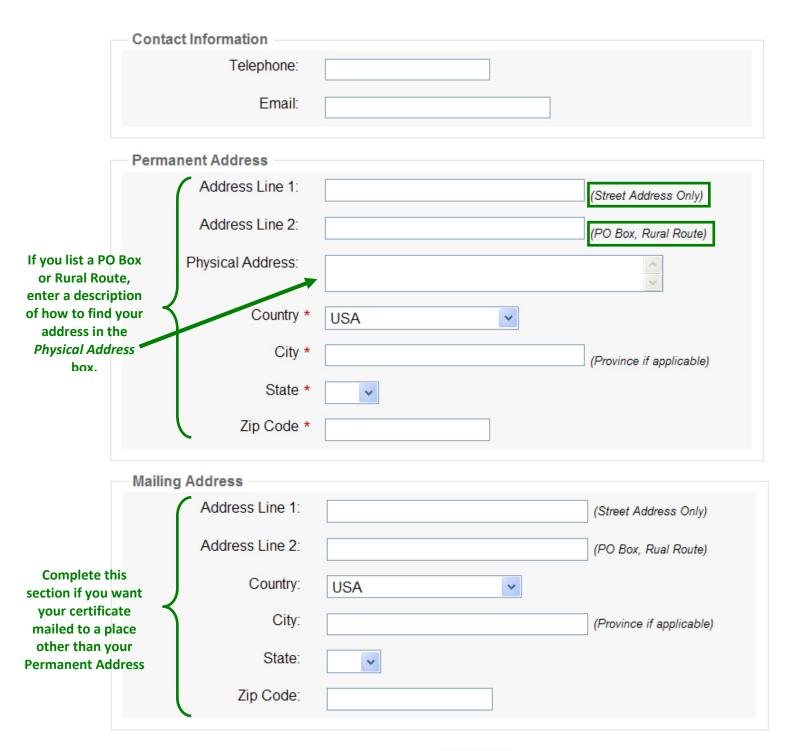
IACRA Procedures Starting an 8710 and Getting Affiliated with OU Aviation 2016

CERTIFIED FLIGHT INSTRUCTOR CERTIFICATION

- 1. Have your driver's license, medical, student pilot certificate, and **ALL** FAA pilot certificates (if applicable) ready before you begin.
- 2. Go to http://iacra.faa.gov if you are not already registered, follow the prompts to obtain a user ID and password. If you have already registered, simply log-in with your user ID and password.
- 3. Log in to IACRA and select Start or Retrieve Application
- 4. Select Start a New Application, and under Select the type of application select INSTRUCTORS
- 5. Click START APPLICATION

You will be prompted to complete the following FIVE sections. **Note:** If you have to log-off before completing all of the sections, upon logging back in, click on **Retrieve a current application**, and select the application you are working on and continue.

SECTION 1 – Personal Information Personal Information First Name: * Full, legal first, Middle: * No Middle Name middle, and last name (no initials) LastName: * Check this box if you have no legal Name Suffix: middle name Date of Birth: * • Citizenship: * Birth Country: * Birth City: * Double and triplecheck all of this SSN: * □ Do Not Use □ None information – if any of it is incorrect, you will Male Female Gender: * have to start the entire application Height: * INCHES process over. For SSN select "Do Not Use" Weight: * **POUNDS** Hair Color: * Eye Color: *



