

IACRA Procedures

Starting an 8710 and Getting Affiliated with OU Aviation

2023-08-15

INSTRUMENT RATING

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
- 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

SECTION 2 – Certificate Sought

Fill in the following information to apply for your Private Pilot Certification, with Instrument Rating:

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 → **BY ID or Type** **Tip: Narrow down search by typing more than one One character or number and Click Search**

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

Type	Description
PA-28-181	Piper

↑ **Click Select next to correct aircraft to highlight**

Click to save and continue

ENTER TOTAL TIME FOR FIRST AIRCRAFT 65.2*
ENTER PIC TIME FOR FIST AIRCRAFT 65.2*

* Include 1.5 hours for the practical test.

DO NOT SELECT OR ENTER TIMES 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	INSTRUMENT AIRPLANE MULTIENGINE
Select	INSTRUMENT AIRPLANE SINGLE ENGINE
Select	INSTRUMENT HELICOPTER

Record Count Selected Item

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? Yes No

Select Yes

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 TO HIGHLIGHT

Click to save and continue

When all of your certificate information is complete, click

Next

SECTION 4 – Supplemental Data

INDICATE THAT YOU HAVE AN FAA MDICAL

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 are the minimum for a student who completed the private, advanced and secondary courses at OU prior to taking the instrument course. Include 1.5 hours in the “Total,” “Instruction Received” and “Pilot in Command” blocks and 1.3 hours in the “Instrument” block to reflect the minimum times that will be flown during the practical test. Your instructor will provide assistance in completing this section.)

Enter all flight hours for this application into the Aeronautical Experience Grid.

Aeronautical Experience and Class Grid

	AIRPLANES	ATD
TOTAL	144.2* !	15.0
INSTRUCTION RECEIVED	93.2* !	15.0
SOLO	51.0*	
PILOT IN COMMAND	110.2 !	
CROSS COUNTRY INSTRUCTION RECEIVED	26.7**	
CROSS COUNTRY SOLO	31.5**	
CROSS COUNTRY PILOT IN COMMAND	52.2**	
INSTRUMENT	32.5 !!	15.0
NIGHT INSTRUCTION RECEIVED	12.0	
NIGHT TAKE-OFF/LANDING	19***	
NIGHT PILOT IN COMMAND	12.0	
NIGHT TAKE-OFF/LANDING PILOT IN COMMAND	9***	
 CLASS TOTALS (Airplane Single Engine Land and Airplane Single Engine ATD times)		
PIC Airplane Single Engine Land (ASEL)	110.2	
Airplane SEL Instruction Rcvd	93.2	
ATD AIRPLANE SINGE 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 equal XC Instruction, plus XC solo, minus XC Instruction in primary flying

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

*** Night takeoff/Landing PIC must be at least 10 lesson less than Night takeoff and landing

! Include 1.5 hours for the practical test.

!!! Include 1.3 hours 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 require 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