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<th>Revised By:</th>
<th>Comment</th>
</tr>
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<tr>
<td>4/18/2011</td>
<td>Dev Team</td>
<td>Updated for Release 8.1</td>
</tr>
<tr>
<td>12/5/2011</td>
<td>Dev Team</td>
<td>Updated for Release 8.2</td>
</tr>
<tr>
<td>3/16/2012</td>
<td>Dev Team</td>
<td>Updated for Release 8.3</td>
</tr>
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<td>8/28/2012</td>
<td>Dev Team</td>
<td>Updated for Release 8.4</td>
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<td>12/14/2012</td>
<td>Dev Team</td>
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</tr>
<tr>
<td>3/7/2014</td>
<td>Dev Team</td>
<td>Updated for Release 8.7</td>
</tr>
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1. Overview

IACRA is a web-based enterprise application that provides functionality to minimize the necessity of paper airman certification/rating application forms such as the 8710. IACRA electronically captures and validates airman information required to complete the airman application and the other certification documents including the appropriate temporary airman certificate and knowledge test results. It integrates critical elements of multiple FAA program databases. IACRA automatically ensures that applicants meet regulatory and policy requirements, and it uses electronic signatures throughout the certification process which brings the application in compliance with the Government Paperwork Elimination Act. The IACRA system design allows a Certifying Officer with electronic signature authority to have applications and ratings collected and validated in real-time, with checks against the Registry and other FAA databases. FAA, designees, and return users can be validated immediately.

IACRA’s web-based architecture provides access to the application by the public via the internet. This approach facilitates single source data entry by the applicant and the examiner, and it facilitates integration with other FAA, and eventually, other governmental databases.

This instruction manual currently applies to registration, consoles, certification path selection and the Airline Transport Pilot FAR 61, 121 and 135 certification process only.

2. Roles

IACRA uses ‘roles’ to determine levels of access granted to the user. IACRA validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and completes the registration; the information is verified against the various FAA databases in order to determine authorization. These roles are defined in Table 2.1.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Any person applying for an airman certificate.</td>
</tr>
<tr>
<td>Recommending Instructor (RI)</td>
<td>Any person authorized to instruct applicants and considers them ready for the practical test.</td>
</tr>
<tr>
<td>Designated Examiner</td>
<td>Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical tests.</td>
</tr>
<tr>
<td>Aviation Safety Inspector (ASI) / Aviation Safety Technician (ASI/AST)</td>
<td>FAA personnel who are authorized to issue specific airman certificates.</td>
</tr>
<tr>
<td>School Administrators</td>
<td>14 CFR 141 School / 14 CFR part 142, and 121/135 training center representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that the student applicants can complete. The School Administrator</td>
</tr>
<tr>
<td>Role</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Chief Flight Instructors / Assistant Chief Flight Instructors</td>
<td>Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.</td>
</tr>
<tr>
<td>Airman Certification Representative (ACR)</td>
<td>Any person authorized by the Administrator to issue specific airman certificates.</td>
</tr>
<tr>
<td>Training Center Evaluator (TCE)</td>
<td>Part 142 training center representatives, authorized by the Administrator, to instruct applicants, perform evaluations, and issue specific airman certificates.</td>
</tr>
<tr>
<td>Flight Instructor Renewal Examiner (FIRE)</td>
<td>A Designated Examiner who can renew a flight Instructor’s Certificate through Renewal by Activities and Renewal by FIRC.</td>
</tr>
<tr>
<td>Aircrew Program Designee (APD)</td>
<td>An Aircrew Program Designee is authorized to perform airman certification in one type of aircraft for an operator’s pilots who have been trained under the operator’s FAA approved training program.</td>
</tr>
<tr>
<td>142 Recommending Instructor</td>
<td>The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.</td>
</tr>
<tr>
<td>Air Carrier Flight Instructors</td>
<td>The Air Carrier Flight Instructor can sign the applicant’s training records or logbook and make the required endorsement. They can also sign CFR 121 and 135 pilot applications if the applicant previously failed a rating or sign 121/135 Second in Command applications.</td>
</tr>
</tbody>
</table>

3. Contacting the National Service Desk (NSD)

The National Service Desk is available when users have support issues with IACRA or other FAA supported programs. Users that have forgotten their password should attempt online or email password recovery prior to contacting the help desk. If users are unable to recover their password using the IACRA password recovery options or are unable to find the information they need in the IACRA FAQs or this manual, they may contact the help desk:

- Hours of operations: 24 hours a day / 7 days a week
- Telephone number: toll free – 877-287-6731
- E-mail address: 9-NATL-AVS-IT-ServiceDesk@FAA.GOV

4. Process Overview

The following is an overview of the IACRA on-line application process. Depending on your role,
the process will vary.

1. Open Internet Explorer or Firefox browser – IACRA web site address is http://iacra.faa.gov/iacra/

2. Choose Login or Register (if not already a registered user)

3. Once registered, a FAA Tracking Number (FTN) is assigned. This is a unique and *permanent number assigned to each registered user.

4. Login to IACRA using the logon ID and Password created during the Registration Process.

5. Follow the on-line instructions for your role – each role has unique tasks.

6. The application is electronically submitted to the Airman Registry to be processed and the applicant is issued a Temporary Certificate, Notice of Disapproval or a Letter of Discontinuance.

 (*IACRA assigned FTNs can sometimes be updated as a result of the addition of identifying information, such as an existing Airman Certificate number, to the IACRA user profile.)

5. Login

The home page and login steps are the same regardless of the role.

If you are a Registered IACRA user:

- Enter Username
- Enter Password
Select Login

If not a Registered IACRA user:
Select Register

6. Registration

All users must be registered in IACRA in order to apply for a certificate. The first step in the Registration process is Select Role for the purpose of this illustration, the user is an applicant.

