

## IACRA Application Directions

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

The screenshot shows the 'IACRA - Terms of Service & Role Selection' page. On the left is a navigation menu with sections: 'User Information' (FTN, User, Role, Logout), 'Applicant Options' (Console, Start Application, User Profile, Add Role, Change Role, Remove Role, Edit Preferences, Change Password), and 'Information & Help' (Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings). The main content area is titled 'Terms of Service (TOS)' and contains a disclaimer about government information systems, a list of two terms, and a consent statement. Below the text, it says 'I agree to the Terms of Service & select:' followed by two buttons: 'Accept TOS as -> APPLICANT' (circled in red) and 'Accept TOS as -> RECOMMENDING INSTRUCTOR'. A 'Do NOT accept Terms of Service' button is also present.

Step 2: Click **Start New Application**

The screenshot shows the 'IACRA - Applicant Console' page. The left navigation menu includes 'User Information' (Logout) and 'Applicant Options' (Console, Start Application). The main content area has a breadcrumb 'IACRA Home > Console' and a title 'IACRA - Applicant Console'. Below the title are three main sections: 'Start New Application' (with a 'Start New Application' button circled in red), 'Your Existing Applications', and 'Your Existing Applications'.

Step 3: Under **1) Application Type** select **Instructor**

The screenshot shows a dropdown menu titled '1) Application Type'. The dropdown is open, showing the selected option 'Instructor' circled in red.

Next, under **2) Certifications** select **Flight Instructor**

2) Certifications (Hide Details) [v]

**Instructor Certifications**

- **FLIGHT INSTRUCTOR**
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
- FLIGHT INSTRUCTOR SPORT PILOT

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

2) Certifications (Hide Details) [v]

**Instructor Certifications**

- FLIGHT INSTRUCTOR
- **STANDARD**
  - CFR 61 - COMPLETION OF REQUIRED TEST
  - CFR 141 - GRADUATE OF APPROVED COURSE
  - ACTIVITIES
  - DUTIES AND RESPONSIBILITIES
  - **FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE**
  - **RENEWAL**
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
- FLIGHT INSTRUCTOR SPORT PILOT

Next, click **Start Application**

**1) Application Type**

Type of Application

Instructor [v]

**2) Certifications** (Hide Details) [v]

**Instructor Certifications**

- FLIGHT INSTRUCTOR
- STANDARD
  - CFR 61 - COMPLETION OF REQUIRED TEST
  - CFR 141 - GRADUATE OF APPROVED COURSE
  - ACTIVITIES
  - DUTIES AND RESPONSIBILITIES
  - FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE
  - **RENEWAL**
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
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**3) Other Path Information**

Other Path information may be required later in the application process.

**4) Start Application**

Please verify all of the information before starting the application.

**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.**

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

Path: Instructors > Flight Instructor > Standard > FIRC - Flight Instructor Refresher Course > Renewal

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

Personal Information

First Name \*

Middle \*   No Middle Name

Last Name \*

Name Suffix:

Date of Birth \*

Citizenship \* UNITED STATES

Birth Country \* UNITED STATES

Birth City \*

Birth State \* CA

SSN \* DO NOT USE  Do Not Use

Gender \*  Male  Female

Height \*  INCHES

Weight \*  POUNDS

Hair Color \* BROWN

Eye Color \* BROWN

Contact Information

Telephone:

Email:

Permanent Mailing Address

Residential Address:

PO Box, Rural Route, Commercial:

Physical Description (Map or Directions):

Country \* UNITED STATES

City \*

State \* CA

ZIP Code \*

Special Mailing Address

Please Note: Only complete this section if you want your certificate special mailed to an address that is not:

Address Line 1:

Address Line 2:

Country: UNITED STATES

City:

State: CA

ZIP Code:

Next

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

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Log Out Console Help

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Path: Instructors > Flight Instructor > Standard > FIRC - Flight Instructor Refresher Course > Renewal

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: FLIGHT INSTRUCTOR

2) Select Restricted or Standard: STANDARD

3) Select the certificate Basis: FIRC - FLIGHT INSTRUCTOR REFRESHER CO

4) Select the type of Issuance: RENEWAL

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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**

U.S. Standard Certificate

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

Enter your CFI certificate number: \_\_\_\_\_

Enter the CFI Date of Issuance (mm/dd/yyyy): 06/26/2012

Enter the CFI Date of Expiration (mm/dd/yyyy): 06/30/2014

Click here to EDIT Certified Flight Instructor category/class ratings.

AIRPLANE SINGLE AND MULTISENSE, INSTRUMENT AIRPLANE

Are you adding an Initial Gold Seal?  Yes  No

Do you hold a Gold Seal on your current certificate?  Yes  No

OK CANCEL HELP

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.)

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

Click here if you hold a US Restricted Pilot Certificate Delete This Certificate

Click here to EDIT US Standard Pilot Certificate information Delete This Certificate

Certificate Number:	Date of Issuance:	Commercial Category/Class Ratings:	
		AIRPLANE SINGLE ENGINE LAND	
		AIRPLANE MULTISENSE LAND	
		INSTRUMENT AIRPLANE	

Click here to EDIT US CFI Certificate information Delete This Certificate

Certificate Number:	Date of Issuance:	AIRPLANE SINGLE AND MULTISENSE	
		INSTRUMENT AIRPLANE	

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U.S. Standard Certificate

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

Enter your CFI certificate number: \_\_\_\_\_

Enter the CFI Date of Issuance (mm/dd/yyyy): 06/26/2012

Enter the CFI Date of Expiration (mm/dd/yyyy): 06/30/2014

Click here to EDIT Certified Flight Instructor category/class ratings.

AIRPLANE SINGLE AND MULTISENSE, INSTRUMENT AIRPLANE

Are you adding an Initial Gold Seal?  Yes  No

Do you hold a Gold Seal on your current certificate?  Yes  No

OK CANCEL HELP

## 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"

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Path: Instructors > Flight Instructor > Standard > Firc - Flight Instructor Refresher Course > Renewal

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

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

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

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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.

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Path: Instructors > Flight Instructor > Standard > Firc - Flight Instructor Refresher Course > Renewal

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

**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								

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

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

Path: Instructors > Flight Instructor > Standard > Firc - Flight Instructor Refresher Course > Renewal

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

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**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. Know your FTN, IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Email: [9-NATL-AVS-IT-ServiceDesk@faa.gov](mailto:9-NATL-AVS-IT-ServiceDesk@faa.gov)

Public Customers call 1-877-287-6731

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

Federal Aviation Administration Log Out Console Help

**Thank you for submitting your application.**

Application ID : 730845

FAA Tracking Number (FTN) : A0264842

You may need to reference these numbers to inquire about your application. Any applicable knowledge test ID codes will need to be provided to your Designated Examiner or Authorized Instructor. Please use your browser File/Print function to print this page for your records.

Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application.

REVIEW APPLICATION RETURN TO LOGIN

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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.