U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

- Federal Aviation Administration -

Integrated Airman Certification and/or Rating Application (IACRA) Instruction Manual

Version 7.5

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U.S. DEPARTMENT OF TRANSPORTATION I

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Revision Log

Revision Date	Revised By	Comment
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**.

Role	Description
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 Part 141 / part 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 part 141 Flight School / part 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 part 141 flight school / part 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.

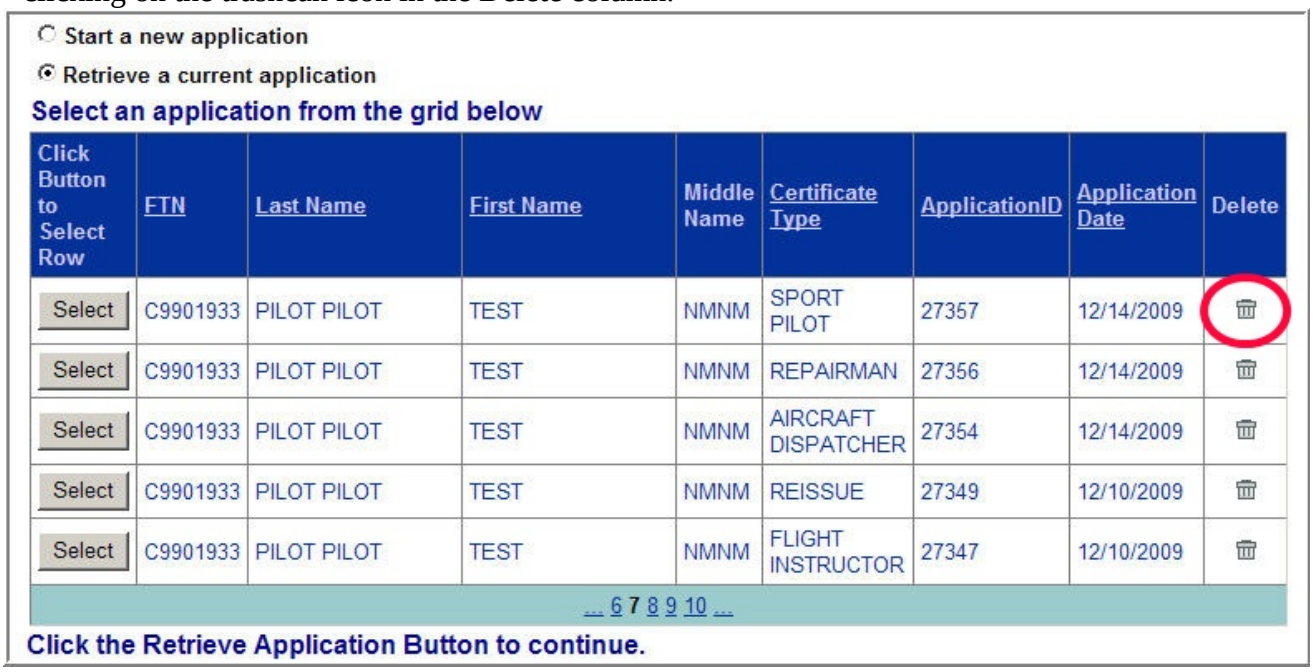
5.1 General

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.



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 and Supplemental Information

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:

Part 141 Flight School / part 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?