6.1 Select Roles

Select Applicant
IACRA- Select Role(s)
Please select the role or roles below for which you would like to register.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Applicant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Carrier Flight Instructor - (CFR 121, 135)</td>
</tr>
<tr>
<td>Chief / Assistant Chief Flight Instructor - (CFR141)</td>
</tr>
<tr>
<td>142 Recommending Instructor - (CFR142)</td>
</tr>
<tr>
<td>Recommending Instructor - (CFR61, 65, 141)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certifying Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircrew Program Designee - (CFR 121, 135)</td>
</tr>
<tr>
<td>Airman Certification Representative - (CFR 141)</td>
</tr>
<tr>
<td>Airman Certification Representative (FIRC only) - (FIRC)</td>
</tr>
<tr>
<td>Aviation Safety Inspector - (FAA)</td>
</tr>
<tr>
<td>Aviation Safety Technician - (FAA)</td>
</tr>
<tr>
<td>Designated Examiner - (CFR61, 141)</td>
</tr>
<tr>
<td>Training Center Evaluator - (CFR 142, 121, 135)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Administrator - (CFR 141, 142, 121, 135)</td>
</tr>
</tbody>
</table>

Terms of Service (TOS)
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. 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 using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Agree to TOS and Continue

The Registration process is used to collect information about the person registering for IACRA. The information will be explained in sections below: The first section that appears is the
Certification Information:

6.2 User Profile

6.2.1 Certificate Information

- Enter your Airman Certificate number as shown on your certificate
- Enter the Date of Issuance as shown on your certificate
- If you do not have a certificate, leave this section blank

6.2.2 Personal Information

- Enter your full First Name Or select No First Name
- Enter your full Middle Name Or Select No Middle Name
- Enter your Legal Last Name
- Select your Name Suffix from the drop down list, if applicable
- Enter social security number or None or Do Not Use
NOTE> If you don’t want to disclose your Social Security Number, leave this field blank and click the “Do Not Use” radio button. "Do Not Use" will appear on the certification application. If you do not have a Social Security Number, click the "None" radio button. If you choose to disclose your Social Security Number, use only a US SSN. Disclosure of your SSN is voluntary. Disclosure of your SSN will facilitate maintenance of your records, which are maintained in alphabetical order and cross-referenced with your SSN and Airman Certificate number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file. Social Security Numbers are not shown on airman certificates.

- Enter Date of Birth
- Select Male or Female
- Select Hair Color from the drop down list
- Select Eye Color from the drop down list
- Enter your Weight in pounds
- Enter your Height in inches
- Enter your phone number
- Enter your email address (must be unique and cannot be assigned to another existing IACRA user)

6.2.3 Citizenship

- Select the Country of your Citizenship from the drop down list
- Enter the City in which you were born
- Select the Country of your birth from the drop down list
- Select the State of your birth if applicable
6.2.4 Permanent Mailing Address

- Enter your Address information
- Complete all the relevant information

6.2.5 Mailing Address

**NOTE**: Complete Mailing Address information only if different from Permanent Address Information previously entered.

The following section will only appear when applicable for certain Roles for Instructors, Certifying Officer or School Administrator.
6.2.6 Security Questions

- Select a Security Question from the drop down list
- Enter your Answer

**NOTE**> This information will be used for Password Reset in case you forget your password

6.2.7 User Name/Password

- The User name is the logon you will use to access the IACRA Application
Enter the name

The password will be required to logon to the IACRA Application

Enter the password

Enter the password again to confirm

Select Register

The following confirmation displays. The Password you selected will not be displayed but has been stored in the system. You will need to remember this password for accessing the IACRA application.

Thank you for registering with IACRA.

Your FTN is:C9902284
Your User Name is:pmouse

Please take careful note of your FTN, username and password. You will need your username and password to sign in to your IACRA account. Your FTN will be required by your CO or instructor when completing applications in IACRA. If you have entered a valid email address, your username and FTN will be emailed to you.

7. Applicant Console

The Console allows the applicant to manage existing applications, start a new application or review the status of submitted applications. When the applicant has applications in the system the following is an example of what is displayed:
User Information

User information is now displayed on the left navigation panel. This information includes the following about the person based on the logon name and password entered.

- FTN number
- User name
- Role selected

In addition, the user can select logout from the left navigation panel at any time.

Applicant Options

Based on the authorization of the user, options are displayed. The user can move between functions by selecting the appropriate option.

Start Application – Allows the user to start the application process

User Profile - Allows the user to update personal information separately from the application process

Add role – This option allows a user to add roles for additional authorizations / functionality within IACRA

Change Role – Allows the user to change their role to another authorized role. For example, this user was logged on as an applicant. When selecting change role, this user has the option to change the logged on role to Recommending Instructor. The Change Role allows the user to remain logged into IACRA and yet change their session authorizations. This option is only available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel.
Remove Role – Allows a user to remove a role no longer applicable to them. This option is only available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel.

Edit Preferences – Any user defined preferences will be displayed and can be updated. Currently, the default document viewer is available. The user can choose their default document view as TIFF or PDF. The application will save this information and all documents will be displayed in this preference.

Change Password – Allows the user to change their password at any time. The old password must be entered and the new password entered and confirmed to be changed.

The bottom left of the navigation panel is static and can be accessed by the user at any time. These options include return to the HOME page, What's new in IACRA, Frequently Asked Questions, Site Feedback, Contact US, Training and Documentation and Available Certifications/Ratings.

Applicant Console
Start New Application
User select Start New application – the application process begins

Your Existing Applications
All applications associated with the user will display beginning with the most recent.

Continue an Application
A user has the option of starting but not completing an application at once. When the user starts an application without completing, it will be listed here with the option to continue in Available Actions column. The user will need to select that application and GO to complete the application.

Delete an Application
Delete is only available prior to submission of an application
To delete an application – Select Delete from the drop down menu under Available Actions and select GO – Once an application is deleted, it cannot be retrieved. The user will have to start a new application.

View / Print
View/Print option is the only available option when the status is Submitted or signed by applicant
To view/print the application – Select view / print form the drop down (if not already displayed) and select GO – the application displays. From the display, select print or another option as appropriate.

Airman Information
Airman information from Airman’s database is displayed. This includes all current Airman Certificate information, and Airman Certificate Rating information.

From the Applicant Console:

- Select Start Application

The following screen displays:
8. Pilot Application Process

There are different types of pilot certificates available. The steps are primarily the same and outlined below. The exceptions or differences are mentioned at the point in which they occur.

1) Type of Application
   - Select Pilot from the drop down list

2) Certifications
   The Certifications tree allows you to select the type of certificate for which you are applying. Selections are made from the tree. The remaining selections change based on each selection made. Click on the Pilot Certificate for the applicable application, the application will highlight your selection and display additional options. Only Airline Transport Pilot CFR 61, 121, 135, and 141 certification paths have been converted to the new 8.0 release/screens. Continue clicking on the tree until you find the certification or rating you seek. The following will then be displayed:
NOTE> The right hand side of the screen will provide Certificate Information and Help for all the Certification paths. The link will take you to the appropriate section of the applicable Code of Federal Regulations.

- Select the Certificate Category / Class from the list

The Single Selection Search screen for Category/Class Ratings allows you to select the category/class rating you are seeking. This screen will only allow you to select one Category/Class rating to add to your certification data.

- Added Type Rating

The Single Selection Search screen for Aircraft Type Ratings allows you to select the type rating for which you are seeking certification. This screen will only allow you to select one aircraft type rating to add to your certification data.

