



Guide to Completing a CFI Application for Recency

The process for renewing your CFI using IACRA requires the following steps:

1. Submit your application via the FAA's IACRA system
2. Submit your application information and digital image of your CFI certificate front and back and government issued ID (color images preferred) to ASI via online form.

These two steps can be completed at any point, within your recency window. You do not need to complete the course before completing this following process.

IMPORTANT: Turn off your web browser's pop-up blockers for IACRA:

To use the IACRA site, you need to turn off your browser's pop-up blockers. There are a few spots during the application process that use pop-ups, that if blocked, can easily be missed and you will not be able to complete your application.

ASI's guides on *How to turn off Pop-Up Blockers*:

- Google Chrome (PC, Mac and Tablets): [Instruction PDF](#)
- Microsoft Edge & Internet Explorer (PC): [Instruction PDF](#)
- Apple Safari Browser (iPad and Mac): [Instruction PDF](#)
- Mozilla Firefox Browser (PC and Mac): [Instruction PDF](#)

Quick Links:

IACRA Website: <https://iacra.faa.gov/>

Upload Credentials: [Upload Form](#)

ASI'sFAQS: [Common CFI Renewal and Processing FAQs](#)

IACRA Support:

National AVS IT Service Desk:

Aids users when they have support issues with IACRA.

Hours: 24 hours a day, 7 days a week.

Phone: Toll-free at **844-322-6948**
(ask for Tier 2)

E-mail: <http://helpdesk@faa.gov>

AOPA eFIRC Support:

If you can't find an answer or have questions about uploading your credentials, reach out to us.

Hours: Monday through Friday,
8:30 a.m. to 6:00 p.m., ET.

Phone: 800-USA-AOPA (872-2672)

E-mail: eFIRCsupport@aopa.org

NOTICE: To have AOPA's ACRs process your eFIRC recency, please follow this timeline

- **CFIs within their recency window:**
No later than **12pm Eastern on the last business day** of the month, you must;
 - Sign and submit your IACRA application and upload required IDs
AND
 - Complete the eFIRC course
- **CFIs within their reinstatement period:**
No later than **5 business days** before the end of their certificate reinstatement period, you must;
 - Sign and submit your IACRA application and upload required IDs
AND
 - Complete the eFIRC course

Tips for working with IACRA:

- Have your current certificate in front of you while filling out the application. This will help you remember to list your entire certificate held information when prompted by IACRA.
 - If you have a name change, a citizenship change, sex change or if you've changed height by more than 2 inches – you need to **go to the FSDO** to change those items on your certificate. *If any of these items do not match your current CFI certificate, **the application will be returned.***
 - You cannot use a business address – only a **physical home address** will be accepted by the FAA.
- Read the instructions that appear on each screen during the process.
- 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 contact the National AVS IT Service Desk. They aid users when they have IACRA support issues. The following information outlines AVS Support Central daily operations:

Hours of operations: 24 hours a day, 7 days a week.

Phone: Toll-free at **844-322-6948** (ask for Tier 2)

E-mail address: http://helpdesk@faa.gov

IACRA Website: <https://iacra.faa.gov/>

Review our [Common CFI Renewal and Processing FAQs](#) for answers to common issues.

If you can't find an answer to your question there, e-mail us eFIRCsupport@aopa.org or call 800-USA-AOPA (872-2672) Monday through Friday, 8:30 a.m. to 6:00 p.m., ET.

1 . Submitting Application for CFI Renewal in IACRA

IE8 and Mozilla Firefox are the only browsers supported by the IACRA systems. Subsequent versions of IE8 may need to run in compatibility mode to use IACRA.

Visit <https://iacra.faa.gov/> and log into your account.

Federal Aviation Administration

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

IACRA
Integrated Airman Certification and Rating Application (IACRA)

IACRA is the web-based certification/rating application that guides the user through the FAA's airman application process. IACRA helps ensure applicants meet regulatory and policy requirements through the use of extensive data validation. It also uses electronic signatures to protect the information's integrity, eliminates paper forms, and prints temporary certificates.

New to IACRA? Please read the [New User Guide](#).

Trouble Viewing Documents? Please make sure your browser [allows popups](#) in IACRA.

Reminder: Password Reset and Recovery
If you need to reset your password you can use the IACRA password recovery page: [Forgot Username or Password?](#)

What's new in IACRA
IACRA Version 11.2
This release contains the following changes:

- CFI and CFI Sport certificates will no longer have expiration dates See [FAA rule 202489 FR 80020](#).
- CFI and CFI Sport can now update their 'recency' (formerly renewal) if they are qualified under the

Need Help?
Follow the link for the complete [IACRA user guide](#) -- or visit our [Training and Documentation](#) page for more information.

NOW HIRING AVIATION SAFETY INSPECTORS

Your new career is now within reach.
• Hiring in multiple locations
• Spend more time with your family
• Weekends and Holidays off
• Regular work hours
• Possible Telework Opportunities

If you have never used IACRA before, the first step is to “register” using the link next to the login button to create a new account – Found in the upper right of the page.