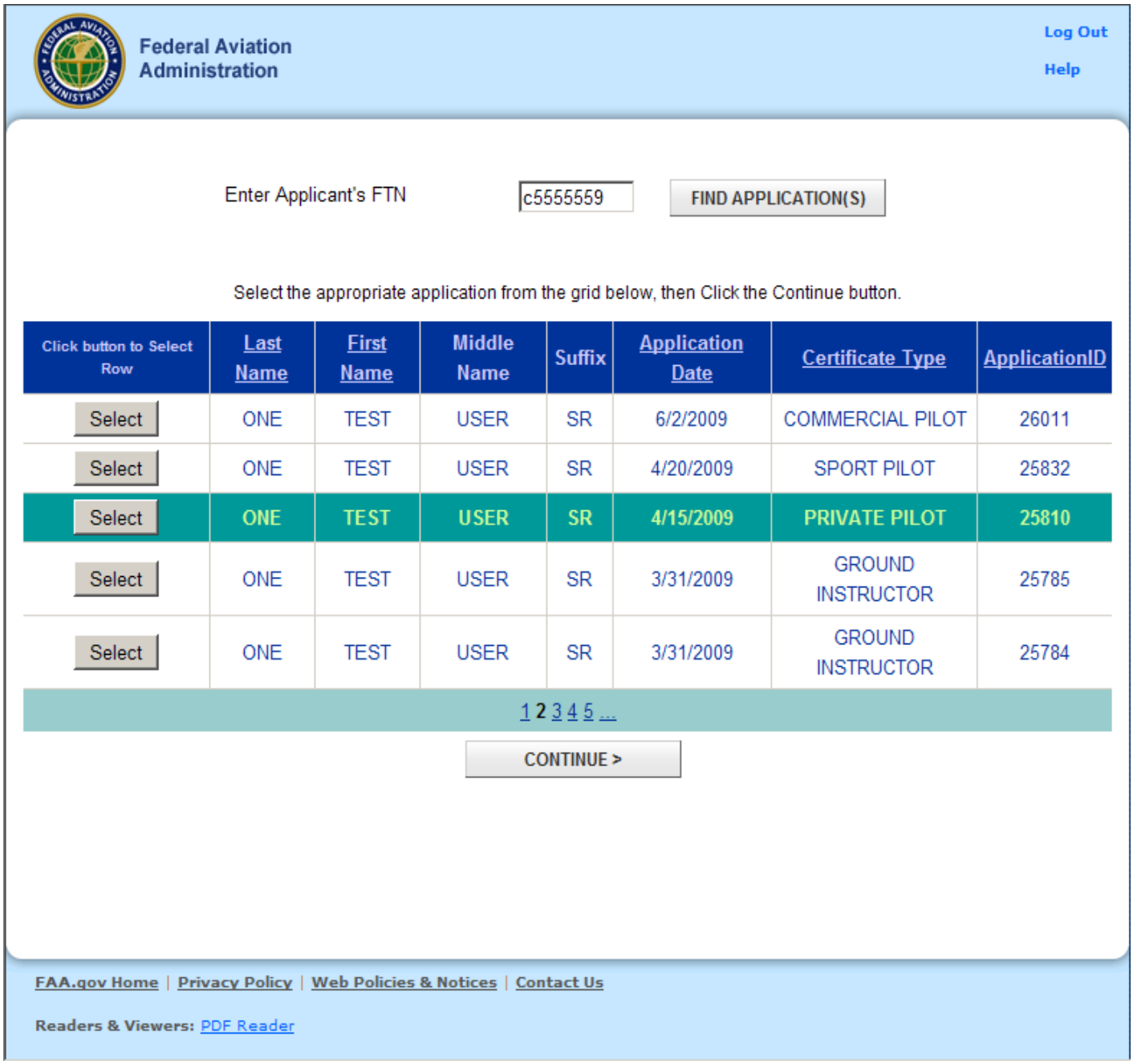
When you use the Close Browser link to exit IACRA, the information you have entered into the application is saved before the browser closes. The browser closes to ensure that your session to the IACRA web server is properly terminated. This occurs to ensure security for your application particularly 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.

10. Recommending Instructor Process Overview

Recommending Instructor Retrieve Application



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.

