**eFIRC**

# Guide to Completing Application for Renewal

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

**Section 1:** Submit your application via the FAA's IACRA system

**Section 2:** Submit your application information and a digital image of your CFI certificate front and back and government-issued ID (color images preferred) to the Air Safety Institute.

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**Important turn off browser pop-up blockers:**
To use the IACRA site, you need to turn off your browser's pop-up blockers. There are several places during the application process that uses pop-ups. If your pop-up blocker is on, you will not be able to complete your application because you can not see the necessary pop-up page.

How to turn off Pop-Up Blockers:

- Internet Explorer (PC): Instruction PDF
- Google Chrome (PC, Mac, and Tablets): Instruction PDF
- Firefox Browser (PC and Mac): Instruction PDF
- Safari Browser (iPad and Mac): Instruction PDF

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## Section 1: Integrated Airman Certification and Rating Application System (IACRA)

Tips for working with IACRA:

- **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.
  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.*

  Also, 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.
- 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.

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:** 24 hours a day, 7 days a week.
**Telephone number:** Toll-free at **844-322-6948** *(ask for Tier 2)*
**E-mail address:** http://helpdesk@faa.gov
**IACRA Website:** https://iacra.faa.gov/

To use IACRA for renewal, your application must be completed in IACRA by **5:00 PM eastern time on the last day of the month of your CFI expiration for The Air Safety Institute to complete the processing of your 8710.**

## 1. Login or Create an account in IACRA to start the application process

Submitting Application for CFI Renewal with the FAA's IACRA system

Internet Explorer 8, Mozilla Firefox, and Google Chrome are the only browsers supported by the IACRA systems. Subsequent versions of Internet Explorer 8 may need to run in compatibility mode to use https://iacra.faa.gov.



**If you have never used IACRA before**, the first step is to click **Register** for an account – *Found in the upper right of the page*

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.

Maintain your FAA Tracking Number (FTN) for your personal records. Provide your FTN number to the Air Safety Institute after your submission of the other documents for the final renewal process.

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## Steps for Selecting CFI Renewal Application

**a.** When you log in to submit the application for renewal, you must enter the system as an applicant. Click **"Accept TOS as →" next to APPLICANT**.



**b.** You will be directed to the Applicant Console page, click **"Start New Application"**



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**c.**     Under Application Type, choose **"Instructor"**



**d**.     Under Certifications, choose the **instructor certificate you are renewing**. For the majority, that means choosing **"FLIGHT INSTRUCTOR."**



*\* Note if applying as a Flight Instructor Sport Pilot, the process is slightly different.*

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**e.** Then click **"STANDARD."**

IACRA - Start Application

**1) Application Type**
Type of Application
Instructor

**2) Certifications** (Hide Details)
Instructor Certifications

– **FLIGHT INSTRUCTOR**

– STANDARD

– GROUND INSTRUCTOR

– AUTHORIZED INSTRUCTOR

– FLIGHT INSTRUCTOR SPORT PILOT

**3) Other Path Information**
**4) Start Application**

**f.** Click **"FIRC – FLIGHT INSTRUCTOR REFRESHER COURSE."**

IACRA Home
IACRA - Start Application

**1) Application Type**
Type of Application
Instructor

**2) Certifications** (Hide Details)
Instructor Certifications

– FLIGHT INSTRUCTOR

– STANDARD

– CFR 61 - COMPLETION OF REQUIRED TEST
– CFR 61 - MILITARY COMPTENCY
– CFR 141 - GRADUATE OF APPROVED COURSE
– ACTIVITIES
– DUTIES AND RESPONSIBILITIES
– FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE

– GROUND INSTRUCTOR

– AUTHORIZED INSTRUCTOR

– FLIGHT INSTRUCTOR SPORT PILOT

**3) Other Path Information**
**4) Start Application**

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**g.** Click **"RENEWAL."** *You will see in the upper right-hand side of the page that the certificate information is filled in based on your selections.*



**h.** And finally, click **"Start Application."**

## 2. Personal Information submission

**a.** Your Personal Information will be prefilled. Verify all the information is accurate *and matched what is on your current CFI certificate.*

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. *If any of these do not match your current certificate, the application will be returned to you.*

You cannot use a business address. Only a physical home address will be accepted by the FAA.

