. Do you read, speak, write, & understand the English language?**  Yes  No

**City, State, Zip Code** OK OK 7  
**H. Height** 72 In. **I. Weight** 200 lbs. **J. Hair** BLOND **K. Eyes** BROWN **L. Sex**  Male  Female

**M. Do you now hold, or have you ever held an FAA Pilot Certificate?**  Yes  No  
**N. Grade Pilot Certificate** **O. Certificate Number** **P. Date Issued**

**Q. Do you hold a Medical Certificate?**  Yes  No  
**R. Class of Certificate** **S. Date Issued** **T. Name of Examiner**

**U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**  Yes  No  
**V. Date of Final Conviction**

**II Certificate or Rating Applied For on Basis of:**

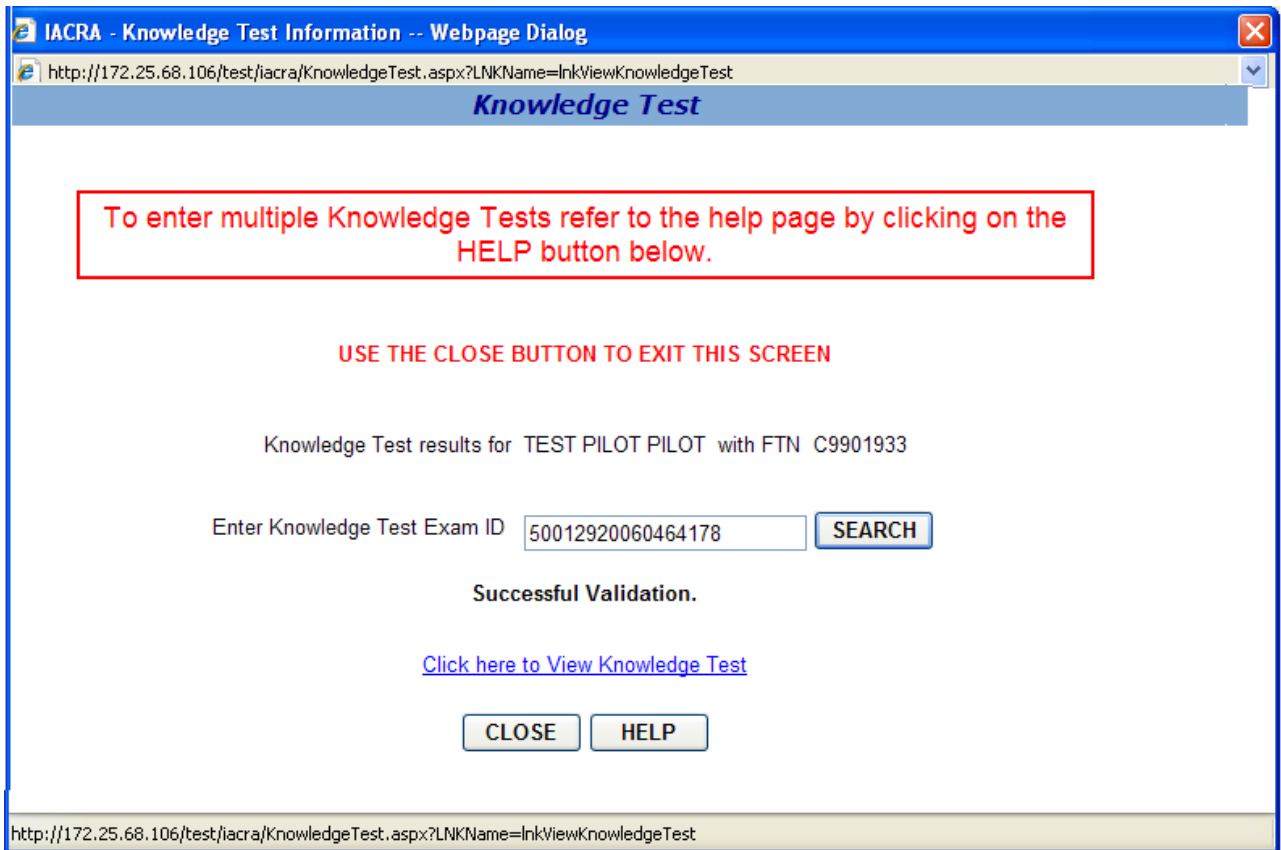
**A. Completion of Required Test**  
**1. Aircraft to be used (if flight test required)**  
 1) \_\_\_\_\_ 2) \_\_\_\_\_  
**2a. Total Time in this aircraft SIM/FTD (SIM) (FTD)** hours  
 1) \_\_\_\_\_ 2) \_\_\_\_\_  
**2b. Pilot in Command** hours  
 1) \_\_\_\_\_ 2) \_\_\_\_\_

**B. Military Competence Obtained In**  
**1. Service** **2. Date Rated** **3. Rank or Grade and Service Number**  
**4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft.** **4b. US Military PIC & Instrument Check**

**C. Graduate of Approved Course**  
**1. Name and Location of Training Agency or Training Center** **1a. Certification Number**  
**2. Curriculum From Which Graduated** **3. Date**

## Click here to Enter the Knowledge Test results

Click on this link to review and validate the applicant's knowledge test results.



## Knowledge Test Results

This screen is designed to display and validate the applicant's knowledge test results.

If a Knowledge Test Exam ID has previously been entered, the user will not need to re-enter the Knowledge Test Exam ID. Click on the link below the applicant's name and FTN to view the Knowledge Test Report. If an Exam ID is entered and a search is performed the results will replace the previous Knowledge Test Report or be appended to the previous test results depending on the requirements for the certification the applicant is seeking.

If a teaching certificate is used instead of the Fundamentals of Instruction (FOI) knowledge test for CFI or Ground Instructor applications, the RI or Examiner/Evaluator will review the teaching certificate. It will not be necessary to submit a copy of the teaching certificate to the Registry.

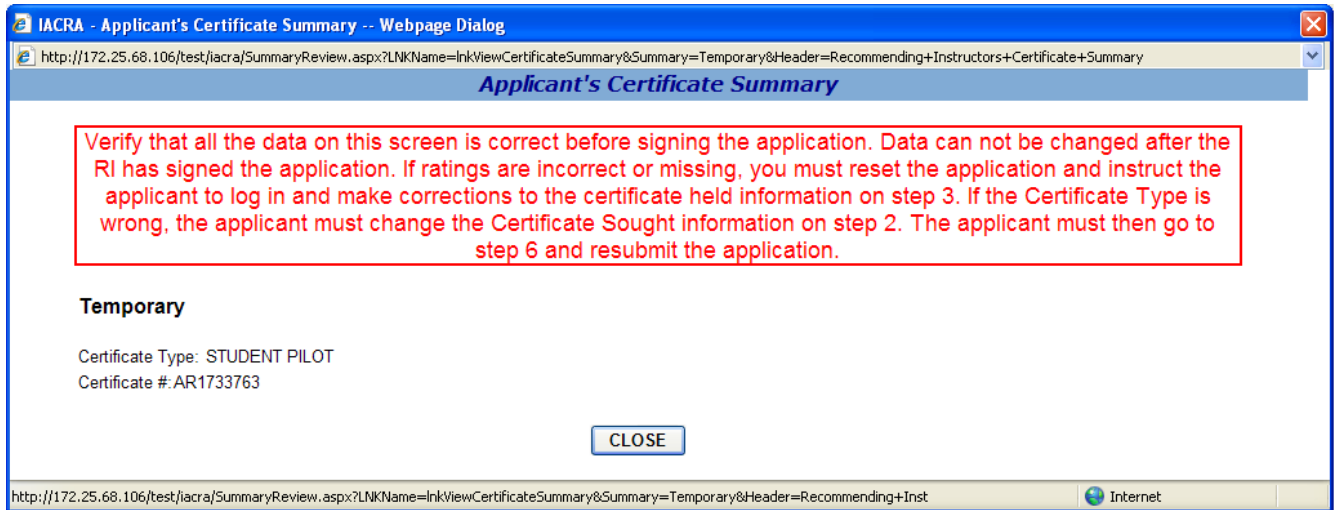
1. Enter the Knowledge Test Exam ID from the Applicant's Airman Knowledge Test Report and click the Search Button.
  - a. IACRA will search the Airman Test System (ATS) database to verify that the applicant's knowledge test results are recorded. If the applicant's knowledge test results are not found in the ATS database, an error message will appear with the appropriate

contact information. You will not be allowed to complete processing of the application until the applicant's knowledge test results can be verified.