To select a Type Rating:

- Enter one alpha character of the aircraft model description
- Select the appropriate model
- Select Start or update application

For ATP CFR 121 or 135 Training Program or AQP, select one of the following

- Initial
- Upgrade
- Transition
- Second in Command
The Air Operator section will then be displayed. The Air Operator selection can be searched by Designation code or by name.

8.1 Personal Information

The first step in the Application process is to confirm your personal Information:

- Full Name
- Date of Birth
- Sex
- Citizenship country

This information is from the registration process and on file with the Airman Registry. Once this information is on file with the Registry, it cannot be updated through IACRA. IACRA provides a link to the guidelines for updating this information.
<table>
<thead>
<tr>
<th>Hair Color</th>
<th>BLOND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Color</td>
<td>GRAY</td>
</tr>
<tr>
<td>Weight (lbs.)</td>
<td>110</td>
</tr>
<tr>
<td>Height (inches)</td>
<td>68</td>
</tr>
<tr>
<td>City of Birth</td>
<td>STILLWATER</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>State of Birth</td>
<td>OK</td>
</tr>
<tr>
<td>Phone</td>
<td>555 234 5678</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:MM0USE@EMAIL.COM">MM0USE@EMAIL.COM</a></td>
</tr>
</tbody>
</table>

This section can and should be updated by the user when the information changes.

To update:

- Select appropriate Hair Color from the drop down list
- Select appropriate Eye Color from the drop down list
- Update / Enter your Weight in pounds
- Update / Enter your Height in inches
- Update / Enter your City of Birth
- Update / Enter your Country of Birth
- Update / Enter your State of Birth
- Update / Enter your Phone number
- Update / Enter Email Address
Permanent Mailing Address

Residential Address: 1234 S Park Place
PO Box, Rural Route: 
or Commercial: 
Physical Description (Map or Directions): 
City: OKLAHOMA CITY
State: OK
ZIP Code: 73173
Country: UNITED STATES

Special Mailing Address

Please Note: Only complete this section if you want your certificate special mailed to an address that is not: PERMANENT - LINE 17, OKLAHOMA CITY OK 73173

Address Line 1: 3456 N Vermont
Address Line 2: 
City: OKLAHOMA CITY
State: OK
ZIP Code: 73173
Country: UNITED STATES

Update information as appropriate
Update Special Mailing Address only if different from permanent mailing address
Select Save & Continue
8.1.1 Application Status

The application status and View application box is located on the right-hand side of the screen throughout the application process. This box will have a green check mark for the blocks of information completed accurately. The boxes that have not been started or did not pass validations are empty. At any time during the application process, the application can be viewed for accuracy. To view the application, double click on the picture of the form. The application ID is displayed below the form.

8.2 Certificate Held

The next section is for information about Certificates held by the applicant. This information is also broken into blocks of information. For ease of illustration, the blocks of data will be explained separately below:

8.2.1 English Language (corresponds to block G of the 8710)

- Select the appropriate response
- When No is selected the following displays:

8.2.2 FAA Certificate (corresponds to Block M-P of the 8710)

If you currently hold a FAA Certificate, the information displays as follows:

“If you have a non-medical reason for not using the English language, you cannot use IACRA at this time.”
The applicant’s existing certificates display, as retrieved from Airman Database. An applicant can Add or Modify certificate information by updating the appropriate information and selecting SAVE CERTIFICATE.

To delete a Certificate:

- Select Delete Certificate

The applicant has the option to add certificate information if a certificate is held and not retrieved from the Airman Database. To add certificate information:
To add a certificate:

- Click on the appropriate type radio button
- Click the plus sign to the left of the US Standard Pilot Certificate (this example)
- Click on the plus sign to the left of Commercial Category / Class Ratings (this example)

The following selects display:
Select Commercial Category / Class Ratings
Select appropriate Category(ies) and Ratings
Enter Certificate number from the Certificate 
Enter Date Issued from the Certificate 
Select Save Certificate

The certificate information entered displays as follows:
8.2.3 Medical Certificate (corresponds to block Q – T on the 8710)

If Certificate information exists for the applicant in the Airman Database, the information will display as follows:

The information can be updated if required.

- Enter the Name of the Examiner
- Select Save and Continue

If certificate information does not exist

- Check the box indicating you have a Medical Certificate

The following appears:

- Select the Class of Medical Certificate from the drop down list (first, second or third)
- Enter the Date Issued from the certificate
- Enter the Name of the Examiner
Complete the Drug Conviction Section as follows or Select Save & Continue

- **Drug Conviction (Block U-V)**
  - [ ] Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

  ➢ Check the box if you have a drug conviction
  ➢ The following question displays

  ```
  Date of final conviction
  ```

  ➢ Enter the date of conviction
  ➢ Select Save & Continue

8.3 Basis of Issuance Part 61

A box will be checked based on the Certifications selected in Step 2 of the Start Application. This Basis of Issuance will determine the requirements for completion of the remaining part of this section.

For the Completion of Required Test (Block A):
- **Enter Aircraft 1 information**
- **To search for a model, enter the first letter and then select from the drop down list**
- **The Make / Model will be display from the selection**
- **Enter Total Time in Aircraft**
- **Enter PIC Time, if applicable**
- **Enter Aircraft 2 information if a test in a second aircraft was conducted**
- **Enter Simulator / Training Device information if appropriate to the applicant**
- **Select Save & Continue**

### 8.4 Basis of Issuance Part 121 and 135

The Air Operator information is pre-populated from the Choose path section of the application. The user may then select Save and Continue.
8.5 Basis of Issuance Part 141

For courses without examining authority, Completion of Required Test (block A) information must be entered. Curriculum and course information must be entered by a School Administrator. See the Basis of Issuance panel below for Part 141 ATP applications associated to courses without examining authority:
### Basis of Issuance (Section 2)

**Completion of Required Test (Block A)**
- **Aircraft 1**
  - **Search By**
  - **Model**
  - **Make/Model**
  - **Name**
  - **Total Time**
  - **PIC Time**

**Aircraft 2**
- **Search By**
- **Model**
- **Make/Model**
- **Name**
- **Total Time**
- **PIC Time**

**Simulator/Training Device**
- **Simulator Time**
- **FTD Time**

**Graduate of Approved Course (Block C)**
- **Name and Location of Training Agency/Center**
- **Certificate Number**
- **Curriculum**
- **Graduation Date**

For courses with examining authority, curriculum and course information must be entered by a School Administrator. See the Basis of Issuance panel below for Part 141 ATP applications associated to courses with examining authority:
8.6 Pilot Time

8.6.1 Hours Question(s)

When Pilot Time is selected, the following displays:

- **Check the box if you have failed a test for the rating or certificate**

By checking the box, you are answering yes, I have failed a test for this rating or certificate and the following input fields will display:
The Aeronautical Experience screen displays as a grid or matrix, where you can easily lay out and display all of your flight experience from your log book. This grid is similar to the one found on the front of the 8710-1 form.

