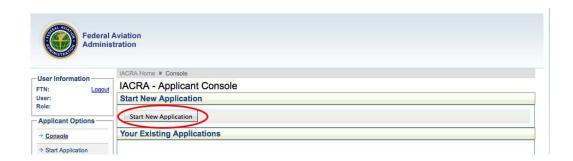
IACRA Application Directions

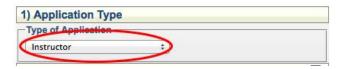
Step 1: Login to IACRA (http://iacra.faa.gov), and then select **Accept TOS as Applicant. NOTE:** If your do not see Applicant as an option, click **Add Role** in the left column and add Applicant to your IACRA Account.



Step 2: Click Start New Application



Step 3: Under 1) Application Type select Instructor



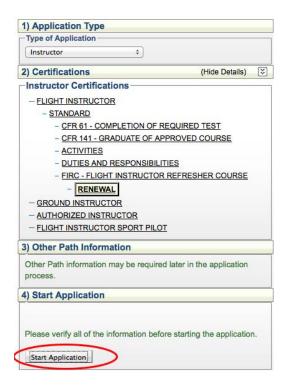
Next, under 2) Certifications select Flight Instructor



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



Next, click Start Application



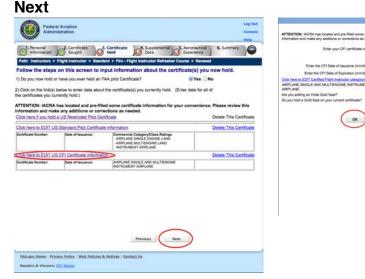
Step 4: Verify the information in **Personal Information** section of the Application, Correct any errors, and then click **Next. NOTE: If using a P.O. Box, be sure to include Physical Description section of the application.**

formation 2. Certifi	cate Certificate t Held	Outs Supplemental S. Aeronautical Data	6. Summary
tructors > Flight Instru	ctor > Standard > Firc - F		5
quired fields are marke	d with an asterisk(") O U	ACRA Tips: Turn On Turn Of	
nal Information			
First Name: *			
Middle: *		☐ No Middle Name	
LastName: *			
Name Suffix:			
Date of Birth: *		3	
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	UNITED STATES	- 1	
Birth City: *			
Birth State: *			
	DO NOT USE		
Gender: *	⊕ Male ⊝Female		
Height: *		INCHES I	
Weight: *		POUNDS 1	
Hair Color: *	BROWN 3		
Eye Color: *	BROWN -1		
ect Information			
Telephone:			
Email:			
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Residential Address:			
PO Box, Rural Route.			
PO Box, Rural Route, Commercial:			
Physical Description (Map or Directions):			
(wap or birections):			
Country *	UNITED STATES	1	
City *			
	(CA : 1)		
ZIP Code *			
al Mailing Address			
	is section if you want your	certificate apecial mailed to an address	
s not:			
Address Line 1:			
Address Line 2:			
Country:	UNITED STATES		
City:			
State	CA t		
ZIP Code:			
		Next	

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



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

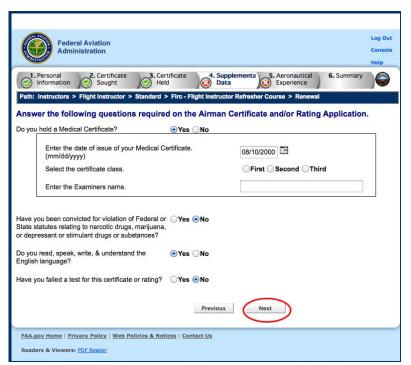
- 1. You **CAN NOT** add a Gold Seal to your CFI Certificate by clicking "Yes" next to "Are you adding an Initial Gold Seal" You must do this with your local FSDO.
- 2. Prior to clicking "Yes"/"No" next to "Do you hold a Gold Seal on your certificate", verify that you have a Gold Seal on your **CURRENT** 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.



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

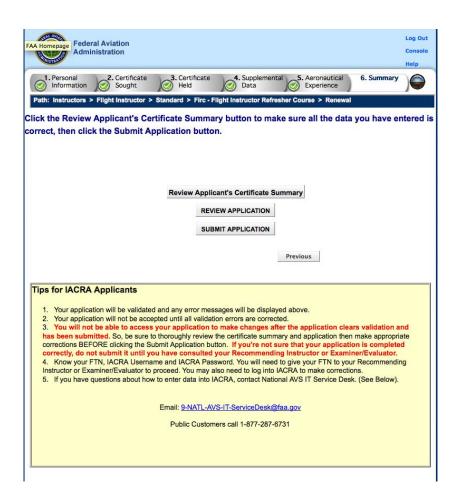
Aeronautical Experience Grid

	Airplanes	Rotorcraft	Powered Lift	Gliders	Lighter than Air	Training Device	Simulator	PCATD
Total								
Instruction Received								
Solo	_							
Dilat in Command	PIC SIC	PIC SIC	PIC SIC					
Cross Country Instruction Received								
Cross Country Solo								
	PIC SIC	PIC SIC	PIC SIC					
Instrument								
Night Instruction Received								
Night Take-off / Landing		8			2			
	PIC SIC	PIC SIC	PIC SIC					
	PIC SIC	PIC SIC	PIC SIC					
Number of Flights								
Number of Aero-Tows								
Number of Ground Launches								
Number of Powered Launches								

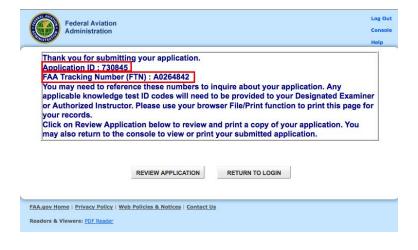
Step 8: Filling out this screen is optional, simply click **Next.**

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Readers & Viewers: PDF Reader



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.