

# IACRA (8710) GUIDE





# Website

- [Link to IACRA](#)
- Log in using your username and password
- You may need to retrieve your username using either
  - FTN
  - Certificate Number
  - Email
- If you have never logged in you need to select “Register”
  - It may prompt you that a username already exists in which you need to use the recovery method above
- Call the Service Desk if issues continue
  - 877-287-6731

The screenshot shows the IACRA website interface. At the top left is the Federal Aviation Administration logo. The main heading is 'IACRA Integrated Airman Certification and Rating Application (IACRA)'. Below this, there is a description of the application and a 'Need Help?' section with links to manuals and training. A red box highlights the login area, which includes fields for 'Username:' and 'Password:', a checkbox for 'Forgot Username or Password?', and 'Login' and 'Register' buttons. The footer contains contact information for the FAA, including the address, phone number, and website links.



# Register

- Select “Applicant”
- Enter applicable information

Applicant	
<input checked="" type="checkbox"/> Applicant	
Instructors	
<input type="checkbox"/> Air Carrier Flight Instructor	- (CFR 121, 135)
<input type="checkbox"/> Chief / Assistant Chief Flight Instructor (Instructor for CFR 121, 135)	- (CFR 141)
<input type="checkbox"/> 142 Recommending Instructor	- (CFR 142)
<input type="checkbox"/> Recommending Instructor	- (CFR 61, 65, 141)
Certifying Officers	
<input type="checkbox"/> Aircrew Program Designee	- (CFR 121, 135)
<input type="checkbox"/> Airman Certification Representative	- (CFR 141)
<input type="checkbox"/> Airman Certification Representative (FIRC only)	- (FIRC)
<input type="checkbox"/> Aviation Safety Inspector	- (FAA)
<input type="checkbox"/> Aviation Safety Technician	- (FAA)
<input type="checkbox"/> Designated Examiner	- (CFR 61, 141)
<input type="checkbox"/> Training Center Evaluator	- (CFR 142, 121, 135)
Admin	
<input type="checkbox"/> School Administrator	- (CFR 141, 142, 121, 135)



# Register (Cont'd)

- Fill out all the applicable fields
- Use your Pilot's License to fill out the Certificate Information
- Create a username and password
- Select Register
- If it states that there is already an account with your certificate number go back to the homepage and select the "Forgot Username or Password"
- Write down your username, password, and FTN for future use

The screenshot shows the FAA IACRA registration interface. At the top left is the FAA logo and the text "Federal Aviation Administration". Below this is a navigation menu with links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, and Available Certifications and Ratings. The main content area is titled "IACRA - User Profile Information" and is divided into two sections: "Certificate Information" and "Personal Information".

**Certificate Information**

Airman Certificate Number  ?

Date of Issuance

**Personal Information**

**Please Note:** The total length of your first and middle names must be less than 50 characters.

First Name  ?  No First Name

Middle Name  ?  No Middle Name

Last Name

Name Suffix

SSN  Social Security Number  ?  None  Do Not Use

Date of Birth



# Role Selection

- Select “Accept TOS as APPLICANT”

## ACRA - Terms of Service & Role Selection

### 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:

Accept TOS as -->	APPLICANT
Accept TOS as -->	RECOMMENDING INSTRUCTOR

Do NOT accept Terms of Service

5/26/2022



# Applicant Console

- Past applications (8710s) will appear here
- If this is the first time starting your application select “Start New Application”
- This is where you will see your application if you get timed out
  - Select “Continue” in the drop down and “Go”
  - If you create multiple applications on the same day the most recent will have the highest application number (left side)

IACRA Home » Console

## IACRA - Applicant Console

[Start New Application](#)

[Start New Application](#)

### Your Existing Applications

Application	Start Date	Certificate Type	Status	Available Actions
120177	8/28/2007	Commercial Pilot > Standard > CFR 61 > Added Cat/Class	Started	<a href="#">Continue</a> <input type="button" value="Go"/>
113246	7/27/2007	Commercial Pilot > Standard > CFR 61 > Original	Received By Registry	<a href="#">View/Print</a> <input type="button" value="Go"/>
113215	7/26/2007	Commercial Pilot > Standard > CFR 61 > Original	Signed by RI	<a href="#">View/Print</a> <input type="button" value="Go"/>
112965	7/26/2007	Commercial Pilot > Standard > CFR 61 > Original	Started	<a href="#">Continue</a> <input type="button" value="Go"/>
101566	5/31/2007	Private Pilot > Standard > CFR 61 > Added Instrument	Received By Registry	<a href="#">View/Print</a> <input type="button" value="Go"/>

