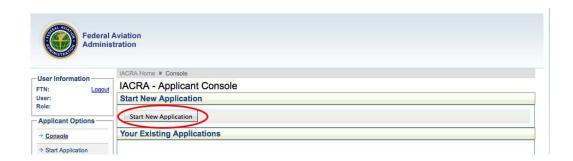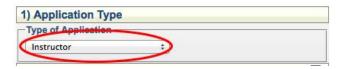IACRA Application Directions

Step 1: Login to IACRA (http://iacra.faa.gov), and then select **Accept TOS as Applicant. NOTE:** If your do not see Applicant as an option, click **Add Role** in the left column and add Applicant to your IACRA Account.

Step 2: Click **Start New Application**

Step 3: Under **1) Application Type** select **Instructor**
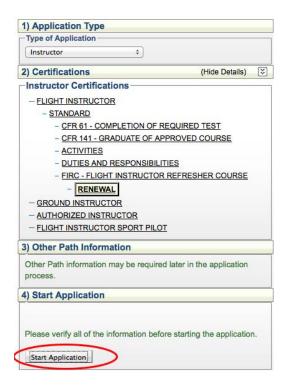
Next, under **2) Certifications** select **Flight Instructor**

Next, select **Standard**, and then select **FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE,** and then select **RENEWAL**
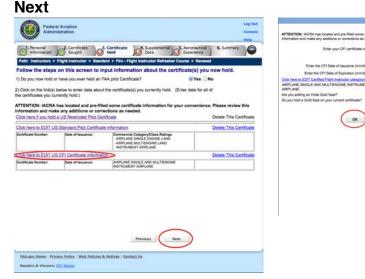

Next, click **Start Application**

Step 4: Verify the information in **Personal Information** section of the Application, Correct any errors, and then click **Next. NOTE: If using a P.O. Box, be sure to include Physical Description section of the application.**

Step 5: Verify that the **Certificate Sought** section is pre-filled out correctly.

Step 6: Click on the link **Click here to EDIT US CFI Certificate Information.** Verify the information on the **US Standard Certificate Screen**, make sure to verify GOLD Seal status. This information is from your current CFI Certificate Click **OK**, and then click **Next**

SPECIAL NOTE:
RATINGS

When adding your U.S. CFI Certificate Information, make sure you do not add or change any ratings other than what is listed on your CFI Certificate. To verify your current ratings refer to the reverse side of your CFI Certificate. Failure to do so will result in the delay and possible revocation of your certificate.

If your CFI Certificate information is pre-filled, please call 800-257-9444 before making ANY changes.
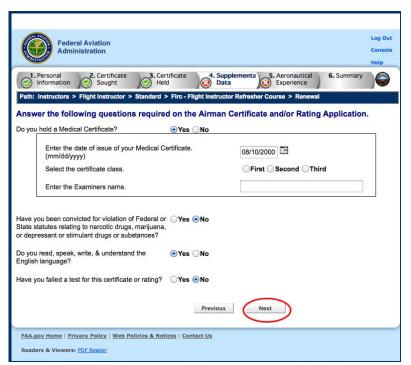

GOLD SEAL

1. You **CAN NOT** add a Gold Seal to your CFI Certificate by clicking "Yes" next to "Are you adding an Initial Gold Seal" - You must do this with your local FSDO.
2. Prior to clicking "Yes"/"No" next to "Do you hold a Gold Seal on your certificate", verify that you have a Gold Seal on your **CURRENT** CFI Certificate. Refer to the Front, Top-Right Corner of your CFI Certificate. If you see a Gold Seal, then you have a Gold Seal and you can click "Yes". If you have a Black Seal, Click "No". Failure to follow these instructions will result in the delay and possible revocation of your certificate.

Standard Seal - Click "No"

Gold Seal- "Click Yes"

Step 7: On the Supplemental Data Screen, verify your Medical Certificate Information, and click **Yes or No** for each of the on-screen questions. Then click **Next.**

Expired Medical Information may appear, do not delete the information, simply select "No" under Medical Certificate. Do fill out the information regarding your expired medical.

Step 8: Filling out this screen is optional, simply click **Next.**

Step 9: Click on Review Application Certificate Summary, then REVIEW APPLICATION, You can now view and print your 8710 Application for your records, and then Finally SUBMIT APPLICATION

Step 10: The last step is to copy the Application ID and FAA Tracking Number and supply it to us via the Aviation Seminars IACRA Portal (http://www.avsem.com/iacra). Refer to your Aviation Seminars IACRA Confirmation email for details.