- b. If the applicant's knowledge test results are found in the ATS database, IACRA will validate the expiration date of the knowledge test and the Pass/Fail status. If the current date is greater than the knowledge test expiration date, IACRA will issue an error message. You will still be allowed to sign an application for Airline Transport Pilot even though the knowledge test has expired. For all other types of certification, you will not be allowed to sign the application if the knowledge test has expired. If the applicant has failed the knowledge test, you will not be allowed to sign the application.
  - c. If the applicant's test results are found in the ATS database, and if the applicant has passed the knowledge test and has not exceeded the expiration date the message "Successful Validation" will display along with a link that will allow you to display the knowledge test report.
2. Click the "Click here to review knowledge test" link. IACRA will display the Airman Knowledge Test Report.
  3. When you have finished viewing the Knowledge Test Report, click the "X" in the upper right corner of the report display window to close the knowledge test report window.
  4. If multiple knowledge tests are required, enter the next Knowledge Test Exam ID and click the search button again. Multiple knowledge tests reports will be appended to the previous knowledge test report. Scroll down to see the appended knowledge test.
  5. Click the "Close" button to exit from the Knowledge Test screen. This adds all knowledge test reports to the electronic application package and enables the "Sign Application" link on the Certifying Officer's Checklist. If you try to exit the Knowledge Test screen by clicking the "X" in the upper right corner of the screen, the knowledge test will not be added to the application package and you will not be able to sign the application.

## Click here to View Applicant's Certificate Summary


Click on this link to review the applicant's certificate summary information.





**Click here to Sign the application**

Click on this link to digitally sign the Instructor's Recommendation section of the application.

 **Federal Aviation  
Administration** [Log Out](#)  
[Help](#)

**By electronically signing this document I certify that:**

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

[PREVIEW APPLICATION](#) [SIGN APPLICATION](#)

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## Recommending Instructor Signature

The screenshot shows a web browser window with a PDF document titled 'PRONTO PDF Document Display'. The document is a form for recommending an instructor signature. It contains several sections with checkboxes and input fields:

- Air Agency's Recommendation:** Includes a checkbox for 'Approved - Temporary Certificate Issued' and 'Disapproved - Certificate Not Issued'. Fields for 'Date', 'Signature', and 'Certificate No.' are present.
- Designated Examiner or Aircrew Certification Representative Report:** Includes checkboxes for 'Approved - Temporary Certificate Issued' and 'Disapproved - Certificate Not Issued'. Fields for 'Date', 'Signature', and 'Certificate No.' are present.
- Aviation Safety Inspector or Technical Report:** Includes checkboxes for 'Approved - Temporary Certificate Issued' and 'Disapproved - Certificate Not Issued'. Fields for 'Date', 'Signature', and 'Certificate No.' are present.

This screen allows the Recommending Instructor to digitally sign the certification application.

Click the Sign Application button to digitally sign the certification application. After the Recommending Instructor has signed the application, the Certifying Officer will be able to access the application.

If changes are necessary to the application they should be made by resetting the application, before the Recommending Instructor signs the application. After the Recommending Instructor has signed the application, it can not be selected from the application grid.


The Recommending Instructor has the option to enter a certificate expiration date for crew member applications but this information is not required. The expiration date must be a valid date of today or in the future. The application may neither be previewed nor signed when an invalid date has been entered.

### Click here to Process another Application

Click on this link to return to the beginning screen to select another application to process.

## 15. Certifying Officer Process Overview

### Certifying Officer's Retrieve Application



**Federal Aviation  
Administration**

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[Help](#)

**Work/Sign**

**Print**

Complete and / or Sign an application.

Print a Temporary Certificate, Notice of Disapproval or an Unofficial Copy of an application that has been completed and signed.

Enter Applicant's FTN:

**Select the appropriate application from the grid below, then Click the Continue button.**

Click button to Select Row	Last Name	First Name	Middle Name	Suffix	Application Date	Certificate Type	ApplicationID
Select	PILOT PILOT	TEST	NMNM		10/20/2009	PRIVATE PILOT	27180
Select	PILOT PILOT	TEST	NMNM		10/20/2009	AIRLINE TRANSPORT PILOT	27178
Select	PILOT PILOT	TEST	NMNM		9/29/2009	PRIVATE PILOT	26983
Select	PILOT PILOT	TEST	NMNM		9/29/2009	PRIVATE PILOT	26971
Select	PILOT PILOT	TEST	NMNM		9/29/2009	PRIVATE PILOT	26964

1 2 3 4 5 ...

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This page allows the certifying officer to select an application based on the applicant's FAA Tracking Number (FTN).

1. Enter the Applicant's FTN. A grid appears listing all of the applicant's current applications.
2. Click on the Select button next to the application you want to work on.
3. Click the Continue button to proceed to the Certifying Officer's Checklist page.

**Note!! The applicant should know his FTN. If the applicant does not know his FTN, tell the applicant to contact the IACRA Help Desk.**

## Certifying Officer's Checklist

 Federal Aviation Administration

Log Out  
Help

**IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.**

**Certifying Officer's Checklist**

- ✓ [Click here to Review the Application Status](#)
- ✓ [Click here to Verify Airman Identification](#)
- Letter of Lessee is not Required for this Applicant
- ✓ [Click here to Enter / Review Airman Knowledge Test](#)
- ✓ [Click here to Review 8710-1 Application](#)
- ✓ [Click here to Review Privacy Act Statement](#)
- ✓ Click here to have Applicant Sign Application
- ✓ [Click here to Enter Practical Test Results](#)
- [Click here to Enter Limitations](#)
- [Click here to Enter Aircraft Authorizations](#)
- FIRC Information not Required
- [Click here to View Applicant's Certificate Summary](#)
- Click here to Sign 8710-1 Application
- [Click here to Process Another Application](#)

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This screen provides a checklist for the Certifying Officer. Each link in the checklist will be enabled or disabled based on the type of certificate being sought. After the Certifying Officer clicks on a checklist link, a check mark will appear beside the selected link. Some links are mandatory and must be selected before the Certifying Officer will be allowed to sign the application. The following list provides a description of the links currently in use.

### Review the Application Status

This link allows the certifying officer to review the applications status from the time it was started. It lists the time the application is submitted by the applicant as well other events such as any time the application has been signed and by whom ie: Applicant, RI, DE, ASI, etc...

### **Verify Airman's Identification**

This link allows the Certifying Officer to enter the airman's identification information. This link is mandatory for all types of certification.

Policy Reference: Pilot Examiner's Handbook, Chapter 5, Section 2, Paragraph 5.A. *Verify Applicant's Identity*. Inspect acceptable forms of identification to establish the applicant's identity.

### **Review the (8610-x, 8710-x, 8400-x) Application**

This link displays the certification application form. The application form can be printed after it displays. The certifying officer can click this link at any point in the certification process to review the application. The application numbers will vary depending on the type of certificate being sought.

### **View Airman's Knowledge**

This link displays the Airman's Knowledge Test report and does background validation to ensure that the applicant is still within the allowed 24-month knowledge test time frame, and that the applicant has passed the knowledge test. If either of these validations fails, a warning message is displayed.

When a fundamental of instructing knowledge test has not been entered into the system, for an original certified flight instructor or ground instructor application, then one of the three reasons listed below must be chosen, before the applicant may be allowed to sign the application:

- a) The holder of a flight instructor certificate or ground instructor certificate issued under this part.
- b) The holder of a current teacher's certificate issued by a State, county, city, or municipality that authorizes the person to teach at an educational level of the 7th grade or higher.
- c) A person employed as a teacher at an accredited college or university.

### **Review the Privacy Act statement**

This link displays the Privacy Act statement. The Privacy Act statement can be printed after it displays.

### **Have the Applicant Sign the Application**

This link enables the current application for digital signature by the applicant. It logs the certifying officer out of the IACRA application and returns to the login screen. The applicant then logs onto IACRA and retrieves the application to be signed. After the applicant has signed the application, the certifying officer must log back into IACRA to complete processing of the application. IACRA will automatically fill in the applicant's signature date with the current date when the applicant signs.

### **Enter Practical Test Results**

This link 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. Depending on the path, Example 1 or Example 2 will be displayed.

**Enter Limitations**

This link allows the certifying officer to enter limitations onto the Temporary certificate.

**Enter Aircraft Authorizations**

This link allows the certifying officer to enter aircraft authorizations.

**Enter FIRC Information**

This link allows the certifying officer to enter flight instructor refresher course information.

**View Applicant's Certificate Summary**

This link displays a summary of the information that will appear on the Temporary Certificate. The certifying officer should review this summary before signing the application to ensure that the correct data will appear on the Temporary. If the certifying officer has disapproved the application, this link will read, "Click here to review the Notice of Disapproval summary. This link will remain disabled until the applicant has signed the application.

**Sign 8710-x Application**

This link allows the certifying officer to sign the application. This link should not be selected until all other links on the checklist page have been processed. Once the application is signed, the certifying officer will not be able to change any of the application data. This link will remain disabled until the applicant has signed the application and all other required information has been entered and reviewed. The application numbers will vary depending on the type of certificate being sought.

If the application is for a 141 school and the school has examining authority then the graduation date will be the date on which the Chief Flight Instructor signs the application. If the school does not have examining authority the graduation date will be the date the Certifying Officer signs the application.

