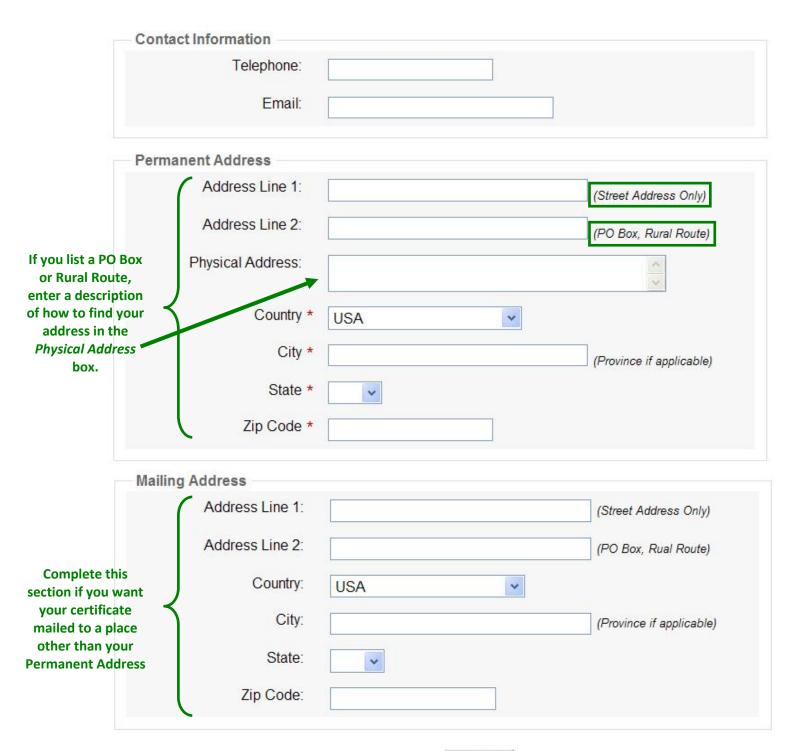# IACRA Procedures
## Starting an 8710 and Getting Affiliated with OU Aviation
### 2021-04-16
### *MULTI-ENGINE COMMERCIAL PILOT CERTIFICATION*

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.

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**SECTION 1 – Personal Information**

Personal Information

First Name: *

**Full, legal first, middle, and last name (no initials)**

Middle: *     ☐ No Middle Name

LastName: *

**Check this box if you have no legal middle name**

Name Suffix:

Date of Birth: *

Citizenship: *

Birth Country: *

Birth City: *

**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"**

SSN: *     ☐ Do Not Use  ☐ None

Gender: *  ◉ Male  ○ Female

Height: *     INCHES

Weight: *     POUNDS

Hair Color: *

Eye Color: *

## Contact Information

Telephone: [_____]

Email: [_____]

## Permanent Address

Address Line 1: [_____] *(Street Address Only)*

Address Line 2: [_____] *(PO Box, Rural Route)*

**If you list a PO Box or Rural Route, enter a description of how to find your address in the *Physical Address* box.**

Physical Address: [_____]

Country * [USA ▾]

City * [_____] *(Province if applicable)*

State * [▾]

Zip Code * [_____]

## Mailing Address

Address Line 1: [_____] *(Street Address Only)*

Address Line 2: [_____] *(PO Box, Rural Route)*

**Complete this section if you want your certificate mailed to a place other than your Permanent Address**

Country: [USA ▾]

City: [_____] *(Province if applicable)*

State: [▾]

Zip Code: [_____]

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 | COMMERCIAL PILOT
2) Select Restricted or Standard | STANDARD
3) Select the certificate Basis | FAR 141 - GRADUATE OF APPROVED COURSE
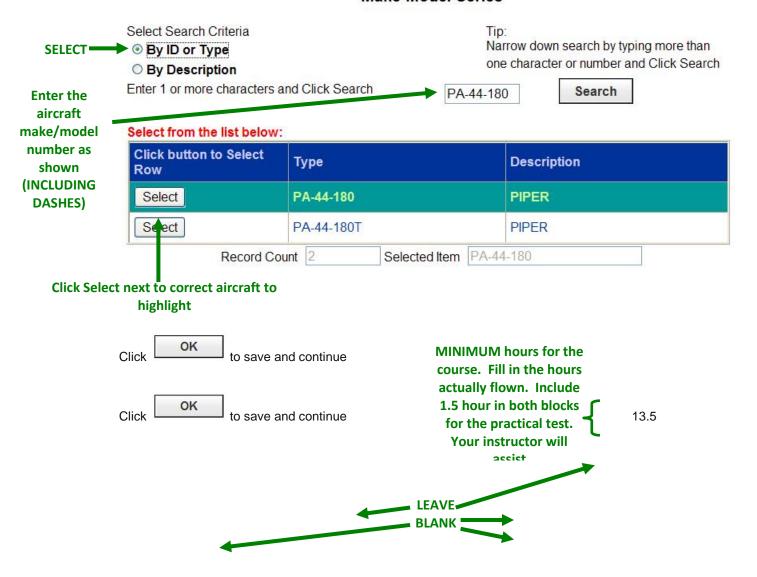4) Select the type of Issuance | ADDED CATEGORY/CLASS RATING