The minimum pilot experience required by the appropriate regulation must be entered. It is recommended, however, that ALL pilot time be entered. Night flying must be entered when required. You should fill in the blocks that apply and ignore the blocks that do not.

Second In Command "SIC" time used may be entered in the appropriate blocks. Flight Simulator, Flight Training Device and PCATD time may be entered in the blocks provided.

To use the Aeronautical Experience grid, simply select the block in which you want to place data and enter the data.

If you need help in filling out the Aeronautical Experience grid, see your Recommending Instructor. Do not submit the application until you are sure that your hours are entered correctly.

Please Note: IACRA found hours from a previous application started 12/13/2010. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours.

The application automatically enters any hours from a previous application. Hours can also be imported from other applications.

By selecting Import, hours from the selected application will be prepolulated in the aeronautical grid.

To clear the pilot hours:

Select Clear Pilot hours
- **Select the appropriate category for pilot hours**

### Airplane / Rotorcraft / Powered Lift Hours

<table>
<thead>
<tr>
<th>Category</th>
<th>Airplane</th>
<th>Rotorcraft</th>
<th>Powered Lift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction Received</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solo</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pilot in Command (PIC)</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pilot in Command (SIC)</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Country Instruction</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Country Solo</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Country PIC</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Country SIC</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instrument</td>
<td>1500</td>
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</tr>
<tr>
<td>Night Instruction</td>
<td>1500</td>
<td></td>
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</tr>
<tr>
<td>Night Takeoff Landings</td>
<td>1500</td>
<td></td>
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<tr>
<td>Night PIC</td>
<td>1500</td>
<td></td>
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<tr>
<td>Night SIC</td>
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</tr>
<tr>
<td>Night Takeoff Landing PIC</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night Takeoff Landing SIC</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Save button]

### Glider / Lighter Than Air Hours

![Show Details button]

### Simulator / Training Device / PCATD Hours

![Show Details button]

---

**Enter hours below to meet the requirement for CFR 61.159(a)(3).**

- **Class Hours - Total**
- **Class Hours - FFS**

Until the new 8710-1 form has been updated in IACRA, these hours will be displayed in the Comments section of the 8710-1 and can be reviewed prior to submitting the application. Failure to enter the appropriate hours, if required, will result in a Correction Notice from the Airmen Certification Branch.

- **Enter the appropriate number of hours in the applicable category**
- **Select Save**

The following Summary information displays:
The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

Prior to reviewing and submitting your application, you must view the Privacy Act. By viewing the Privacy Act, you are indicating you have read and understand the Privacy Act.

- Select View Privacy Act

The Privacy Act displays in a new window. When you have finished reading or printing the document:

- Select Close
The window closes and returns you to the Summary Section within IACRA with the Review application selection enabled.

- Select Review

This will display an unofficial copy of your application in a new window. Before you may submit your application you must review it to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing.

Once you have completed the review of the application:

- Select Close

The window closes and returns you to the Summary Section within the application with the Submit application selection enabled.

- Make any changes that are necessary

Or

- Select Submit Application

The following displays:

![Review and Submit](image)

9.0 Change an Application

Update to an application can occur:

- At any time prior to submitting the application
- Does not require creating a new application
- Does not require deleting the existing application

On all screens within the IACRA – Application Process the Certification being sought is
To start the Change process:

- Select Change (in parentheses on the Applying for line)
- Application returns you to the Update Application Screen as follows:
3) Other Path Information

ATP > Standard > CFR 61 > Original

Certificate Category/Class

- AIRPLANE SINGLE ENGINE LAND
- AIRPLANE SINGLE ENGINE SEA
- AIRPLANE MULTIGENRE LAND
- AIRPLANE MULTIGENRE SEA
- ROTORCRAFT HELICOPTER

Type Rating

Model
Make/Model

(Type at least 1 letter)

4) Update Application

Application ID: 29601
Path: ATP > Standard > CFR 61 > Original

Please verify all of the information updating the application.

- Update applicable information
- Select Update Application
- Follow the appropriate steps in Application Process for this change

Note> The Update / Change functionality is only available for the 8.0 release of IACRA. If an application was created under an older version’s path or the path has not been converted to the 8.0 release, the Update / Change functionality is not available.

10 School Administrator Process Overview

10.1 School Administrator Console

When the role of School Administrator is selected, the following screen is displayed:
If the school selected in the dropdown is listed as inactive, guidance is displayed on the panel:

**IACRA - Select School / Operator**

School/Air Operator: **INACTIVE** CE8S - AEROSIM FLIGHT ACADEMY - FAR 141

You are not currently authorized in IACRA for CE8S - AEROSIM FLIGHT ACADEMY.

A Training Center Evaluator or Aircrrew Program Designee at your Air Agency or Air Operator can authorize you by logging into IACRA and selecting “Authorize ACR FIRC / School Admin / ACFI” from their console and follow the steps for your authorization. An ASI or AST at your local FSDO may also complete your authorization using IACRA.

Once the Air Operator is selected, the following console will be displayed if logged in as a School Administrator:
The School Administrator may either enter a last name and an FTN to search for a student or select a student already affiliated with the school. For students not yet affiliated with the school, the School Administrator may click the “Affiliate Student” button. The “Start New Application” button may be clicked to start an application for the selected student.

Once affiliated and selected, any applications started by the student will appear in a list with available actions for the School Administrator.
For applications that require an associated curriculum, the School Administrator may click the curriculum link to open the curriculum dialog.

The School Administrator may then select a curriculum for the given application.

**10.2 School Administrator Checklist**

For applications that require the School Administrator to enter knowledge test information and
complete the Final Stage Check, an option for “Checklist” (see below) will appear in the dropdown for the application. The School Administrator may click the “Go” button to complete these checklist items.

When the “Go” button is clicked (as described above), the checklist section will appear on the School Administrator console. The School Administrator must enter a valid knowledge test exam ID and then click the “Search” button.

If the knowledge test is found, the test details will be displayed. The School Administrator must click the “Associate” button to associate the test to the application.
Once associated, the knowledge test may be removed from the application by clicking the "Remove" button.

The Final Stage Check link appears on the Final Stage Check tab. The link may be clicked by the School Administrator to enter the Final Stage Check information. More information about the Final Stage Check can be found in the Certifying Officer’s Checklist section of this document.
11 Recommending Instructor Process Overview

11.1 Instructor Console

When the role of Air Carrier Flight Instructor is selected, the following screen is displayed:

Once the Air Operator is selected, the following console will be displayed if logged in as the Air Carrier Flight Instructor or if logged in directly as a Recommending Instructor:

This screen allows the Recommending Instructor to retrieve an applicant’s submitted application, view history and provides statistics of the applications processed.

