IACRA Procedures

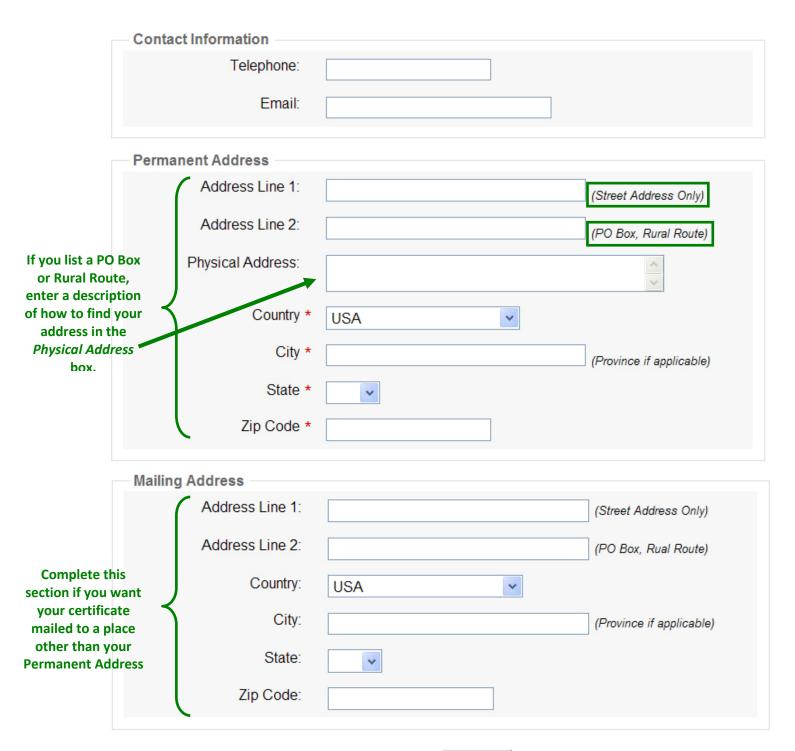
Starting an 8710 and Getting Affiliated with OU Aviation 2023-08-15

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 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: * v Birth Country: * Birth City: * Double and triplecheck all of this SSN: * □ Do Not Use □ None information – if any of it is incorrect, you will Gender: * Male Female 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 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 $% \left\{ \left(1\right) \right\} =\left\{ \left(1\right) \right\} $	COMMERCIAL PILOT	v
2) Select Restricted or Standard	STANDARD	*
3) Select the certificate Basis	FAR 141 - GRADUATE OF APPROVED COURSE	*
4) Select the type of Issuance	ORIGINAL ISSUANCE	v

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

Make Model Series

SELECT Enter the aircraft make/model number as	Select Search Criteria Select Search Criteria Narrow down search by typing more than one character or number and Click Search Enter 1 or more characters and Click Search PA-28-161 Select from the list below:			
shown (INCLUDING	Click button to Select Row	Туре	Description	
DASHES)	Select	PA-28-161	PIPER	
Record Count 1 Selected Item Click Select next to correct aircraft to highlight OK CANCEL HELP				
	Click OK to save and	continue		
	Enter Total Time In First Aircraft Enter PIC Time In First Aircraft		181.2* 152.2*	
* 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 here to Select the Category/Class Ratings

Select from list below:

Click Select to

highlight



Record Count 10 Selected Item | AIRPLANE SINGLE ENGINE L

OK to save and continue Click

When all of your certificate information is complete, click

Next

Select Yes '

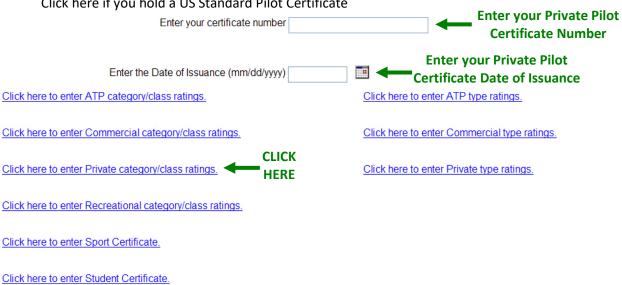
SECTION 3 - Certificate Held

Follow the steps on this screen to input information about the certificate(s) you now hold.

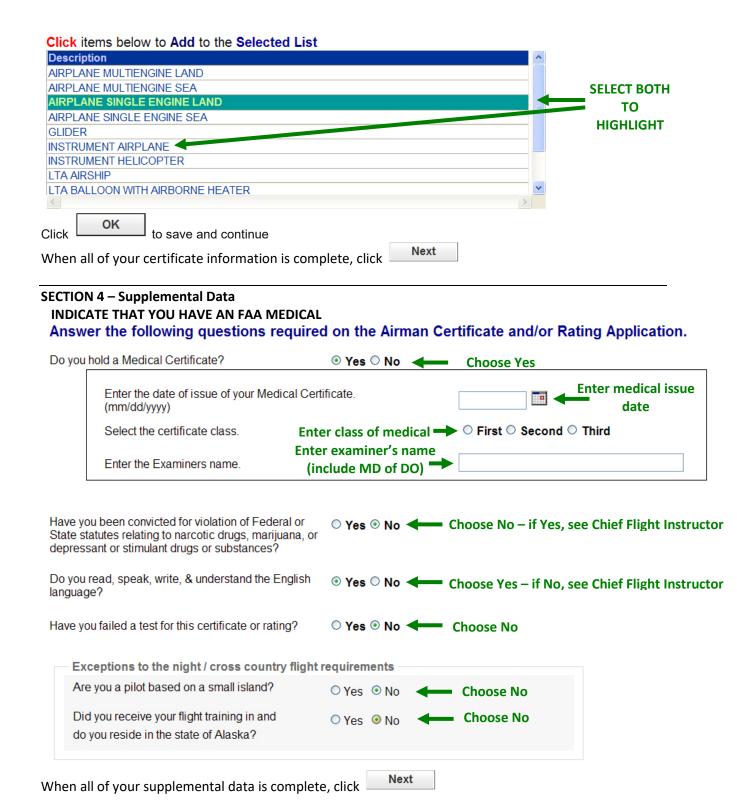
1) Do you now hold or have you ever held an FAA pilot Certificate? Yes O No

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



Click here to enter Vintage Aircraft Authorizations.



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
INSTRUCTIN RECEIVED	109.2*!	15.0
SOLO	75.0*	
PILOT IN COMMAND	155.2 !	
CROSS COUNTRY INSTRUCTION RECEIVED	25.2**	
CROSS COUNTRY SOLO	37.0**	
CROSS COUNTRY PILOT IN COMMAND	57.7**	
INSTRUMENT	37.2	15.0
NIGHT INSTRUCTIN RECEIVED	12.2	
NIGHT TAKE-OFF/LANDING	22***	
NIGHT PILOT IN COMMAND	15.0	
NIGHT TAKE-OFF/LANDING PILOT IN COMMAND	12***	

CLASS TOTALS (Airplane Single Engine Land and Airplane Single Engine ATD times)

PIC Airplane Single Engine Land (ASEL) 156.7!
ATD AIRPLANE SINGLE ENGINE (ATD SE) 15.0

! Include 1.0 hour for the practical test.

When all of your aeronautical experience is complete, click

Next

^{*}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.

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

- 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