

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**



- Federal Aviation Administration -
Integrated Airman Certification and/or Rating Application
(IACRA)
Instruction Manual

**Version 7.5
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Revision Log

Revision Date	Revised By	Comment
12/15/09	Hartley Powell	Modified to version 6. Added 135 paths.
11/13/07	Brian Sanderson	Modified to version 5
11/19/07	Brian Sanderson	Added Air Agency Administration Section
12/28/07	Brian Sanderson	Updated from QA review (pilots) and added 6.0 changes

Approval Log

Approval Date	Approved By	Comment

1. Welcome

Welcome to IACRA – a next generation web-based airman certification tool based on the popular ACRA software. IACRA allows you to register and work on airman certification applications from anywhere you have a computer with an Internet connection.

The purpose of this document is to provide initial getting started instructions to register, log-in, and complete an airman application. It will also provide guidance on what information is required for registration of certain roles.

2. A Next Generation Tool

ACRA was a stand-alone application that used an Access database. IACRA is a web-based system. You don't have to install or download any software to access the application. This web-based version has several advantages over the original ACRA, such as:

- You can access it anywhere you have an Internet connection (with Internet Explorer v 6.0 and higher or Firefox v 3.0 and higher).
- A single FAA tracking number (FTN) that is permanently assigned to each airman.
- Your input data is validated to reduce potential errors.
- Your data is captured, wrapped, and archived. Then, a required digital signature is applied to ensure the certification data is not changed from time of signature.
- Future feature includes improved accuracy and filing time for PTRS 1563, 3529, and 5529.

3. IACRA Roles

IACRA uses “roles” to determine the level of access a person has to the system. It validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and registers the information is verified against various FAA databases in order to determine currency. The breakdown of roles in IACRA appears in **Table 1**.

Role	Description
Applicant	Any person applying for an airman certification
Recommending Instructor (RI)	Any person who is authorized to instruct applicants and considers them ready to take a practical test
Designated Examiner (DE)	Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical test.
Aviation Safety Inspector (ASI) / Aviation Safety Technician (AST)	FAA personnel who are authorized to issue specific airman certificates
School Administrators	14 CFR part 141 school /14 CFR part 142 training center representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that student applicants can complete. The School Administrator cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.
Chief Flight Instructors / Assistant Chief Flight Instructor	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.
Airman Certification Representative (ACR)	Any person authorized by the Administrator to issue specific airman certificates
Training Center Evaluator (TCE)	A part 142 training center representative authorized by the Administrator to instruct applicants, perform evaluations, and issue specific airman certificates
Flight Instructor Renewal Examiner (FIRE)	A Designated Examiner who can renew a Flight Instructors Certificate through Renewal by Activities and Renewal by FIRC.
Aircrew Program Designee	An Aircrew Program Designee (APD) is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's Federal Aviation Administration (FAA)—approved training program
142 Recommending Instructor	The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.
Second-in-command Administrative Officer	In lieu of a trainer, a qualified management official within the trainer's organization that can sign the applicant's training records or logbook and make the required endorsement.

Table 1: Roles used in IACRA.

4. Pre-Registration Data Requirements

This section pertains only to part 141 flight schools / part 142 training centers. If this does not apply to you, please skip to section 6, *Process Overview*.

4.1 Part 141 / part 142 Pre-Registration Data Identifier Requirements

If you are a registering in IACRA for part 141 flight schools / part 142 training centers, you are required to have the following information available in order to complete the IACRA registration process. If you are missing any piece of the required information, please contact your local Flight Standards District Office (FSDO).

- Airman Certificate and Date of Issuance
- School Certificate Number
- School Designation Code (This is a 4 digit alphanumeric code, usually the first four characters of your certificate number)
- If you are an ACR or TCE, a Designee Number is required

IMPORTANT Note to Chief / Assistant Chief Flight Instructors: It is highly recommended you contact your local FSDO and check to ascertain how you are listed in the National Vitals Information System (NVIS) before proceeding. IACRA uses NVIS to read your existing credentials. Any difference in nomenclature may result in a registration delay.

4.2 Pre-Registration Activities for part 141 Flight School / part 142 Training Center Representatives

If you are a school administrator, Chief Flight Instructor, Airman Certification Representative (ACR), or Training Center Evaluator (TCE), you must associate yourself with your primary school or training center during the registration process before you can log into and use IACRA.

Note: For supplemental part 141 flight school / part 142 training center information and general Frequently Asked Questions (FAQ) regarding IACRA, see *Appendix A* in the back of this document or visit the IACRA Web site at <http://iacra.faa.gov/iacra/faq.aspx>.

5. Tips for IACRA Applicants

IACRA provides the ability to electronically fill out the FAA form 8710-1, FAA form 8710-11, FAA form 8400-3, FAA form 8610-1 and FAA form 8610-2. During the registration process, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you. IACRA uses the FTN to identify an individual and you must provide that number throughout the airman certification process.