**Process another application**

This link returns to the application retrieval screen to allow the certifying officer to select another application for processing.

## Practical Test Results (Example 1)

Federal Aviation Administration

Log Out  
Help

**Be sure to sign all practical tests that apply to the current application.**

<a href="#">Click Here To Enter Oral Test Results</a>	Sign
<a href="#">Click Here To Enter Simulator/Training Device Results</a>	Sign
<a href="#">Click Here To Enter Aircraft Flight Check Results</a>	Sign
<a href="#">Click Here To Enter FAR 121-Training Program</a>	Sign

OK CANCEL DELETE

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This screen allows you to enter the results of the applicant's practical tests when more than one test is required.

1. **Click each of the active links to enter test information and results for that test type.**
2. **Mark the disposition of the practical test.**
  - **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
  - **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. After selecting the failed PTS area(s), a text box for any additional disapproval comments will be displayed. A Notice of Disapproval form will be generated.
  - **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.
3. **Click OK, Cancel, or Delete.**



- Click **Ok** to save this information.
- Click **Cancel** to exit the screen, without saving newly entered data.
  - Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen.

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

## Oral Test Results

Test Date (mm/dd/yyyy)

Airport ID  [Edit Airport](#)

Airport Location

Test Duration

[Click Here to Approve](#)   [Click Here to Disapprove](#)   [Click here for Discontinuance](#)

This screen allows you to enter information about the Oral test

- 1. Enter the Test Date.** Enter a date in the date format (mm/dd/yyyy) or select the date from the calendar control.
- 2. Click the Select Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 3. Enter Oral Test Duration.** Enter the time in hours and tenths of hours for the Oral test.
  - **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.

- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. After selecting the failed PTS area(s), a text box for any additional disapproval comments will be displayed. A Notice of Disapproval form will be generated.
- **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.

## Approved Simulator Results

IACRA - Practical Test Added Type Rating Information -- Webpage Dialog  
http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=Simulator

### Approved Simulator Results

Test Date (mm/dd/yyyy)

Airport ID  [Edit Airport](#)

Airport Location

Test Duration Simulator/Training Device

[Enter Simulator/Training Device](#)

[Click Here to Approve](#)    [Click Here to Disapprove](#)    [Click here for Discontinuance](#)

http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=Simulator    Internet

This screen allows you to enter information about the Simulator/Training Device

- 1. Enter the Test Date.** Enter a date in the date format (mm/dd/yyyy) or select the date from the calendar control.
- 2. Click the Edit Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 3. Test Duration Simulator.** If a simulator was used, enter the simulator test duration in hours and tenths of hours.
- 4. Click Select Simulator/Training Device link.** Click this link to select the Training Device.
- 5. Select Simulator Level.** Click this link to select the simulator level.

**6. Test Duration Training Device.** If a Training Device was used, enter the Training Device test duration in hours and tenths of hours.

**7. Mark the disposition of the simulator test.**

- **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. After selecting the failed PTS area(s), a text box for any additional disapproval comments will be displayed. A Notice of Disapproval form will be generated.
- **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.

**8. Click OK, Cancel, or Delete.**

- Click **Ok** to save this information.
- Click **Cancel** to exit the screen, without saving newly entered data.
  - Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen

## Aircraft Flight Check Results

IACRA - Practical Test Added Type Rating Information -- Webpage Dialog  
 http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=FlightCheck

### Aircraft Flight Check Results

Test Date (mm/dd/yyyy)

Airport ID  [Edit Airport](#)

Airport Location

Test Duration Aircraft 1

Registration Number Aircraft 1

Make, Model Aircraft 1  [Edit Make, Model](#)

Test Duration Aircraft 2

Registration Number Aircraft 2

Make, Model Aircraft 2  [Edit Make, Model](#)

[Click Here to Approve](#)    [Click Here to Disapprove](#)    [Click here for Discontinuance](#)

http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=FlightCheck    Internet

This screen allows you to enter information about the Aircraft Flight Check Results

- 1. Enter the Test Date.** Enter a date in the date format (mm/dd/yyyy) or select the date from the calendar control.
- 2. Click the Edit Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 3. Enter Practical Test Duration.** Enter the time in hours and tenths of hours for the Practical test duration in the first aircraft.
- 4. Enter the Aircraft Registration number.** Enter the registration number for the first aircraft used for the Practical test.
- 5. Edit Make, Model.** Click the Edit Make, Model link to select the aircraft make model of the first Aircraft used for the Practical test.

**Note:** If this is a Sport Pilot application then you **WILL NOT** be able to edit the **Make, Model Aircraft 1** field.

**6. Second Aircraft fields.** Two Aircraft may be used to complete the Practical test. If a second aircraft was used, enter the information required in steps 4 through 6 above for the second aircraft.

**7. Mark the disposition of the practical test.**

- **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. After selecting the failed PTS area(s), a text box for any additional disapproval comments will be displayed. A Notice of Disapproval form will be generated.
- **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.

**8. Click OK, Cancel, or Delete.**

- Click **Ok** to save this information.
- Click **Cancel** to exit the screen, without saving newly entered data.
  - Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen

## Letter of Discontinuance Information

IACRA - Letter of Discontinuance Information -- Webpage Dialog

http://172.25.68.106/test/iacra/LetterofDiscontinuanceInfo.aspx?PTSID=&PTSText=&pathNameText=PTROral&fieldNameValue=-1

**Letter of Discontinuance Information**

Reason for Discontinuance

Explanation for Discontinuance

[Click here to enter the Test Standards that have been completed successfully.](#)

OK CANCEL HELP

http://172.25.68.106/test/iacra/LetterofDiscontinuanceInfo.aspx?PTSID=&PTSText=&pathNameText=PTROral&fieldNameValue=-1 Internet


This screen allows you to input information for the Letter of Discontinuance.

- 1. Select the Reason for Discontinuance.** Select the Reason for discontinuing the practical test from the drop down list box. The reason you select will appear on the Letter of Discontinuance.
- 2. Explanation for Discontinuance.** Enter you comments explaining the reason why the practical test was discontinued. These comments will appear on the Letter of Discontinuance.
- 3. Click here to enter test standards.** Click this link to enter the Practical Test Standards that have been completed successfully.

Click the OK button to return to the Practical Test Results page. The data you entered on the Letter of Discontinuance screen will appear on the Letter of Discontinuance. Or, click the Cancel button to return to the Practical Test Results screen without saving the data entered on the Letter of Discontinuance screen.




## Practical Test Results (Example 2)



**Federal Aviation Administration**

[Log Out](#)  
[Help](#)

Test Date (mm/dd/yyyy)  

Airport ID  [Select Airport](#)

Airport Location

Test Duration Oral	<input type="text" value="2"/>
Test Duration Aircraft 1	<input type="text" value="2"/>
Registration Number Aircraft 1	<input type="text" value="123465"/>
Make, Model Aircraft 1	<input type="text" value="CE-500-500"/> <a href="#">Edit Make, Model</a>
Test Duration Aircraft 2	<input type="text"/>
Registration Number Aircraft 2	<input type="text"/>
Make, Model Aircraft 2	<input type="text"/> <a href="#">Edit Make, Model</a>
Test Duration Simulator	<input type="text"/>
<a href="#">Select Simulator Level</a>	<input type="text"/>
Test Duration Training Device	<input type="text"/>
<a href="#">Select Training Device</a>	<input type="text"/>

[Click Here to Approve](#)      [Click Here to Disapprove](#)      [Click here for Discontinuance](#)

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This screen allows you to enter the results of the applicant's practical test when only one test is required.

- 1. Enter the Test Date.** Enter a date in the date format (mm/dd/yyyy) or select the date from the calendar control.
- 2. Click the Select Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 3. Enter Oral Test Duration.** Enter the time in hours and tenths of hours for the Oral test.
- 4. Enter Practical Test Duration.** Enter the time in hours and tenths of hours for the Practical test duration in the first aircraft.
- 5. Enter the Aircraft Registration number.** Enter the registration number for the first aircraft used for the Practical test.
- 6. Edit Make, Model.** Click the Edit Make, Model link to select the aircraft make model of the first Aircraft used for the Practical test.  
**Note:** If this is a Sport Pilot application then you **WILL NOT** be able to edit the **Make, Model Aircraft 1** field.
- 7. Second Aircraft fields.** Two Aircraft may be used to complete the Practical test. If a second aircraft was used, enter the information required in steps 4 through 6 above for the second aircraft.
- 8. Test Duration Simulator.** If a simulator was used, enter the simulator test duration in hours and tenths of hours.
- 9. Select Simulator Level.** Click this link to select the simulator level.
- 10. Test Duration Training Device.** If a Training Device was used, enter the Training Device test duration in hours and tenths of hours.
- 11. Select Training Device.** Click this link to select the Training Device.
- 12. Mark the disposition of the practical test.**
  - **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
  - **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. After selecting the failed PTS area(s), a text box for any additional disapproval comments will be displayed. A Notice of Disapproval form will be generated.
  - **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.
- 13. Click OK, Cancel, or Delete.**
  - Click **Ok** to save this information.
  - Click **Cancel** to exit the screen, without saving newly entered data.

- Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen.

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

## Limitation Selection

Select search criteria      Enter 1 or more Characters and click Search

Limitation Number           

Limitation Text

Click items below to Add to the Selected List

Number	Text
45	CV-PBY5 - LIMITED TO LAND
50	CV-PBY5 - LIMITED TO SEA
100	G-73 - LIMITED TO LAND
105	G-73 - LIMITED TO SEA
110	G-SA16 - LIMITED TO LAND
115	G-SA16 - LIMITED TO SEA
120	HOLDER DOES NOT MEET CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO
125	HOLDER DOES NOT MEET INSTRUMENT FLIGHT REQUIREMENTS OF ICAO

Selected List

Click items below to Remove from the Selected List

Number	Text

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

### 1. Select Search Criteria

- **Limitation Number-** Select this option to retrieve a list of Limitations based on the Limitation Number.
- **Limitation Text -** Select this option to retrieve a list of Limitations containing the text string entered.

**2. Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the Limitation number or text (depending on the search criteria you selected in step 1.), and click the **Search** button. The more characters you enter into the search field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the Record Count field below the retrieval list.

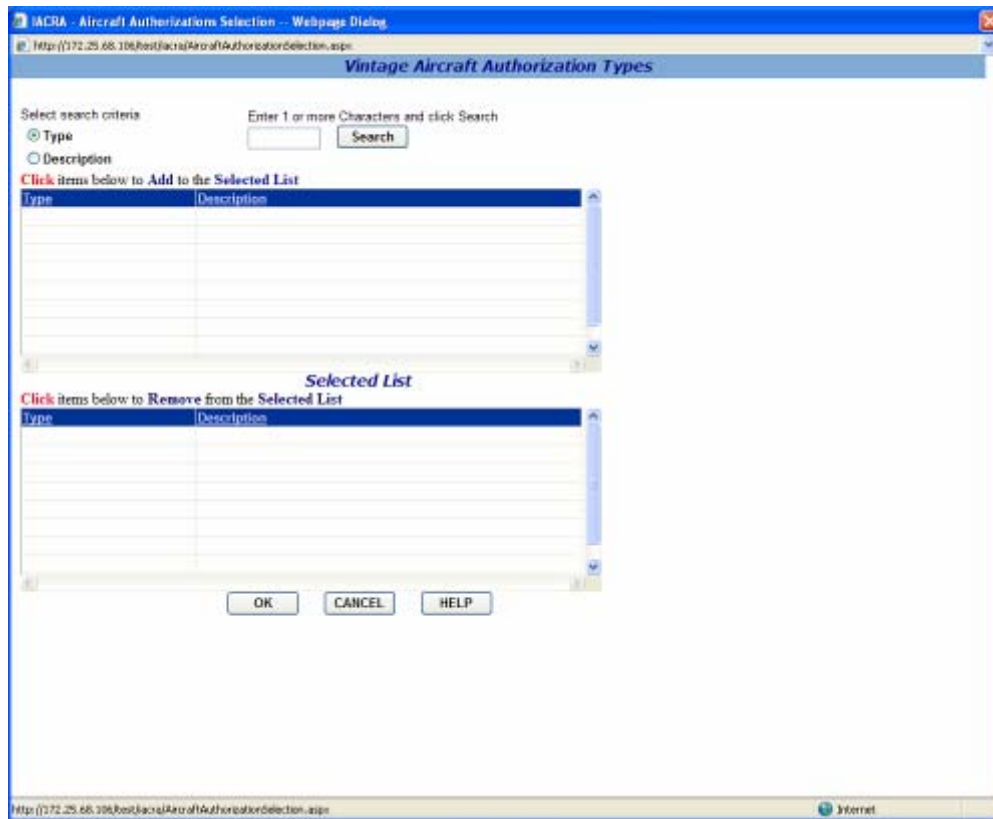
**3. Click items below to Add to the Selected List.** Click on limitations in this grid that you want to add to your temporary certificate. When you select a limitation it will appear in the Selected List. Continue to click on limitations from the grid until you have selected all data required.

**4. Click items below to Remove from the Selected List.** Click on limitations in the Selected List to remove them from the list.

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 the limitation text and push the Enter key. The text you entered will appear with the limitation in the Selected List.

Click OK to add the limitations from the Selected List to your temporary certificate, or click Cancel to leave the screen without adding any limitations to your temporary certificate.

## Aircraft Authorization



The Multiple Selection Search screen for Vintage Aircraft Authorization Types allows you to select multiple Vintage Aircraft Types to add to your certification data.

### 1. Select Search Criteria

- **By ID or Type** - Select this option to retrieve a list of vintage aircraft types based on the current designation.
- **By Description** - Select this option to retrieve a list of vintage aircraft types based on an aircraft's manufacturer/model.

**2. Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the vintage aircraft type designation or the aircraft manufacturer/model description (depending on the search criteria you selected in step 1.), and click the **Search** button. For example, if you enter the letter "g" and click **Search**, only aircraft types beginning with the letter "g" appear in the retrieval list. The more characters you enter into the field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the Record Count field below the retrieval list.

**3. Click items below to Add to the Selected List.** Click on items in this grid that you want to add to your certification application. When you select an item it will appear in the Selected List. Continue to click on items from the grid until you have selected all data required.

**4. Click items below to Remove from the Selected List.** Click on items in the Selected List to remove them from the list.

Click OK to add the items from the Selected List to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## FIRC Information

The Renewal Information screen allows certificate renewal information to be entered. Enter the appropriate information depending on the type of renewal.

### 1. Renewal by Activities:

- Enter the number of applicants recommended for pilot certificate or rating tests during the preceding 24 months.
- Enter the number of applicant's recommenders during the preceding 24 months that have passed their first tests.
- Enter the number of student pilots during the preceding 24 months endorsed for first solo or cross country flights.

### 2. Renewal by Duties:

- Answer yes or no to the following question:  
"In the preceding 24 calendar months, have you served as a company check pilot, chief flight instructor, company check airman, or flight instructor in a part 121 or part 135 operation, or in a position involving the regular evaluation of pilots?"

### 3. Renewal by Flight Instructor Renewal Certificate (FIRC):


- Enter the FIRC training center name and location.
- Enter the FIRC course name.
- Enter the FIRC graduate certificate number.
- Enter the FIRC graduation date. The graduation date must be today or in the past and it must be in the following format: mm/dd/yyyy.

Click **OK** to add the renewal information to the application, or click **Cancel** to leave the screen without adding any information.



## 16. Air Agency Administration

### School Administrator's Checklist

 Federal Aviation Administration [Log Out](#)  
[Help](#)

#### Return Application

[Click here to Return Application to Application](#) Use only if changes need to be made in Applicant section before proceeding.

#### Air Agency Administrator's Checklist

- [Click here to Affiliate Student](#)
- [Click here to Start or Retrieve an Application](#)
- [Click here to Associate an Application with a Curriculum](#)
- [Click here to Enter / Review the Knowledge Test](#)  
Practical test information must be entered from the certifying officer's checklist screen.
- [Click here to Review 8710-1](#)
- [Click here to Review Privacy Statement](#)
- [Click here to Search all Students Affiliated with your Training School](#)

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This screen allows the School Administrator to either reset the application, or process the application.

#### 1. Resetting the Application

Once an application is submitted, it is locked to prevent anyone from adding or changing the application information. If an application is found to contain errors after it has been submitted, the School Administrator can use the **Click Here to Reset Application** link to unlock the application. After all errors are corrected, the unlocked application must be resubmitted (Step 6 in the application process). Resubmitting the application causes the validation routines to be run against the changed data. IACRA will revalidate the corrected information and, if there are no validation errors, re-lock the application. The School Administrator will then be able to retrieve the corrected application and complete processing.

Note!! Resetting the application can not be done after the application has been signed. Therefore, it is necessary for the School Administrator to review the application carefully before notifying the Chief Flight Instructor or ACR that the application is ready to be signed.

## 2. Processing the Application

The School Administrator's Checklist is designed to assist the School Administrator in processing the application.

**a) Click here to Affiliate Student-** Before the student's application can be processed, the student must be registered in IACRA and affiliated with the training school. Click on this link to affiliate students with your training school.

Note!! You will not be able to affiliate a student unless they have already registered in IACRA. You will use the student's FTN (FAA Tracking Number) to complete the affiliation process. If your student does not have an FTN, direct him to the IACRA registration page.

**b) Click here to Associate an Application with a Curriculum -** After the student has been affiliated with the training school, click this link to associate the student's application with your school curriculum.

**c) Click here to Start or Retrieve an Application -** This link allows the School Administrator to start an application for the student, or to retrieve and complete an application already started by the student.