- Enter the FTN in the appropriate box
Select Retrieve

The following displays for the applicant:

![IACRA - Search Results](image)

All applications for the applicant are displayed with their corresponding status. The status determines what actions can be performed by the Recommending Instructor. The Available Actions are indicated in the right hand column with drop down menus when appropriate.

- Select the application to be processed
- Select GO from the Available Actions column

11.2 Instructor Checklist

This screen allows the Recommending Instructor (or Chief / Assistant Chief Flight Instructor) to return the application to the applicant or process the application. Applicants cannot change the application once it has been submitted. The Recommending Instructor has to return the application to the applicant in order to make changes. Once the Recommending Instructor signs the application, the return function is disabled. If the application is returned, the applicant makes the changes and resubmits for processing. IACRA has been designed to allow only validated applications to be process by the Recommending Instructor.

The first step in the process for a Recommending Instructor is to review the application for major issues.
To view the application:

- **Select the application from the View Application box on the right navigation panel:**

The Unofficial Copy of the application displays in a separate window. When the review is completed:

- **Select Close**

Window closes and returns you to the Instructor Checklist within the application.

### 11.2.1 Return the Application

Once the Recommending Instructor reviews the application for accuracy, a decision is made on whether to return the application:

- **Select Return Application**
- **The following confirmation displays:**

  ![Confirmation Message]

- **Select OK**

Application returns to the Recommending Instructor Console.
11.2.2 Process the Application

The Recommending Instructor's Checklist is designed to assist the Recommending Instructor in processing the application. From the checklist the Recommending Instructor can review the application form and sign the Instructor's Recommendation section of the application form.

Instructor Checklist

Application Information

- Applicant Name: DAVID NMN
- FTN: [redacted]
- Application ID: 32213
- Application Type: ATP > Standard > CFR 61 > Original

According to FAA guidance, a Recommending Instructor signature is not mandatory for ATP unless applicant previously failed a rating or is adding a SIC type rating. The entry of knowledge tests has been moved to the Certifying Officer checklist to accommodate expired knowledge tests and associated justifications.

Return Application

This option returns the application to the applicant for major correction. The application can be retrieved again for processing after it has been re-submitted.

Summary Information

Certificate Summary Information displays, as follows:

11.2.3 Summary Information

- Select Summary Information from the Checklist

Certificate Summary Information displays, as follows:
Review the Summary information:

- Select Continue

Application closes the section and opens the Sign Application, as follows:

### 11.2.4 Sign Application

To sign the application,

- Select Sign Application

The Application displays in a separate window to allow the Recommending Instructor to electronically sign the certification application.
Select Click to Sign

IACRA processes the signatures

Window automatically closes when signing is complete

Returns to the Instructor checklist

The following confirmation box appears:

After the Recommending Instructor has signed the application, the Certifying Officer can access the application. Airline Transport Pilot applications do not necessarily require an RI signature unless it is for a Second In Command application or if the applicant previously failed a rating.

From the confirmation, the Recommending Instructor can Review the 8710-1 just signed, Sign Another or Logout.

Select Review 8710-1

Application opens in a separate window for review

Sign Another

Application returns to the Recommending Instructor Console

Logout
Application returns to the home page

12 Certifying Officer Process Overview

When the role selected at login is Aviation Safety Inspector (ASI), the following IACRA – Certifying Officer Console Appears.

This page allows the certifying officer (the console for other certifying officers ASTs, Des, ACRs, etc. is similar to the ASI console) to select an application based on the applicant's FAA Tracking Number (FTN). ASIs can review completed applications processed through their FSDO. These applications can be searched by examiner name, FTN, date range or certificate type.

The Aviation Safety Inspector may also review PTRS records for Designees by Date Range, Examiner last name at their FSDO, or view their own PTRS records within IACRA.
To retrieve applications for a given applicant:

- Enter the Applicant’s FTN
- Select Retrieve

The following screen displays:
Select the application to process
Select Go from the Available Actions Column

The Certifying Officer’s Checklist displays:
12.1 Certifying Officer’s Checklist

This screen provides a checklist for the Certifying Officer. After the Certifying Officer completes a checklist section, a check mark will appear in the Checklist Status. Some sections are mandatory and must be completed before the Certifying Officer can sign the application. Some sections are specific to certain types of applications and, as a result, may not always be displayed.

- Select Begin Checklist
- Application displays the application options
12.1.1 Application Options

This section allows the Certifying Officer to make minor changes to the application (Edit), return the application to the applicant for major changes (Return) or add comments to the application – 8710 (Comments).

The Certifying Officer reviews the application and makes the determination that one or more of these options are required.

To view the application:

- Select the application from the View Application on the right side navigation

The application displays in a separate window.

When the review is complete:

- Select close and the window closes and the application returns to the checklist

To return the application:

- Select Return application

The following confirmation window appears:
The application returns to the Certifying Officer’s Console
To make minor changes to the application:
  ➢  Select Edit
The following confirmation window:

  ➢  Select OK – returns to the login screen for the applicant to logon
Or
  ➢  Select Cancel – returns to the Certifying Officer’s Checklist
Once the applicant completes the changes, the application is validated and resubmitted.
The application presents a CO login box on the applicant summary page as follows:
Thank you for submitting your application.

Application ID: 34526

Your FTN: ---

Your Recommending Instructor and Examiner/Evaluator will need your FTN. You may also need to reference these numbers to inquire about your application. Any applicable knowledge test ID codes will need to be provided to your Designated Examiner or Authorized Instructor. If you forget this number, 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

CO login to resume checklist

Once the CO logs in, you will return to the checklist.

CO Username

CO Password

Accept TOS & Log In     Cancel

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. 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 using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may, for any lawful government purpose, monitor, intercept, search, and seize any communication or information transiting or stored on this information system.

2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Enter CO password

Select Accept TOS & Log In

Application returns to the Certifying Officer’s Checklist.

To Add Comments to the application:
12.1.2 Airman’s Identification (ID)

This section allows the Certifying Officer to enter the airman’s identification information. This link is mandatory for all types of certification. Inspect acceptable forms of identification to establish the applicant’s identity.

The default Identification is USA Driver’s License.