5.1 General






Additionally, keep in mind the following tips as you use IACRA:

- If appropriate, have your flight times calculated and ready before starting an application.
- Have your current certificate in front of you while filling in the application. This will help you remember to list your entire certificate held information when prompted by IACRA.
- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call AVS Support Central for help with your issue (see Section 8, *Contacting the National AVS IT Service Desk*, later in this document).

5.2 Deleting an application

The applicant has the ability to delete non-submitted application from the Retrieve Application page by clicking on the trashcan icon in the Delete column.

Start a new application
 Retrieve a current application
Select an application from the grid below

Click Button to Select Row	FTN	Last Name	First Name	Middle Name	Certificate Type	ApplicationID	Application Date	Delete
Select	C9901933	PILOT PILOT	TEST	NMNM	SPORT PILOT	27357	12/14/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	REPAIRMAN	27356	12/14/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	AIRCRAFT DISPATCHER	27354	12/14/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	REISSUE	27349	12/10/2009	
Select	C9901933	PILOT PILOT	TEST	NMNM	FLIGHT INSTRUCTOR	27347	12/10/2009	

... 6 7 8 9 10 ...

Click the Retrieve Application Button to continue.

6. Process Overview

Please read carefully the process steps that follow. Depending upon your role, the process varies slightly.

1. **Retrieve your airman certificate** and have it available during the registration process, as you will be required to enter the information exactly as it appears on the certificate.
2. **Start** by opening Internet Explorer (version 6.0 and higher) or Firefox browser (version 3.0 and higher) and browse to <http://iacra.faa.gov/iacra/> to access the IACRA site.
3. **Choose the Role and Register.**

4. Once you have registered and have your login information, an FAA Tracking Number (FTN) is assigned to you. The FTN is a permanent and unique airman number. ***Please record and keep your FTN Number as it will be needed for future use in completing this application.***
5. If you are not a school administrator, proceed to step 6. Otherwise, if you are a school administrator, you must be validated by an ACR or TCE using IACRA or by calling AVS Support Central (see Section 8, *Contacting the National AVS IT Service Desk*, later in this document) prior to logging in.
6. **Login.** Login to IACRA using the name and password you created, and the FTN assigned to you during the Registration process.
7. Follow the on-screen instructions for your role. **Each role type has unique tasks.**
8. **Check and re-check all of the information entered** before you digitally sign/submit the application. Once the application has been signed, ***you will not be able to correct previously entered data.***
9. The **Result** of this process is that the successful applicant is issued a results document that can be printed while the application is electronically sent to the Airman Registry to be processed. The results document can be a Notice of Disapproval, Letter of Discontinuance, or a Temporary Certificate.

7. Online Help

For additional help while using the IACRA certification module, contextual help is always available for the page on which you are currently working. Simply click the **Help** link in the upper right corner of the application in your web browser. **Note:** Make sure you have any pop-up blocking software disabled.

8. Contacting the National AVS IT Service Help Desk

The National AVS IT Service Desk aids users when they have support issues with IACRA. The following information outlines AVS Support Central daily operations:

- **Hours of operations are:** 24 hours a day, 7 days a week.
- **Telephone number:** Toll-free at **877-287-6731**
- **E-mail address:** 9-NATL-AVS-IT-ServiceDesk@FAA.GOV
- The **Web address** for IACRA is <http://iacra.faa.gov/iacra>

9. Frequently Asked Questions and Supplemental Information

The unique nature of the IACRA web application creates situations where extra information is helpful in order to complete a registration, affiliation, etc. Additional FAQs may be found on the IACRA Web site at <http://iacra.faa.gov/iacra/faq.aspx>. The following topics are provided here for your information:

Part 141 Flight School / part 142 Training Center Information

How do I add multiple student records for part 141 schools without exiting the Student Affiliation screen?

It is possible to add multiple students in a single session without having to exit the Student Affiliation for part 141 Flight Schools (Search) screen by doing the following:

1. Enter the student's FAA Tracking Number (FTN) in the *Enter Student's FTN* field.
2. Enter the student's last name in the *Enter Student's Last Name* field.
3. Next, click the *Search* button on the upper right side of the screen.
4. The student's information is displayed. Click the *Affiliate Student* button to affiliate the student with the school and the respective curriculum. This creates the student record.
5. To create a new student record without logging out of IACRA, repeat the process from step 1 for the next student.

Can both Students and School Administrators Start an Application?

It is permissible for either students or school administrators to start a FAA form 8710-1 application. Students can fill out a new application after registering. School Administrators can initiate multiple student applications. They must make the affiliation between the student and school, and then affiliate the school's curriculum with the student's application.

What is a Designation Code and how do I locate it?

A designation code is a 4-digit alphanumeric code that flight schools use in several ways to make associations between the school, the school curriculums, and flight school representatives (School Administrators, Airman Certification Representatives, Training Center Evaluators, etc.)

The designation code with which an application is started must be the same one with which the application is finished. Therefore, a participant in the application process (school administrator, Chief Flight Instructor, Recommending Instructor, Airman Certification Representative, etc.) must be assigned to and use initial designation code.