**d) Click here to Review the Knowledge Test Results -** Click on this link to review and validate the applicant's knowledge test results.

**e) Click here to Enter Final Stage Check Information -** Click on this link to enter results of the Final Stage Check.

**f) Click here to Review the 8710-1 -** Click on this link to view and print a copy of the 8710-1 that has been completed by the applicant.

**g) Click here to Review the Privacy Act Statement-** Click on this link to view and print the Privacy Act Statement.

**h) Click here to Search all Students Affiliated with your Training School -** Click this link to see a list of all students affiliated with your training school.

## Student Affiliation

The screenshot shows a web browser window titled "IACRA - Student Affiliation Search -- Webpage Dialog". The address bar contains the URL "http://172.25.68.106/test/iacra/StudentAffiliationSearch.aspx?TaskName=Affiliate+Student&FTNOnly=0&DataType=5". The page content includes a header "Student Affiliation For FAR 141 Training Schools (Search)". Below the header, there are two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". A "Search" button is located to the right of the FTN field. Below the input fields, there are "CLOSE" and "HELP" buttons. The browser window also shows a status bar at the bottom with the URL and "Internet" icon.

The Student Affiliation screen allows a School Administrator to affiliate a student with their school.

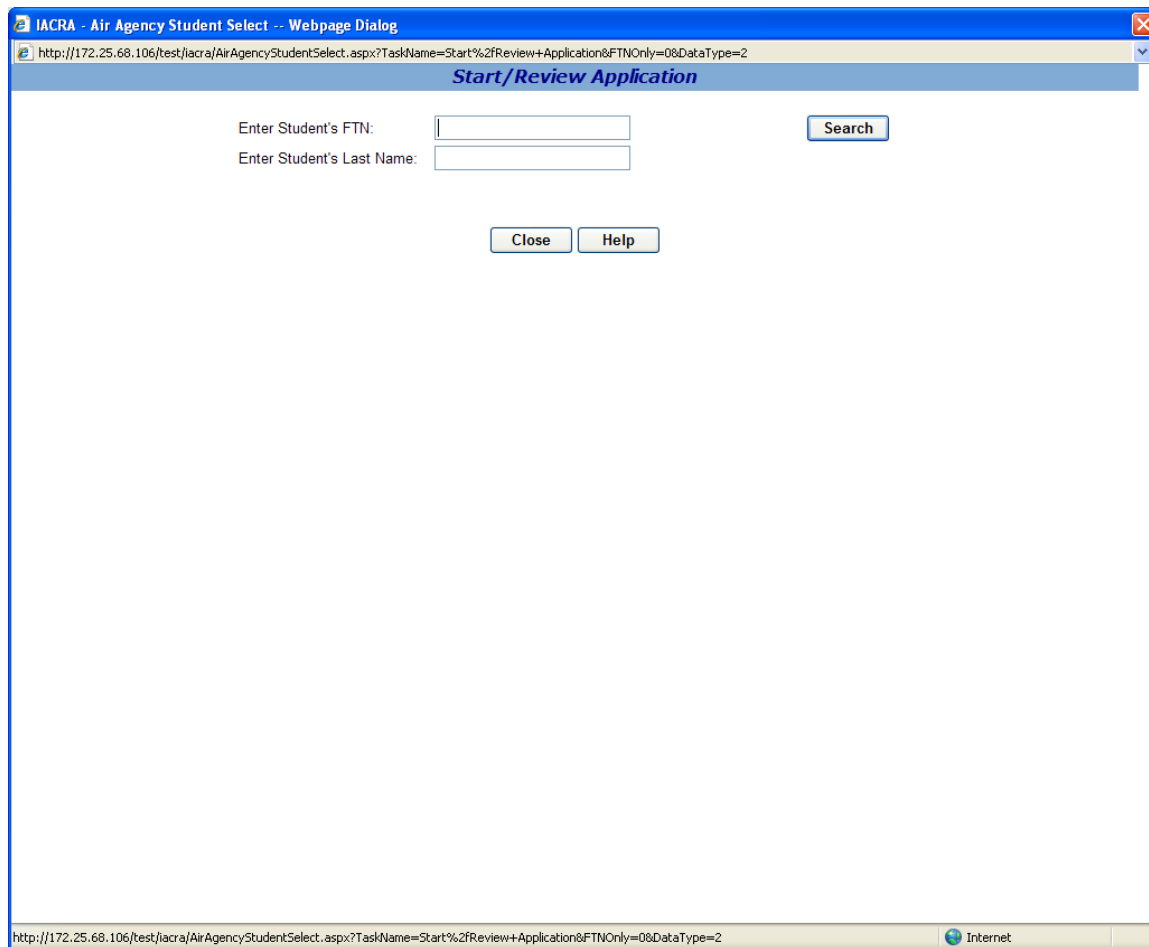
To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes then click **Search**.

The student's Name, Address, and Date of Birth will be listed below the search. Verify that the information is correct and make changes only if necessary then click **Affiliate Student** to affiliate the student with this school.

When the student is affiliated you may click **Start Student Application** to begin an application for the student or click **Close** to return to the Administrator's Checklist screen.

**Note!! You will not be able to affiliate a student unless they have already registered in IACRA and have their FTN. If your student does not have an FTN, direct him to the IACRA registration page.**

## Start/Retrieve Application

The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains the URL "http://172.25.68.106/test/iacra/AirAgencyStudentSelect.aspx?TaskName=Start%2fReview+Application&FTNOnly=0&DataType=2". The page content is titled "Start/Review Application" and features two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". A "Search" button is positioned to the right of the FTN field. Below the input fields are "Close" and "Help" buttons. The browser's status bar at the bottom shows the same URL and "Internet" connectivity.

The Start/Retrieve Application screen allows the School Administrator to start an application for the student, or to retrieve and complete an application already started by the student.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes then click **Search**.

If the search is valid you will be sent to the Application Start screen. If either the FTN or Last Name are found to be invalid an error message will appear on the screen. To exit the screen without starting or retrieving an application click **Close** to return to the Administrator's Checklist screen.

**Note!! You will not be able to start or retrieve a student's application unless the student has already registered in IACRA and been affiliated with this school. If your student does not have an FTN, direct him to the IACRA registration page. If the student has registered with IACRA but has not been affiliated with this school goes back to the school administrator's checklist screen and click where it says "Click here to Affiliate Student".**

## Associate Application

The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains the URL: "https://172.25.68.105/ics/iacra/AirAgencyStudentSelect.aspx?TabName=AssociateApplication&FTNOnly=0&DataType=0". The main content area has a blue header with the text "Associate Application". Below the header, there are two text input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". To the right of the first field is a "Search" button. Below the input fields are "Close" and "Help" buttons. The browser's status bar at the bottom shows the same URL and the "Internet" logo.

The Associate Application screen allows the School Administrator to associate a student's application with the schools curriculum.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes and click **Search**.

Then **Select** the application and choose the curriculum you would like to associate the application with. The graduation date is required for 141 school applications, which are associated with curriculum not requiring examining authority. For this type of application, the applicant will not be able to submit the application until the graduation date has been entered. The graduation date must be today or in the past and it must be in the following format: mm/dd/yyyy. Click **OK** to associate the application with the selected curriculum and save the graduation date. To exit the screen without associating an application with the schools curriculum click **Close** to return to the Administrator's Checklist screen.

**Note!! You will not be able to associate a student's application with this school unless the student is already registered in IACRA, has their FTN, and is affiliated with this school. If the student does not have an FTN, direct him to the IACRA registration page. If the student has registered with IACRA but has not been affiliated with this school go back to the school administrator's checklist screen and click where it say's, "Click here to Affiliate Student".**

