


How to Complete Your IACRA Application

Please visit the IACRA website at <https://iacra.faa.gov/> and Login. You will need to create an account if you have not already done so.

Select Accept TOS as Applicant.

**Federal Aviation
Administration**

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

IACRA - Terms of Service & Role Selection

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Terms of Service (TOS)

You are accessing a U.S. Government authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.


Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.


By logging in and using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
2. At any time, and for any lawful Government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.


Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role

I agree to the Terms of Service & select:

 **APPLICANT**



U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
1-866-TELL-FAA (1-866-835-5322)

Readers & Viewers

Web Policies
Web Policies & Notices
Privacy Policy

Government Sites
DOT.gov
USA.gov
Regulations.gov
Data.gov

Click Start New Application.

IACRA Home » Console

IACRA - Applicant Console

Start New Application

Start New Application	Start a new pilot, instructor, airworthiness, or crewmember application.
Start Inspection Authorization Renewal	Start a new inspection authorization renewal application.
Start Foreign License Verification Process	Start the foreign verification process.

- 1.) Select Instructor
- 2.) Select Flight Instructor
- 3.) Select Standard
- 4.) Select FIRC
- 5.) Select Recency (Also used for §61.199(a)(1) reinstatement)
- 6.) Click Start Application

Federal Aviation Administration

IACRA Home

IACRA - Start Application

User Information
FTN: C1144442 [Logout](#)
User: mmiddleto001
Role: Applicant

Applicant Options

- Console
- Start New Application
- User Profile
- Add Role
- Edit Preferences
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1) Application Type
Type of Application
Instructor **1**

2) Certifications (Hide Details) **2**
Instructor Certifications

- FLIGHT INSTRUCTOR **2**
 - STANDARD **3**
 - CFR 61 - COMPLETION OF REQUIRED TEST
 - CFR 61 - MILITARY COMPETENCY
 - CFR 141 - GRADUATE OF APPROVED COURSE
 - ACTIVITIES
 - DUTIES AND RESPONSIBILITIES
 - WINGS
 - FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE **4**
 - RECENCY (Also used for §61.199(a)(1) reinstatement) **5**
 - GROUND INSTRUCTOR
 - AUTHORIZED INSTRUCTOR
 - FLIGHT INSTRUCTOR SPORT PILOT

3) Other Path Information
Flight Instructor Refresher Course - Recency

4) Start Application
Flight Instructor Refresher Course - Recency
Please verify all of the information before starting the application.
Start Application **6**

Certificate Information and Help
Flight Instructor > Standard > FIRC - Flight Instructor Refresher Course > Recency
For certification requirements, follow the link to the applicable section of the Code of Federal Regulations [61.181](#)

Verify the information in the Personal Information Section is correct and make any corrections that are necessary. Click Save. Select “Show Details” next to Certificate Held

→ Site Feedback

→ Contact Us

→ Training and Documentation

→ Helpful FAA Links

→ Available Certifications and Ratings

→ Current Registry Processing Dates

Phone800-867-5309

Email AddressMMIDDLETO001@IACRATRAN.GOV

Residential Address (E1. On 8710)

Any changes to your Residential address must be updated from your user profile. Click [here](#) if you would like to update your Residential address.

Address Line 1311 STRAWBERRY FLD.

Address Line 2

(Map or Directions) to Physical Residential Address

CityNORMAN

StateOK

ZIP Code73072

CountryUNITED STATES

Add Mailing Address

Remove Special Mailing Address

Special Mailing Address

Please Note: Only complete this section if you want your certificate Special Mailed to an address that is not your Residential or Mailing Address (E1/E2 on 8710)

Address Line 1311 STRAWBERRY FLD.

Address Line 2

CityNORMAN

StateOK

ZIP Code73072

CountryUNITED STATES

Save

☐ Certificate Held (Section I, G & M-O) (Show Details...)

☒ Basis of Issuance (Section II) (Show Details...)

☒ Pilot Time (Section III) (Show Details...)