You can turn on IACRA tips for the page which should answer any questions that you may have about what specific information they're looking for in each field.

**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 | MILLER, JENNIFER MARY |
| Date of Birth | 01/10/1982 |
| Sex | F |
| Citizenship Country | UNITED STATES |

**CAN'T CHANGE**

| | |
|---|---|
| Hair Color | BROWN |
| Eye Color | BLUE |
| Weight (lbs.) | 168 |
| Height (inches) | 68 |
| City of Birth | DALLAS |
| Country of Birth | UNITED STATES |
| State of Birth | TX |
| Phone | 123 123 1234 |
| Email Address | JMILLERSOARS@GMAIL.COM |

## 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 | MILLER, JENNIFER MARY |
| Date of Birth | 01/10/1982 |
| Sex | F |
| Citizenship Country | UNITED STATES |

| | | |
|---|---|---|
| Hair Color | BROWN | |
| Eye Color | BLUE | |
| Weight (lbs.) | 168 | |
| Height (inches) | 68 | **Can't be more than 2" difference** |
| City of Birth | DALLAS | |
| Country of Birth | UNITED STATES | |
| State of Birth | TX | |
| | | |
| Phone | 123 123 1234 | |
| Email Address | JMILLERSOARS@GMAIL.COM | |

**b.** When you have verified all the information, click **"Save & Continue"** at the bottom of the page.

## 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 | 987 HIGHLAND AVE |
| Address Line 2 | |
| (Map or Directions) to Physical Residential Address | |
| City | SAN FRANCISCO |
| State | CA |
| ZIP Code | 94016 |
| Country | UNITED STATES |

Add Mailing Address

Add Special Mailing Address

Save & Continue

**c.** If you need to make any required address updates, click on the link in the green text box to go to your profile. Make your changes. Do not forget to **"Validate Residential Address"** after filling this part in.



## Address Information

**Residential Address**: Must be a physical address of your home. You may be asked to verify any changes. If no other address is given, this will be printed on your certificate.
**Mailing Address**:  This is the address that your certificate will be mailed to. This can be a flight school, business, or P.O. box. If filled in, this will be printed on your certificate.
**Special Mailing Address**: One-time use for where the new certificate will be mailed. If filled in, this will NOT be printed on your certificate.

## 3.    Certificates Held

***a.***    Confirm you read, speak, write and understand the English language. *



*Note that after clicking **"Yes,"** you will see a red text note reminding you to complete the drug conviction question. This is normal, and you will fill in the requested information in the next few steps.*

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**b.** Verify your CFI certificate information is correct (CFI certificate number, date issued, and expiration date) and then click **"Save CFI Certificate"** at the bottom of the page.

## Airman Certificate (Block M-M3)

☑ Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

### Flight Instructor Certificate Held

Certificate Number
1234567

Date Issued
1/22/2018

Expiration Date
1/31/2020

- ☐ Airplane Single Engine
- ☐ Airplane Multiengine
- ☑ Airplane Single and Multiengine
- ☐ Glider
- ☐ Rotorcraft Gyroplane
- ☐ Rotorcraft Helicopter
- ☐ Rotorcraft Helicopter and Gyroplane
- ☑ Instrument Airplane
- ☐ Instrument Helicopter
- ☐ Instrument Airplane and Helicopter
- ☐ Instrument Powered Lift
- ☐ Powered Lift

> Hold both ratings?
Don't check both,
use combined
option here.