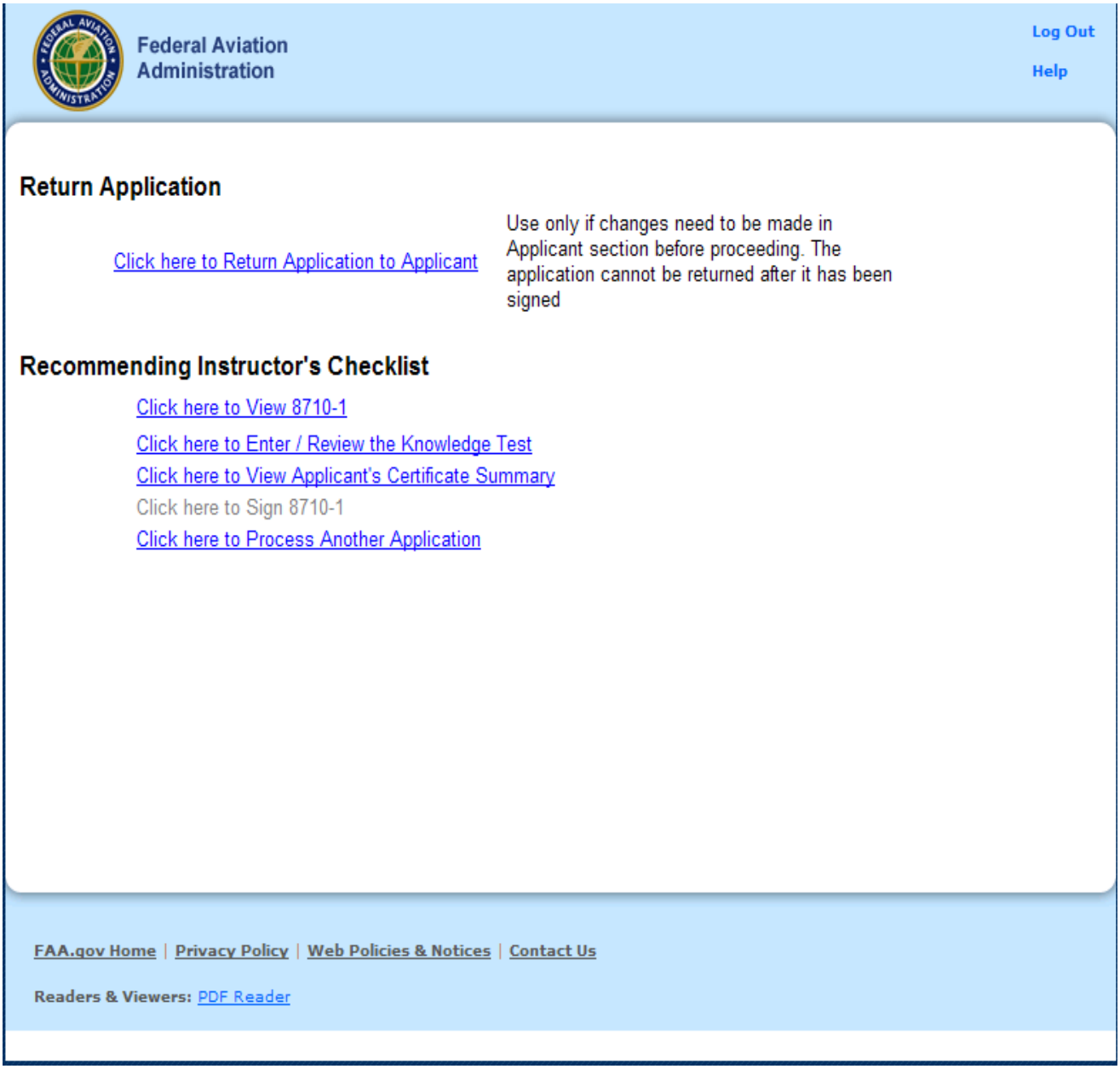
1. Type the applicants FTN number in the Enter Applicant's FTN text box and click the Find Application(s) button. All applications that have been submitted by the applicant will appear in a selection grid.

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.



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.