☐ Review and Submit (Section IV & V) (Show Details...)

Application Status

☒ Personal Info

☐ Certificate Held

☒ Basis of Issuance

☒ Pilot Time

☐ Review & Submit

View Application

Application ID: 230844

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Federal Aviation Administration
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Review your Certificate information for accuracy and answer Block G through O.

****Ensure information listed for Airman Certificate is correct and matches your card.****

Click Save CFI Certificate.

This is the IACRA Training Site... The production IACRA site is iacra.faa.gov

User Information
FTN: C1144442 [Logout](#)
User: mmiddleto001
Role: Applicant

Applicant Options
→ Console
→ Start New Application
→ User Profile
→ Add Role
→ Edit Preferences
→ Change Password

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IACRA - Application Process
Applying For: Flight Instructor Refresher Course - Renewal - - [\(Change\)](#)

☒ **Personal Information** (Section I, A-L) [\(Show Details...\)](#)

☐ **Certificate Held** (Section I, G & M-O) [\(Hide Details\)](#)

English Language (Block G)

☐ Yes ☐ No

Do you read, speak, write, and understand the English language?

Airman Certificate (Block M-M3)
☒ Check here if you now hold, or you have ever held, an FAA or Foreign Pilot Certificate.

Flight Instructor Certificate Held
Certificate Number

Date Issued

Expiration Date

☐ Airplane Single Engine
☐ Airplane Multiengine
☐ Airplane Single and Multiengine
☐ Glider
☐ Rotorcraft Gyroplane
☐ Rotorcraft Helicopter
☐ Rotorcraft Helicopter and Gyroplane
☐ Instrument Airplane
☐ Instrument Helicopter
☐ Instrument Airplane and Helicopter
☐ Instrument Powered Lift
☐ Powered Lift

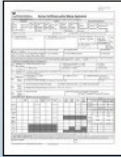
NOTE: CFI ratings not identified in your airman record for a renewal may result in a Correction notice from the Airman Certification Branch.

Save CFI Certificate

All Certificates (Existing or Added/Modified for Blocks M-M3)
Foreign
FAA 61.75
US Standard Pilot Certificate

Certificate Num	Issuance Date	ATP Category/Class Ratings
801528946	01/14/1972	AIRPLANE MULTIENGINE LAND AIRPLANE MULTIENGINE SEA AIRPLANE SINGLE ENGINE LAND AIRPLANE SINGLE ENGINE SEA ROTORCRAFT HELICOPTER

Application Status
☒ Personal Info
☐ Certificate Held
☒ Basis of Issuance
☒ Pilot Time
☐ Review & Submit

View Application

Application ID: 230844


Continue on to the **Medical Certificate (Block N-N-3)** and **Drug Conviction (Block O)** Sections

****Pilot Time and Basis of Issuance is not required. ****






Click Save. Select “Show Details” next to Review and Submit.

		ROTORCRAFT HELICOPTER Commercial Category/Class Ratings GLIDER LTA AIRSHIP INSTRUMENT AIRPLANE AND HELICOPTER ROTORCRAFT GYROPLANE Private Category/Class Ratings AIRPLANE SINGLE ENGINE LAND ROTORCRAFT HELICOPTER
Flight Instructor Certificate		
Certificate Num	Issuance Date	CFI Category/Class Ratings
801528946	1/14/1972	AIRPLANE MULTIENGINE AIRPLANE SINGLE ENGINE AIRPLANE SINGLE ENGINE LAND AIRPLANE SINGLE AND MULTIENGINE GLIDER ROTORCRAFT GYROPLANE ROTORCRAFT HELICOPTER ROTORCRAFT HELICOPTER AND GYROPLANE INSTRUMENT INSTRUMENT AIRPLANE INSTRUMENT HELICOPTER INSTRUMENT AIRPLANE AND HELICOPTER ROTORCRAFT
Ground Instructor Certificate		
Medical Certificate (Block N-N-3)		
<input type="checkbox"/> Check if you now hold or have ever held a Medical Certificate or will be applying under BasicMed		
Drug Conviction (Block O)		
Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?		
<input type="radio"/> No <input type="radio"/> Yes		
Save		
<input checked="" type="checkbox"/> Basis of Issuance (Section II)	(Show Details...)	⬆
<input checked="" type="checkbox"/> Pilot Time (Section III)	(Show Details...)	⬆
<input type="radio"/> Review and Submit (Section IV & V)	(Show Details...)	⬆