Selecting eFIRC For Renewal Application Type:

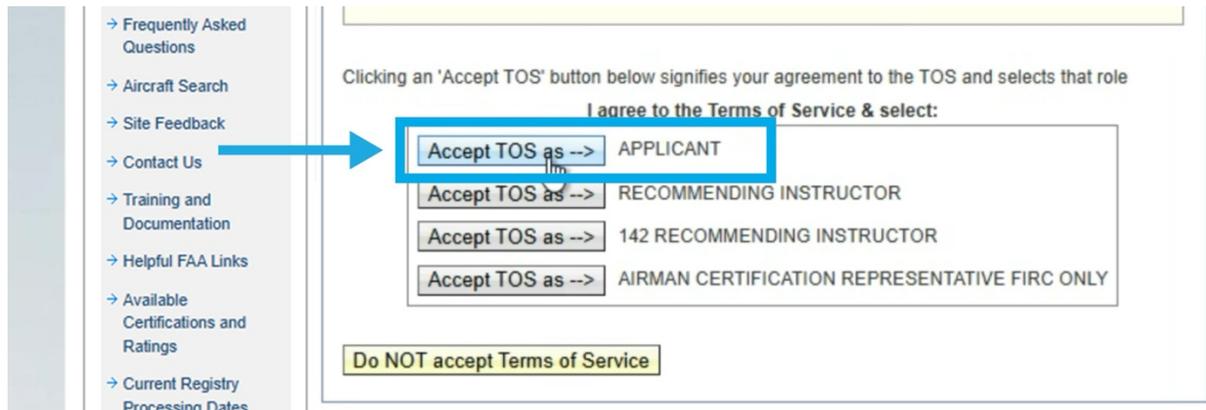
Note Your FTN number:

Maintain your FAA Tracking Number (FTN) for your personal records. It is required to be reported to AOPA's ACRs during your in-course submission after completing and signing your 8710 in IACRA. It is found in the upper left, under User Information after login.



As a CFI, you can register as an applicant and as a recommending instructor. You will need to be registered as an **applicant** for the CFI renewal process.

- When you login to submit the application for renewal, you must enter the system as an applicant. **Click “Accept TOS as →” next to APPLICANT.**



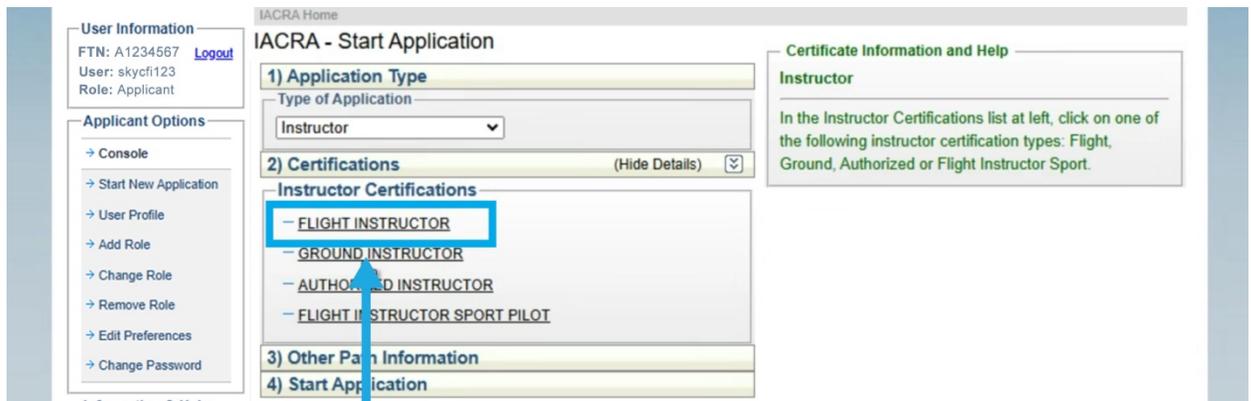
- You will be directed to the Applicant Console page, click **“Start New Application”**



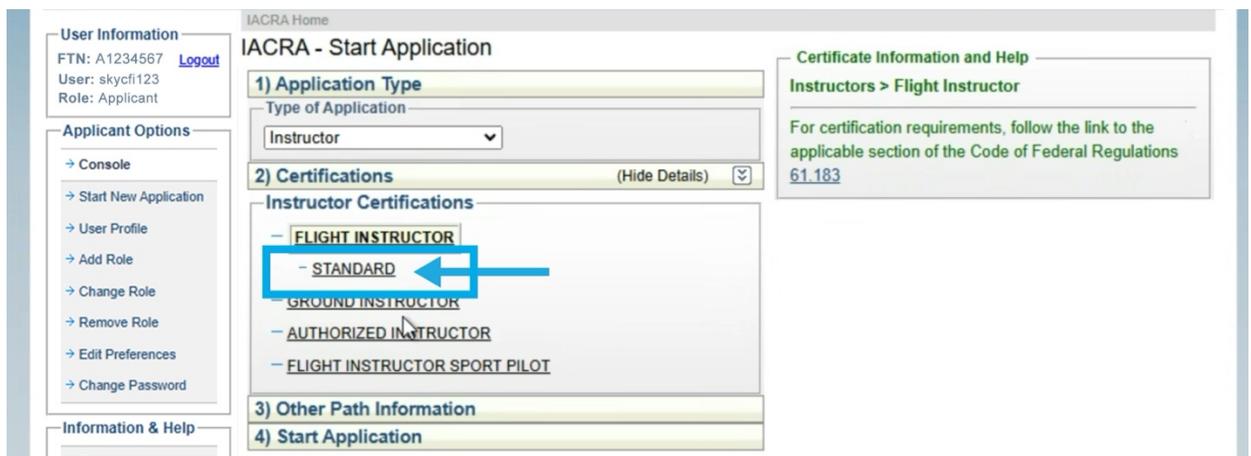
c) Under Application Type, use the pull down to choose “**Instructor**”