IMPORTANT: If you do not know the school's designation code, you must contact your local Flight Standard District Office (FSDO) and ask for the designation code as it appears in the National Vitals Information System (NVIS).

How do I determine which curriculums have type ratings associated with them?

As a TCE or School Administrator you must select a curriculum/type rating and affiliate it with the student's application. The student cannot do this. The individual schools will know what their courses require as far as curriculum and type ratings that they use. Contact your school for more information.

General

Does the Close Browser Button Save My Information?

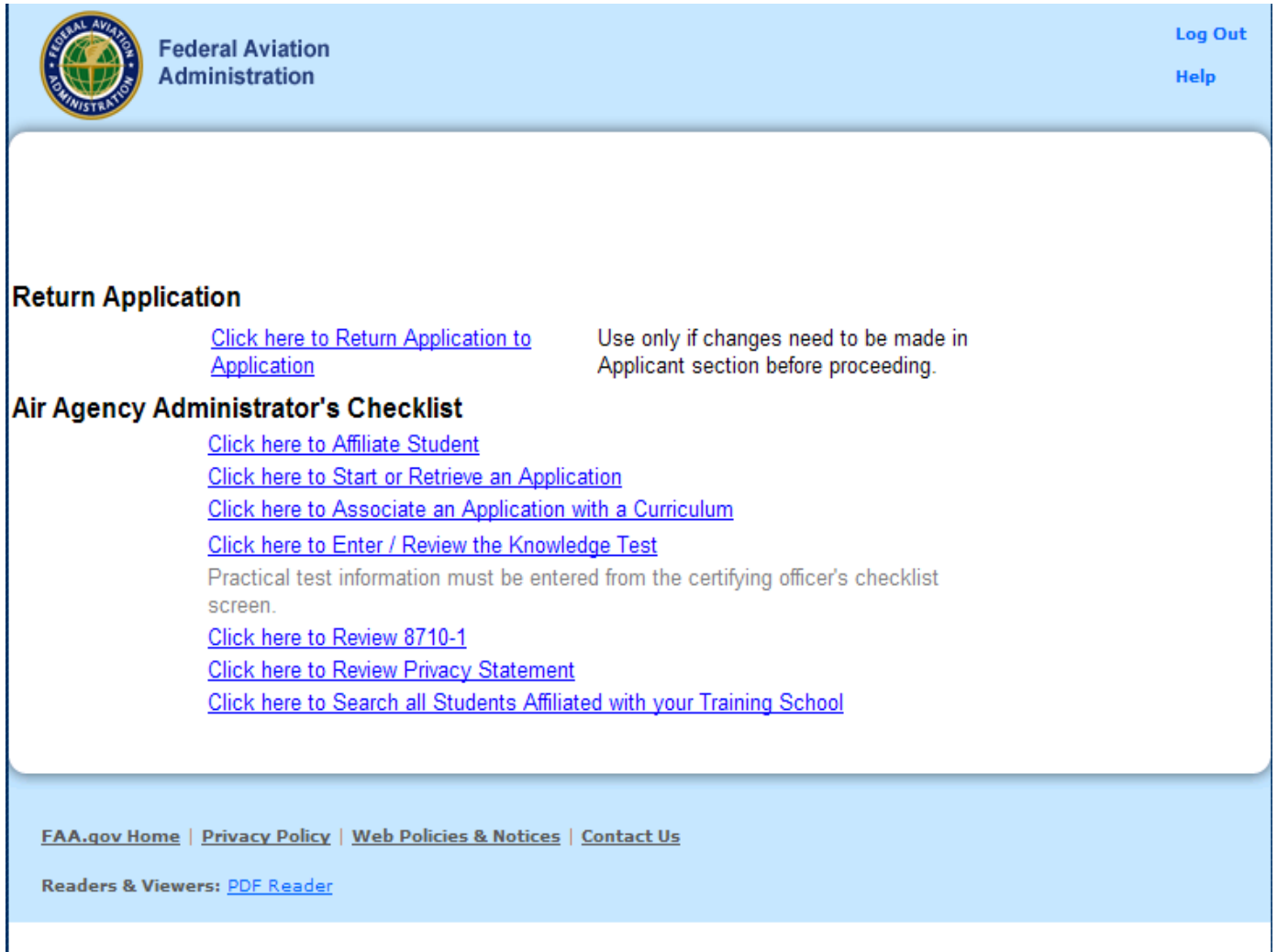
When you use the Close Browser link to exit IACRA, the information you have entered into the application is saved before the browser closes. The browser closes to ensure that your session to the IACRA web server is properly terminated. This occurs to ensure security for your application particularly if you are using a computer other than your own, such as in a public library or cyber café.


Does entering incorrect data cause that data to appear on the results document?

If you enter incorrect information into IACRA, that same incorrect data will appear on the results document, such as the temporary certificate. Although IACRA performs many checks against FAA databases, some fields are comprised of basic text and they will appear as entered on the temporary certificate. It is strongly recommended that you completely review your application prior to submission.