Application Status
☒ Personal Info
☐ Certificate Held
☒ Basis of Issuance
☒ Pilot Time
☐ Review & Submit


View Application

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Readers & Viewers
    

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FAA.gov

Complete Section IV

**Federal Aviation
Administration**

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FTN: C1144442 [Logout](#)
User: mmiddleto001
Role: Applicant

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IACRA - Application Process
Applying For: *Flight Instructor Refresher Course - Renewal - -* ([Change](#))

<input checked="" type="checkbox"/> Personal Information (Section I, A-L)	(Show Details...)	⤴
<input checked="" type="checkbox"/> Certificate Held (Section I, G & M-O)	(Show Details...)	⤴
<input checked="" type="checkbox"/> Basis of Issuance (Section II)	(Show Details...)	⤴
<input checked="" type="checkbox"/> Pilot Time (Section III)	(Show Details...)	⤴
<input type="radio"/> Review and Submit (Section IV & V)	(Hide Details)	⤵

Section IV
Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?
☐ No
☐ Yes




Application Status

- ☒ Personal Info
- ☒ Certificate Held
- ☒ Basis of Issuance
- ☒ Pilot Time
- ☐ Review & Submit

View Application

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REVIEW and SIGN DOCUMENTS

****The Privacy Act, Pilots Bill of Rights, and Application will open in new windows. Be sure you do not have a pop up blocker turned on.**

- 1.) Click View Pilots Bill of Rights. --- Review and Close.
- 2.) Click View Privacy Act. --- Review and Close.
- 3.) Click Review Application --- Review and Close.
- 4.) Click on “Sign Pilot’s Bill of Rights Acknowledgment”

Important Information for IACRA Applicants

1. Your application can't be submitted until all validation errors are corrected.
2. Be sure to review the application *carefully* and make appropriate corrections *before* submitting your application. **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.**
3. Know your FTN (C1144442), IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
4. Read and understand the Privacy Act statement by clicking the 'View Privacy Act' button below.
5. If you have questions about how to enter data into IACRA, contact the FAA MyIT Help Desk. (See Below).

Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov

Phone: 1-877-287-6731

Certificate Summary

Certificate Type: FLIGHT INSTRUCTOR

Certificate #: 801528946

Ratings:

AIRPLANE SINGLE AND MULTIENGINE

INSTRUMENT AIRPLANE

Limitations:

1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO 801528946
2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

1

2

3

1 - View Pilot's Bill of Rights

2 - View Privacy Act

3 - Review Application

Sign and Submit

PILOT'S BILL OF RIGHTS

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment. 4

4 - Sign Pilot's Bill of Rights Acknowledgment

(You are not required to sign the Pilot's Bill of Rights Acknowledgment. If you choose not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

APPLICATION

Please carefully review your application for accuracy.

By electronically signing this document:

I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

PLEASE NOTE: Once the application form is signed and submitted, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

5 - Sign & Submit Application

Application Status

- ☒ Personal Info
- ☒ Certificate Held
- ☒ Basis of Issuance
- ☒ Pilot Time
- ☐ Review & Submit

View Application



Application ID: 230844

Click the blue “Click to Sign” link.

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Certificate Summary

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[1 - View Pilot's Bill of Rights](#) [2 - View Privacy Act](#) [3 - Review Application](#)

Sign and Submit

PILOT'S BILL OF RIGHTS

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment.