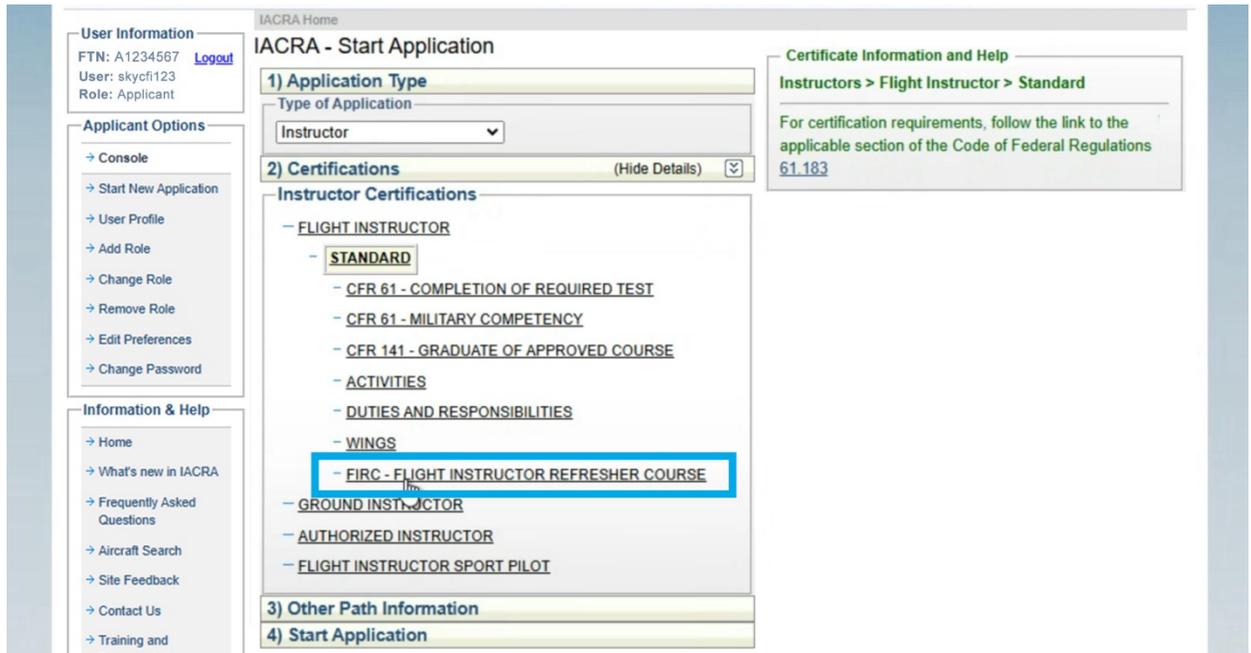
d) Under Certifications, choose the instructor certificate you’re renewing. For the majority, that means choosing “**Flight Instructor.**”



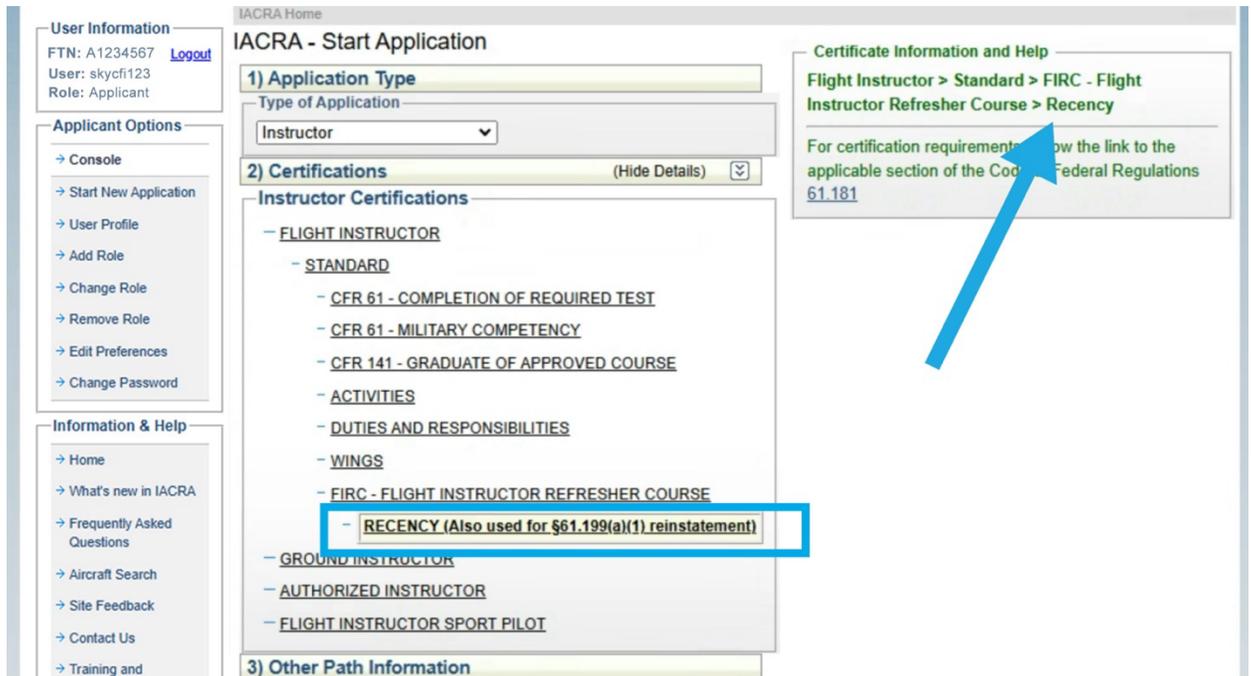
e) Then click “**Standard**”



f) Click **“FIRC – Flight Instructor Refresher Course”**

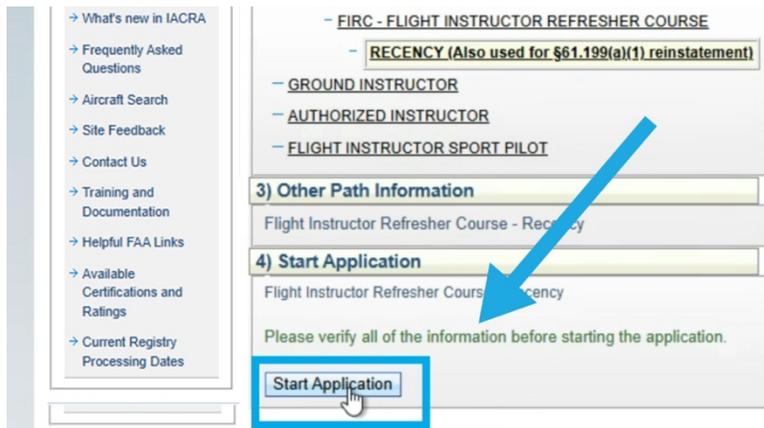


g) And finally, click **“Recency (Also used for 61.199(a)(1) reinstatement).”**



You'll see on the upper right-hand side of the page that the certificate information has filled in based on your selections.