10. Air Agency Administration

School Administrator's Checklist



 Federal Aviation Administration

[Log Out](#)
[Help](#)

Return Application

[Click here to Return Application to Application](#) Use only if changes need to be made in Applicant section before proceeding.

Air Agency Administrator's Checklist

[Click here to Affiliate Student](#)
[Click here to Start or Retrieve an Application](#)
[Click here to Associate an Application with a Curriculum](#)
[Click here to Enter / Review the Knowledge Test](#)
Practical test information must be entered from the certifying officer's checklist screen.
[Click here to Review 8710-1](#)
[Click here to Review Privacy Statement](#)
[Click here to Search all Students Affiliated with your Training School](#)

[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#)

Readers & Viewers: [PDF Reader](#)

This screen allows the School Administrator to either reset the application, or process the application.

1. Resetting the Application

Once an application is submitted, it is locked to prevent anyone from adding or changing the application information. If an application is found to contain errors after it has been submitted, the School Administrator can use the **Click Here to Reset Application** link to unlock the application. After all errors are corrected, the unlocked application must be resubmitted (Step 6 in the application process). Resubmitting the application causes the validation routines to be run against the changed data. IACRA will revalidate the corrected information and, if there are no validation errors, re-lock the application. The School Administrator will then be able to retrieve the corrected application and complete processing.

Note!! Resetting the application can not be done after the application has been signed. Therefore, it is necessary for the School Administrator to review the application carefully before notifying the Chief Flight Instructor or ACR that the application is ready to be signed.

2. Processing the Application

The School Administrator's Checklist is designed to assist the School Administrator in processing the application.

a) Click here to Affiliate Student- Before the student's application can be processed, the student must be registered in IACRA and affiliated with the training school. Click on this link to affiliate students with your training school.

Note!! You will not be able to affiliate a student unless they have already registered in IACRA. You will use the student's FTN (FAA Tracking Number) to complete the affiliation process. If your student does not have an FTN, direct him to the IACRA registration page.

b) Click here to Associate an Application with a Curriculum - After the student has been affiliated with the training school, click this link to associate the student's application with your school curriculum.

c) Click here to Start or Retrieve an Application - This link allows the School Administrator to start an application for the student, or to retrieve and complete an application already started by the student.

d) Click here to Review the Knowledge Test Results - Click on this link to review and validate the applicant's knowledge test results.

e) Click here to Enter Final Stage Check Information - Click on this link to enter results of the Final Stage Check.

f) Click here to Review the 8710-1 - Click on this link to view and print a copy of the 8710-1 that has been completed by the applicant.

g) Click here to Review the Privacy Act Statement- Click on this link to view and print the Privacy Act Statement.

h) Click here to Search all Students Affiliated with your Training School - Click this link to see a list of all students affiliated with your training school.

Student Affiliation

The screenshot shows a web browser window titled "IACRA - Student Affiliation Search -- Webpage Dialog". The address bar contains the URL "http://172.25.68.106/test/iacra/StudentAffiliationSearch.aspx?TaskName=Affiliate+Student&FTNOnly=0&DataType=5". The page content includes a header "Student Affiliation For FAR 141 Training Schools (Search)". Below the header, there are two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". A "Search" button is located to the right of the FTN field. Below the input fields, there are "CLOSE" and "HELP" buttons. The browser window also shows a status bar at the bottom with the URL and "Internet" icon.

The Student Affiliation screen allows a School Administrator to affiliate a student with their school.