[4 - Sign Pilot's Bill of Rights Acknowledgment](#)

(You are not required to sign the Pilot's Bill of Rights Acknowledgment. If you choose not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

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PLEASE NOTE: Once the application form is signed and submitted, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

[5 - Sign & Submit Application](#)

close

**ACKNOWLEDGMENT OF RECEIPT OF
PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION**

I acknowledge that I received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application.

MICHAEL NMN MIDDLETON 801528946 9/23/1983
Print Name of Applicant Certificate Number Date of Birth

Flight Instructor Refresher Course - Renewal
Purpose of Application

MICHAEL NMN MIDDLETON [Click to Sign](#) [Cancel](#) DATE
Signature of Applicant (Applicant is not required to sign) MM/DD/YYYY

Print Name of Designee Designee's Airman
Certificate Number

Signature of Designee DATE
MM/DD/YYYY

(Designee's signature signifies the applicant received a written copy of the Pilot's Bill of Rights Notification)

Click Sign and Submit application

Important Information for IACRA Applicants

1. Your application can't be submitted until all validation errors are corrected.
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Certificate Type: FLIGHT INSTRUCTOR

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[1 - View Pilot's Bill of Rights](#)

[2 - View Privacy Act](#)

[3 - Review Application](#)

Sign and Submit

PILOT'S BILL OF RIGHTS

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment.

[4 - Sign Pilot's Bill of Rights Acknowledgment](#)

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APPLICATION

Please carefully review your application for accuracy.

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[5 - Sign & Submit Application](#)



Application Status

- ☒ Personal Info
- ☒ Certificate Held
- ☒ Basis of Issuance
- ☒ Pilot Time
- ☐ Review & Submit

View Application



Application ID: 230844

Click the blue “Click to Sign” link.

Before you click the "Sign" button, you will need to give your
 1. **Read and understand the Privacy Act statement** by clicking the "View Privacy Act" button below.
 2. **Read and understand the Privacy Act statement** by clicking the "View Privacy Act" button below.
 3. **Read and understand the Privacy Act statement** by clicking the "View Privacy Act" button below.
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Certificate Summary

Certificate Type: FLIGHT INSTRUCTOR
 Certificate #: 801528946
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1 - View Pilot's Bill of Rights

2 - View Privacy Act

3 - Review Application

Sign and Submit

PILOT'S BILL OF RIGHTS

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment.

4 - Sign Pilot's Bill of Rights Acknowledgment

(You are not required to sign the Pilot's Bill of Rights Acknowledgment. If you choose not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.

APPLICATION

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 I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

PLEASE NOTE: Once the application form is signed and submitted, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

5 - Sign & Submit Application

ICACRA - Google Chrome

iacratraining.faa.gov/ICACRA/SignDocument.aspx?documenttypeid=1&signaturelocationid=1

<input type="checkbox"/> D	Holder of Foreign License	1. Country that Issued the Foreign Pilot License	2. Grade of Foreign Pilot License	3. Foreign Pilot License Number
<input type="checkbox"/> E	Air Carrier Training Program	4. Ratings Held on Foreign Pilot License / NA equivalent only (e.g. ATPL, ABPL, Type Rating, etc.)	5. Name of Air Carrier	6. Date Training Began
		7. Accomplished Training Program		<input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition

III. RECORD OF PILOT TIME (Do not write in the shaded areas)

Test	Instrument	Basic	ATPL and ATC	Time/Location/Remarks	Class/Grade/Type	Instrument	Night	Night	Night	Night	Total	
											Others	Program
Avionics												
Robotcraft												
Powered Lift												
Glider												
Lighter-Than-Air												
FFS												
FTD												
ATO												

IV. HAVE YOU PREVIOUSLY RECEIVED A NOTICE OF DISAPPROVAL OR BEEN DENIED FOR ANY REASON FOR THE CERTIFICATE AND/OR TYPE RATING FOR WHICH YOU ARE APPLYING? ☐ Yes ☒ No

V. APPLICANT'S CERTIFICATION I certify that all statements and answers provided me on this application are complete and true to the best of my knowledge and I agree that they are to be used as evidence of my Pilot Certificate(s) in. I have received the Pilot's Bill of Rights (latest Notification of Investigation) and understand the Privacy Act statement that accompanies the application.