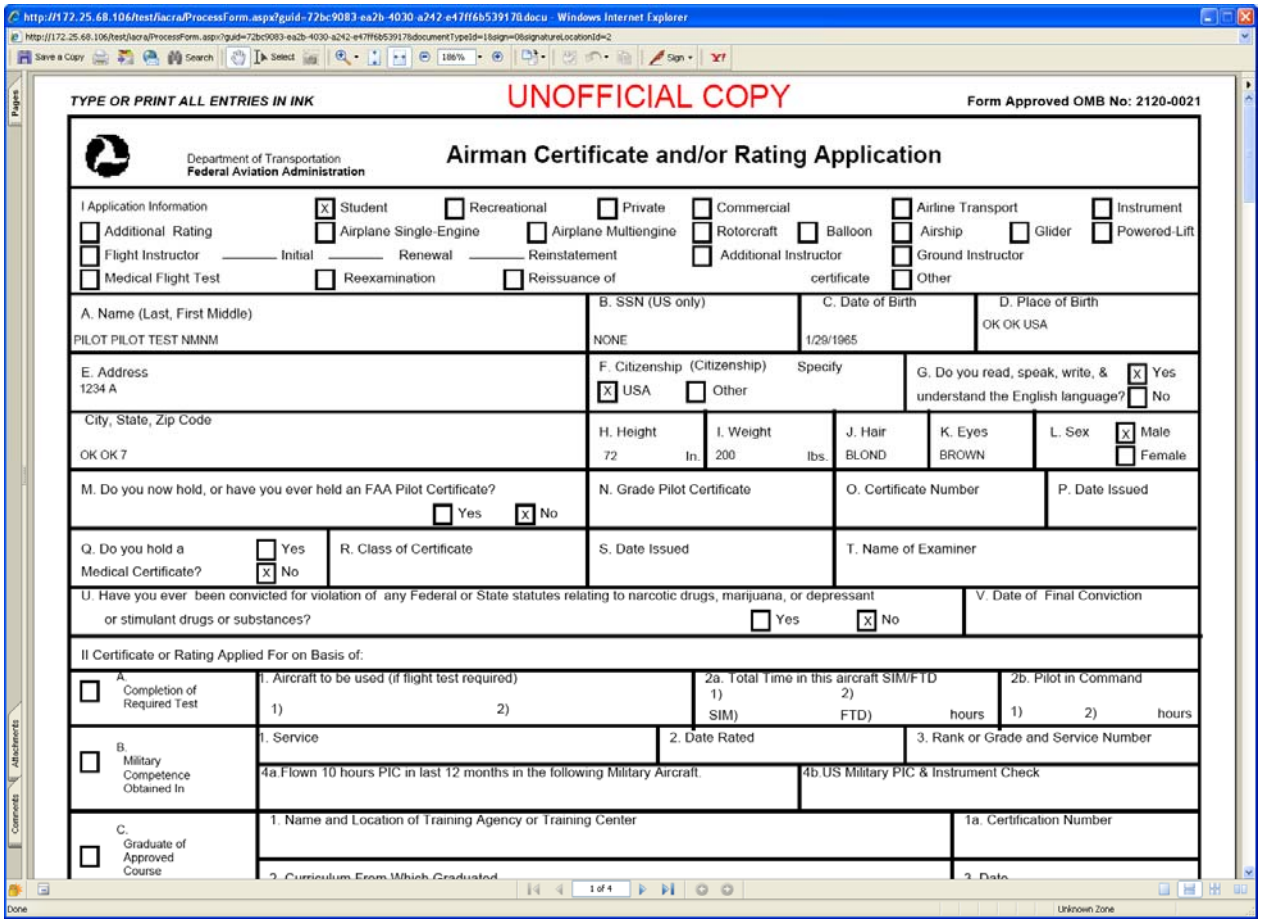
Note!! Resetting the application cannot be done after the Recommending Instructor has signed the application. Therefore, it is necessary for the Recommending Instructor to review the application carefully before signing.

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.

