

Completing your IACRA 8710

1 WARNING: SAFARI, IPAD, AND IPHONE PROBLEMS

Many users have experienced problems using Safari, iPads, and iPhones with IACRA.

Recommended: Firefox or Chrome on a Desktop computer (Mac or PC)

2 TURN OFF POP-UP BLOCKERS ON YOUR INTERNET BROWSER

IACRA uses Pop-up windows as part of its application process.

You must enable Pop-ups (or disable Pop-up blockers) on your browser for IACRA to work.

IACRA does not have any advertisements. All Pop-up windows are necessary for the process.

3 LOG IN TO IACRA AT [HTTPS://IACRA.FAA.GOV/IACRA/](https://iacra.faa.gov/iacra/)



IACRA is the web-based certification/rating application that guides the user through the FAA's airman application process. IACRA helps ensure applicants meet regulatory and policy requirements through the

4 CLICK "ACCEPT TOS AS APPLICANT"

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role

I agree to the Terms of Service & select:

5 CLICK "START NEW APPLICATION"

The screenshot shows the IACRA Applicant Console interface. At the top, there is a breadcrumb trail: "IACRA Home » Console". Below this, the main heading is "IACRA - Applicant Console". There are two main sections: "Start New Application" and "Your Existing Applications". The "Start New Application" section contains a button labeled "Start New Application", which is circled in red. Below the "Your Existing Applications" section, there is a table with columns for "Application", "Start Date", and "Certific".

Application	Start Date	Certific
4040750	00000015	Flight Instructor Defect

6 CHOOSE APPLICATION TYPE “INSTRUCTOR”

IACRA Home

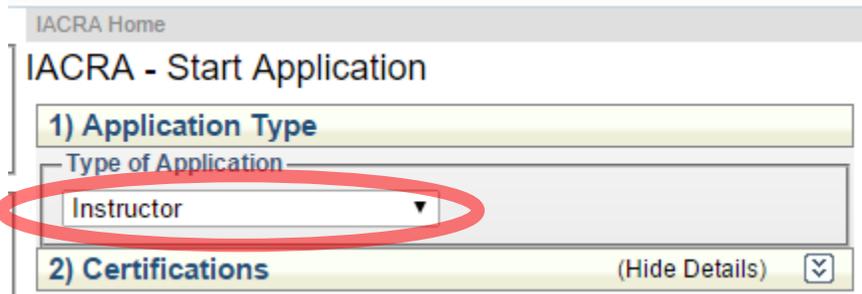
IACRA - Start Application

1) Application Type

Type of Application

Instructor

2) Certifications (Hide Details) [v]

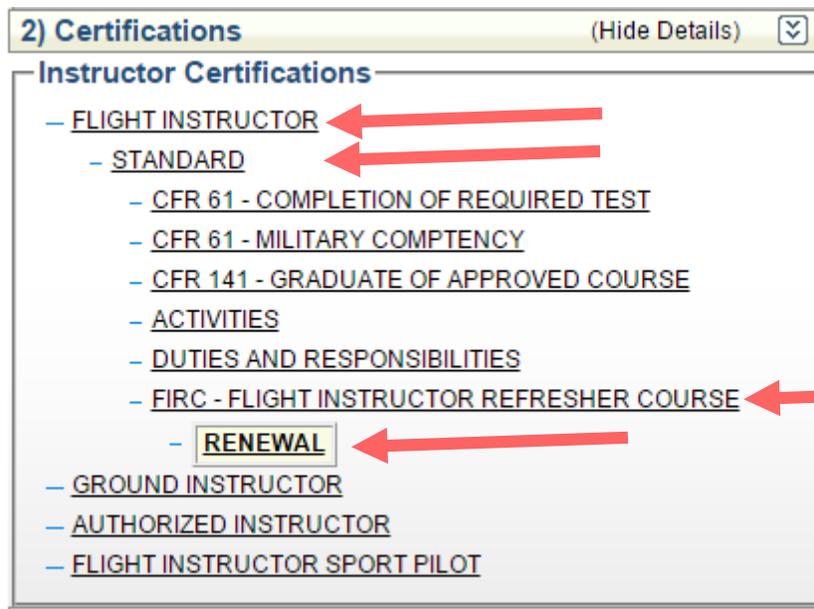


7 CLICK “FLIGHT INSTRUCTOR”, “STANDARD”, “FIRC”, THEN “RENEWAL”

2) Certifications (Hide Details) [v]

Instructor Certifications

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



8 CLICK "START APPLICATION"

3) Other Path Information
Flight Instructor Refresher Course - Renewal

4) Start Application
Flight Instructor Refresher Course - Renewal
Please verify all of the information before starting the application.