**Save CFI Certificate**

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## Airman Certificate (Block M-M3)

☑ Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

### Flight Instructor Certificate Held

Certificate Number
1234567

Date Issued
1/22/2018

Expiration Date
1/31/2020

- ☐ Airplane Single Engine
- ☐ Airplane Multiengine
- ☑ Airplane Single and Multiengine
- ☐ Glider
- ☐ Rotorcraft Gyroplane
- ☐ Rotorcraft Helicopter
- ☐ Rotorcraft Helicopter and Gyroplane
- ☑ Instrument Airplane
- ☐ Instrument Helicopter
- ☐ Instrument Airplane and Helicopter
- ☐ Instrument Powered Lift
- ☐ Powered Lift

**Save CFI Certificate**
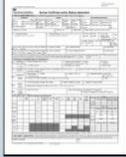
Application ID: 9876543

## 4.      Medical Certification

**a.**      Check the box if you hold a medical certificate, input medical certificate information (class, date issued, the name of examiner).





*Note that both the military medical and BasicMed **DO NOT** require a physician 's name. The military physical will require a date of the physical.*

**b.**      Now fill out the drug conviction section. List the date of final conviction only if applicable.

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c. Verify all the information is correct and then click **"Save and Continue"** in the

## 5.    Basis of Issuance

a.    No information is required for the Basis of Issuance section. Click **Save & Continue**.

## 6.    Pilot Time

**a.**    Filling times out are **optional** for CFI renewal. Enter pilot hours by clicking on individual rows ("Airplane/Rotorcraft/Powered Lift hours; Glider/Lighter than Air hours; Simulator/Training device") or **"Clear Pilot Hours"** option. Then click "**Save & Continue**."



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**b.** If entering in new hours make sure to click **"Save"** within the respective type of aircraft tab before clicking **"Save and Continue"** for the entire section.





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## 7.   Review and Submit

**a.**   For this section only select **"No,"** or your application will not be able to be processed.

**b.** Click on the "**View Pilot's Bill of Rights**" and then the "**View Privacy Act.**"



Make sure your browser's
Pop-Up blockers are disabled.
If they are still on, the next steps
will not work.



○ **Review and Submit** (Section IV & V)                    (Hide Details)

**Section IV**

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

◉ No
○ Yes

**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 (**A1234567**), 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 #: 1234567
Ratings:
AIRPLANE SINGLE AND MULTIENGINE
INSTRUMENT AIRPLANE
Limitations:
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO 1234567
2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

**①**   **②**   **③**

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

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Print     Close     View/Print PDF     Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.
You will need to install Adobe Reader to view .pdf files.

**Written Notification to an Airman Applicant**

**PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION**

*The information you submit on the attached FAA Form will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (USC) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the Pilot's Bill of Rights, the Administrator is providing you with this written notification of investigation of your qualifications for an airman certificate, rating, or inspection authorization:*

- *The nature of the Administrator's investigation, which is precipitated by your submission of this application, is to determine whether you meet the qualifications for the airman certificate, rating, or inspection authorization you are applying for under Title 14, Code of Federal Regulations (CFR) parts 61, 63, or 65.*

**c.**     Click **"Close"** after reviewing the content of each pop-up box.



Print     Close     View/Print PDF     Zoom: 100%

**Use this button to close the document, don't close with browser tab.**

*The information you submit on the attached FAA Form will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (USC) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the Pilot's Bill of Rights, the Administrator is providing you with this written notification of investigation of your qualifications for an airman certificate, rating, or inspection authorization:*

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**d.    Do the same for the privacy act.**

**e.** Click **"Review Application"** to review your 8710 application.

*Review this page in detail, it must be correct for the application to be processed. Click **"Close"** after reviewing this page.

| Print | Close | View/Print PDF | Zoom: 100% |

Note: For printing, please click the "View/Print PDF" button.
You will need to install Adobe Reader to view .pdf files.