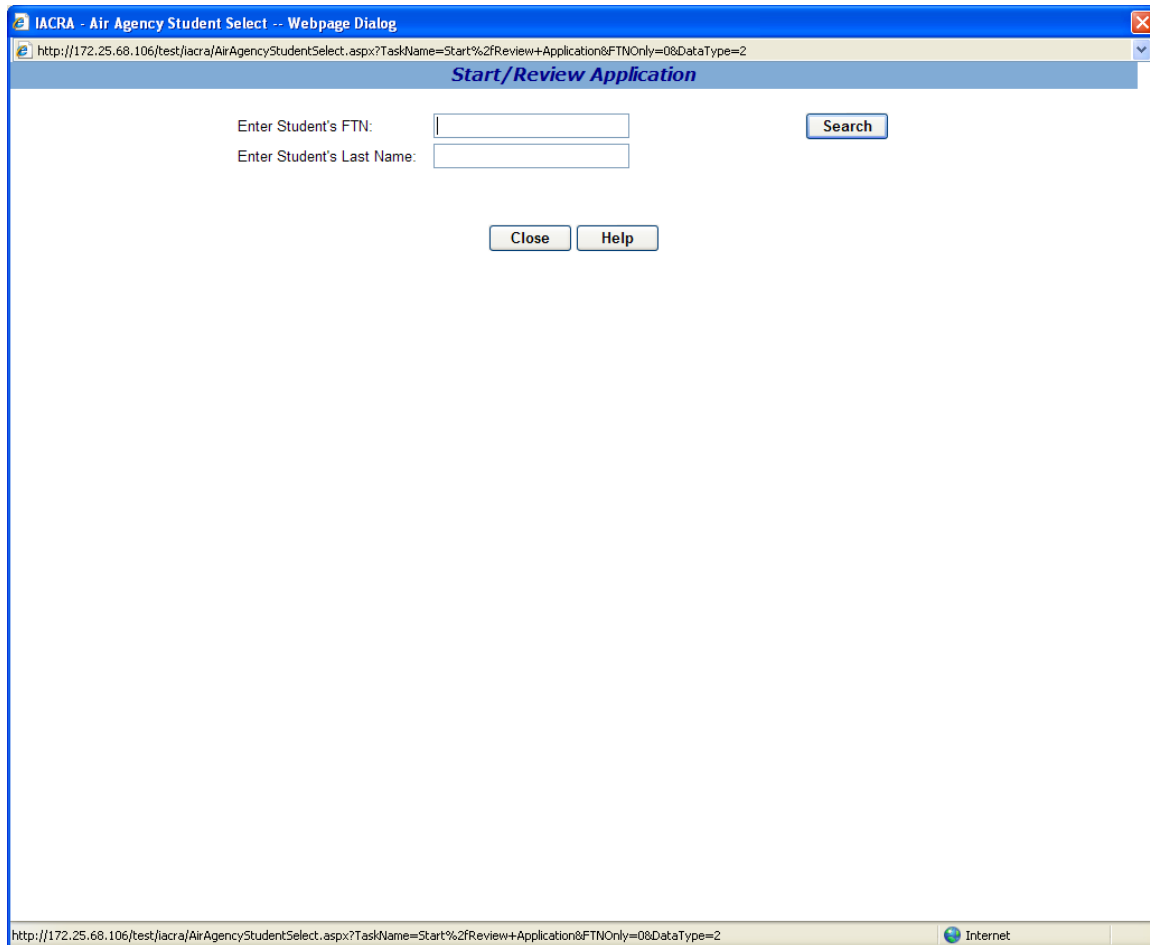
To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes then click **Search**.

The student's Name, Address, and Date of Birth will be listed below the search. Verify that the information is correct and make changes only if necessary then click **Affiliate Student** to affiliate the student with this school.

When the student is affiliated you may click **Start Student Application** to begin an application for the student or click **Close** to return to the Administrator's Checklist screen.

Note!! You will not be able to affiliate a student unless they have already registered in IACRA and have their FTN. If your student does not have an FTN, direct him to the IACRA registration page.

Start/Retrieve Application



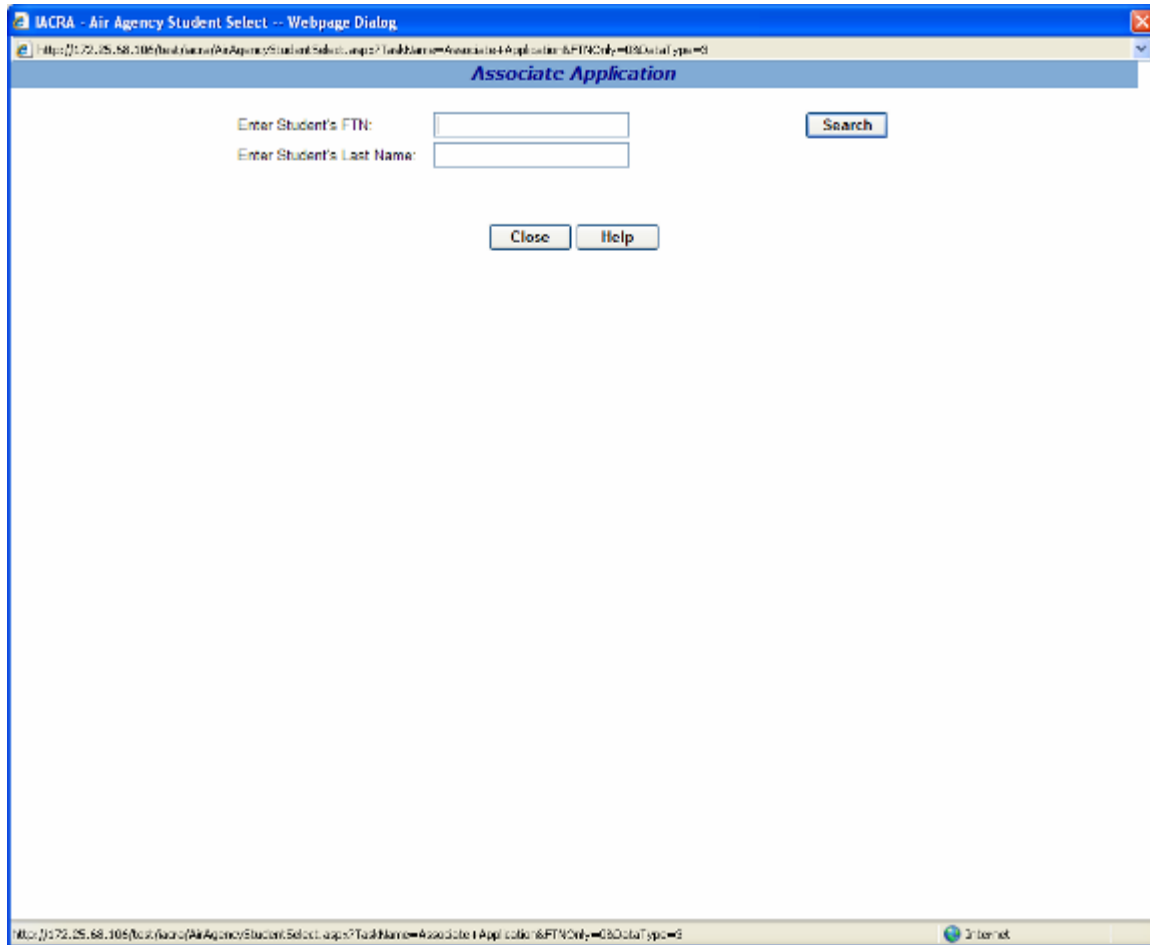
The Start/Retrieve Application screen allows the School Administrator to start an application for the student, or to retrieve and complete an application already started by the student.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes then click **Search**.