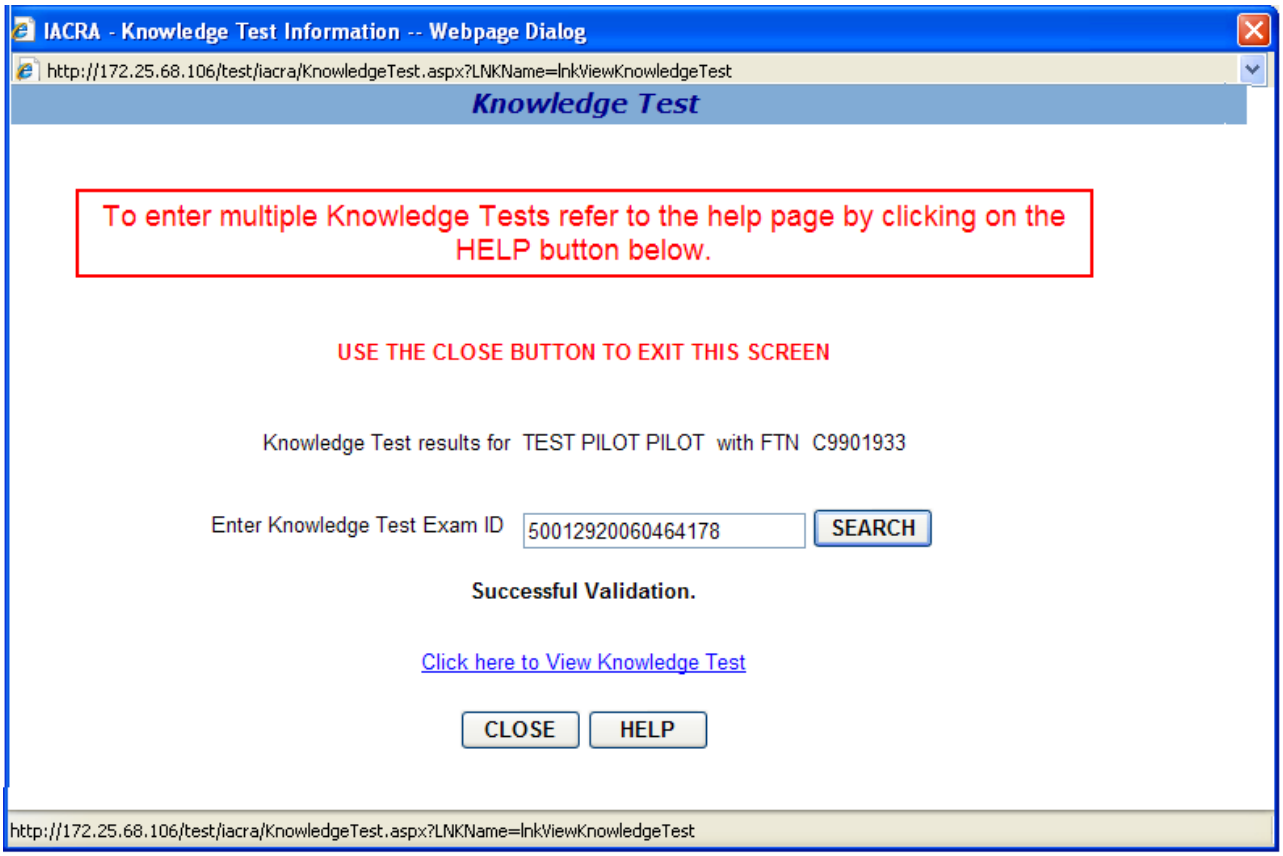
Click here to view the 8710-1

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.



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.