## IACRA Generated Copy

OMB No:2120-0021
08/31/2019

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):

| Certificates | Ratings | Other Information/Requests |
|---|---|---|

| Pilot: | Instructor: | Category and/or Class: | Instrument: | Ground Instructor: | |
|---|---|---|---|---|---|
| ☐ Student | ☐ Recreational  ☒ Flight | ☐ ASE  ☐ AME  ☐ Land  ☐ Sea | ☐ Airplane | ☐ Basic | ☐ Initial  ☐ Reexamination  ☐ Instrument Proficiency Check |
| ☐ Private | ☐ Commercial  ☐ Ground | ☐ Helicopter  ☐ Balloon  ☐ Glider | ☐ Helicopter | ☐ Advanced | ☒ Renewal  ☐ Reissuance  ☐ Medical Flight Test |
| ☐ ATP-Restricted  ☐ ATP | | ☐ Gyroplane  ☐ Airship  ☐ Powered-Lift  Type Rating | ☐ Powered-Lift  ☐ Instrument  ☐ Added Rating | | ☐ Reinstatement  ☐ Flight Review  ☐ Limitation Removal  Specify other: ☐ IPL |

| A. Name *(Last, First, Middle)* | B. SSN *(US Only)* | C. Date of Birth | D. Place of Birth *(City and State) or (City and Country)* | | |
|---|---|---|---|---|---|
| MILLER, JENNIFER MARY | DO NOT USE | 01/10/1982 | BUFFALO NY USA | | |

| E1. Residential Address *(Including City, State, Zip Code, and Country)* | E2. Mailing Address *(This address will be printed on the permanent airman certificate, if different than block E1.)* | F. Citizenship / Nationality | G. Do you read, speak, write, & understand the English language? |
|---|---|---|---|
| 123 MISSION ST<br><br>SAN FRANCISCO CA 94016 | | ☒ USA  ☐ Other | ☒ Yes  ☐ No |

| H. Height *(inches)* | I. Weight *(pounds)* | J. Hair Color | K. Eye Color | L. Sex |
|---|---|---|---|---|
| 68 | 168 | BROWN | BLUE | ☐ Male  ☒ Female |

| M. Do you hold, or have you ever held an FAA pilot certificate? | M1. Grade of Certificate | M2. Certificate Number | M3. Date Issued |
|---|---|---|---|
| ☒ Yes  ☐ No | COMMERCIAL PILOT | 1234567 | 1/13/2016 |

| N. Do you hold, or have you ever held a Medical certificate? | N1. Class of Certificate | N2. Name of Medical Examiner | N3. Date Issued |
|---|---|---|---|
| ☐ Yes - FAA  ☐ Yes - Foreign  ☐ Yes - Military  ☒ No | | | |

| 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.*  ☐ Yes  ☒ No | O1. Date of Final Conviction |
|---|---|

**II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:**

| ☐ 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 |
|---|---|---|---|---|

| ☐ B. U.S. Military Competence or Experience | 1. U.S. Military Service | 2. Date Rated in U.S. Military | 3. Rank or Grade |
|---|---|---|---|
| | 4. List Military aircraft for which you have: *(make and model)* | a. logged pilot time or provided flight instruction (IP) *(make and model)* | b. passed an Instrument Proficiency Check *(Pilot or CFI) - (make and model)* |

**f.** After reviewing the Pilot's Bill of Rights, Privacy Act, and 8710, the "**Sign and Submit**" section appears on the web page at the bottom. Then click **"Sign Pilots Bill of Rights Acknowledgement."**



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g.   **Sign** the Pilot's Bill of Right Acknowledgement.



h.   After signing the pop-up window closes **automatically**. Then scroll back down to **"Sign & Submit Application."**

**i.**     Click **"Sign & Submit Application"** to sign your 8710.

**j.** Make sure to electronically sign at the bottom of the page.



**k.** After signing the pop-up window closes automatically.

To use IACRA for renewal, your application must be completed in IACRA by **5:00 PM eastern time on the last day of the month of your CFI expiration for The Air Safety Institute to complete the processing of your 8710.**

## IACRA - Application Process

| | | |
|---|---|---|
| ✅ **Personal Information** (Section I, A-L) | -- SUBMITTED & LOCKED -- | ⌄ |
| ✅ **Certificate Held** (Section I, G & M-O) | -- SUBMITTED & LOCKED -- | ⌄ |
| ✅ **Basis of Issuance** (Section II) | -- SUBMITTED & LOCKED -- | ⌄ |
| ✅ **Pilot Time** (Section III) | -- SUBMITTED & LOCKED -- | ⌄ |
| ✅ **Review and Submit** (Section IV & V) | (Hide Details) | ⌄ |

Thank you for submitting your application.