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### Airman Information

[Airman Certificate](#) [Airman Certificate Rating](#)

Certificate Number	Certificate Type	Issued	Expires
3189831	FLIGHT INSTRUCTOR	10/22/2013	11/30/2015
3189831	AIRLINE TRANSPORT PILOT	02/02/2014	



# Start Application

- Select Start New Application
- Application Type
- Pilot Certifications
  - Commercial or Private
- Standard
- CFR 61 (Completion of Required Test)
- Added Category/Class
- Click “Start Application” at bottom of page

The screenshot shows the IACRA Start Application web interface. On the left is a navigation sidebar with sections: 'User Information' (FTN, User, Role, Logout), 'Applicant Options' (Console, Start New Application, User Profile, Add Role, Change Role, Remove Role, Edit Preferences, Change Password), and 'Information & Help' (Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings, Current Registry Processing Dates). The main content area is titled 'IACRA - Start Application' and contains: 1) Application Type (Type of Application dropdown set to 'Pilot'); 2) Certifications (Hide Details button); Pilot Certifications list including Airline Transport Pilot, Commercial Pilot, Standard (CFR 61, Original Issuance, **Added Category/Class**, Added Type Rating, Added Instrument Rating, Second In Command, Vintage Aircraft Authorization), CFR 141, CFR 142, CFR 121, CFR 135, Military Competency, Foreign-Based, Private Pilot, Recreational Pilot, Sport Pilot, Student Pilot, Remote Pilot - Initial, and Flight Review / Instrument Proficiency Check.



# Personal Information

- Ensure that all your personal information is correct
- Any field with an \* must be filled out
- Verify your address and select the box if your mailing address is different from residential
  - This is where your plastic card will be mailed so it needs to be accurate
- A completed section will have a green check mark in the tab at the top of the page
  - Any section with a green check should be saved if it times out





# Certificate Sought

- Make sure all information is correct in lines 1-4
  - This information is based on your initial input on the Start Application Page
- Click Required Test Information
  - Select Aircraft 1
  - Click here to select first aircraft to be used
    - By ID Type is selected by default
    - Search for “PA-23”
    - Select “PA-23-250”
  - Leave the Total and PIC hours blank until after training
  - Note: You will log 0 PIC time unless you already have a Multi Engine Rating prior to training
- Click to Select Category/Class Rating
  - Select Airplane Multiengine Land

**Completion Of Required Test**

Enter data for the Completion of Required Test section of the Airman Certificate and/or Rating Application

**Select Aircraft 1**  
[Click here to select First Aircraft to be used.](#) PA-23-250  
Enter Total Time In First Aircraft  Hours  
Enter PIC Time In First Aircraft  Hours

**Select Aircraft 2**  
Only enter a 2nd aircraft if you intend to use both for your test.  
The Certifying Officer can change or remove the Aircraft on the Practical test if needed.  
[Click here to select Second Aircraft to be used if applicable.](#)  
Enter Total Time In Second Aircraft  Hours  
Enter PIC Time In Second Aircraft  Hours

**Select Simulator Level if Applicable**  
-Select-  
Enter Total Time in Simulator  Hours

**Select Training Device Level if applicable**  
-Select-  
Enter Total Time in Training Device  Hours

OK CANCEL HELP



# Certificate Held

- Make sure that “Yes” is selected for #1 (Medical Question)
- Make sure all your CURRENT pilot certificate is correct

1. Personal Information  2. Certificate Sought  3. Certificate Held  4. Supplemental Data  5. Aeronautical Experience  6. Summary

Path: Pilots > Commercial Pilot > Standard > Cfr 61 - Completion Of Required Test > Added Category/Class Rating

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

Do you hold or have you ever held a Medical Certificate or are you applying under BasicMed?  Yes  No

**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  BasicMed

Enter the date of issue of your Medical Certificate. (mm/dd/yyyy)

Select the certificate class.  First  Second  Third

Enter the Examiners name.

