


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

Full, legal first, middle, and last name (no initials)

First Name: *

Middle: *

☐ No Middle Name

LastName: *

Name Suffix:

Check this box if you have no legal middle name

Date of Birth: *



Citizenship: *

Birth Country: *

Birth City: *

SSN: *

☐ Do Not Use ☐ None

Gender: * ☒ Male ☐ Female

Height: *

INCHES

Weight: *

POUNDS

Hair Color: *

Eye Color: *

Double and triple-check all of this information – if any of it is incorrect, you will have to start the entire application process over. For SSN select “Do Not Use”

Contact Information

Telephone:

Email:

Permanent Address

Address Line 1: (Street Address Only)

Address Line 2: (PO Box, Rural Route)

Physical Address:

Country *

City * (Province if applicable)

State *

Zip Code *

If you list a PO Box or Rural Route, enter a description of how to find your address in the **Physical Address** box.

Mailing Address

Address Line 1: (Street Address Only)

Address Line 2: (PO Box, Rural Route)

Country:

City: (Province if applicable)

State:

Zip Code:

Complete this section if you want your certificate mailed to a place other than your Permanent Address

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.

- 1) Select the type of Certificate you are applying for
- 2) Select Restricted or Standard
- 3) Select the certificate Basis
- 4) Select the type of Issuance

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](#)

Select Search Criteria

By ID or Type

SELECT →

Enter the aircraft make/model number as shown (INCLUDING DASHES)

PA-28-181

Select from the list Below

Click Button to Select Row

Type

Description

Select

PA-28-181

PIPER

Click Select next to correct aircraft to highlight

PA -28-181 Total and PIC Hours

Inst taken SP24 and earlier: 65 Hours

Inst taken SI24 and later: 90.2 Hours

Secondary and Instrument taken FA24 and later: 130.2 Hours

Click to save and continue

Click to save and

LEAVE BLANK

Click here to Select the Category/Class Ratings

Select from list below:

Click button to Select Row	Description
Select	AIRPLANE MULTIENGINE
Select	AIRPLANE SINGLE ENGINE
Select	GLIDER
Select	ROTORCRAFT GYROPLANE
Select	ROTORCRAFT HELICOPTER

Choose SELECT to highlight

Record Count 5 Selected Item AIRPLANE SINGLE ENGINE

Click to save and continue

When all of your certificate information is complete, click

SECTION 3 – Certificate Held

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?

Select Yes ☒ 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.)

Click here if you hold a US Standard Pilot Certificate

Enter your certificate number

Enter your Commercial Pilot Certificate Number

Enter the Date of Issuance (mm/dd/yyyy)

Enter your Commercial Pilot Certificate Date of Issuance

[Click here to enter ATP category/class ratings.](#)

[Click here to enter ATP type ratings.](#)

[Click here to enter Commercial category/class ratings.](#)

CLICK HERE

[Click here to enter Commercial type ratings.](#)

[Click here to enter Private category/class ratings.](#)

[Click here to enter Private type ratings.](#)

[Click here to enter Recreational category/class ratings.](#)

[Click here to enter Sport Certificate.](#)

[Click here to enter Student Certificate.](#)

[Click here to enter Vintage Aircraft Authorizations.](#)

Click items below to Add to the Selected List

Description
AIRPLANE MULTIENGINE LAND
AIRPLANE MULTIENGINE SEA
AIRPLANE SINGLE ENGINE LAND
AIRPLANE SINGLE ENGINE SEA
GLIDER
INSTRUMENT AIRPLANE
INSTRUMENT HELICOPTER
LTA AIRSHIP
LTA BALLOON WITH AIRBORNE HEATER

SELECT ALL THAT APPLY
(Choose at least Single-Engine Land AND Instrument Airplane – if you have your Multi-Engine Certificate, select Multi-Engine Land)

Click to save and continue

When all of your certificate information is complete, click

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 Certificate.
(mm/dd/yyyy)



Enter medical issue
date

Select the certificate class.

Enter class of medical



☐ First ☐ Second ☐ Third

Enter the Examiners name.

Enter examiner's name
(include 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, see Chief Flight Instructor

Do you read, speak, write, & understand the English language?

☒ Yes ☐ No



Choose Yes – if No, see Chief Flight Instructor

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 ☒ No



Choose No

When all of your supplemental data is complete, 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 RECEIVED:	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.
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. 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