Application ID : **9876543**
Your FTN : **A1234567** ⬅ **Copy down your FTN**

PLEASE NOTE: Your application is NOT complete at this point. You must meet with a Recommending Instructor(RI) and/or Certifying Officer(CO) to complete your application. They will need your FTN. You will need these numbers (FTN and Application ID) to inquire about your application. If applicable, a knowledge test ID will need to be provided to your CO or RI. If you forget you FTN, just log in to IACRA and it will be at the top left of the Applicant Console.

Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application.

[ Review Application ]          [ Return to Console ]

**8.     Review Application.**

**b.**     Click **"Review Application**" ensure all the information is correct and then click **"Close"** to exit the window. You may download (save) or print a copy for your records at this time using the view/print (pdf) button.

**Note: For printing, please click the "View/Print PDF" button.
You will need to install Adobe Reader to view .pdf files.**

## IACRA Generated Copy

OMB No:2120-0021
08/31/2019

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):

| Certificates | Ratings | Other Information/Requests |
|---|---|---|

**Pilot:**
☐ Student ☐ Private ☐ ATP-Restricted ☐ ATP

**Instructor:**
☐ Recreational ☐ Commercial ☑ Flight ☐ Ground

**Category and/or Class:**
☐ ASE ☐ Helicopter ☐ Balloon ☐ Gyroplane ☐ AME ☐ Airship
☐ Land ☐ Sea ☐ Glider ☐ Powered-Lift
Type Rating:

**Instrument:**
☐ Airplane ☐ Helicopter ☐ Powered-Lift ☐ Added Rating

**Ground Instructor:**
☐ Basic ☐ Advanced ☐ Instrument

☐ Initial ☑ Renewal ☐ Reinstatement ☐ Reexamination ☐ Reissuance ☐ Flight Review ☐ Instrument Proficiency Check ☐ Medical Flight Test ☐ Limitation Removal
Specify other: ☐ IPL

A. Name (Last, First, Middle)
MILLER, JENNIFER MARY

B. SSN (US Only)
DO NOT USE

C. Date of Birth
01/10/1982

D. Place of Birth (City and State) or (City and Country)
BUFFALO NY USA

E1. Residential Address (Including City, State, Zip Code, and Country)
123 MISSION ST
SAN FRANCISCO CA 94016

E2. Mailing Address (This address will be printed on the permanent airman certificate, if different than block E1.)

F. Citizenship / Nationality
☑ USA ☐ Other

G. Do you read, speak, write, & understand the English language?
☑ Yes ☐ No

| H. Height (inches) | I. Weight (pounds) | J. Hair Color | K. Eye Color | L. Sex |
|---|---|---|---|---|
| 68 | 168 | BROWN | BLUE | ☐ Male ☑ Female |

M. Do you hold, or have you ever held an FAA pilot certificate?
☑ Yes ☐ No

M1. Grade of Certificate
COMMERCIAL PILOT

M2. Certificate Number
1234567

M3. Date Issued
1/13/2016

N. Do you hold, or have you ever held a Medical certificate?
☐ Yes - FAA ☐ Yes - Foreign ☐ Yes - Military ☑ No

N1. Class of Certificate

N2. Name of Medical Examiner

N3. Date Issued

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.*  ☐ Yes  ☑ No

O1. Date of Final Conviction

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

☐ 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

☐ B. U.S. Military Competence or Experience

1. U.S. Military Service

2. Date Rated in U.S. Military

3. Rank or Grade

4. List Military aircraft a. logged pilot time or provided flight instruction (IP) (make and model)

b. passed an Instrument Proficiency Check (Pilot or CFI) - (make and model)

☐ C. Graduate of an Approved Course

1. Training Agency or Training Center:

1a. Name

1b. Location (City and State)

1c. Certification Number

1d. Part 142?  ☐ Yes ☐ No

2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating)