Start Application

9 FILL OUT ALL PERSONAL INFORMATION

Personal Information (Section I, A-L) (Hide Details)

Personal Information

Please Note: The information in this top section cannot be changed once it is established with the Airman Registry. To learn how to update this information please follow this [link](#).

Full Name
Date of Birth
Sex
Citizenship Country
Hair Color
Eye Color
Weight (lbs.)
Height (inches)
City of Birth

Fill in your information

10 CLICK "SAVE & CONTINUE"

Country

11 FILL IN CERTIFICATE INFORMATION

Certificate Held (Section I, G & M-O) (Hide Details)

English Language (Block G)

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

Airman Certificate (Block M-M3)

Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

Flight Instructor Certificate Held

Certificate Number

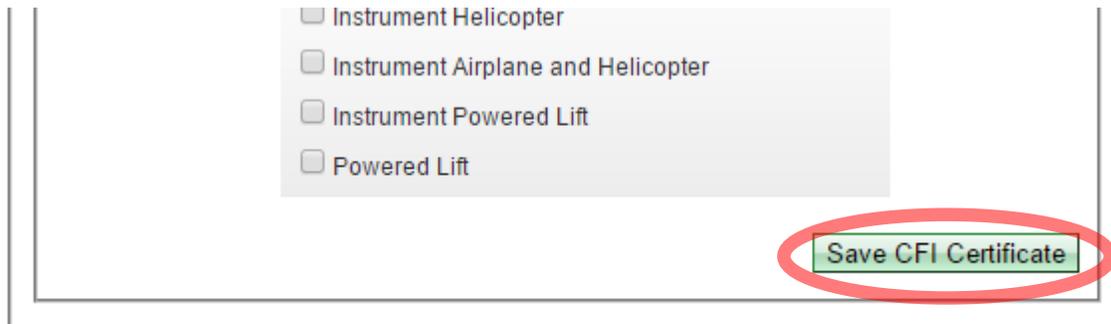
Date Issued

Expiration Date

- Airplane Single Engine
- Airplane Multiengine
- Airplane Single and Multiengine
- Glider
- Rotorcraft Gyroplane
- Rotorcraft Helicopter
- Rotorcraft Helicopter and Gyroplane
- Instrument Airplane
- Instrument Helicopter
- Instrument Airplane and Helicopter
- Instrument Powered Lift
- Powered Lift

12 *IMPORTANT* - CLICK "SAVE CFI CERTIFICATE"

If you skip this step, your ratings will not save to your certificate



Instrument Helicopter
 Instrument Airplane and Helicopter
 Instrument Powered Lift
 Powered Lift

Save CFI Certificate

13 FILL IN THE MEDICAL AND DRUG INFORMATION

Medical Certificate (Block N-N-3)

Check here, if you now hold a Medical Certificate?

Please Note: Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.

Select the certificate Type FAA Military

Class of Medical Certificate (Choose) ▼

Date issued 09/02/2015

Name of Examiner

Drug Conviction (Block O)

Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

14 CLICK "SAVE & CONTINUE"

Drug Conviction (Block U)

Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

Save & Continue

15 CLICK "SAVE & CONTINUE" (NO INFO NEEDED IN THIS SECTION)

Basis of Issuance (Section II) (Hide Details)

- Completion of Required Test (Block A)
- Military Competence (Block B)
- Graduate of Approved Course (Block C)
- Holder of Foreign License (Block D)
- Completion of Air Carrier's Approved Training Program (Block E)

No information needed in this section

Save & Continue

16 FILL IN PILOT TIME SECTION (OPTIONAL)

Pilot Time (Section III) (Hide Details)

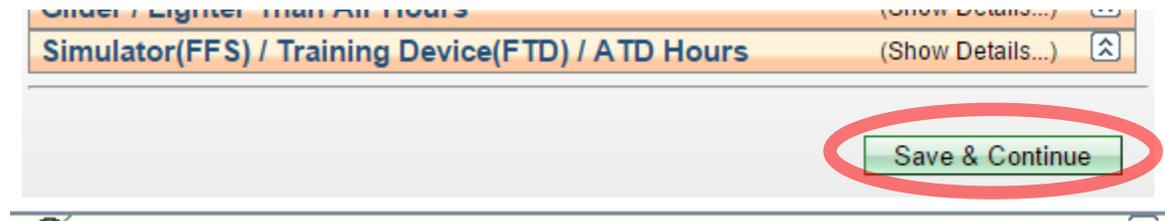
Import Hours from application: **Import**

Please Note: IACRA found hours from a previous application started 9/30/2015. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours.