If the search is valid you will be sent to the Application Start screen. If either the FTN or Last Name are found to be invalid an error message will appear on the screen. To exit the screen without starting or retrieving an application click **Close** to return to the Administrator's Checklist screen.

Note!! You will not be able to start or retrieve a student's application unless the student has already registered in IACRA and been affiliated with this school. If your student does not have an FTN, direct him to the IACRA registration page. If the student has registered with IACRA but has not been affiliated with this school goes back to the school administrator's checklist screen and click where it says "Click here to Affiliate Student".

Associate Application



The Associate Application screen allows the School Administrator to associate a student's application with the schools curriculum.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes and click **Search**.

Then **Select** the application and choose the curriculum you would like to associate the application with. The graduation date is required for 141 school applications, which are associated with curriculum not requiring examining authority. For this type of application, the applicant will not be able to submit the application until the graduation date has been entered. The graduation date must be today or in the past and it must be in the following format: mm/dd/yyyy. Click **OK** to associate the application with the selected curriculum and save the graduation date. To exit the screen without associating an application with the schools curriculum click **Close** to return to the Administrator's Checklist screen.

Note!! You will not be able to associate a student's application with this school unless the student is already registered in IACRA, has their FTN, and is affiliated with this school. If the student does not have an FTN, direct him to the IACRA registration page. If the student has registered with IACRA but has not been affiliated with this school go back to the school administrator's checklist screen and click where it say's, "Click here to Affiliate Student".

Review Airman Knowledge Test

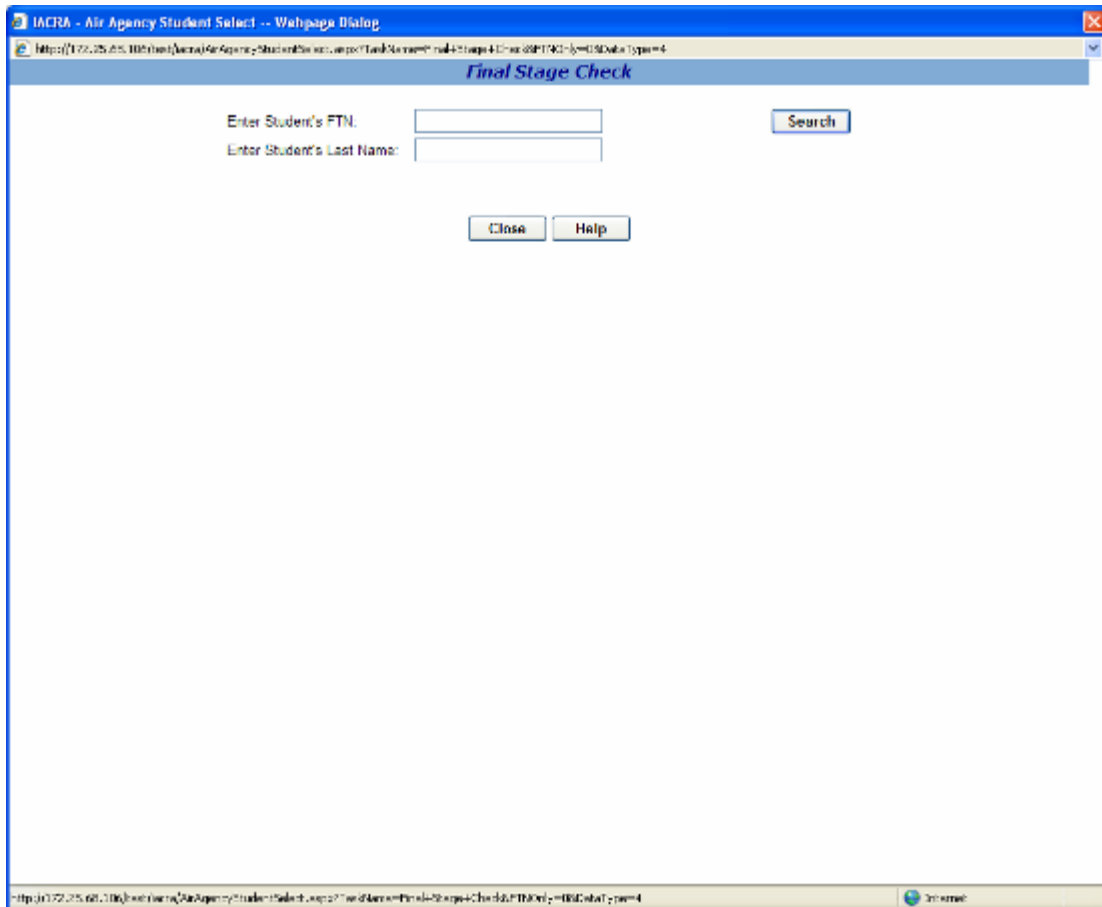
The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains the URL: `http://172.25.68.106/test/iacra/AirAgencyStudentSelect.aspx?TaskName=Review+Airman+Knowledge+Test&FTNOnly=0&DataType=6`. The page title is "Review Airman Knowledge Test". The main content area features two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". To the right of these fields is a "Search" button. Below the input fields are two buttons: "Close" and "Help". The status bar at the bottom of the browser window shows the same URL and an "Internet" icon.