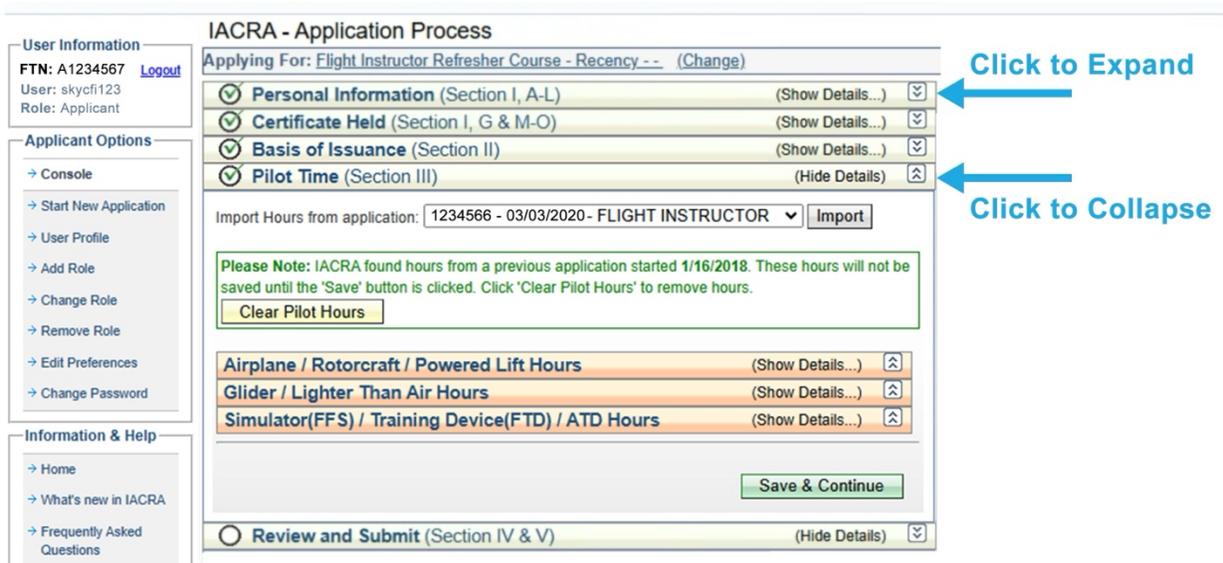
h) Click “Start Application”



Navigating Between Section Tip:

The online application is made of **five sections that you must review** to complete your application. These can be expanded or collapsed based on clicking on the yellow-colored bars. You will need to click on each section’s header bar to expand them for your review. Each section has a “save” button that needs to be clicked to confirm that you have reviewed every aspect of that section.

Note, some browsers will open the next section after saving, while some will not. Clicking on the header of an open section will collapse that section to reduce the scrolling required.



Personal Information Verification:

Your Personal Information will be prefilled from your Airmen's Profile. Verify all the information is accurate **and matches what is on your current CFI certificate**.

- A. If you have a name change, sex change, a citizenship change, or if you've changed height by more than 2 inches – you need to go to the FSDO to change those items. **If any of these do not match your current certificate, your application will be returned.**
- B. You **cannot use a business address**. Only a physical home address will be accepted by the FAA. If you need to change the address, click the "here" link in the instructions within the green box. It will direct you to your airmen record to update. Note: The mailing address is only needed for new or change of information certificates, and only if different than the residential address.

IACRA - Application Process
Applying For: Flight Instructor Refresher Course - Recency -- (Change)

Personal Information (Section I, A-L) (Hide Details)

Personal Information

Please Note: The information in this top section cannot be changed once it is established with the Airman Registry. To learn how to update this information please follow this link.

Full Name: STRATOSPHERE, SKYLER ABBY
Date of Birth: 10/02/1998
Sex: F
Citizenship Country: UNITED STATES
City of Birth: FREDERICK
Country of Birth: UNITED STATES
State of Birth: MD

Hair Color: BLOND
Eye Color: BLUE
Weight (lbs.): 150
Height (inches): 68

Phone: 301.695.2000
Email Address: SKYFLY@DOMAIN.ORG

Residential Address (E1. On 8710)

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

Address Line 1: 1234 MAIN STREET
Address Line 2: APARTMENT 3B
(Map or Directions) to Physical Residential Address
City: LIBERTYTOWN
State: MD
ZIP Code: 21701
Country: UNITED STATES

Add Mailing Address
Add Special Mailing Address
Save

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

View Application

- C. When you have verified all the information, click **“Save”** at the bottom of the page.
- D. You will then manually have to **click on the “certificate held” header bar** to expand that section. Clicking “save” will not automatically open the next section.