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

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

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

Exceptions to the night / cross country flight requirements

Are you a pilot based on a small island?  Yes  No

Did you receive your flight training in and do you reside in the state of Alaska?  Yes  No



# Aeronautical Experience

- Because this is an add-on class, you do not have to meet the requirements found in 14 CFR 109 / 129
- As a result, you can put as much or as little information in the matrix as you want

**Aeronautical Experience Grid**

	Airplanes	Rotorcraft	Powered Lift	Gliders	Lighter than Air	FTD	FFS (Simulator)	ATD
Total								
Instruction Received								
Solo								
PIC and SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC			
Cross Country Instruction Received								
Cross Country Solo								
Cross Country PIC/SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC	PIC SIC			
Instrument								
Night Instruction Received								
Night Take-off / Landing								
Night PIC/SIC	PIC SIC	PIC SIC	PIC SIC		PIC SIC	PIC SIC	PIC SIC	
Night Take-off / Landing PIC/SIC	PIC SIC	PIC SIC	PIC SIC		PIC SIC		PIC SIC	
Number of Flights								
Number of Aero-Tows								
Number of Ground Launches								
Number of Powered Launches								

**Class Hours**

Airplane - SEL PIC:	Airplane - SES PIC:	Airplane - MEL PIC:	Airplane - MES PIC:
Airplane - SEL SIC:	Airplane - SES SIC:	Airplane - MEL SIC:	Airplane - MES SIC:
Rotorcraft - HEL:	Rotocraft - GYRO:		
LTA - Balloon:	LTA - Airship:		
FFS ME:	FTD ME:	ATD ME:	
FFS SE:	FTD SE:	ATD SE:	
FFS HEL:	FTD HEL:	ATD HEL:	

# Review and Submit



## SUBMIT AFTER TRAINING

- Ensure that you do not have a validation error at the top of the page
- Submit your application after your last training flight
- Application must be submitted to allow instructor to endorse it and examiner to access it
  - Click View Privacy Act
  - Click Review
  - Click Submit

The screenshot shows the IACRA application review and submission interface. At the top, there is a navigation bar with six tabs: 1. Personal Information (checked), 2. Certificate Sought (unchecked), 3. Certificate Held (unchecked), 4. Supplemental Data (unchecked), 5. Aeronautical Experience (checked), and 6. Summary (checked). Below the navigation bar, the path is displayed: Path: Pilots > Commercial Pilot > Standard > Cfr 61 - Completion Of Required Test > Added Category/Class Rating. A message states: "Please complete the validation listed below." Below this, a validation error box is shown: "Validation: You have not completed all information required to submit an application. Look at the Step Tabs on the Navigation Bar and return to any Step that does not have a green check mark. Make sure you have entered all required information to obtain the certificate for which you are applying." Below the validation error, a message states: "You are required to review the Certificate Summary before reviewing the application." Below this, there are three buttons: "Review Applicant's Certificate Summary", "REVIEW APPLICATION", and "SUBMIT APPLICATION". Below these buttons, there is a "Previous" button. At the bottom of the screenshot, there is a yellow box titled "Tips for IACRA Applicants" containing five numbered tips. Below the tips, there is contact information: Phone - 1-844-FAA-MYIT (322-6948) and Email - helpdesk@faa.gov.

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Pilots > Commercial Pilot > Standard > Cfr 61 - Completion Of Required Test > Added Category/Class Rating

Please complete the validation listed below.

**Validation:** You have not completed all information required to submit an application. Look at the Step Tabs on the Navigation Bar and return to any Step that does not have a green check mark. Make sure you have entered all required information to obtain the certificate for which you are applying.

You are required to review the Certificate Summary before reviewing the application.

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Previous

**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. 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, please consult with your Recommending Instructor or Examiner/Evaluator.** You may edit the application after submittal and resubmit if necessary.
4. Know your FTN, 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.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Phone - 1-844-FAA-MYIT (322-6948)  
Email - [helpdesk@faa.gov](mailto:helpdesk@faa.gov)