Clear Pilot Hours

Airplane / Rotorcraft / Powered Lift Hours	(Show Details...)	^
Glider / Lighter Than Air Hours	(Show Details...)	^
Simulator(FFS) / Training Device(FTD) / ATD Hours	(Show Details...)	^

17 "SAVE & CONTINUE"



18 REVIEW THE APPLICATION INFORMATION

Important Information for IACRA Applicants

1. Your application can not be submitted until all validation errors are corrected.
2. Be sure to review the application *carefully* and make appropriate corrections *before* submitting your application. **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.**
3. Know your FTN (A [REDACTED]), 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.
4. Read and understand the Privacy Act statement by clicking the "View Privacy Act" button below.
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
Phone: 1-877-287-6731

Certificate Summary

Certificate Type: FLIGHT INSTRUCTOR
Certificate #: [REDACTED]
Ratings: [REDACTED]
Limitations:
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO [REDACTED]
2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

No Ratings? Re-do steps 9 & 10 above

19 *IMPORTANT* ENSURE YOUR "RATINGS" ARE CORRECT

If your ratings are not listed or correct, go back and re-do steps 11 and 12 above!

Certificate Summary

Certificate Type: FLIGHT INSTRUCTOR
Certificate # [REDACTED]
Applicant holds a Gold Seal

Ratings.
AIRPLANE SINGLE AND MULTIENGINE
INSTRUMENT AIRPLANE

Limitations.
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO [REDACTED]
2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

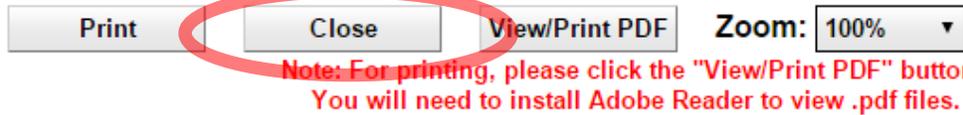
20 VIEW PILOT'S BILL OF RIGHTS

You must view the Pilot's Bill of Rights and Privacy Act before "Review" button will work

2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

[View Pilot's Bill of Rights](#) [View Privacy Act](#) [Review](#)

21 READ THE PILOT'S BILL OF RIGHTS, THEN CLICK "CLOSE"



Written Notification to an Airman Applicant

PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION

The information you submit on the attached FAA Form will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (USC) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the

22 VIEW PRIVACY ACT

2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

[View Pilot's Bill of Rights](#) [View Privacy Act](#) [Review](#)

23 READ PRIVACY ACT, THEN CLICK "CLOSE"

System: Pilot's Bill of Rights - 02/10/2010

Print Close View/Print PDF Zoom: 100%

Note: For printing, please click the "View/Print PDF" button. You will need to install Adobe Reader to view .pdf files.

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

PRIVACY ACT STATEMENT: This statement is provided pursuant to 5 U.S.C. § 552(a):

24 CLICK "REVIEW"

2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

View Pilot's Bill of Rights View Privacy Act Review

25 REVIEW YOUR 8710 APPLICATION

Note: For printing, please click the "View/Print PDF" button. You will need to install Adobe Reader to view .pdf files.

IACRA Generated Copy

TYPE OR PRINT ALL ENTRIES IN INK Form approved OMB No:2120-0021

U.S. Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying):

Certificates		Ratings			Other Information/Requests								
<input type="checkbox"/> Student	<input type="checkbox"/> Recreational	<input checked="" type="checkbox"/> Flight	<input type="checkbox"/> ASE	<input type="checkbox"/> AME	<input type="checkbox"/> Land	<input type="checkbox"/> Sea	<input type="checkbox"/> Initial	<input type="checkbox"/> Reexamination	<input type="checkbox"/> Instrument Proficiency Check				
<input type="checkbox"/> Private	<input type="checkbox"/> Commercial	<input type="checkbox"/> Ground	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Balloon	<input type="checkbox"/> Glider	<input type="checkbox"/> Gyroplane	<input type="checkbox"/> Airship	<input type="checkbox"/> Powered-Lift	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Basic	<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> Reissuance	<input type="checkbox"/> Medical Flight Test
<input type="checkbox"/> ATP-Restricted	<input type="checkbox"/> ATP		<input type="checkbox"/> Instrument	<input type="checkbox"/> Powered-Lift	<input type="checkbox"/> Instrument	<input type="checkbox"/> Added Rating	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Flight Review	<input type="checkbox"/> Limitation Removal	<input type="checkbox"/> IPL			

A. Name (Last, First, Middle) B. SSN (US Only) C. Date of Birth D. Place of Birth (City and State) or (City and Country)

26 CLICK "CLOSE"



Note: For printing, please click the "View/Print PDF" button.
You will need to install Adobe Reader to view .pdf files.

IACRA Generated Copy



27 SIGN PILOT'S BILL OF RIGHTS

Sign and Submit

PILOT'S BILL OF RIGHTS

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment.