Certificate Held:

- A. Confirm you read, speak, write and understand the English language by clicking **“Yes”** in Block G.
- B. Verify your certificate held is correct
Note: If you hold both “Airplane Single Engine” and “Airplane Multiengine” ratings, select the third option below where they are listed together, do not select both of the individual options.
- C. Click **“Save CFI Certificate.”**

- D. Scroll down to the “Medial Certificate (Block N-N-3)”

The screenshot displays the FAA eFIRC application interface. On the left, there are two navigation menus: 'Applicant Options' (including Console, Start New Application, User Profile, Add Role, Change Role, Remove Role, Edit Preferences, Change Password) and 'Information & Help' (including Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback). The main content area is divided into two sections: 'Medical Certificate (Block N-N-3)' and 'Drug Conviction (Block O)'. The 'Medical Certificate' section has a checked checkbox for 'ever held a Medical Certificate', a 'Please Note' box for military certificates, radio buttons for 'FAA', 'Military', and 'BasicMed', a dropdown for 'Class of Medical Certificate', and input fields for 'Date issued' and 'Name of Examiner'. The 'Drug Conviction' section asks if the applicant has ever been convicted for drug-related offenses, with radio buttons for 'No' and 'Yes'. A blue arrow points to the 'No' option. A 'Save' button is located at the bottom right of the form. On the right side, there is an 'Application Status' panel with 'Personal Info', 'Basis of Issuance', and 'Pilot Time' checked, and 'Certificate Held' and 'Review & Submit' unchecked. Below it is a 'View Application' button and a thumbnail of the application form. At the bottom right, the 'Application ID: 1234567' is displayed.

- E. **Check the box** to indicate that you have held a medical certificate. All CFIs have had a medical previously, even if not currently.
- F. If you do currently hold a medical, fill in the information. If not, leave blank.
- G. Check the “Drug Conviction (Block O)” and answer “No” or “Yes.” *List date of final conviction only if applicable.*
- H. Click **“Save.”**
- I. You will then manually have to **click on the “basis of issuance” header bar** to expand that section. Clicking “save” will not automatically open the next section.

Basis of Issuance:

No information is required for the Basis of Issuance section.

- Click **“Save.”**
- You will then manually have to click on the **“Pilot Time”** header bar to expand that section. Clicking **“save”** will not automatically open the next section.

The screenshot shows the IACRA Application Process interface. The main content area is titled "IACRA - Application Process" and "Applying For: Flight Instructor Refresher Course - Recency - - (Change)". The "Basis of Issuance (Section II)" section is expanded, showing a list of options: "Completion of Required Test (Block A)", "Military Competence (Block B)", "Graduate of Approved Course (Block C)", "Holder of Foreign License (Block D)", and "Completion of Air Carrier's Approved Training Program (Block E)". A green box with the text "No information needed in this section" and a blue arrow points to the left. A "Save" button is visible at the bottom right of the section. The "Application Status" sidebar on the right shows "Personal Info", "Certificate Held", "Basis of Issuance", and "Pilot Time" as completed sections, and "Review & Submit" as the next step.

Pilot Time:

Filling times out are **optional for CFI renewal**.

If you would like to, enter pilot hours click the up arrow on the associated tab (“Airplane/Rotorcraft/Powered Lift hours; Glider/Lighter than Air hours; Simulator/Training device”) and enter values. If you have older entries, you can use **“Clear Pilot Hours”** option.

- Click **“Save & Continue”** whether you entered information or not.
- You will then manually have to click on the **“Review and Submit”** header bar to expand that section. Clicking **“save”** will not automatically open the next section.

The screenshot shows the IACRA Application Process interface with the "Pilot Time (Section III)" section expanded. The "Import Hours from application" field is set to "8765432 - 03/03/2020 - FLIGHT INSTRUCTOR" with an "Import" button. A green box contains a "Please Note" message: "IACRA found hours from a previous application started 1/16/2018. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours." Below this is a "Clear Pilot Hours" button. The "Pilot Time" section is divided into three tabs: "Airplane / Rotorcraft / Powered Lift Hours", "Glider / Lighter Than Air Hours", and "Simulator(FFS) / Training Device(FTD) / ATD Hours", each with a "Show Details..." link. A "Save & Continue" button is highlighted with a blue box at the bottom right of the section. The "Application Status" sidebar on the right shows "Personal Info", "Certificate Held", "Basis of Issuance", and "Pilot Time" as completed sections, and "Review & Submit" as the next step.

Review Before Signing:



IMPORTANT: Make sure your pop-up blocker is turned off for this step. The following three items are presented as pop-up windows. If you do not review them and close each one, you will not be able to complete your application.

ASI's guides on *How to turn off Pop-Up Blockers*: (also found in the eFIRC Resources)

- Google Chrome (PC, Mac and Tablets): [Instruction PDF](#)
- Microsoft Edge & Internet Explorer (PC): [Instruction PDF](#)
- Apple Safari Browser (iPad and Mac): [Instruction PDF](#)
- Mozilla Firefox Browser (PC and Mac): [Instruction PDF](#)

Section IV, make sure “No” is selected for the Notice of Disapproval question.

Section IV

Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?

No
 Yes

Important Information for IACRA Applicants

1. Your application can't be submitted until all validation errors are corrected.
2. Be sure to review the application *carefully* and make appropriate corrections *before* submitting your application. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**
3. Know your FTN (A4398103), IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
4. Read and understand the Privacy Act statement by clicking the "View Privacy Act" button below.
5. If you have questions about how to enter data into IACRA, contact the FAA MyIT Help Desk. (See Below).