The Review Airman Knowledge Test screen allows the School Administrator to review an airman's knowledge test report.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes then click **Search**.

Select the application for which you would like to review the knowledge test score. On the next screen enter the knowledge test ID into the appropriate box and click **Search** to search for the knowledge test. To exit this screen without reviewing a knowledge test click **Close** to return to the Administrator's Checklist screen.

Final Stage Check (Search)



The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains the URL: "http://172.25.25.116/airAgencyStudentSelect.aspx?mode=FinalStageCheck&FTN=&Lastname=&Data_Type=4". The main content area has a blue header with the text "Final Stage Check". Below the header, there are two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". To the right of these fields is a "Search" button. Below the input fields are two buttons: "Close" and "Help". The browser's status bar at the bottom shows the same URL and the Internet Explorer logo.

The Final Stage Check screen allows the School Administrator to enter results for an applicant's final stage check.

To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes and click **Search**.

Then **Select** the application for which you would like to enter final stage check results. To exit this screen without entering the Final Stage Check results click **Close** to return to the Administrator's Checklist screen.

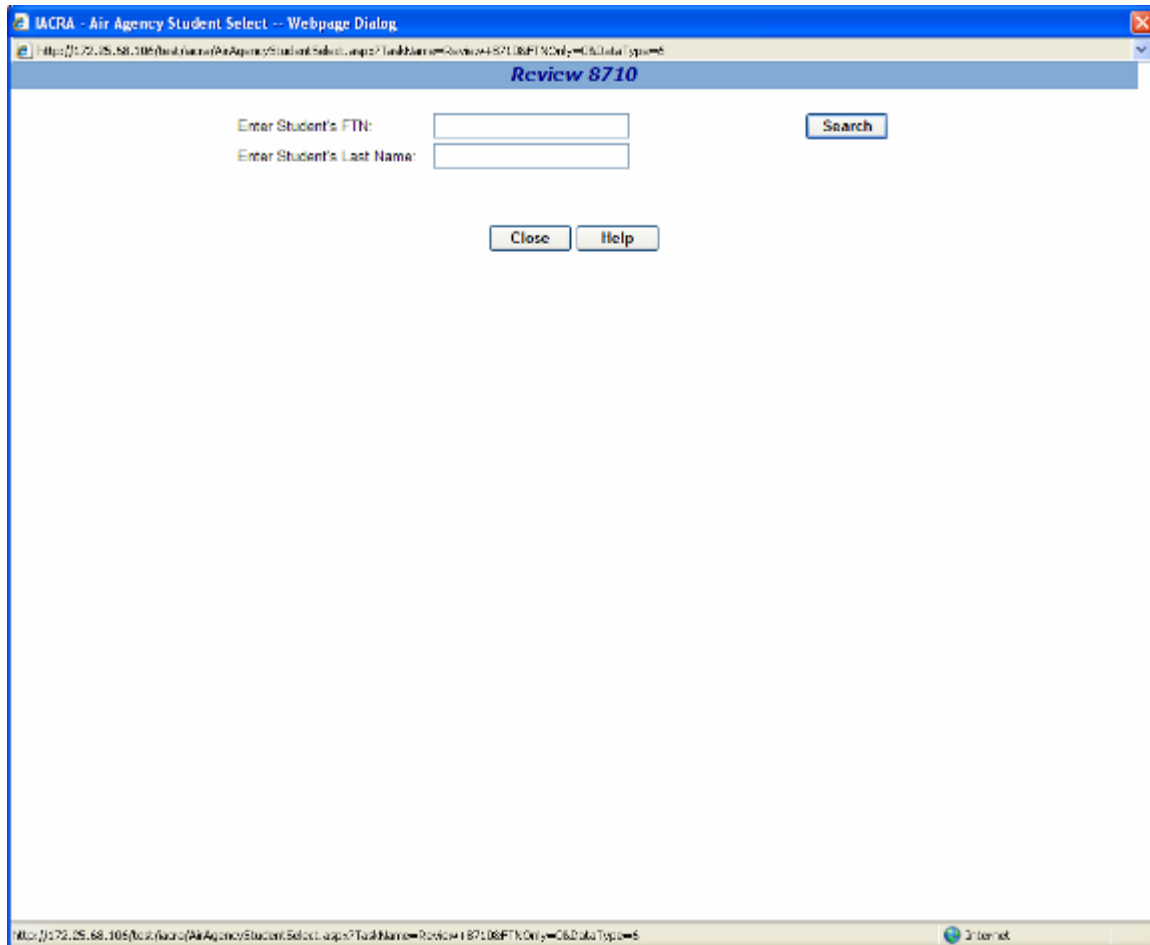
Final Stage Check

This screen allows you to enter the results of the applicant's practical tests.

- 1. Click the Select Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 2. Enter Oral Test Duration.** Enter the time in hours and tenths of hours for the Oral test.
- 3. Enter Practical Test Duration.** Enter the time in hours and tenths of hours for the Practical test duration in the first aircraft.
- 4. Enter the Aircraft Registration number.** Enter the registration number for the first aircraft used for the Practical test.
- 5. Edit Make, Model.** Click the Edit Make, Model link to select the aircraft make model of the first Aircraft used for the Practical test.
- 6. Second Aircraft fields.** Two Aircraft may be used to complete the Practical test. If a second aircraft was used, enter the information required in steps 3 through 5 above for the second aircraft.
- 7. Click OK, Cancel, or Delete.**

- Click **Ok** to save this information.
- Click **Cancel** to exit the Final Stage Check screen, without saving newly entered data.
 - Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete the test information. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
 - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
 - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
 - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen.

Review 8710-1



