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.

Click Start New Application.

1.) Select Instructor
2.) Select Flight Instructor
3.) Select Standard
4.) Select FIRC
5.) Select Renewal
6.) Click Start Application

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

Phone 800-867-5309
Email Address MMIDDLETO001@IACRATRAIN.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 1 311 STRAWBERRY FLD.
Address Line 2
(Map or Directions) to Physical Residential Address
City NORMAN
State OK
ZIP Code 73072
Country UNITED 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 1 311 STRAWBERRY FLD.
Address Line 2
City NORMAN
State OK
ZIP Code 73072
Country UNITED 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
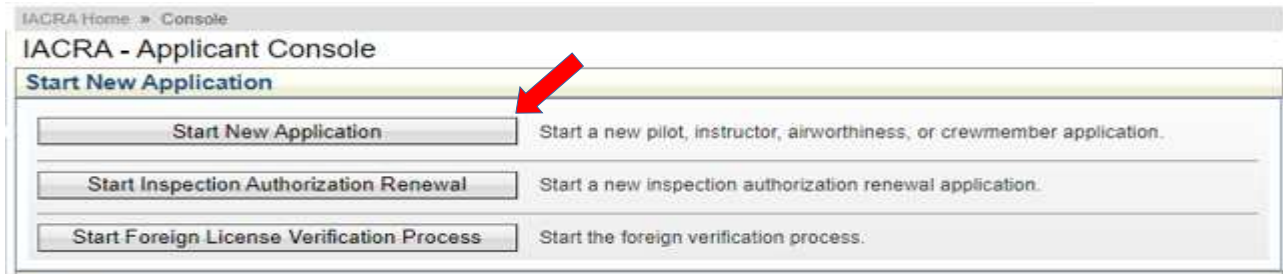
Application ID: 230844

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

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.

Continue on to the <mark>Medical Certificate (Block N-N-3)</mark> and <mark>Drug Conviction (Block O)</mark> Sections

**Pilot Time and Basis of Issuance is <u>not</u> required. **

Click Save. Select "Show Details" next to Review and Submit.

Complete Section IV

Federal Aviation Administration

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)	(Show Details...)	
✓ **Basis of Issuance** (Section II)	(Show Details...)	
✓ **Pilot Time** (Section III)	(Show Details...)	
○ **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

Application ID: 230844

User Information
FTN: C1144442   Logout
User: mmiddleto001
Role: Applicant

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

Information & Help
→ Home
→ What's new in IACRA
→ Frequently Asked Questions
→ Aircraft Search
→ Site Feedback
→ Contact Us
→ Training and Documentation
→ Helpful FAA Links
→ Available Certifications and Ratings
→ Current Registry Processing Dates

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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

Application Status
- ☑ Personal Info
- ☑ Certificate Held
- ☑ Basis of Issuance
- ☑ Pilot Time
- ○ Review & Submit

View Application

Application ID: 230844

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]

Click the blue "Click to Sign" link.

Click Sign and Submit application

Application Status
- ✓ Personal Info
- ✓ Certificate Held
- ✓ Basis of Issuance
- ✓ Pilot Time
- ○ Review & Submit

View Application

Application ID: 230844

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| 1 - View Pilot's Bill of Rights | 2 - View Privacy Act | 3 - Review Application |

Sign and Submit

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artment of Transportation   **Readers & Viewers**   **Government Sites**

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5 - Sign & Submit Application

IACRA - Google Chrome

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

V. APPLICANT'S CERTIFICATION

Signature of Applicant
MICHAEL NMN MIDDLETON   Click to Sign   Cancel

FAA Form 8710-1 (10-17) Supersedes Previous Edition   IACRA Equivalent   Application ID: 230844 FTN: C1144442

Record your FTN and Application ID.

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.