Click the applicable links to enter data about the certification you are seeking:
Click here to Enter the Completion of Required Test Information
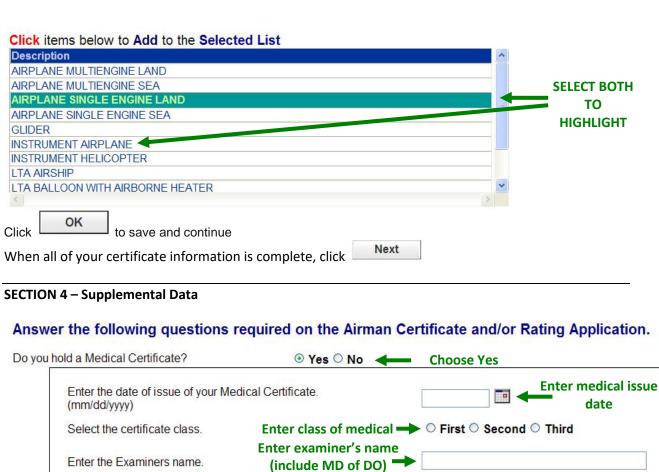Click here to select First Aircraft to be used

**Make Model Series**

Select Search Criteria

**SELECT** → ⊙ **By ID or Type**
○ **By Description**

Tip:
Narrow down search by typing more than one character or number and Click Search

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

Enter 1 or more characters and Click Search | PA-44-180 | **Search**

**Select from the list below:**

| Click button to Select Row | Type | Description |
|---|---|---|
| Select | PA-44-180 | PIPER |
| Select | PA-44-180T | PIPER |

Record Count 2    Selected Item PA-44-180

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

Click [ OK ] to save and continue

Click [ OK ] to save and continue

**MINIMUM hours for the course. Fill in the hours actually flown. Include 1.5 hour in both blocks for the practical test. Your instructor will assist**

13.5

**LEAVE BLANK**

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 MULTIENGINE LAI

Click **OK** to save and continue

When all of your certificate information is complete, click **Next**

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**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 Commercial Pilot Certificate Number**

Enter the Date of Issuance (mm/dd/yyyy) [          ] 📅

**Enter your Commercial 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**          Click here to enter Commercial type ratings.

Click here to enter Private category/class ratings.          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 **OK** to save and continue

When all of your certificate information is complete, click **Next**

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**SECTION 4 – Supplemental Data**

**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 reflect the minimum required for a student who completed their private, instrument and commercial training at OU. For students who completed a significant amount of training outside of OU and/or students who have already completed one or more flight instructor courses these numbers will vary. With the assistance of your instructor indicate your actual aeronautical experience. This will include 1.5 hours in the "Total," "Instruction Received" and "0.5 hours in the "instrument" block to reflect minimum time flown on the end of course stage check.**

## AERONAUTICAL EXPERIENCE AND CLASS GRID

|  | AIRPLANES | ATD |
|---|---|---|
| TOTAL | 197.7 * ! | 15.0 & |
| INSTRUCTION RECEIVED | 122.5 * ! | 15.0 & |
| SOLO | 75.0 * | |
| PILOT IN COMMAND | 156.7  ! @ | |
| CROSS COUNTRY INSTRUCTION RECEIVED | 29.2 ** | |
| CROSS COUNTRY SOLO | 37.0 ** | |
| CROSS COUNTRY PILOT IN COMMAND | 57.7 ** | |
| INSTRUMENT | 42.7 *** | 15.0 & |
| NIGHT INSTRUCTION RECEIVED | 14.2 | |
| NIGHT TAKE-OFF/LANDING | 22  **** | |
| NIGHT PILOT IN COMMAND | 15.0 | |
| NIGHT TAKE-OFF/LANDING PILOT IN COMMAND | 10  **** | |

CLASS TOTALS (Airplane Single Engine Land, Airplane Multi-Engine Land and ATD times)
PIC Airplane Single Engine Land (ASEL):      156.7  @
PIC Airplane Multi Engine Land (AMEL):
ATD Airplane Single Engine (ATD SE):        15.0   &
ATD Airplane Multi Engine (ATD ME):          0     &

\* Instruction Received plus Solo should equal total time
! Include 1.5 hours for the practical test
\*\* XC PIC should equal XC solo plus XC Instruction minus XC Instruction from primary and ME training
\*\*\* Add 0.5 hours for the practical test
\*\*\*\* Night TO/Landing PIC should be less than total Night TO/Landings by the number of Night
     TO/Landings from Primary and ME training.
@ PIC ASEL should equal airplane PIC in Aeronautical Experience Section
& ATD time is not required in the ME course. However, if you configure the ATD for a multiengine
   airplane and provide some ATD training to yor student you would put those hours in the  ATD ME
   block. Additionally ATD SE plus ATD ME should equal Total and Instruction Received in the ATD
   block in the aeronautical experience section. If the ATD was configured for instrument conditions this
   time would also be added to Instrument in the ATD block of the aeronautical experience section.

When all of your aeronautical experience is complete, click [ Next ]

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.

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*You are done with IACRA until you and your instructor complete the process the day before your practical test.  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 BOTH numbers 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