IACRA Procedures
Instructor Pre-Practical IACRA Processing

RECOMMENDING INSTRUCTOR: After receiving notification from the Chief/Asst Chief Instructor that your student's application has been affiliated log into your IACRA account and select your role as recommending instructor. Follow the procedures below to recommend your student and provide information regarding the knowledge test (if applicable). If there are errors in the application you have the opportunity to return the application to the student for correction. After the student corrects these errors log back in to IACRA and complete your recommendation.

Main Menu

Retrieve Application ← **Click here**
Edit Registration
Add Role
Edit Preferences
Change password

Enter Applicant's FTN   C1008964   **FIND APPLICATION(S)** ←

Select the appropriate application from the grid below, then Click the Continue button.

Click button to Select Row	Last Name	First Name	Middle Name	Suffix	Application Date	Certificate Type	ApplicationID
Select	FIELDS	JEFFREY	NMN		11/12/2009	PRIVATE PILOT	11846

↑
Click Select to highlight applicant

CONTINUE > ← **Click here**

Return Application

Click here to Return Application to Applicant ←
Use only if changes need to be made in Applicant section before proceeding. The application cannot be returned after it has been signed

Recommending Instructor's Checklist

Click here to View 8710-1 ←   **Click here and review 8710 for errors, if errors found, click Return Application to Applicant**

Click here to Enter / Review the Knowledge Test ←
Click here to View Applicant's Certificate Summary
Click here to Sign 8710-1
Click here to Process Another Application

If no errors, click Enter/Review the Knowledge Test

Please verify that your entire name on your knowledge test report matches the name that you registered in IACRA. Otherwise it may be returned by Airmen Registry due to a name mismatch.

Enter Knowledge Test Exam ID [_____] [SEARCH] **Enter Knowledge Test ID from the applicant's copy of the knowledge test, then click on SEARCH**

NOTE: Only one Exam ID may be associated with this application.
New search results will replace any previous results.

Make sure the square on the far left is CHECKED

Knowledge Test results for JEFFREY FIELDS with FTN C1008964

Click SAVE

No Knowledge Tests are associated with this application

[CLOSE] [HELP]

Return Application

Click here to Return Application to Applicant

Use only if changes need to be made in Applicant section before proceeding. The application cannot be returned after it has been signed

Recommending Instructor's Checklist

Click here to View 8710-1
Click here to Enter / Review the Knowledge Test
Click here to View Applicant's Certificate Summary ← **Click View Applicant's Certificate Summary**
Click here to Sign 8710-1   **Verify the information,**
Click here to Process Another Application   **then click [CLOSE]**

Click to Sign 8710-1

- ✈ Click on **PREVIEW APPLICATION**
- ✈ Click on **view/Print PDF** to print a hard copy – include hard copy with the practical test package
- ✈ Click [CLOSE]
- ✈ Click on **SIGN APPLICATION**
- ✈ Click on the blue **Click to Sign** line in the Instructor Signature Block

At this point, the recommending instructor is done!

The Chief or Asst. Chief Flight Instructor will conduct the practical test (end of course stage check for CFII) and then complete their portion of the process on IACRA. If errors are detected in the 8710-1 at this time, the application must be "reset" and the recommending instructor must go through the Signature Process again.

With the exception of the CFII, the student will meet with the ACR. The student and ACR complete the application. The student electronically signs the application followed by the ACR. The ACR then issues the temporary certificate. If the ACR is available at the end of the practical, this process will take place at that time; otherwise, the student will meet with the ACR at 1700 on the day of the practical test or 0800 on the following work day.

For the CFII, after the end of course stage check the student will schedule the practical test with a DPE. The student will provide the application number and FTN to the DPE who will then access the application and administer the practical test.