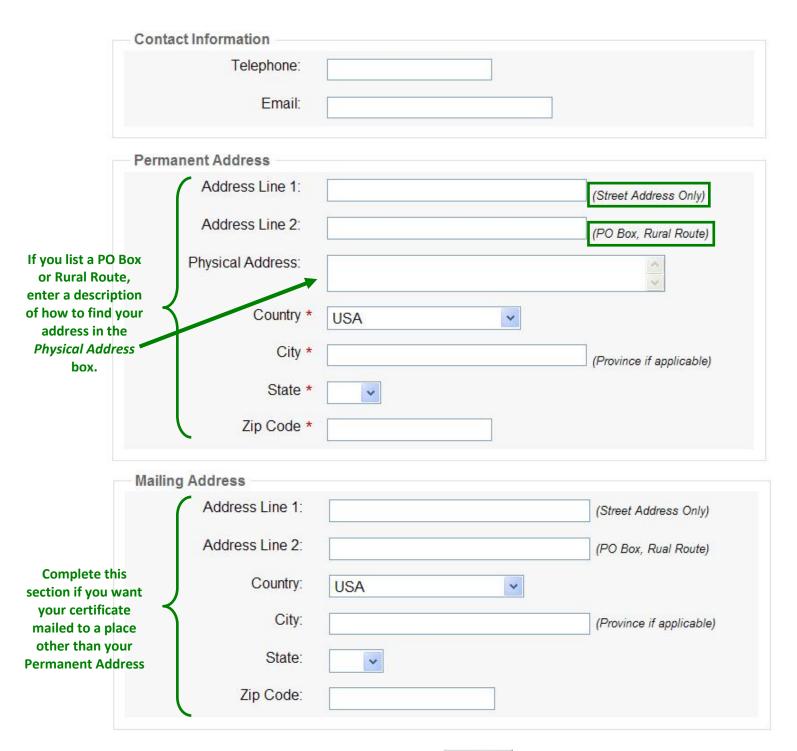# IACRA Procedures
Starting an 8710 and Getting Affiliated with OU Aviation

CERTIFIED FLIGHT INSTRUCTOR 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 **INSTRUCTORS**

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, and last name (no initials)

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: *

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)

Physical Address: _____

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

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 Certified Flight Instructor 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: **FLIGHT INSTRUCTOR**

2) Select Restricted or Standard: **STANDARD**

3) Select the certificate Basis: **FAR 141 - GRADUATE OF APPROVED COURSE**

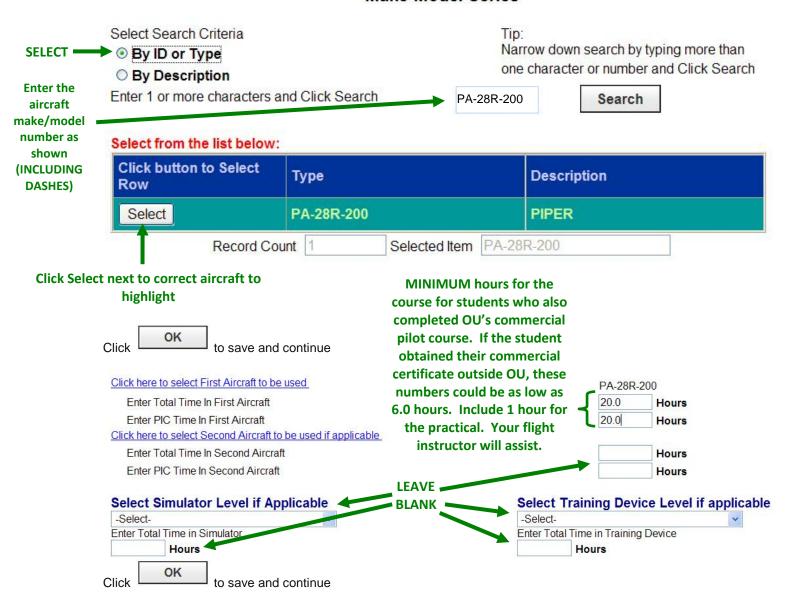4) Select the type of Issuance: **ORIGINAL ISSUANCE**