## Review Airman Knowledge Test

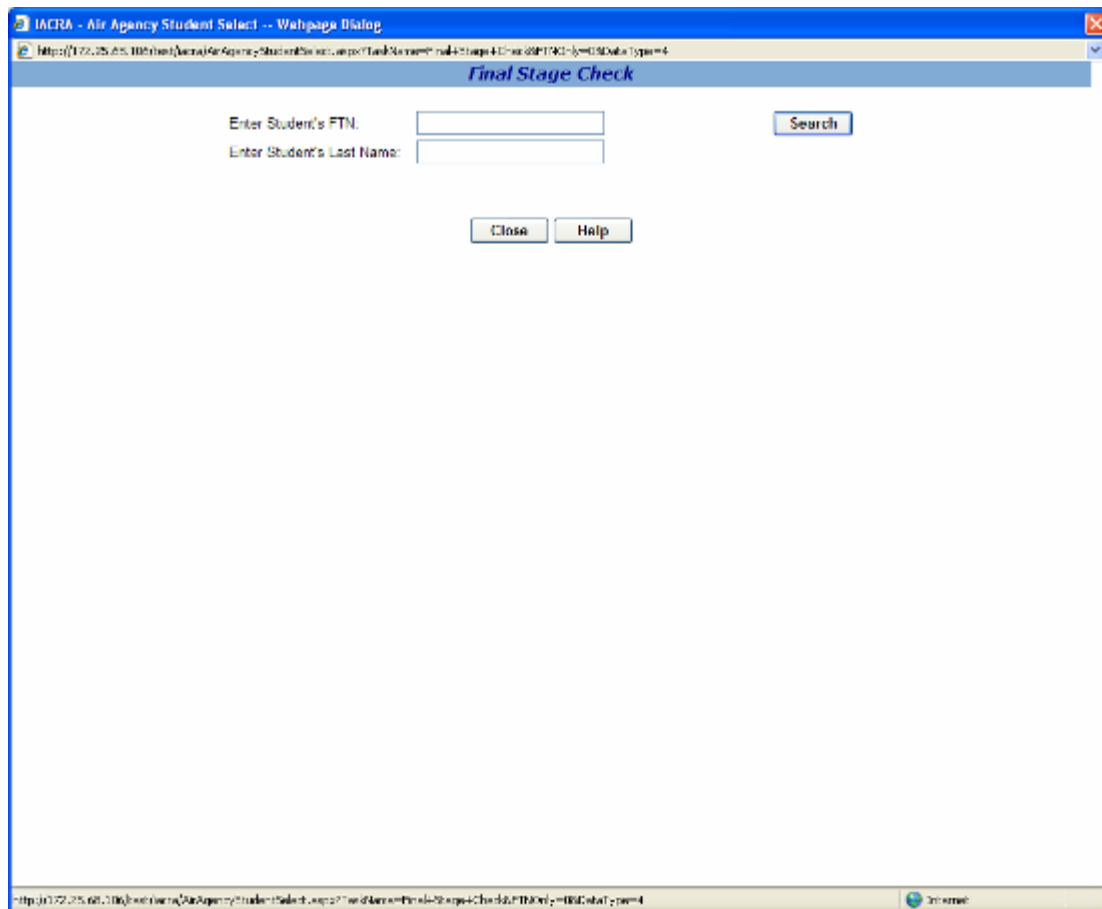
The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains the URL: `http://172.25.68.106/test/iacra/AirAgencyStudentSelect.aspx?TaskName=Review+Airman+Knowledge+Test&FTNOnly=0&DataType=6`. The page title is "Review Airman Knowledge Test". The main content area features two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". To the right of these fields is a "Search" button. Below the input fields are two buttons: "Close" and "Help". The browser's status bar at the bottom shows the same URL and an "Internet" icon.

The Review Airman Knowledge Test screen allows the School Administrator to review an airman's knowledge test report.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes then click **Search**.

**Select** the application for which you would like to review the knowledge test score. On the next screen enter the knowledge test ID into the appropriate box and click **Search** to search for the knowledge test. To exit this screen without reviewing a knowledge test click **Close** to return to the Administrator's Checklist screen.

## Final Stage Check (Search)



The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains a URL: "http://172.25.25.116/airAgencyStudentSelect.aspx?TaskName=FinalStageCheck&FTN=&Data\_Type=4". The page title is "Final Stage Check". The main content area has two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". To the right of the FTN field is a "Search" button. Below the input fields are "Close" and "Help" buttons. The browser's status bar at the bottom shows the same URL and the Internet Explorer logo.

The Final Stage Check screen allows the School Administrator to enter results for an applicant's final stage check.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes and click **Search**.

Then **Select** the application for which you would like to enter final stage check results. To exit this screen without entering the Final Stage Check results click **Close** to return to the Administrator's Checklist screen.

## Final Stage Check

The screenshot shows a web browser window titled "IACRA - Final Stage Check -- Webpage Dialog". The address bar shows the URL: <http://172.25.60.106/test/iacra/finalStageCheck.aspx?TaskName=Final+Stage+Check&colle=sac>. The page title is "Final Stage Check".

The form contains the following fields and controls:

- Airport ID:** A text input field with a "Select Airport" link to its right.
- Airport Location:** A text input field.
- Test Duration Oral:** A text input field.
- Test Duration Aircraft 1:** A text input field.
- Registration Number Aircraft 1:** A text input field.
- Make, Model Aircraft 1:** A text input field containing "C-212-212" and an "Edit Make, Model" link to its right.
- Test Duration Aircraft 2:** A text input field.
- Registration Number Aircraft 2:** A text input field.
- Make, Model Aircraft 2:** A text input field and an "Edit Make, Model" link to its right.

At the bottom of the form are three buttons: "OK", "CANCEL", and "HELP".

The status bar at the bottom of the browser window shows the URL: <http://172.25.66.106/test/iacra/finalStageCheck.aspx?TaskName=Final+Stage+Check&colle=sac> and the "Internet" logo.

This screen allows you to enter the results of the applicant's practical tests.

- 1. Click the Select Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 2. Enter Oral Test Duration.** Enter the time in hours and tenths of hours for the Oral test.
- 3. Enter Practical Test Duration.** Enter the time in hours and tenths of hours for the Practical test duration in the first aircraft.
- 4. Enter the Aircraft Registration number.** Enter the registration number for the first aircraft used for the Practical test.
- 5. Edit Make, Model.** Click the Edit Make, Model link to select the aircraft make model of the first Aircraft used for the Practical test.
- 6. Second Aircraft fields.** Two Aircraft may be used to complete the Practical test. If a second aircraft was used, enter the information required in steps 3 through 5 above for the second aircraft.
- 7. Click OK, Cancel, or Delete.**



- Click **Ok** to save this information.
- Click **Cancel** to exit the Final Stage Check screen, without saving newly entered data.
  - Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete the test information. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen.

## Review 8710-1

The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains the URL: "http://172.25.68.105/loc/loc/loc/AirAgencyStudentSelect.aspx?TaskName=Review+8710&FTNOnly=C&DataTyp=5". The main content area has a blue header with the text "Review 8710". Below the header, there are two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". To the right of the first input field is a "Search" button. At the bottom of the form area are two buttons: "Close" and "Help". The status bar at the bottom of the browser window shows the same URL and an Internet Explorer icon.

The Review 8710-1 screen allows the School Administrator to review an applicants 8710-1 application. To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes and click **Search**.

Then **Select** the application for which you would like to view the 8710-1. To exit this screen without viewing an 8710-1 click **Close** to return to the Administrator's Checklist screen.

## Single Selection Search Screen for Air Agency Student List

The Single Selection Search Screen for Air Agency Student List allows you to search for a list of students who are affiliated with this school.

### 1. Select Search Criteria

- **By ID or Type** - Select this option to retrieve a list of students based on their FTN (FAA Tracking Number).
- **By Description** - Select this option to retrieve a list of students based on their last names.

**2. Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the student's FTN (FAA Tracking Number) or last name (depending on the search criteria you selected in step 1.), and click the **Search** button. For example, say you are searching by description and enter the letter "g" then click **Search**, only students with last names beginning with the letter "g" appear in the retrieval list. The more characters you enter into the field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the **Record Count** field below the retrieval list.

- **Retrieval List** - This is where your search results appear sorted by your selected search criteria.

- **Selected Item** - The student's name or FTN you select from the Retrieval List will appear in the Selected Item field.

**3. Exit the Screen.** To return to the Administrator's Checklist screen click either **OK** or **Cancel**.

**Note!! This page serves no functional purpose other than to produce a list of students who are affiliated with this institution.**

## 17. Re-Issue

### Remove Limitation

### Re-Issue Applicant Personal Information



Federal Aviation Administration

[Log Out](#)  
[Help](#)

#### Personal Information [Edit](#)

ONE, TEST USER, SR

Citizenship	USA		
Date of Birth	02/08/1973		
Place of Birth	OKLAHOMA, OK USA		
SSN #	222330000		
Email	EMAIL@HOTMAIL.COM		
Telephone	405-884-5445		
Sex	M	Height	88 Inches
Weight	250 Pounds		
Hair Color	BLOND	Eye Color	BROWN

#### Applicant's Addresses [Edit](#)

**Permanent Address**  
123 STREET  
  
OKC, OK 78444  
USA

**Mailing Address**  
123 STREET  
  
OKC, OK 78444  
USA

[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#)  
Readers & Viewers: [PDF Reader](#)

The Applicant Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

Two sections of information are displayed. Personal Information and Address information. If either sections of information are incorrect or needs to be updated click the appropriate “Edit” link. Change the necessary information and then click “Save”.

