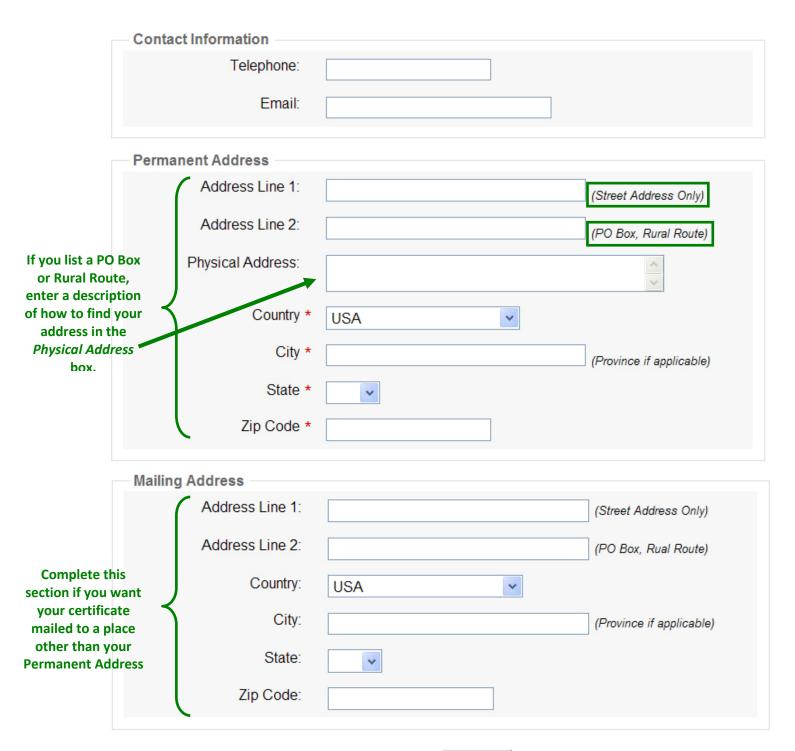
IACRA Procedures Starting an 8710 and Getting Affiliated with OU Aviation 2023-08-15 INSTRUMENT RATING

- 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 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: * Double and triplecheck all of this Birth City: * information – if any of it is incorrect, you will have to start the SSN: * □ Do Not Use □ None entire application process over. For SSN Gender: * Male Female select "Do Not Use" Height: * INCHES 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, with Instrument Rating:

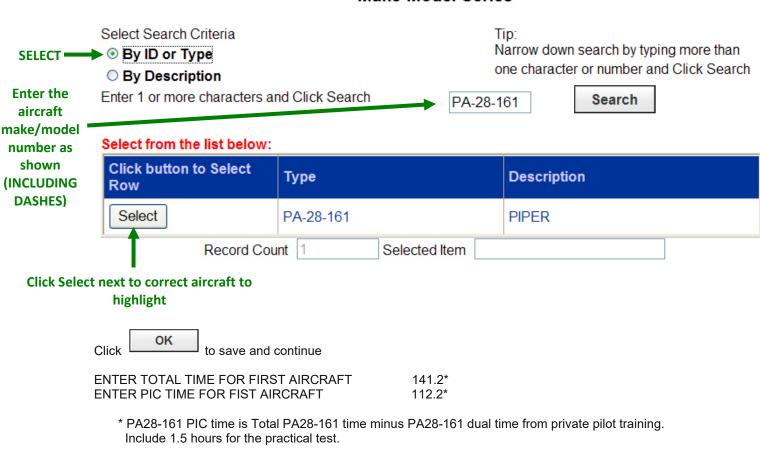
Follow the steps on this screen to enter information about the certificate you are seeking.

1) Select the type of Certificate you are applying for $% \left\{ \left(1\right) \right\} =\left\{ \left(1\right) \right\} $	PRIVATE PILOT	~
2) Select Restricted or Standard	STANDARD	v
3) Select the certificate Basis	FAR 141 - GRADUATE OF APPROVED COURSE	٧
4) Select the type of Issuance	ADDED INSTRUMENT RATING	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

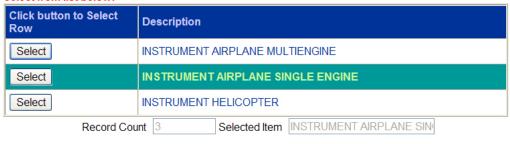
Make Model Series



DO NOT SELECT OR ENTER TIMES FOR SECOND AIRCRAFT, SIMULATOR OR TRAINING DEVICE



Select from list below:



Click OK to save and continue

When all of your certificate information is complete, click

Next

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.)



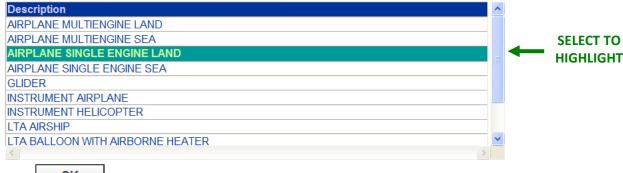
Click here to enter Recreational category/class ratings.

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



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?	
Enter the date of issue of your Medica (mm/dd/yyyy)	Certificate. 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 State statutes relating to narcotic drugs, marijuan depressant or stimulant drugs or substances?	
Do you read, speak, write, & understand the Englanguage?	lish
Have you failed a test for this certificate or rating?	? ○ Yes ◎ No ← Choose No
Exceptions to the night / cross country fl	light 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 com	nplete, 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	88.2*!	15.0
SOLO	56.0*	
PILOT IN COMMAND	115.2 !	
CROSS COUNTRY INSTRUCTION RECEIVED	25.2**	
CROSS COUNTRY SOLO	34.0**	
CROSS COUNTRY PILOT IN COMMAND	54.7**	
INSTRUMENT	32.5 !!	15.0
NIGHT INSTRUCTION RECEIVED	11.2	
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) 115.2 ATD AIRPLANE SINGE ENGINE (ATD SE) 15.0

!!! Include 1.3 hours 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 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.

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

- 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