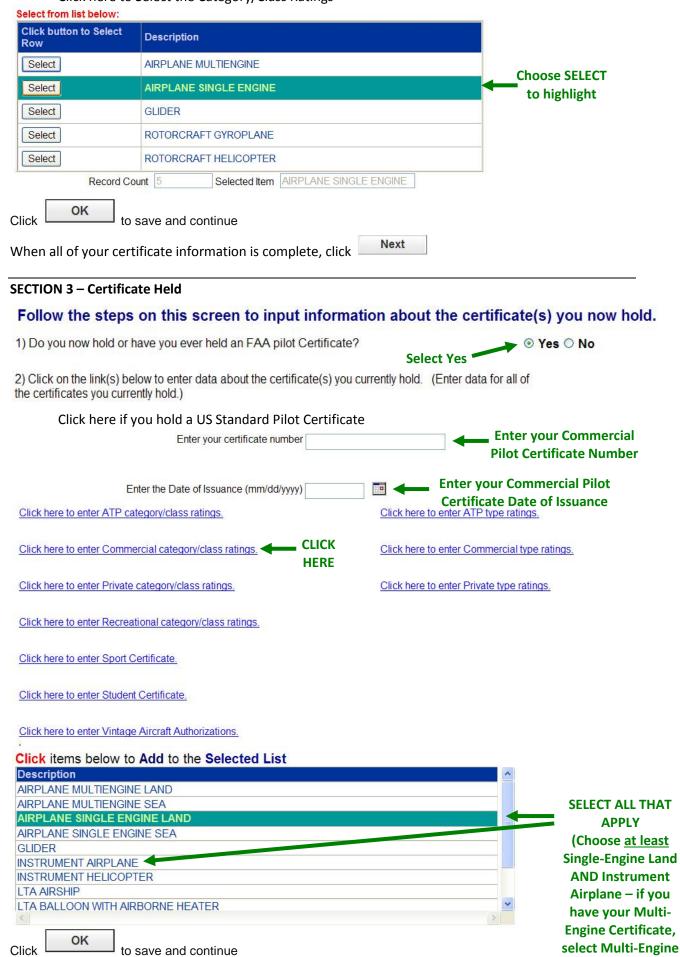Click the applicable links to enter data about the certification you are seeking:
Click here to Enter the Completion of Required Test Information
Click here to select First Aircraft to be used

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 1 or more characters and Click Search → `PA-28R-200` **Search**

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

Select from the list below:

Click button to Select Row	Type	Description
Select	PA-28R-200	PIPER

Record Count `1` Selected Item `PA-28R-200`

Click Select next to correct aircraft to highlight

Click **OK** to save and continue

Click here to select First Aircraft to be used
Enter Total Time In First Aircraft
Enter PIC Time In First Aircraft
Click here to select Second Aircraft to be used if applicable
Enter Total Time In Second Aircraft
Enter PIC Time In Second Aircraft

MINIMUM hours for the course for students who also completed OU's commercial pilot course. If the student obtained their commercial certificate outside OU, these numbers could be as low as 6.0 hours. Include 1 hour for the practical. Your flight instructor will assist.

PA-28R-200
`20.0` Hours
`20.0` Hours

`     ` Hours
`     ` Hours

LEAVE BLANK

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

Click **OK** to save and continue

Click here to Select the Category/Class Ratings

Select from list below:

Click button to Select Row	Description
Select	AIRPLANE MULTIENGINE
Select	**AIRPLANE SINGLE ENGINE**
Select	GLIDER
Select	ROTORCRAFT GYROPLANE
Select	ROTORCRAFT HELICOPTER

Choose SELECT to highlight

Record Count 5   Selected Item AIRPLANE SINGLE ENGINE

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 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 ALL THAT APPLY
(Choose at least Single-Engine Land AND Instrument Airplane – if you have your Multi-Engine Certificate, select Multi-Engine Land)

Click **OK** to save and continue

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

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 in green reflect the minimum for a student who completed private, instrument and commercial training at OU. These numbers will vary for students who have already completed multi-engine training and/or have conducted significant training outside of OU. With the assistance of your instructor indicate your actual aeronautical experience. Add 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.

* At least one field is required

Aeronautical Experience Grid

	Airplanes	Rotorcraft	Powered Lift	Gliders	Lighter than Air	Training Device	Simulator	PCATD
Total	209.0							
Instruction Received	134.0					15.0		
Solo	75.0							
Pilot in Command	PIC 181.0 SIC	PIC SIC	PIC SIC					
Cross Country Instruction Received	25.2							
Cross Country Solo	37.0							
Cross Country Pilot in Command	PIC 57.7 SIC	PIC SIC	PIC SIC					
Instrument	37.5					15.0		
Night Instruction Received	13.2							
Night Take-off / Landing	22							
Night Pilot in Command	PIC 16.0 SIC	PIC SIC	PIC SIC					
Night Take-off / Landing Pilot in Command	PIC 12 SIC	PIC SIC	PIC SIC					
Number of Flights								
Number of Aero-Tows								
Number of Ground Launches								
Number of Powered Launches								

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 required on your part.

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