The screenshot shows a web browser window titled "IACRA - Air Agency Student Select -- Webpage Dialog". The address bar contains the URL: "http://172.25.68.105/loc/loc/loc/AirAgencyStudentSelect.aspx?TaskName=Review+8710&FTNOnly=C&DataTyp=5". The main content area is titled "Review 8710" and contains two input fields: "Enter Student's FTN:" and "Enter Student's Last Name:". To the right of these fields is a "Search" button. Below the input fields are two buttons: "Close" and "Help". The status bar at the bottom of the browser window shows the same URL and the Internet Explorer logo.

The Review 8710-1 screen allows the School Administrator to review an applicants 8710-1 application. To begin enter the student's FTN (FAA Tracking Number) and Last name in the appropriate boxes and click **Search**.

Then **Select** the application for which you would like to view the 8710-1. To exit this screen without viewing an 8710-1 click **Close** to return to the Administrator's Checklist screen.

Single Selection Search Screen for Air Agency Student List

The screenshot shows a web browser window titled "IACRA - Single Selection Search -- Webpage Dialog". The address bar shows the URL: `http://172.25.68.106/test/iacra/RDLSingleSelectionSearch.aspx?fieldName=document.frmStudentAffiliation.htxtHiddenFTN&IDField=document.frmStudentAffiliation.htxtHiddenFTN&fieldnamevalue=&fiel`. The page content is titled "Single Search/Select" and "Air Agency Student List".

Under "Select Search Criteria", there are two radio buttons: "By ID or Type" (selected) and "By Description". A tip box says: "Tip: Narrow down search by typing more than one character or number and Click Search". Below this is a text input field and a "Search" button. A note says "Enter 1 or more characters and Click Search".

Below the search area, it says "Select from list below:" followed by a large empty rectangular box for the search results.

At the bottom of the search area, there are two input fields: "Record Count" and "Selected Item".

At the very bottom of the dialog, there are three buttons: "OK", "CANCEL", and "HELP".

The Single Selection Search Screen for Air Agency Student List allows you to search for a list of students who are affiliated with this school.

1. Select Search Criteria

- **By ID or Type** - Select this option to retrieve a list of students based on their FTN (FAA Tracking Number).
- **By Description** - Select this option to retrieve a list of students based on their last names.

2. Narrow the Field of Search. Enter 1 or more alphanumeric characters of the student's FTN (FAA Tracking Number) or last name (depending on the search criteria you selected in step 1.), and click the **Search** button. For example, say you are searching by description and enter the letter "g" then click **Search**, only students with last names beginning with the letter "g" appear in the retrieval list. The more characters you enter into the field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the **Record Count** field below the retrieval list.

- **Retrieval List** - This is where your search results appear sorted by your selected search criteria.

- **Selected Item** - The student's name or FTN you select from the Retrieval List will appear in the Selected Item field.

3. Exit the Screen. To return to the Administrator's Checklist screen click either **OK** or **Cancel**.

Note!! This page serves no functional purpose other than to produce a list of students who are affiliated with this institution.