- Enter Identification number from the driver’s license
- Enter expiration date (mm/dd/yyyy)
- Select the appropriate state from the drop down selection list

Other forms of Identification:

Passport:

- Select Passport from the drop down selection for Form of Identification
- Enter Identification number from the passport
- Enter Expiration Date (mm/dd/yyyy)
- Select the country that issued the passport from the drop down selection list
- Select Save & Continue

Military ID
- Select Military ID from the drop down selection for Form of Identification
- Enter Identification number from the military ID
- Enter Expiration Date (mm/dd/yyyy)
- Select Save & Continue

Student ID
- Select Student ID from the drop down selection for Form of Identification
- Enter Identification Number from the student ID
- Enter Expiration Date (mm/dd/yyyy)
- Select Save & Continue

Other Government Issued Document
- Select Other Government Issued Document from the drop down selection for Form of Identification
- Enter Identification Number from the document
- Enter Expiration Date (mm/dd/yyyy)
- Enter the type of Other Government Issued Document (free form text)
- Select Save & Continue
12.1.3 Knowledge Test

To view the Knowledge Test:

- Select View Associated Tests

The Airman Knowledge Test Report displays in a separate window.
When review is complete:

- Select Close

Application returns to the Certifying Officer’s Checklist

- Select Continue

12.1.4 Applicant Signature

This link enables the current application for electronic signature by the applicant. The Certifying Officer must review the application for accuracy prior to the applicant signing.

To Review the Application:
Select CO Review Application

The application displays in a separate window

When review is complete:

Select Close

Window closes and application returns to the Certifying Officer's Checklist – Applicant Signature. Now the CO must select the check boxes indicating the Applicant has reviewed both the privacy act and the Pilot' Bill of Rights before the "Applicant Login" button becomes enabled.

- Check the Privacy Act Checkbox
- Check the Pilot's Bill of Rights Checkbox
- Select Applicant Login

Applicant Login Window displays:

(Previous)
This step must be performed by the applicant. Applicants are required to log into IACRA on this screen to sign the current application.

* Applicant enters Username
* Applicant enters Password
* Selects Accept TOS & Log In

The following window displays:

**Terms of Service (TOS)**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. 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 using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.
Select Sign Pilot’s Bill of Rights Acknowledgment

The Pilot Bill of Rights Acknowledgment opens in a separate window:
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.

TEST PILOT PILOT 321465 1/20/1964
Print Name of Applicant Certificate Number Date of Birth

ATP > Standard > CFR 141 > Original Purpose of Application

TEST PILOT PILOT Click to Sign Cancel DATE
Signature of Applicant MM/DD/YYYY
(Applicant is not required to sign)

➢ Selects Click to Sign.
➢ Select Review and Sign Application

The application opens in a separate window:

격자  

 Applicant selects Click to Sign
Application processes the signature and returns the following CO Logon Screen:

Certifying Officer enters Username
Certifying Officer enters Passwords
Selects Accept TOS & Log In

Application returns to the Certifying Officer's Checklist – Applicant Signature Section

Select Continue

12.1.5 Final Stage Check
This section will only appear for some ATP CFR 141 applications. To begin, the CO clicks the
"Enter Final Stage Check" link.

This link will open a new window, in which the CO may enter the Final Stage Check information.

To enter the airport ID, the CO must click the “Select Airport” link, which will open the Airport Search window. Search criteria are entered in the search box. The CO may then click the “Search” button and a list of results will be returned. The “Select” button must be clicked on one of the Airports in the results. Then the CO may click “Ok” to return the selected airport back to the Final Stage Check Window.
To select the Make / Model of the aircraft, the CO must click the “Edit Make, Model” link. The search functionality is similar to the airport search. Once an aircraft has been selected, the CO will click “Ok” to return the result back to the Final Stage Check page.
Once all required information has been completed on the Final Stage Check page, the CO may click “Ok” to return to the CO Checklist. The Final Stage Check will then show the appropriate green checkmark to indicate the step has been completed.

12.1.6 Practical Test

This section enables the certifying officer to enter the results of the practical test and mark the application as either approved, disapproved, or discontinued. This link will remain disabled until the applicant has signed the application.
Practical Test requirements for Oral, Flight and/or Simulator are required if the applicant has not previously failed a rating. For the 121 Advanced Qualification Program (AQP) the Simulator and Flight Test portions of the practical tests will be available.

12.1.6.1 Oral Test

- Enter Test date or select the calendar and then select date from the calendar

Search by defaults to Airport Code

- Enter at least two (2) letters of the Airport IATA code and a list appears
- Select the appropriate Airport code
- The application completes the Airport Information section
- Enter the number of hours for the Test Duration
Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected:
Select the applicable failed tasks

Enter comments in the Insert or Edit Comment box

Select Disapprove

Application appears in a separate window for CO signature

Select Click to Sign
Application returns to the Certifying Officer’s Checklist – Oral Test

When Discontinue is selected:
Select a reason from the drop down list:

- Medical
- Weather
- Mechanical
- Other

Enter an Explanation in the Explanation box provided

Select applicable Task completed successfully

Select Discontinue

The application returns to the Certifying Officer's Checklist – Oral Test
When Delete is selected:

Select OK

Application returns to the Certifying Officer's Checklist – Oral Test
When Approve is selected:

The application opens in a separate window:

- Select **Click to Sign**

Application returns to the Certifying Officer's Checklist – Oral Test
12.1.6.2 Simulator / Flight Training Device
» Enter Test Date or Select Calendar and select date from the calendar

Search by defaults to Airport Code
» Enter at least two (2) letters of the Airport IATA code and a list appears
» Select the appropriate Airport code

The application completes the Airport Information section

Search by defaults to Make/Model for the Simulator
» Enter at least one (1) letter of the Simulator Make/Model
» Select the appropriate simulator from the drop down list

The application completes the Simulator/FTD description box
» Enter total hours for Test Duration

» Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected:
Select the applicable failed tasks
- Enter comments in the Insert or Edit Comment box
- Select Disapprove

Application appears in a separate window for the CO Signature
Select Click to Sign

Application returns to the Certifying Officer's Checklist – Simulator / Flight Training Device

When Discontinue is selected:
Select a reason from the drop down list:

- Medical
- Weather
- Mechanical
- Other

Enter an Explanation in the Explanation box provided

Select applicable Task completed successfully

Select Discontinue

The application returns to the Certifying Officer's Checklist – Simulator / Flight Training Device
When Delete is selected:

- Select OK

The application returns to the Certifying Officer's Checklist – Simulator / Flight Training Device
When Approved is selected:

The application displays in a separate window for the CO Signature

➢ Select Click to Sign

Window closes and application returns to the Certifying Officer’s Checklist – Simulator / Flight Training Device
Select Oral Test Tab, Flight Test Tab or Continue
12.1.6.3 Flight Test

- **Enter Test Date or Select Calendar and select date from the calendar**

Search by defaults to Airport Code

- **Enter at least two (2) letters of the Airport IATA code and a list appears**
- **Select the appropriate Airport code**

The application completes the Airport Information section

Aircraft 1 – The Model and the Make / Model fields are completed from the Application Process by the Applicant. If incorrect, the model can be changed by

- **Enter at least one (1) letter in the Model field**
➢ Select the appropriate Model from the list
➢ Enter Registration number
➢ Enter total hours for Test Duration

If a second aircraft was used for the Flight Test, follow the steps above for Aircraft 2

➢ Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected
According to Order 8900.2 Chapter 7, paragraph 37, Procedures, (f)(1)(d) Enter the date of the practical test and sign the Designated Examiner’s Report section. Note: this must be the date the practical test was concluded and must be the same date shown on Form 8060-5. Please provide an explanation in the Comments section below. Airmen Registry may issue a correction notice if the dates on the forms do not match.

