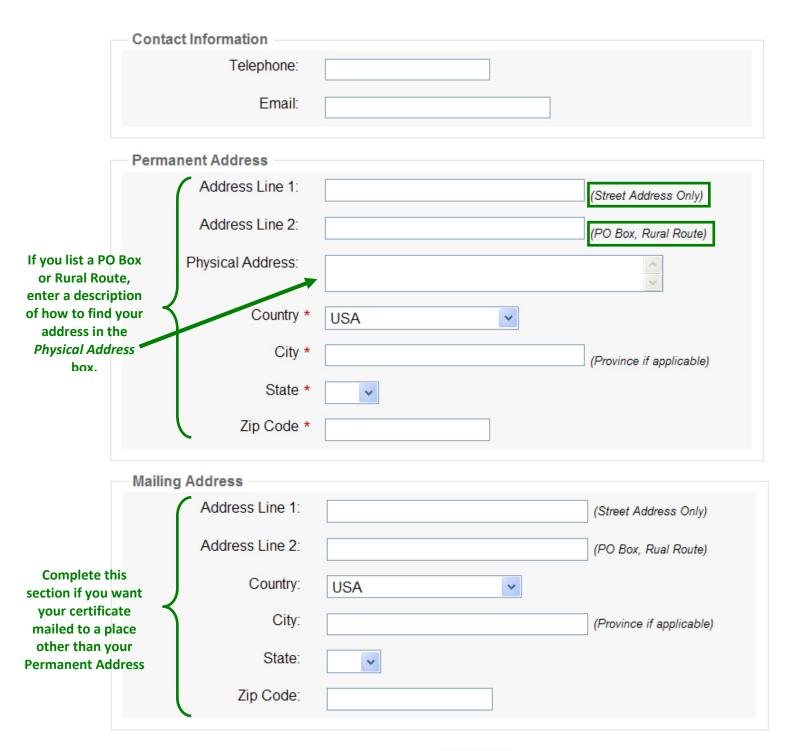# IACRA Procedures
Starting an 8710 and Getting Affiliated with OU Aviation
2023-08-15
PRIVATE PILOT CERTIFICATION

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 – follow the prompts to obtain a 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

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

Check this box if you have no legal middle name

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"

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, Rual 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 PRIVATE PILOT
2) Select Restricted or Standard STANDARD
3) Select the certificate Basis FAR 141 - GRADUATE OF APPROVED COURSE
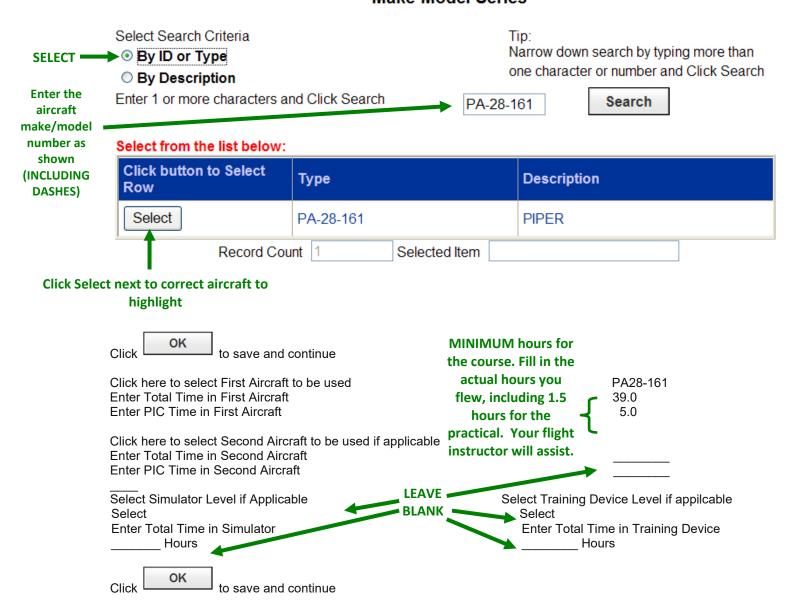4) Select the type of Issuance ORIGINAL ISSUANCE

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

Enter 1 or more characters and Click Search   PA-28-161   **Search**

Select from the list below:

Click button to Select Row	Type	Description
Select	PA-28-161	PIPER

Record Count 1   Selected Item

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

MINIMUM hours for the course. Fill in the actual hours you flew, including 1.5 hours for the practical. Your flight instructor will assist.

PA28-161
39.0
5.0

Click here to select Second Aircraft to be used if applicable
Enter Total Time in Second Aircraft
Enter PIC Time in Second Aircraft
_____   _____
                  _____

Select Simulator Level if Applicable   **LEAVE**   Select Training Device Level if applicable
Select   **BLANK**   Select
Enter Total Time in Simulator   Enter Total Time in Training Device
_____ Hours   _____ Hours

Click **OK** to save and continue

Click here to Select the Category/Class Ratings

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

Record Count [10]   Selected Item [AIRPLANE SINGLE ENGINE L]

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?   ● 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 Student Pilot Certificate Number

Enter your certificate number [   ]

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

Enter your Student 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 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**

Click here to enter Vintage Aircraft Authorizations.

Click [OK] to save and continue

When all of your certificate information is complete, click [Next]

SECTION 4 – Supplemental Data
NOTE: INDICATE THAT YOU HAVE AN FAA MEDICAL CERTIFICATE

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/Class Note: The numbers represent the minimum hours required for completing the OU private pilot course. Enter the actual hours that you flew plus 1.5 hours in the "Total" and "Instruction Received" blocks and 0.2 hours in the "Instrument" block for the minimum time that will be flown during the end of course stage check. Your flight instructor will assist you in completing this section.

Enter all flight hours for this application into the Aeronautical Experience Grid

AERONAUTICAL EXPERIENCE GRID

	AIRPLANES	ATD
TOTAL	39.0 !	1.0
INSTRUCTION RECEIVED	34.0 !	1.0
SOL0	5.0 !	
PILOT IN COMMAND	5.0	
CROSS COUNTRY INSTRUCTION RECEIVED	6.0	
CROSS COUNTRY SOLO	2.5	
CROSS COUNTRY PILOT IN COMMAND	2.5	
INSTRUMENT	3.0*	1.0
NIGHT INSTRUCTION RECEIVED	5.0	
NIGHT TAKE-OFF/LANDING	10	
NIGHT PILOT IN COMMAND	0.0	
NIGHT TAKE-OFF/LANDING PILOT IN COMMAND	0.0	
CLASS TOTALS		
PIC AIRPLANE SINGLE ENGINE LAND (ASEL)	5.0	
Airplane SEL Instruction Received	34.0	
ATD AIRPLANE SINGLE ENGINE (ATD SE)	1.0	

* Includes 0.2 hours instrument time on the practical test.
! Instruction Received plus Solo MUST EQUAL TOTAL TIME

When all of your aeronautical experience is complete, click Next

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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

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