


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

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:



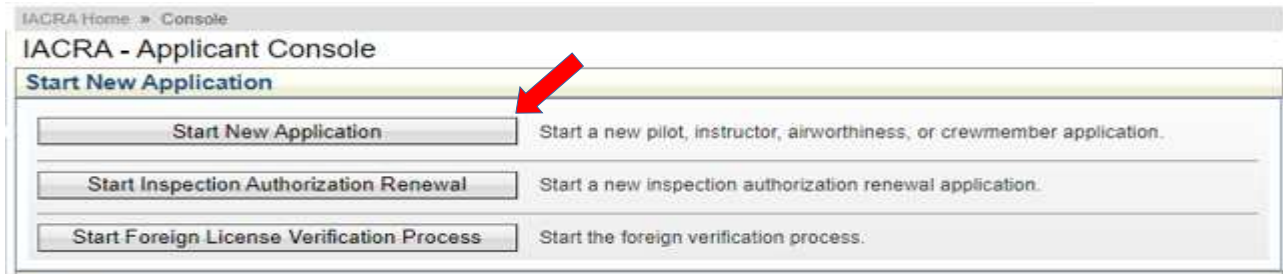
 U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
1-866-TELL-FAA (1-866-835-5322)

Readers & Viewers


Web Policies
Web Policies & Notices
Privacy Policy

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

Click Start New Application.



- 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

- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings
- Current Registry Processing Dates

Phone: 800-867-5309
Email Address: MMIDDLETO001@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 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](#)





Application Status


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

View Application




Application ID: 230844

- 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...) 



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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

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: Airplane Single Engine

Date Issued: Airplane Multiengine

Expiration Date: 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

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
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- Helpful FAA Links
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- Current Registry Processing Dates

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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)

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?

No
 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
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Application ID: 230844

Complete Section IV



Federal Aviation Administration

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IACRA - Application Process

Applying For: [Flight Instructor Refresher Course - Renewal --](#) (Change)

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


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

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


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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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[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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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](#)

IACRA - Google Chrome
iacratraining.faa.gov/IACRA/SignDocument.aspx?documentypeid=16&signaturelocationid=34

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

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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.

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.

3. Now you'll need to log into IACRA. 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).
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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](#)

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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](#)



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IACRA - Google Chrome
 iacratraining.faa.gov/IACRA/SignDocument.aspx?documentypeid=1&signaturelocationid=1

Holder of Foreign License
 Air Carrier Training Program
 E

1. Country that issued the Foreign Pilot License
 2. Grade of Foreign Pilot License
 3. Foreign Pilot License Number
 4. Ratings Held on Foreign Pilot License (An equivalent org. - e.g. AICL, AMEL, Openwing, etc.)

1. Name of Air Carrier
 2. Date Training Began
 3. Accredited Training Program
 Initial Upgrade Transition

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

Year	Holder	Instrument	Pilot	Multi-Engine	Night	Class	Type	Other	Total	Approved			Disapproved			Notes
										Instrument	Pilot	Multi-Engine	Instrument	Pilot	Multi-Engine	
2018	Michael M.N. Middleton															

Yes No
 IV. Have you previously received a Notice of Disapproval or been denied for any reason for the certificate and, if so, for which you are applying?

V. APPLICANT'S CERTIFICATION 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. I have read and understand the Privacy Act statement that accompanies this form. I have also read and understand the Pilot's Bill of Rights for those holders of certificates who are required to sign it. I have also read and understand the Privacy Act statement that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.
 Signature of Applicant: MICHAEL M.N. MIDDLETON
 FAA Form 8710-1 (10-17) Supplement Previous Editions 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 eligibility requirements and verified the applicant's certification.
 Flight Review Instrument Proficiency Check Recommendation - I have personally instructed the applicant and consider this person ready to take the test.

Air Agency's Recommendation
 Date: _____ Agency Name and Number: _____ Official Signature: _____
 The applicant has successfully completed our _____ course and is recommended for certificate or rating without further practical test.

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 or ATP-1700 aviation certificate no. _____).
 I have personally noted and verified this applicant in accordance with pertinent procedures and standards with the result indicated below:
 Approved - Temporary Certificate Issued (Original Attached) Disapproved - Disapproval Notice Issued (Original Attached)
 Location of Test (Name of city and airport, city, state) _____ Date of Test: _____
 Certificate or Rating Being Applied For (Class, Category, Class under (Open Rating)) _____ (Type)(s) of Aircraft Used _____ (Registration Number(s)) _____
 Date: _____ Examiner's Signature (Print Name & Sign) _____ Certificate Number _____ Designation Number _____ Design _____

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

Date	Inspector	Examiner	Signature and Certificate Number	Designation
Approved/Oral	<input type="checkbox"/>	<input type="checkbox"/>		
Approved/FS/FTD Check	<input type="checkbox"/>	<input type="checkbox"/>		
Approved/Flight Check	<input type="checkbox"/>	<input type="checkbox"/>		

Record your FTN and Application ID.

Federal Aviation Administration

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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 you 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](#)

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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.