


IACRA Procedures
Starting an 8710 and Getting Affiliated with OU Aviation
2023-08-15
INITIAL COMMERCIAL PILOT 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 **PILOTS**
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 Private Pilot 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 → Click to save and continue

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

Select from the list below:
Click Button to Select Row

Type	Description
PA -28-181	PIPER

Click Select next to correct aircraft to highlight ↑

Click OK to save and continue

Enter Total Time In First Aircraft	(Secondary taken FA24 and later)	105.2
Enter PIC Time In First Aircraft	(Secondary taken FA24 and later)	105.2 <input type="text"/>
Enter Total Time in First Aircraft	(Secondary taken SU24 and earlier)	65.2
Enter PIC Time in First Aircraft	(Secondary taken SI24 and earlier)	65.2

* PIC time is total PA28-161 time minus PA28-161 dual time from private pilot training.
Include 1.0 hour for the practical test.

No entries for Second Aircraft, Simulator or Training Device

Click to save and continue

□

Click here to Select the Category/Class Ratings

Select from list below:

Click button to Select Row	Description
Select	AIRPLANE MULTIENGINE LAND
Select	AIRPLANE MULTIENGINE SEA
Select	AIRPLANE SINGLE ENGINE LAND
Select	AIRPLANE SINGLE ENGINE SEA
Select	GLIDER
Select	LTA AIRSHIP
Select	LTA BALLOON WITH AIRBORNE HEATER
Select	LTA GAS BALLOON
Select	ROTORCRAFT GYROPLANE
Select	ROTORCRAFT HELICOPTER

Click Select to highlight

Record Count 10 Selected Item AIRPLANE SINGLE ENGINE L

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 Private Pilot Certificate Number

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

Enter your Private 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 to enter Commercial type ratings.](#)

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

CLICK HERE

[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 BOTH
TO
HIGHLIGHT

Click to save and continue

When all of your certificate information is complete, click

SECTION 4 – Supplemental Data

INDICATE THAT YOU HAVE AN FAA MEDICAL

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

SECTION 5 – Aeronautical Experience. Note: The numbers are the minimum required to earn a commercial pilot certificate (after completing primary and instrument training) in OU’s Part 141 program. With the assistance of your instructor indicate your actual aeronautical experience. This will include 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
Aeronautical Experience And Class Grid

	AIRPLANES	ATD
TOTAL	184.2* !	15.0
INSTRUCTION RECEIVED	114.2* !	15.0
SOLO	70.0*	
PILOT IN COMMAND	150.2 !	
CROSS COUNTRY INSTRUCTION RECEIVED	26.7**	
CROSS COUNTRY SOLO	34.5**	
CROSS COUNTRY PILOT IN COMMAND	55.2**	
INSTRUMENT	37.2	15.0
NIGHT INSTRUCTION RECEIVED	13.0	
NIGHT TAKE-OFF/LANDING	22***	
NIGHT PILOT IN COMMAND	15.0	
NIGHT TAKE-OFF/LANDING PILOT IN COMMAND	12***	
CLASS TOTALS		
PIC Airplane Single Engine Land (ASEL)	156.7 !	
Airplane SEL Instruction Received	114.2	
ATD AIRPLANE SINGLE ENGINE (ATD SE)	15.0	

*Instruction Received plus solo should be equal to Total.

(assumes no flying with passengers outside of flight training)

**XC PIC should be equal XC solo plus XC Instruction minus XC instruction from primary training.

(assumes no XC flying with passengers outside of flight training.)

*** Night TO/Landing PIC should be at least 10 less than total Night TO/Landing.

! Include 1.0 hour for the practical test.

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.

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 the FTN 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