Sign Pilot's Bill of Rights Acknowledgment

(You are not required to sign the Pilot's Bill of Rights Acknowledgment. If you choose not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

28 CLICK "SIGN & SUBMIT APPLICATION"

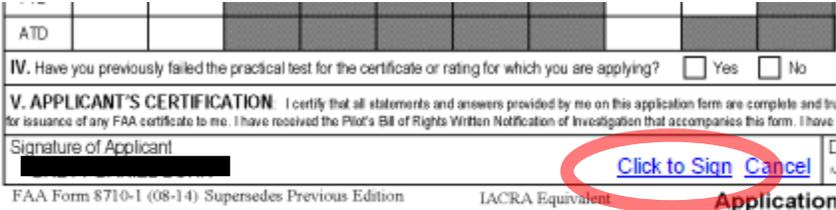
I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

PLEASE NOTE: Once the application form is signed and submitted, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

Sign & Submit Application

29 CLICK TO SIGN

Before you sign Ensure your ratings



ATD

IV. Have you previously failed the practical test for the certificate or rating for which you are applying? Yes No

V. APPLICANT'S CERTIFICATION I certify that all statements and answers provided by me on this application form are complete and true for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have

Signature of Applicant

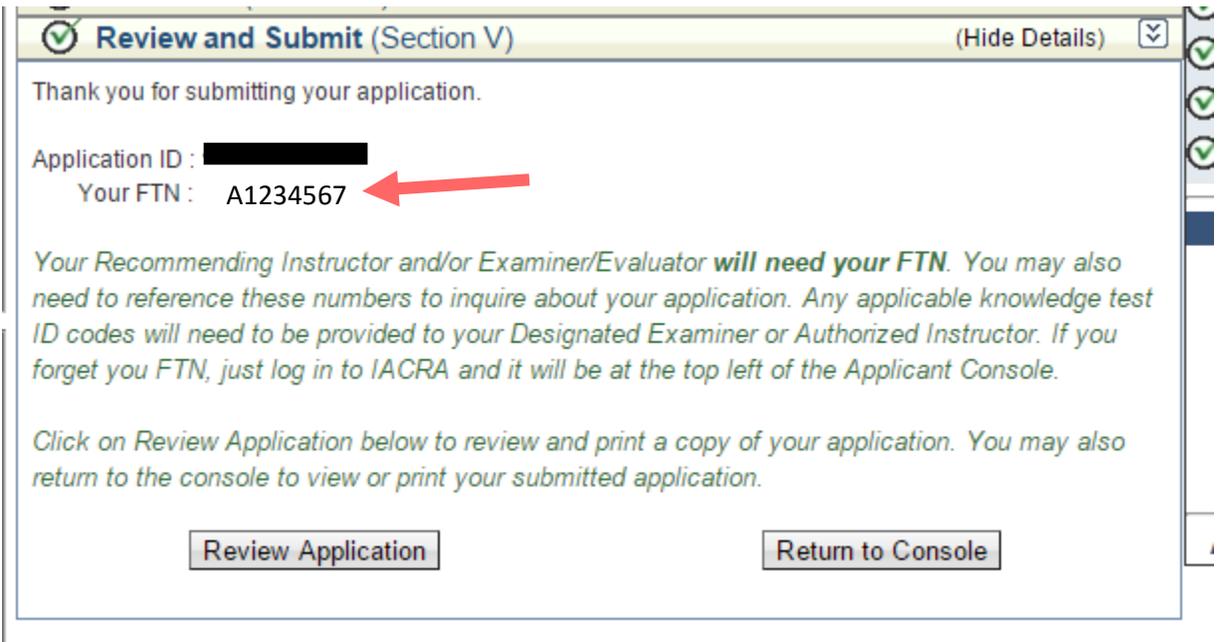
[Click to Sign](#) [Cancel](#)

FAA Form 8710-1 (08-14) Supersedes Previous Edition IACRA Equivalent Application

A red arrow points to the left side of the form, and a red circle highlights the 'Click to Sign' button.

30 WRITE DOWN YOUR "FTN"

You will need to provide this to our ACR



Review and Submit (Section V) (Hide Details)

Thank you for submitting your application.

Application ID : [REDACTED]
Your FTN : A1234567

*Your Recommending Instructor and/or Examiner/Evaluator **will need your FTN**. You may also 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. If you forget your FTN, just log in to IACRA and it will be at the top left of the Applicant Console.*

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 Console

A red arrow points to the 'Your FTN' value 'A1234567'.

31 YOUR 8710 APPLICATION IS SIGNED!

32 NOW GO TO STEP 3 OF THE ACECFI ACR CHECKLIST