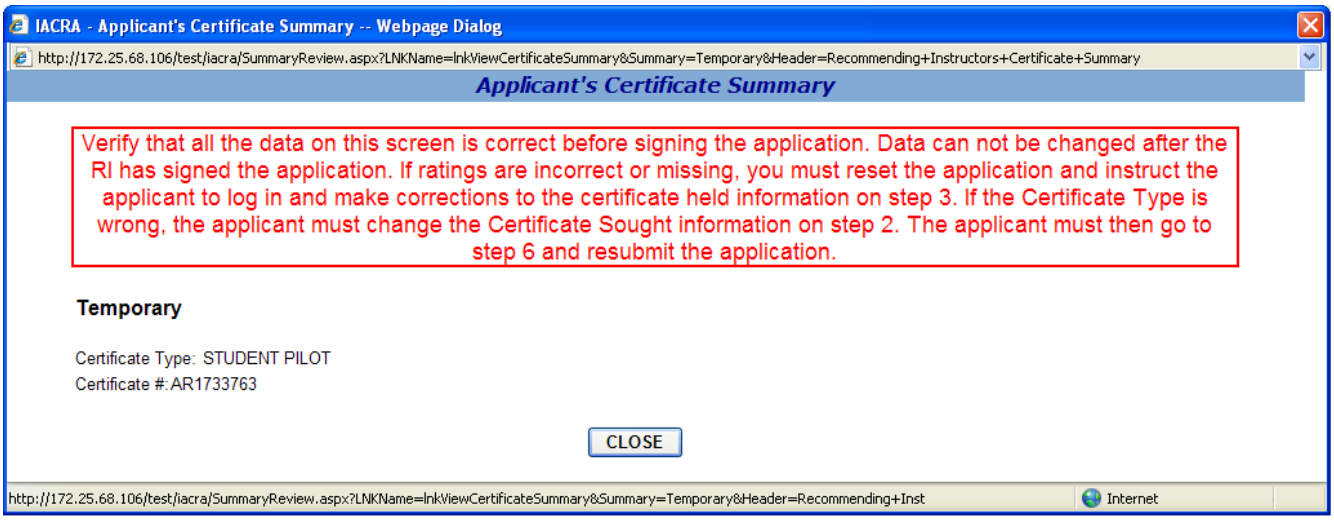
3. When you have finished viewing the Knowledge Test Report, click the "X" in the upper right corner of the report display window to close the knowledge test report window.

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.

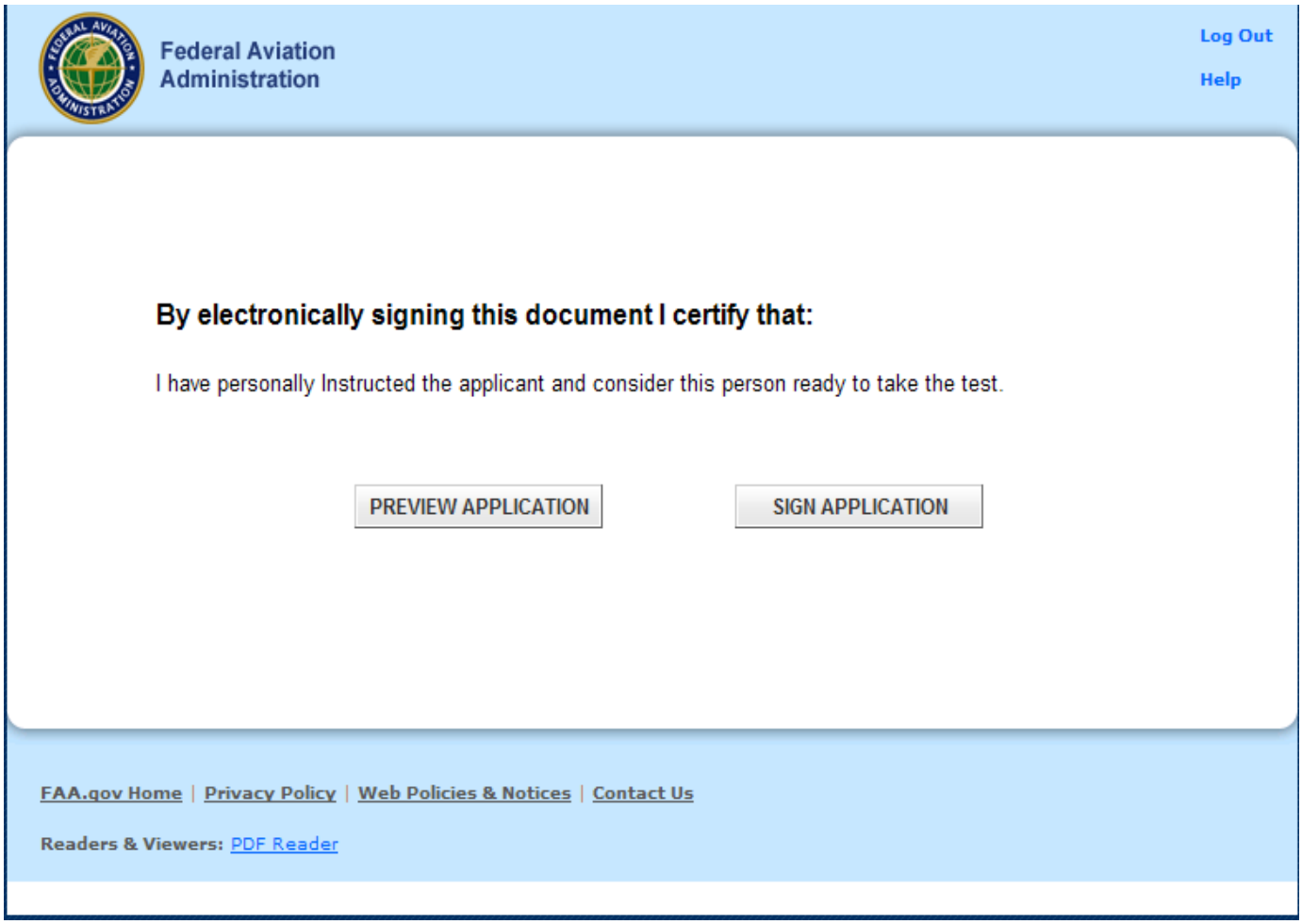
Click here to View Applicant's Certificate Summary