When all of your personal information is complete, click

Next

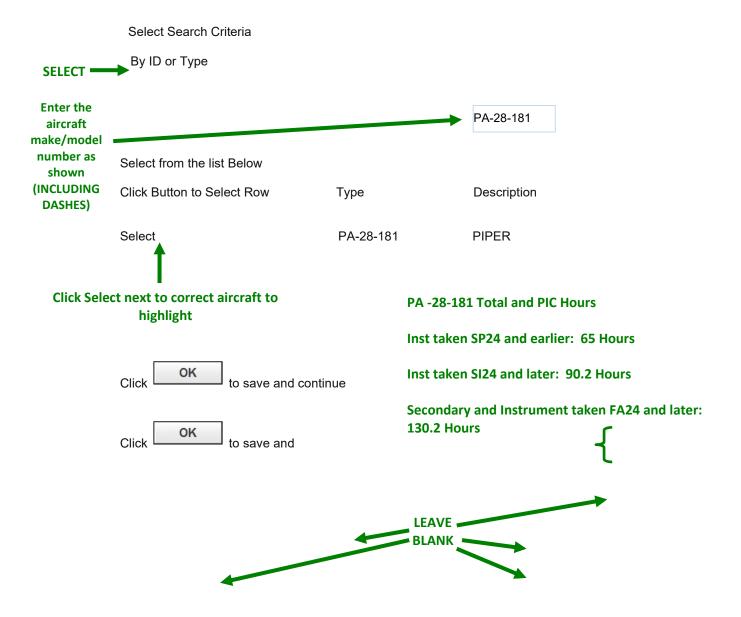
SECTION 2 – Certificate Sought

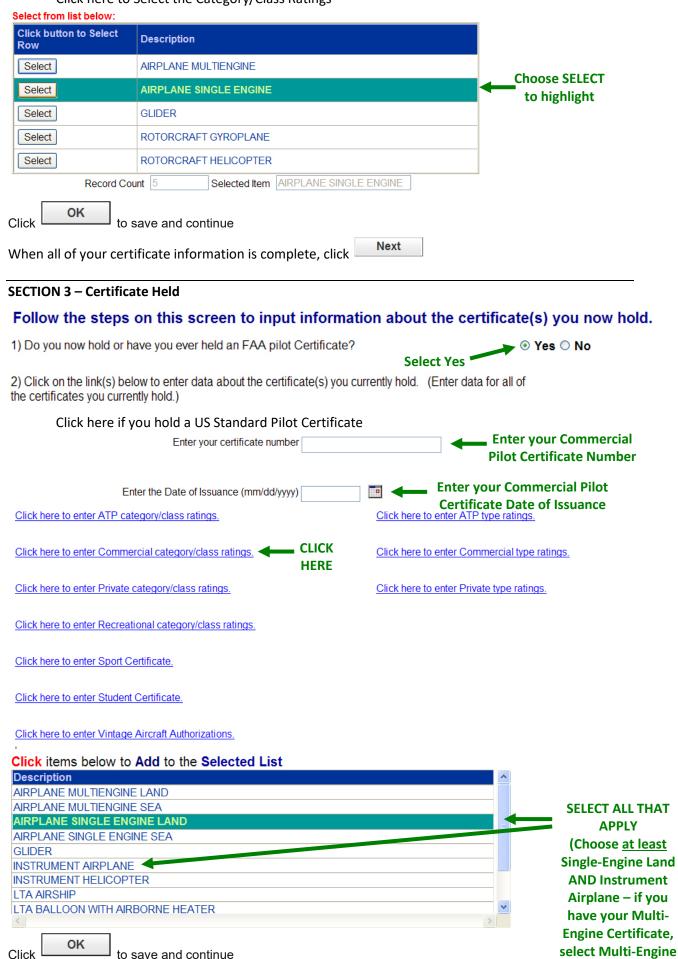
Fill in the following information to apply for your Certified Flight Instructor Certification:

Follow the steps on this screen to enter information about the certificate you are seeking.



Click the applicable links to enter data about the certification you are seeking: Click here to Enter the Completion of Required Test Information Click here to select First Aircraft to be used





Next

When all of your certificate information is complete, click

Land)

SECTION 4 – Supplemental Data

Answer the following questions required on the Airman Certificate and/or Rating Application.

Do you hold a Medical Certificate?	Yes ○ No ✓	Choose Yes	
Enter the date of issue of your Medical Cert (mm/dd/yyyy)	ificate.	•	Enter medical issue date
Select the certificate class. Ent	er class of medical	► ○ First ○ Second ○	Third
	er examiner's name nclude MD of DO)	>	
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 ◀	Choose No – if Yes, se	e Chief Flight Instructo
Do you read, speak, write, & understand the English language?	⊙ Yes ○ No ◀	Choose Yes – if No, se	e Chief Flight Instructo
Have you failed a test for this certificate or rating?	○ Yes ⊚ No ◀	Choose No	
Exceptions to the night / cross country flight	requirements ———		
Are you a pilot based on a small island?	○ Yes ⊙ No ◀	Choose No	
Did you receive your flight training in and do you reside in the state of Alaska?	○ Yes	- Choose No	
When all of your supplemental data is complete	e, click Next		

SECTION 5 – Aeronautical Experience (Note: The numbers shown in green reflect the minimum for a student who completed private, instrument and commercial training at OU. These numbers will vary for students who have already completed multi-engine training and/or have conducted significant training outside of OU. With the assistance of your instructor indicate your actual aeronautical experience. Add 1 hour in the "Total," "Instruction Received" and "Pilot in Command" blocks to reflect the minimum time flown on the practical test.

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

TOTAL: 209.0 **INSTRUCTION RECEVIED:** 134.0 SOLO: 75.0 PIC; 181.0 **XC INST RECEIVED:** 25.2 XC SOLO: 37.0 XC PIC: 57.7 INSTRUMENT: 37.5 **NIGHT INST RECEIVED:** 13.2 NIGHT T/O & LANDING: 22 **NIGHT PIC** 16 **NIGHT T/O & LNDG PIC** 12

ATD TOTAL: 15.0 ATD INST RECVD: 15.0 ATD INSTRUMENT: 15

CLASS SECTION:

AIRPLANE SEL PIC: 181.0

INSTRUCTION RECEIVED AIRPLANE SEL: 134.0

ATD SINGLE ENGINE (ATD SE): 15.0

When all of your aeronautical experience is complete, click

Next

COMPLETION

At this point, you should get a page that resembles the following:

Joe Student, a school administrator must associate your application, with a curriculum before it can be submitted.

Your school administrator will need the following information:

Application ID:

FTN:

Click "Log Out" to exit IACRA.

Advise your flight instructor that your application is ready for affiliation. If there are any errors that you need to correct your flight instructor will contact you and provide further instruction on the process to correct these errors. If there are no errors no further action is required on your part.

You are done with IACRA until you and your instructor complete the process the day before your practical test. It is important to write down your IACRA user ID and password as well as your Application ID and FTN. Your instructor, chief flight instructor, and Aviation Certification Representative (ACR) will need BOTH numbers to conduct the practical test and process your application and certificate.

Tips for IACRA Applicants

- 1. Your application will be validated and any error messages will be displayed above.
- 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. If you have questions about how to enter data into IACRA, contact AVS Support Central. (See Below).

Email: 9-AMC-AVS-Support-Central@faa.gov

Public Customers call 1-866-285-4942 or Government Employees call 1-405-954-7272