Signature of Applicant: MICHAEL NIN MIDDLETON Date: 11/11/2014

FAA Form 8710-1 (10-17-07) Supersedes Previous Edition. IACRA Equivalent

Application ID: 230844 FTN: C1144442

☐ Accepted: Student Pilot Application - I have personally reviewed the applicant's information and verified the person meets the applicable requirements and verified the applicant's identification.

☐ Right Review ☐ Instrument Proficiency Check ☐ Recommendation ☐ Reexamination - I have personally instructed the applicant and consider the person ready to take the test.

Date: 11/11/2014 Authorized Flight Instructor's Signature (Print Name and Sign): [Signature] Flight Instructor Certificate Number: 11111111 Certificate Expires: 11/11/2015

Air Agency's Recommendation

The applicant has successfully completed our _____ course, and is recommended for certificate or rating without further practical test.

Date: 11/11/2014 Agency Name and Number: 11111111 Official Signature: [Signature]

Designated Examiner or Airman Certification Representative Report

☐ Accepted: Student Pilot Application ☐ Rejected: Student Pilot Application

☐ I have personally reviewed the applicant's pilot logbook and/or training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate.

☐ I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate (original ATP-CFR graduation certificate is required).

☐ I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.

☐ I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.

☐ Approved - Temporary Certificate Issued (Original Attached) ☐ Disapproved - Disapproval Notice Issued (Original Attached)

Location of Test (Name of Facility or Airport, City, State): 11111111 Duration of Test: 11111111

Ground / On Air: 11111111 FFS / FTD: 11111111

Certificate or Rating Being Applied For (Fixed, Glider, Class and/or Type Rating): 11111111 Type(s) of Aircraft Used: 11111111 Registration Number(s): 11111111

Date	Examiner's Signature (Print Name and Sign)	Certificate Number	Designation Number	Design

Evaluator's Record (Use for All ATP Certificate(s) and/or Type Rating(s))

	Inspector	Examiner	Signature and Certificate Number	Date
Ground / On Air	<input type="checkbox"/>	<input type="checkbox"/>		
Approved FFS/FTD Check	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>		

Record your FTN and Application ID.

The screenshot displays the IACRA - Application Process page. At the top, the Federal Aviation Administration logo is visible. A red banner states: "This is the IACRA Training Site...The production IACRA site is iacra.faa.gov".

User Information:
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IACRA - Application Process

Section	Status
Personal Information (Section I, A-L)	-- SUBMITTED & LOCKED --
Certificate Held (Section I, G & M-O)	-- SUBMITTED & LOCKED --
Basis of Issuance (Section II)	-- SUBMITTED & LOCKED --
Pilot Time (Section III)	-- SUBMITTED & LOCKED --
Review and Submit (Section IV & V)	(Hide Details)

Thank you for submitting your application.

Application ID : 230844
Your FTN : C1144442

PLEASE NOTE: Your application is NOT complete at this point. You must meet with a Recommending Instructor(RI) and/or Certifying Officer(CO) to complete your application. They will need your FTN. You will need these numbers (FTN and Application ID) to inquire about your application. If applicable, a knowledge test ID will need to be provided to your CO or RI. If you forget your FTN, just log in to IACRA and it will be at the top left of the Applicant Console.

Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application.

[Review Application](#) [Return to Console](#)

Application Status:
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✓ Basis of Issuance
✓ Pilot Time
✓ Review & Submit

View Application

Application ID: 230844

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Please visit www.gleim.com and login to your FIRC course.

Submit your FTN, Application ID, your CFI Card, and ID information on Step 2 of your ACR Processing Checklist to continue the renewal process.

THIS IS EXTREMELY IMPORTANT. Gleim will not be able to process your application otherwise.