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

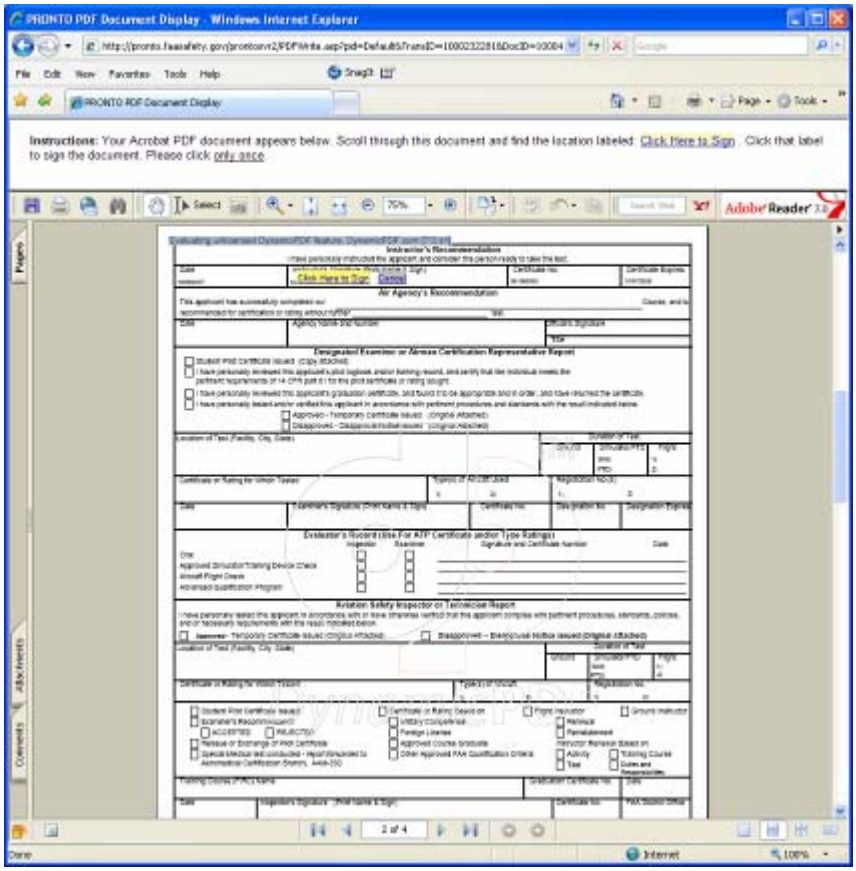


Click here to Sign the application

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



Recommending Instructor Signature



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.