## Select failed Flight Test Standards

<table>
<thead>
<tr>
<th>Select</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.0 N/A I. PREFLIGHT PREPARATION</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A II. PREFLIGHT PROCEDURES</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A III. TAKEOFF AND DEPARTURE PHASE</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A IV. INFLIGHT MANEUVERS</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A IX. POSTFLIGHT PROCEDURES</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A V. INSTRUMENT PROCEDURES</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES</td>
</tr>
<tr>
<td></td>
<td>1.0 N/A VIII. EMERGENCY PROCEDURES</td>
</tr>
</tbody>
</table>

These comments will appear under the comments section of the 8710-1.

- **Insert or Edit Comment**

- **Select the applicable failed tasks**
- **Enter comments in the Insert or Edit Comment box**
- **Select Disapprove**

Application appears in a separate window for the CO Signature
Select Click to Sign

Application returns to Certifying Officer’s Checklist – Flight Test

When Discontinue is selected
Select a reason from the drop down list:
  o Medical
  o Weather
  o Mechanical
  o Other

Enter an Explanation in the Explanation box provided
Select applicable Task completed successfully
Select Discontinue

The application returns to the Certifying Officer’s Checklist – Flight Test
When Delete is selected

Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.

Select OK

The application returns to the Certifying Officer’s Checklist – Flight Test
When Approved is selected

The application opens in a separate window for the CO signature

- **Select Click to Sign**

Application returns to the Certifying Officer’s Checklist – Flight Test
Select Oral Test Tab, Simulator / Flight Training Device or Continue

When Continue is selected

12.1.7 Graduation Date

This screen allows the Certifying Officer to enter the graduation date for 121 and 135 certification curriculums. This date will be displayed in Section IIE on the 8710-1. The graduation date must be within 12 calendar months from the date the application was submitted.
12.1.8 Limitations

This screen allows you to select limitations for the temporary certificate.
All of the applicant’s previous limitations will be loaded here. The certifying officer may remove these automatically added limitations if necessary. The certifying officer is required to select the Limitations link from the checklist and review previous limitations to complete this section.

To add a limitation

- Enter one (1) character of the limitation
- Select search
- Select ADD to the left of the appropriate limitation

Or

- Select Show All
- Select ADD to the left of the appropriate limitation

Or

- Scroll through Page numbers to the entire list of Available Limitations
- Select ADD to the left of the appropriate limitation

Some limitations require the Examiner/Evaluator to fill in information. When you select one of these limitations a text box will appear where you can enter limitation text.

- Enter the limitation text
- Select Save

Mandatory limitations are displayed with a ‘lock’ to the left of the ID and text fields. These limitations are system generated based on certain criteria for the Certificate and cannot be changed.

To remove limitations:
Select Remove (trash can) left of ID and Limitation Text
Select Save and Continue

12.1.9 Summary Information
The Certificate Summary and Application Status displays:

Certificate Summary
Certificate Type: AIRLINE TRANSPORT PILOT
Certificate #: 555555
Ratings:
AIRPLANE SINGLE ENGINE LAND
COMMERCIAL PILOT PRIVILEGES
AIRPLANE MULTIENGINE LAND
Limitations:
1. ENGLISH PROFICIENT

Application Status
Practical Test Signoff - Signed Flight Check 12/29/2010 3:32:30 PM
Practical Test Signoff - Signed Sim/Training 12/29/2010 3:16:54 PM
Practical Test Signoff - Signed Oral 12/29/2010 2:31:54 PM
Signed by Applicant 12/29/2010 1:54:20 PM
Ready for Applicant Signature 12/29/2010 1:54:20 PM
Signed by RI 12/29/2010 10:16:24 AM
Submitted by Applicant 12/28/2010 4:17:19 PM
Started 12/28/2010 4:15:09 PM

Review the information presented
Select Continue

12.1.10 Sign Application
The Certifying Officer’s Certification Statement displays if the applicant has signed the Pilot’s Bill of Rights Acknowledgment:

By electronically signing this document I certify that:

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

Review the statement
If the applicant did not sign the Pilot’s Bill of Rights Acknowledgment, the Certifying Officer must sign the lower portion of it, indicating they have provided the applicant with a copy of the Pilot’s Bill of Rights.

The applicant has chosen not to sign the Pilot’s Bill of Rights Acknowledgment. Please sign the Designee or Inspector section of the acknowledgment which will attest to the following:

I have provided a written copy of Pilot’s Bill of Rights Notification to this applicant.

By electronically signing this document I certify that:

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

Print Name of Inspector

Inspector’s Airman Certificate Number

Signature of Inspector

Click to Sign  Cancel

DATE  MM/DD/YYYY

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

Select Click to Sign

The Certifying Officer will now be able to select Sign Application.

Select Sign Application

The application opens in a separate window for the Certifying Officer’s signature
The window closes and returns to the Certifying Officer’s Checklist – Sign Application

The Certifying Officer can View/Print forms from this screen:

- Select a form from the drop down list
- Select View Print

When done with reviewing or printing forms:

- Select Sign Another

Or

- Select Logoff

12.2 Oversight (completed applications)

ASI’s and AST’s can review completed applications processed through their FSDO. These applications can be searched by examiner name, date range or certificate type.
To access the Oversight functionality:

- Select Oversight (completed applications) under ASI/AST Options (left navigation column)
- The following Search screen displays:
The search displays the results for the default criteria. The criteria can be changed to return different results.

To change the criteria:

Under the heading: *Enter Your Search Criteria:*

**From Date / To Date**

The From Date defaults to one (1) year from date the search is being performed and the To Date defaults to current date

- Select the *From Date Field* and Enter a different From Date *(from date must be on or later than one year from the date search is performed)*
- Select the *To Date Field* and Enter a different To Date

Enter additional criteria

OR

- Select Search
- Results are displayed

Certifying Officer Type defaults to All Types, to change the type:

- From the drop down select one of the following:
  - Designated Examiner
  - Aviation Safety Inspector
  - Aviation Safety Technician
Enter additional criteria

OR

➢ Select Search
➢ Results are displayed

To search by Certifying Officer:

➢ Enter the CO’s full or Partial Name in the blank field

Enter additional criteria

OR

➢ Select Search
➢ Results are displayed

To search by Application ID:

➢ Enter the Application ID

The field allows for the exact Application ID to retrieve a specific application or allows for Starts With: which retrieves all applications that start with the criteria.