**The following rules apply to any changes you may make to the mentioned sections:**

**Personal Information Section**

1. **Name Fields.** Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations **FAR Section 61.25**. If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.
  - a. **Last Name.** Enter your legal last name.
  - b. **First Name.** Enter your full first name. If you have no first name, enter “NFN”.
  - c. **Middle Name.** Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial and click the “Initial Only” checkbox.
  - d. **Name Suffix.** If you have a name suffix, select it from the drop down list box.
2. **Citizenship.** Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.
3. **Date of Birth.** Check for accuracy. Enter eight digits in the format mmddyyyy. Check to see that the date entered here is the same date of birth that appears on your medical certificate.
4. **Place of Birth.** If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.
  - a. **City or County.** Enter the City where you were born. If you don’t know the City, enter the County.
  - b. **State (US Only).** If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.
  - c. **Country.** Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.
5. **Telephone.** Type in your telephone number including the area code.
6. **SSN#.** (Optional) 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.

7. **E-Mail Address.** If you have an e-mail address, enter it here.
8. **Sex.** Select your sex by clicking on the “Male” or “Female” radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female, then use the Tab Key to set focus to the next field.
9. **Height.** Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).
10. **Weight.** Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilograms to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).
11. **Hair Color.** Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.
12. **Eye Color.** Select your eye color from the drop down list box.

### **Applicant's Address Section**

**1. Permanent Address.** Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.

- **Street/Line1.** If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
- **Line 2.** If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
- **City.** Enter your city of residence. Canadian residents enter Province after City name.
- **State.** If you have a USA address, select your state from the drop down list box.
- **Country.** Select your country from then drop down list box.
- **Zip Code.** Enter your zip code.

**2. Physical Description.** If you did not enter a street address in the Street/Line 1 field, you are required to enter a **Physical Description** showing the location of your residence.

**3. Mailing Address.** If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.

## Re-Issue Certificate Held Data

Federal Aviation Administration

Log Out  
Help

Select certificate type: PILOTS

Select certificate: PRIVATE PILOT

Enter your certificate number:

Find Certificate

Continue

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Readers & Viewers: [PDF Reader](#)

The Certificate Held Data screen is a check to see if you currently have or have ever held an FAA pilot certificate.

**Certificate** – Enter your certificate number and click “Find Certificate”. If your Certificate is found in the IACRA or Airman Databases the information will be shown in the grid below.

**Select the Certificate that you would like to Re-Issue.** Click “Select” for the certificate you would like to Re-Issue.

**Edit U.S. Standard Pilot Certificate** - This link makes the **US Standard Pilot Certificate Information** screen appear.

1. **Enter your US Standard Pilot Certificate number** - Enter your US standard pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number.
2. **Enter the Date of Issuance** - Enter the date your US standard pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.



3. **Select the grade of US Standard Certificate and Category/Class Ratings you hold.**  
Clicking on the link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Standard Pilot Certificate.
4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Standard Pilot Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the Click here to EDIT US Standard Pilot Certificate information link that now appears.

Once you have answered these questions, click Continue, **Certificate Summary**

## Edit Certificate Data

IACRA - Certificate Held Information -- Webpage Dialog

http://172.25.68.106/test/iacra/CertificateHeldDataChildren.aspx?FarTypeId=3&RestrictionTypeID=1&Type=U

**U.S. Standard Certificate**

Enter your certificate number

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

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

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

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

AIRPLANE SINGLE ENGINE LAND

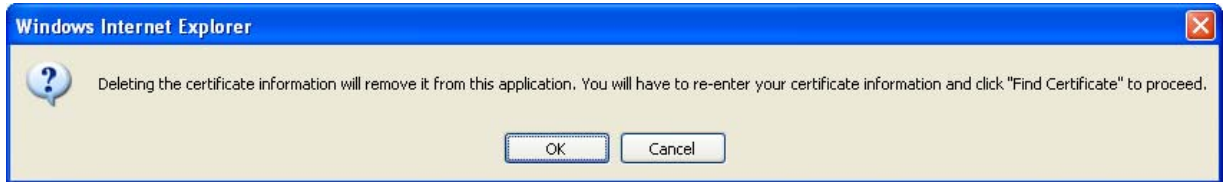
[Click here to enter Vintage Aircraft Authorizations.](#)

OK CANCEL HELP

http://172.25.68.106/test/iacra/CertificateHeldDataChildren.aspx?FarTypeId=3&RestrictionTypeID=1&Type=U


1. Enter the certificate / license number for the certificate / license you currently hold. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number. Do not include a dash as part of the certificate number.
2. Click the link to select the date of issuance of the certificate you currently hold. If the certificate you hold is a Foreign Pilot License, click the link to select the Country that issued the License.
3. Click the links along the left side of the screen to select the Class ratings you currently hold. Select all that apply to your current US Pilot Certificate or Foreign Pilot License.
4. Click the links on the right side of the screen that correspond to the Class ratings you selected. Select all type ratings that apply to your current US Pilot Certificate or Foreign Pilot License.
5. Click the link to enter Vintage Aircraft Authorizations if applicable.
6. Click the OK button to accept the data you have entered and return to the Step 3. Or, click the Cancel button to return to the Step 3 screen without accepting the data you entered.

## Delete Certificate Data



Deleting the certificate information will remove it from this application. You will have to re-enter your certificate information and click “Find Certificate” to proceed.

## Summary Page



**Federal Aviation  
Administration**

[Log Out](#)  
[Help](#)

**Review applicant's certificate summary to make sure all the data you have entered is correct, then review the 8710 and submit the application.**

---

[Edit Personal Information](#) [Edit Certificate](#)

**Certificate Information:** 2133283, 7/4/2005

<b>Personal Information</b>	<b>Applicant's Addresses</b>
<b>Applicant's Name</b> KINDERT, DANIEL PAUL	<b>Permanent Address</b>
<b>Citizenship</b> USA	W2442 STATE LINE RD
<b>Date of Birth</b> 12/04/1975	LAKE GENEVA , WI            53147-4400
<b>Place of Birth</b> USA	USA
<b>SSN #</b> OKC, OK	
<b>Email</b> DO NOT USE	<b>Mailing Address</b>
<b>Telephone</b> EMAIL@DOT.CEE	
<b>Sex</b> 333 333 3332	
<b>Weight</b> M	
<b>Height</b> 195 Pounds	
<b>Hair Color</b> 68 Inches	
<b>Eye Color</b> BLOND	
	BLUE

**Tips for IACRA Applicants**

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

Email: [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov)

Public Customers call 1-866-285-4942

or

Government Employees call 1-405-954-7272

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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.

- 1.** 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.
- 2.** The **Applicant's Certificate Summary** is displayed on the screen for your review. Before you may review or submit your application you must first review the Certificate summary and fix any validation errors, to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes using the Edit links before continuing. The **Review Application** button will not be enabled until validations have been successful.
- 3.** Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

http://172.25.68.106/test/iacra/ProcessForm.aspx?guid=24bbc8b7-50eb-457a-8274-206139a38d1f&docu - Windows Internet Explorer

http://172.25.68.106/test/iacra/ProcessForm.aspx?guid=24bbc8b7-50eb-457a-8274-206139a38d1f&documentTypeId=1&sig=0&signatureLocationId=1

Save a Copy Search Select 186% Adobe Reader 7.0

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

Department of Transportation  
Federal Aviation Administration

### Airman Certificate and/or Rating Application

I Application Information  Student  Recreational  Private  Commercial  Airline Transport  Instrument  
 Additional Rating  Airplane Single-Engine  Airplane Multiengine  Rotorcraft  Balloon  Airship  Glider  Powered-Lift  
 Flight Instructor Initial \_\_\_\_\_ Renewal \_\_\_\_\_ Reinstatement \_\_\_\_\_ Additional Instructor  Ground Instructor  
 Medical Flight Test  Reexamination  Reissuance of PRIVATE PILOT certificate  Other

A. Name (Last, First Middle) B. SSN (US only) C. Date of Birth D. Place of Birth  
 KINDERT DANIEL PAUL 444997777 12/12/1970 OKLAHOMA CITY OK USA

E. Address F. Citizenship (Citizenship) Specify G. Do you read, speak, write, & understand the English language?  Yes  No  
 W2442 STATE LINE RD  USA  Other

City, State, Zip Code H. Height I. Weight J. Hair K. Eyes L. Sex  
 LAKE GENEVA WI 53147-4400 68 In. 195 lbs. BLOND BLUE  Male  Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate?  Yes  No N. Grade Pilot Certificate O. Certificate Number P. Date Issued  
 PRIVATE PILOT 2133283 7/4/2005

Q. Do you hold a Medical Certificate?  Yes  No R. Class of Certificate S. Date Issued T. Name of Examiner

U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?  Yes  No V. Date of Final Conviction

II Certificate or Rating Applied For on Basis of:

A. Completion of Required Test 1. Aircraft to be used (if flight test required) 2a. Total Time in this aircraft (SIM/FTD) 2b. Pilot in Command  
 1) 2) 1) 2) hours 1) 2) hours  
 (SIM) (FTD)

B. Military Competence Obtained In 1. Service 2. Date Rated 3. Rank or Grade and Service Number  
 4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft. 4b. US Military PIC & Instrument Check

C. Graduate of Approved Course 1. Name and Location of Training Agency or Training Center 1a. Certification Number  
 2. Curriculum From Which Graduated 2. Date

**4. Click the **Submit Application** button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.**

**Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.**

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.