Email: helpdesk@faa.gov
Phone: 1-844-FAA-MYIT (322-6948)

Certificate Summary

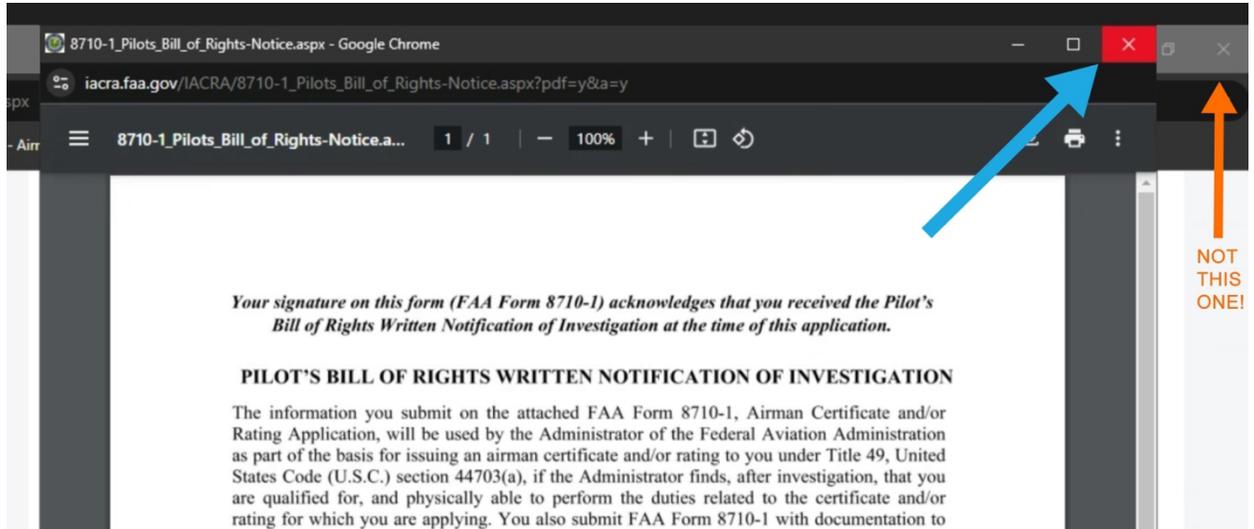
Certificate Type: FLIGHT INSTRUCTOR
Certificate #: 9876543
Ratings:
AIRPLANE SINGLE AND MULTIENGINE
INSTRUMENT AIRPLANE
Limitations:
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO 9876543

Gold Seal CFIs:
Indication of your gold seal is not displayed in this brief summary but it is still there.

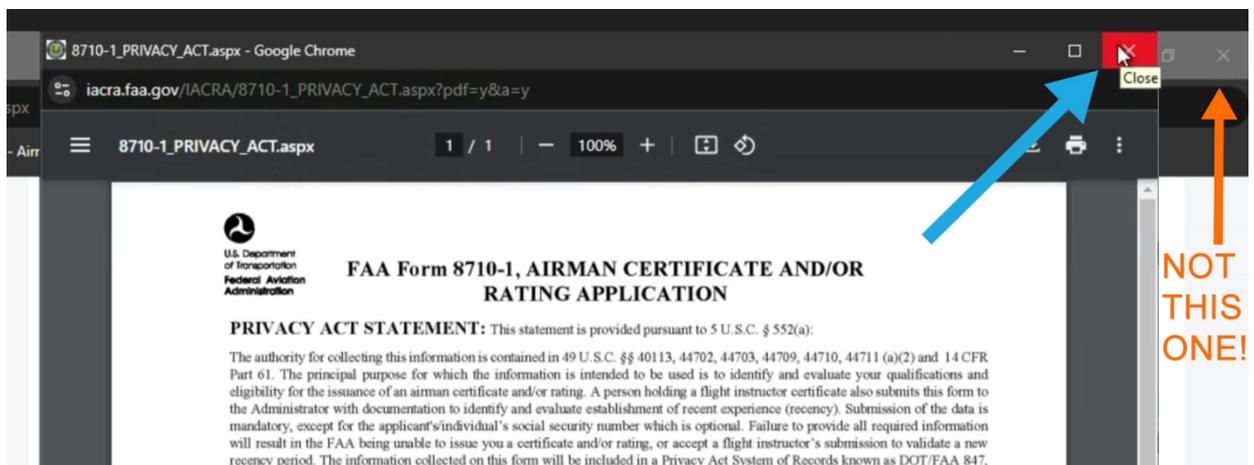
1 - View Pilot's Bill of Rights 2 - View Privacy Act 3 - Review Application

A. Click on “View Pilot’s Bill of Rights”

- C. Click **“Red X (Close)”** box on the pop-up windows after reviewing the content. Make sure to click the close **“X”** on the pop up, not the one for the window/tab that the form is loaded in. Note, some old browsers will display a close button above the text, click that button is showing.



- D. After closing the pop-up, click on **“View Privacy Act”** button.
- E. Click **“Red X (Close)”** box on the pop-up windows after reviewing the content. Make sure to click the close **“X”** on the pop up, not the one for the window/tab that the form is loaded in. Note, some old browsers will display a close button above the text, click that button is showing.



You will see that after the Pilot's Bill of Rights and Privacy Act pop-ups have been viewed that the **“Review Application”** button is now active.

F. Click the “Review Application” button to review your completed 8710 application for any errors.



Pay attention to the **areas highlighted in yellow** to confirm that they are correctly indicated, in addition to your residential address, certificate numbers, and dates.