Enter additional criteria

OR

➢ Select Search
➢ Results are displayed

To search by applicant:

➢ Enter Applicant full or Partial Name in the field

Enter additional criteria

OR

➢ Select Search
➢ Results are displayed

Certificate Type defaults to All Types, to change the type:

➢ From the drop down select one of the following:
  o Airline Transport Pilot
  o Commercial Pilot
  o Flight Instructor
  o Flight Instructor Sport Pilot
  o Ground Instructor
  o Inspection Authorization
  o Private Pilot
  o Recreational Pilot
  o Repairman Light Sport Aircraft
  o Sport Pilot
  o Student Pilot

Enter additional criteria
OR
- Select Search
- Results are displayed

The number of records found is displayed with the oldest application appearing first on the list. To change pages, select the appropriate page number. To view the forms:
- Select review (Review Column)
- From the drop down select the form to review (Select document Type column)
- The forms available vary depending on the Certificate Type

12.3 Your Activity History

Allows the CO to review applications he or she has completed. To access the Activity History, enter a start date and an end date in the date range boxes:

Your Activity History

<table>
<thead>
<tr>
<th>Date Range</th>
<th>View History</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2012</td>
<td></td>
</tr>
<tr>
<td>3/6/2012</td>
<td></td>
</tr>
</tbody>
</table>

The following results grid will be displayed if the CO has activity for the entered date range.

Search Criteria

<table>
<thead>
<tr>
<th>Date Range</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2012</td>
<td>3/6/2012</td>
</tr>
</tbody>
</table>

Activity History

<table>
<thead>
<tr>
<th>Application</th>
<th>Applicant</th>
<th>FTN</th>
<th>Start Date</th>
<th>Certificate Type</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>295.12</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>ATP &gt; Standard &gt; CF R 61 &gt; Original</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>295.00</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>AIRLINE TRANSPORT PILOT</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.29</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>FLIGHT INSTRUCTOR</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.57</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>AIRLINE TRANSPORT PILOT</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.96</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>COMMERCIAL PILOT</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.26</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>ATP &gt; Standard &gt; CF R 61 &gt; Added Category Class</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.52</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>FLIGHT INSTRUCTOR</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.50</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>Airline Transport &gt; CF R 121 ACP - Initial</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.76</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>SPORT PILOT</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
<tr>
<td>294.74</td>
<td>TEST, TEST</td>
<td></td>
<td>01/10/2012</td>
<td>AIRLINE TRANSPORT PILOT</td>
<td>Completed</td>
<td>01/10/2012</td>
</tr>
</tbody>
</table>

The CO may refine the range, click an application ID to review the application, or click
the FTN to view all applications (optionally completed or incomplete) for the selected applicant.

12.4 Manage School Admins / Air Carrier Flight Instructors

Provides authorized roles the ability to authorize/unauthorized School Administrators and Air Carrier Flight Instructors.

From the Certifying Officer’s Console select Manage School Administrators / Air Carrier Flight Instructors

- Select Manage School Admins / Air Carrier Flight Instructors/ under the ASI/AST Options (left navigation column)

The following screen displays:
The default display contains the Air Agencies the role is authorized to manage. To select from the list, page through the screens by selecting a page number or to search for a specific Air Agency:

- **Enter at least one (1) Character of the School / Air Operator in the selection box**
  - The drop down selection list contains the Designation Code for all Air Agencies with the character in the Name

- **Select Search**
- **Select the Air Agency by selecting Select (Action column)**

The following screen displays:
The Selected School / Air Operator is listed with a designation of School Administrator or Air Carrier Flight Instructors.

The list for all Admins or Flight Instructors is displayed.

To find the specific person, select a page number

Or

- Enter full Name or Partial Name / Phone or Partial Phone (optional)
- Select Search

To disable a Admin, from the list presented:

- Select Disable (Action Column)

The following confirmation appears:
Returns to the Manage School Admins / Air Carrier Flight Instructors
To enable an Admin, from the list presented:

- **Select Enable (Action Column)**

The following confirmation appears:

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- **Select confirm**

Returns to the Manage School Admin / Air Carrier Flight Instructors screen
From here, navigate to the other IACRA functionality by the left navigation selections; such as Console, Logout, and Oversight.
13 Forgot Username or Password

The Forgot Username or Password function is located on the Home page of IACRA. Once the user selects the link, the Username and Password Recovery screen will be displayed.

The user may select online or email recovery. If online recovery is selected the user must enter his or her FTN, user name, or email address associated with the user account, then click next. One or more security questions must be answered as seen below.

IACRA - Username & Password Recovery

1) Online Recovery allows you to view your username and or create a new password after correctly answering your security questions.
2) Email Recovery emails your username and a single-use password to your saved email address. Email recovery always creates a single-use password.

Online Recovery Option (Immediate)

Who is your favorite actor, musician, or artist?
Answer

Email Recovery Option

Enter your Email, and Username or Cert#
Email:
Username or Cert#

Send Email
After entering correct answers to the security questions, the username is displayed and the user is prompted to enter and confirm a new password as seen below if one is needed.

<table>
<thead>
<tr>
<th>New password</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Confirm password</th>
</tr>
</thead>
</table>

There are two password recovery options: 1) Online Recovery your security questions. 2) Email Recovery emails a temporary password.

**Online Recovery Option** (Immediate)

The user may then return to the IACRA home page and log in with the new password.

Users may also select to recover a forgotten username and password via email. The user will need to enter his or her email address or username – some users may be required to enter both as shown below.

**Email Recovery Option**

Enter your Email, and Username or Cert#.

<table>
<thead>
<tr>
<th>Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Username or Cert#:</th>
</tr>
</thead>
</table>

An email with the username and temporary password will then be sent to the email address entered. Once received the user may then log into IACRA with the temporary password. Upon login, the user will be required to change the temporary password.
14 Change Password

To access the Change Password function, the user must first login to IACRA and select any of the roles that they have registered with in IACRA.

The Change Password link is located on the left side of the console for the specific role that the user has logged in with.

Once the link is selected the user's existing password will be prompted to enter a new password.

The user will then be prompted to log back into IACRA to use their new password.
15 All Other Functions

See the IACRA Instruction Manual dated August 2010 for all other Certification paths available within IACRA. This version will continue to be updated as enhancements are applied to the legacy paths.