## CFI/CFII Gold Seal Initial Re-Issue Applicant Personal Information



Federal Aviation  
Administration

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**Personal Information** [Edit](#)

TEST, C C, JR

**Citizenship** USA

**Date of Birth** 01/06/1975

**Place of Birth** ELKIN, CO USA

**SSN #** NONE

**Email** RTEST@FAA.GOV

**Telephone** 405-555-3524

**Sex** M      **Height** 67  
Inches

**Weight** 234 Pounds

**Hair Color** BROWN      **Eye Color** BLUE

**Applicant's Addresses** [Edit](#)

**Permanent Address**  
PO BOX 453

JONESVILLE , NC      28642-0453  
USA

**Mailing Address**

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The Applicant Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

Two sections of information are displayed. Personal Information and Address information. If either sections of information are incorrect or needs to be updated click the appropriate “Edit” link. Change the necessary information and then click “Save”.

**The following rules apply to any changes you may make to the mentioned sections:**

**Personal Information Section**

1. **Name Fields.** Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations **FAR Section 61.25**. If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.
  - a. **Last Name.** Enter your legal last name.
  - b. **First Name.** Enter your full first name. If you have no first name, enter “NFN”.
  - c. **Middle Name.** Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial and click the “Initial Only” checkbox.
  - d. **Name Suffix.** If you have a name suffix, select it from the drop down list box.
2. **Citizenship.** Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.
3. **Date of Birth.** Check for accuracy. Enter eight digits in the format mmddyyyy. Check to see that the date entered here is the same date of birth that appears on your medical certificate.
4. **Place of Birth.** If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.
  - a. **City or County.** Enter the City where you were born. If you don’t know the City, enter the County.
  - b. **State (US Only).** If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.
  - c. **Country.** Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.
5. **Telephone.** Type in your telephone number including the area code.



6. **SSN#.** (Optional) 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.
7. **E-Mail Address.** If you have an e-mail address, enter it here.
8. **Sex.** Select your sex by clicking on the "Male" or "Female" radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female. Then use the Tab Key to set focus to the next field.
9. **Height.** Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).
10. **Weight.** Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilograms to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).
11. **Hair Color.** Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.
12. **Eye Color.** Select your eye color from the drop down list box.

### **Applicant's Address Section**

1. **Permanent Address.** Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.
  - **Street/Line1.** If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.
  - **Line 2.** If you have a USA address, enter your PO Box, Rural Route Number, or "General Delivery" into this field. If you have a foreign address, enter the second line of your foreign address into this field.
  - **City.** Enter your city of residence. Canadian residents enter Province after City name.
  - **State.** If you have a USA address, select your state from the drop down list box.
  - **Country.** Select your country from then drop down list box.
  - **Zip Code.** Enter your zip code.
2. **Physical Description.** If you did not enter a street address in the Street/Line 1 field, you are required to enter a **Physical Description** showing the location of your residence.
3. **Mailing Address.** If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.

## Re-Issue Certificate Held Data

Federal Aviation Administration

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Help

Enter your certificate number:

[Edit U.S. Instructor Certificate](#) [Delete This Certificate](#)

Certificate Number: 246744 CFI	Date of Issuance: 8/22/2004	AIRPLANE SINGLE AND MULTIENGINE ROTORCRAFT HELICOPTER AND GYROPLANE INSTRUMENT AIRPLANE AND HELICOPTER GLIDER	
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The Certificate Held Data screen is a check to see if you currently have or have ever held an FAA pilot certificate.

**Certificate** – Enter your certificate number and click “Find Certificate”. If your Certificate is found in the IACRA or Airman Databases the information will be shown in the grid below.

Once a Certificate has been found you can edit or delete the certificate.

**Edit U.S. Standard Pilot Certificate** - This link makes the **US Standard Pilot Certificate Information** screen appear.

1. **Enter your US Standard Pilot Certificate number** - Enter your US standard pilot certificate number in the corresponding field. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number.
2. **Enter the Date of Issuance** - Enter the date your US standard pilot certificate was officially issued to you. Use the calendar icon to select the date, if necessary.
3. **Select the grade of US Standard Certificate and Category/Class Ratings you hold.** Clicking on the link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Category/Class Ratings for that certificate. Select all Category/Class ratings that apply to your US Standard Pilot Certificate.

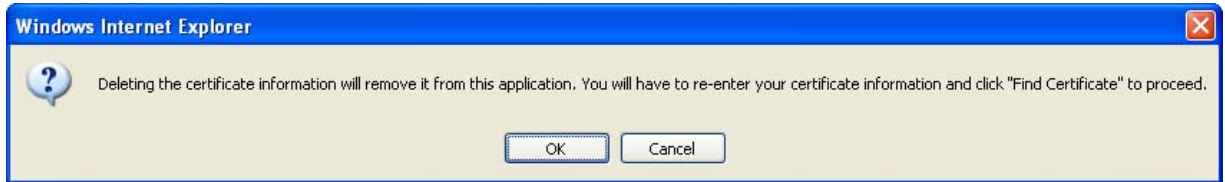
4. **Select any Type Ratings you hold.** Clicking on the Type Rating link that corresponds to the grade of US Standard Pilot Certificate you hold will allow you to enter your Type Ratings. Select all Type Ratings that apply to your US Standard Pilot Certificate.
5. Click OK to return to the Certificate Held Data main screen. If you need to edit the information you just entered, click the [Click here to EDIT US Standard Pilot Certificate information link](#) that now appears.

**Delete Certificate** - This link will remove the certificate from your current application.

## Edit Certificate Data


1. Enter the certificate / license number for the certificate / license you currently hold. Copy the number directly from your certificate to ensure accuracy. Include the letters "CFI" if they appear on your certificate number. Do not include a dash as part of the certificate number.
2. Click the link to select the date of issuance of the certificate you currently hold. If the certificate you hold is a Foreign Pilot License, click the link to select the Country that issued the License.
3. Click the links along the left side of the screen to select the Class ratings you currently hold. Select all that apply to your current US Pilot Certificate or Foreign Pilot License.
4. Click the links on the right side of the screen that correspond to the Class ratings you selected. Select all type ratings that apply to your current US Pilot Certificate or Foreign Pilot License.
5. Click the link to enter Vintage Aircraft Authorizations if applicable.
6. Click the OK button to accept the data you have entered and return to the Step 3. Or, click the Cancel button to return to the Step 3 screen without accepting the data you entered.

## Delete Certificate Data



Deleting the certificate information will remove it from this application. You will have to re-enter your certificate information and click “Find Certificate” to proceed.

## Summary Page



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[Help](#)

Federal Aviation Administration

**Review applicant's certificate summary to make sure all the data you have entered is correct, then review the 8710 and submit the application.**

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[Edit Personal Information](#)   [Edit Certificate](#)

**Certificate Information:** 246744   CFI, 8/22/2004

<p><b>Personal Information</b></p> <p>Applicant's Name      TEST, C C, JR</p> <p>Citizenship            USA</p> <p>Date of Birth            01/06/1975</p> <p>Place of Birth            USA</p> <p>                                  ELKIN, CO</p> <p>SSN #                     NONE</p> <p>Email                     RTEST@FAA.GOV</p> <p>Telephone                405-555-3524</p> <p>Sex                        M</p> <p>Weight                    234 Pounds</p> <p>Height                    67 Inches</p> <p>Hair Color                BROWN</p> <p>Eye Color                BLUE</p>	<p><b>Applicant's Addresses</b></p> <p><b>Permanent Address</b></p> <p>PO BOX</p> <p>JONESVILLE , NC      28642-0453</p> <p>USA</p> <p><b>Mailing Address</b></p>
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Review Application
Submit Application

**Tips for IACRA Applicants**

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

Email: [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov)  
  
 Public Customers call 1-866-285-4942  
 or  
 Government Employees call 1-405-954-7272

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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.

1. 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.

2. The **Applicant's Certificate Summary** is displayed on the screen for your review. Before you may review or submit your application you must first review the Certificate summary and fix any validation errors, to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes using the Edit links before continuing. The **Review Application** button will not be enabled until validations have been successful.

3. Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

The screenshot shows a web browser window displaying the FAA Airman Certificate and/or Rating Application form. The form is titled "UNOFFICIAL COPY" and "Form Approved OMB No: 2120-0021". It is a Department of Transportation Federal Aviation Administration form. The applicant's name is Daniel Paul Kindert, SSN is 444997777, and date of birth is 12/12/1970. He is a Private Pilot with a Reissuance of Private Pilot certificate. The form includes sections for application information, personal details, medical status, and flight test results. The "Medical Flight Test" section is checked, and the "Reissuance of PRIVATE PILOT certificate" option is selected. The "Aircraft to be used" section is also filled out.

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