IACRA Generated Copy

OMB CONTROL NUMBER: 2120-0021
EXPIRATION DATE: 08/31/2025

TYPE OR PRINT ALL ENTRIES IN INK

U.S. Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying or for the information you submit to validate certain certification requirements):

| Certificates | Ratings | Flight Instructor Recency/Other Information/Requests |
|---|--|--|
| Pilot: <input type="checkbox"/> Student <input type="checkbox"/> Private <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP | Instructor: <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Recreational <input type="checkbox"/> Commercial <input type="checkbox"/> Ground | <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Recency <input type="checkbox"/> Reinstatement <input type="checkbox"/> Reexamination <input type="checkbox"/> Reissuance <input type="checkbox"/> Flight Review <input type="checkbox"/> Instrument Proficiency Check <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Limitation Removal |
| Category and/or Class: <input type="checkbox"/> ASE <input type="checkbox"/> AME <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Gyroplane <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Added Rating | | |
| Instrument: <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered-Lift | | |
| Ground Instructor: <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Instrument | | |
| Specify Other: | | |
| A. Name (Last, First, Middle) STRATOSPHERE, SKYLER ABBY | | B. SSN (U.S. Only) 0010020003 |
| C. Date of Birth (mm/dd/yyyy) 03/11/2000 | | D. Place of Birth (City and State) or (City and Country) FREDERICK, MD USA |
| E1. Residential Address (Including City, State, Zip Code, and Country) 1234 MAIN STREET APARTMENT 3B LIBERTYTOWN, MD 21701 | | E2. Mailing Address (This address will be printed on the permanent airman certificate, if different than block E1.) |
| F. Citizenship / Nationality <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other | | G. Do you read, speak, write, & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| H. Height (inches) 68 | I. Weight (pounds) 150 | J. Hair Color BLOND |
| K. Eye Color BLUE | L. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | |
| M. Do you hold, or have you ever held an FAA pilot certificate, including revoked certificates? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Note: A student pilot certificate is a pilot certificate.) | M1. Grade of Certificate COMMERCIAL | M2. Certificate Number 9876543 |
| N. Do you hold, or have you ever held a Medical Certificate? <input checked="" type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input type="checkbox"/> No | N1. Class of Certificate FIRST CLASS | M3. Date Issued 11/02/2024 |
| O. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | N3. Date Issued |
| O1. Date of Final Conviction | | |

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

| | | | | |
|---|--|--|---|--------------------------|
| <input type="checkbox"/> A Completion of Test or Activity | 1. Aircraft to be used (if flight test required) | 2. Total time in this aircraft and/or approved FFS or FTD (hours): | a. Flight Time | b. As Pilot-in-Command |
| | 1. U.S. Military Service | 2. Date Rated in U.S. Military | 3. Rank or Grade | |
| <input type="checkbox"/> B U.S. Military Competence or Experience | 4. List Military aircraft for which you have: | | b. passed an Instrument Proficiency Check (Pilot or CFI) - (make and mode) | |
| | a. logged pilot time or provided flight instruction (IP) (make and mode) | | | |
| <input type="checkbox"/> C Graduate of an Approved Course | 1. Training Agency or Training Center: | 1a. Name | 1b. Location (City and State) | 1c. Certification Number |
| | 2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating) | | 1d. Part 142? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |

***Form trimmed for presentation only**

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

V. APPLICANT'S CERTIFICATION: I certify that all statements and answers provided by me on this form are complete and true to the best of my knowledge. I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me or to validate my recency. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant / Individual _____ Date MMDDYYYY _____

FAA Form 8710-1 (12/24) Supersedes Previous Edition Page 1 of 2

Note the form above has been cropped to fit on the page.

If there are any errors, close the pop-up window with your 8710, scroll back up the page and expand the related section, by clicking on the header, of the application. There you can make the required updates. Make sure to **save the changes** within that section and return to lower portion of the page and click the **“Review Application”** again to confirm the changes.

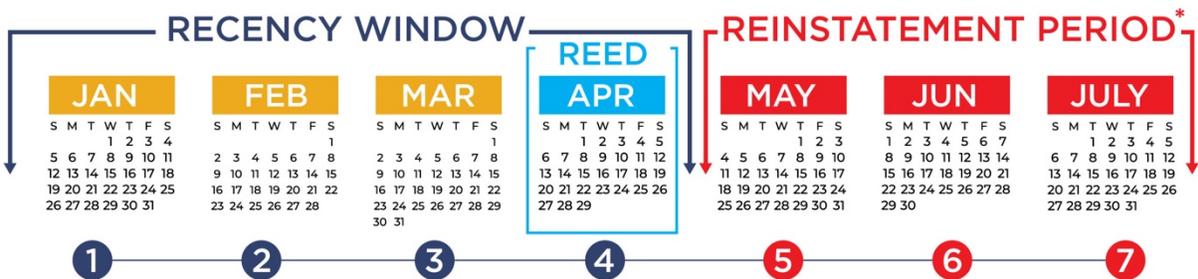
- G. After reviewing the Pilot’s Bill of Rights, Privacy Act, and your completed 8710, the **“Sign and Submit”** section appears on the web page.

Troubleshooting Tip: If you missed reviewing any of the three documents, you will not see the **“Sign and Submit”** section. Make sure your pop-up blockers are off and review the application again, making sure to use the red close button or the “Close” button featured at the top of the pop-ups that display in older browsers.

CRITICAL BEFORE SIGNING YOUR APPLICATION:

Remember to sign your IACRA application within the seven-month period that includes your recency window or reinstatement period, **not before!**

Your recency window is your recent experience end date (REED)’s month and the 3-calendar months before it. Your reinstatement period is the 3-calendar month period after your REED.



You CANNOT ACT AS A CFI during the reinstatement period until all recency requirements are completed

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You can start filling out your application early, **JUST DON’T SIGN IT!** You can return within your recency/reinstatement window and sign the application then. Signing before this period will result in you being assigned a different recency date on your certificate.

Remember, if you do not complete your **IACRA application and FIRC course** before the end of your reinstatement period, you will expire.

Signing and Submission to FAA:

Certificate Summary

Certificate Type: FLIGHT INSTRUCTOR
Certificate #: 9876543

Ratings:
AIRPLANE SINGLE AND MULTIENGINE
INSTRUMENT AIRPLANE

Limitations:
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO 9876543

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

Sign and Submit

PILOT'S BILL OF RIGHTS

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

4 - Sign Pilot's Bill of Rights Acknowledgment

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

APPLICATION

Please carefully review your application for accuracy.

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

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

5 - Sign & Submit Application

Application Status

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

View Application

Application ID: 1234567

- Click the **"Sign the Pilot's Bill of Right Acknowledgement"** button. Enter your name for your signature and **click "close"** to return to the application.
- Click **"Sign & Submit"** button. Enter your name for your signature and **click "close"** to return to the application.

Your application is now complete in IACRA!

Make sure to note your FTN Number, you will need to submit it as part of your submission to AOPA as part of the ACR processing.

Remember, to have AOPA's ACRs process your eFIRC recency, please follow this timeline

- **CFIs within their recency window:**

No later than **12pm Eastern on the last business day** of the month, you must;

- Sign and submit your IACRA application and upload required IDs
- AND**
- Complete the eFIRC course

- **CFIs within their reinstatement period:**

No later than **5 business days** before the end of their certificate reinstatement period, you must;

- Sign and submit your IACRA application and upload required IDs
- AND**
- Complete the eFIRC course

2. Submit your application information (FTN) and upload credentials to ASI

Within the eFIRC course itself, locate the *Submit Your Application and IDs for CFI Recent Experience*, module at the top of the listing page.

- Click to the “**Instructions for Submitting Your IACRA Application and Uploading IDs**” to enter the module.
- Click on the third lesson, “**Send ASI Your Credentials for Processing.**” Depending on your screen, it will be on the left or below the main page’s content.

Send ASI Your Credentials for Processing

After submitting your application to IACRA, you will need to send ASI the following:

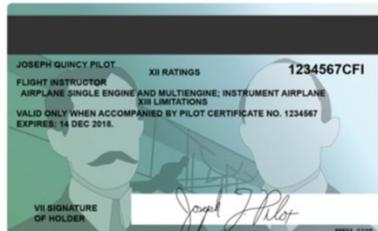
- Your **FTN** from the IACRA completion
- Legible images of your **government-issued photo ID** (US driver’s license, passport, or military ID) **AND**
- Both the **front and back of your CFI certificate** (full color is preferred).

SUBMIT YOUR CREDENTIALS TO ASI

or click [Submit Your Credentials to ASI](#)

If you have any questions, review our [Common CFI Renewal and Processing FAQ’s](#).

If you can’t find an answer to your question there, e-mail us eFIRCsupport@aopa.org or call 800-USA-AOPA (872-2672) Monday through Friday, 8:30 a.m. to 6:00 p.m., ET.



[Check here to mark lesson complete](#)

- Click on the large “**Submit Your Credentials to ASI**” button. This will open a new tab in your browser with a form for upload of your credentials.

Or you can go directly to the upload form for sending your identification by visiting <https://app.smartsheet.com/b/form/7fde96ef198341459c1a01f63e417c4e>

Skip delay

PROGRESS Hide Menu

- Submitting Your Application for CFI Renewal
- Submit Your Application in IACRA
- Send ASI Your Credentials for Processing**

MODULE RESOURCES

- FAA 8710-1 Bill of Rights
- FAA 8710-1 Privacy Act
- Air Safety Institute Guide to Completing Application for Renewal
- CFI Renewal Processing Frequently Asked Questions
- Google Chrome: How to Turn off Pop-up Blockers
- Microsoft Edge & Internet Explorer: How to Turn off Pop-up Blockers
- Apple Safari and Safari on iPad: How to Turn off Pop-up Blockers
- Mozilla Firefox: How to Turn off Pop-up Blockers

Tip: Hold Ctrl button on your keyboard while clicking the link to open form in a new tab.

AOPA AIR SAFETY
INSTITUTE

eFIRC Applicant Information

Use this form to submit your credentials to AOPA for the eFIRC. Please submit the following pieces of information to complete your CFI renewal process. For questions, please contact eFIRC Support at 1-800-USA-AOPA (872-2672) Monday through Friday, 8:30 a.m. to 6:00 p.m. ET or email efircsupport@aopa.org

First Name *

Last Name *

A **CFI Expiration Date (date on back of CFI card)**
Please use MM/DD/YYYY format.

Email Address *

B **FTN ***
The FTN (FAA Tracking Number) is assigned to you by the FAA after you complete your registration in IACRA. e.g. A1234567

C **Copy of CFI Certificate and Government Issued Photo ID ***
Upload legible copies of your scanned or photographed CFI certificate front and back and U.S. driver's license, passport, or other government issued photo ID here.

Drag and drop files here or [browse files](#)

D Send me a copy of my responses

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- d. **Complete the form:** Enter your first name, last name and email address
- Enter your CFI Expiration Date/Recent Experience End Date, even if you are in your reinstatement period
 - Enter your FTN** from your IACRA, we need this to look up your signed application for recency. This is not your application number.
 - Upload legible images, color preferred, of your:**
 - CFI certificate **front and back**
 - Government-issued photo ID, accepted forms of ID include:
 - U.S. Driver's license
 - Passport
 - Government ID cards (front and back required)



The copies uploaded can be as a scan or a photo.

- d. Check the box if you would like a copy of your submission emailed to you and click **“Submit”** to upload your credentials*.

If you are having issues uploading your images via the form, please email the images with your name and FTN to eFIRCprocessing@aopa.org.

**AOPA will destroy the email and digital image after using the information to process your application within IACRA per the FAA regulations for course providers.*

That's it. An AOPA ACR will verify the uploaded credentials and review your signed IACRA application. They will reach out if they have any additional questions or requests.

When your eFIRC course is complete and the credentials are approved, we will submit your application to FAA for processing for you. Once we are done, your graduation certificate will be issued. You will receive an email from us indicating that we have submitted your application to the Airmen Certification Branch in Oklahoma City and how to download your graduation certificate.

Thank you for choosing to renewal with AOPA Air Safety Institute!