3. Date

☐ D. Holder of Foreign License

1. Country that Issued the Foreign Pilot License

2. Grade of Foreign Pilot License

3. Foreign Pilot License Number

4. Ratings Held on Foreign Pilot License (FAA equivalent only - e.g. ASEL, AMEL, Type rating, etc.)

☐ E. Air Carrier Training Program

1. Name of Air Carrier

2. Date Training Began

3. Accomplished Training Program
☐ Initial ☐ Upgrade ☐ Transition ☐ Recurrent

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

| | Total | Instruction Received | Solo | PIC and SIC | Cross Country Instruction Received | Cross Country Solo | Cross Country PIC/SIC | Instrument | Night Instruction Received | Night Take-Off / Landing | Night PIC/SIC | Night Take-Off/Landing PIC/SIC | | Flights | Aero-Tows | Ground Launches | Powered Launches |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Airplanes | 2152.40 | 353.70 | 22.70 | PIC 2003.40 / SIC 21.50 | 41.20 | 11.40 | PIC 441.10 / SIC | 123.00 | 18.60 | 393.00 | PIC 114.20 / SIC 4.80 | | Gliders | 8.00 | 8.00 | | |
| Rotorcraft | | | | PIC / SIC | | | PIC / SIC | | | | PIC / SIC | | Lighter-than-air | | | | |
| Powered Lift | | | | PIC / SIC | | | PIC / SIC | | | | PIC / SIC | | | | | | |
| Gliders | 2.10 | 2.10 | | PIC / SIC | | | PIC / SIC | | | | PIC / SIC | | | | | | |
| Lighter-Than-Air | | | | PIC / SIC | | | PIC / SIC | | | | PIC / SIC | | | | | | |
| FFS | | | | | | | | | | | PIC / SIC | | | | | | |
| FTD | | | | | | | | | | | PIC / SIC | | | | | | |
| ATD | 9.10 | 6.70 | | | | | | 9.10 | | | | | | | | | |

Class Totals

| | SEL | MEL | SES | MES |
|---|---|---|---|---|
| Airplane | 2029.00 | 115.90 | | |

| | Helicopter | | Gyroplane | |
| Rotorcraft | | | | |

| | Balloon | | Airship | |
| Lighter-than-air | | | | |

| | SE | ME | Helicopter | |
| FFS | | | | |
| FTD | | | | |
| ATD | | | | |

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 application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have 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
JENNIFER MARY MILLER E-SIGN

Date
MM/DD/YYYY

FAA Form 8710-1 (10-17) Supersedes Previous Edition    IACRA Equivalent    **Application ID: 1708272 FTN: A2411125**

*Check for the signature at the bottom.*

Print    Close    View/Print PDF    Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.
You will need to install Adobe Reader to view .pdf files.

## IACRA Generated Copy

OMB No:2120-0021
08/31/2019

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):

| Certificates | Ratings | Other Information/Requests |
|---|---|---|
| *Pilot:* ☐ Student ☐ Private ☐ ATP-Restricted *Instructor:* ☐ Recreational ☐ Commercial ☐ ATP ☒ Flight ☐ Ground | *Category and/or Class:* ☐ ASE ☐ AME ☐ Land ☐ Sea ☐ Helicopter ☐ Balloon ☐ Glider ☐ Gyroplane ☐ Airship ☐ Powered-Lift Type Rating | *Instrument:* ☐ Airplane ☐ Helicopter ☐ Powered-Lift ☐ Instrument ☐ Added Rating *Ground Instructor:* ☐ Basic ☐ Advanced ☐ Instrument | ☐ Initial ☒ Renewal ☐ Reinstatement ☐ Reexamination ☐ Reissuance ☐ Flight Review ☐ Instrument Proficiency Check ☐ Medical Flight Test ☐ Limitation Removal *Specify other:* ☐ IPL |

A. Name *(Last, First, Middle)* MILLER, JENNIFER MARY    B. SSN *(US Only)* DO NOT USE    C. Date of Birth 01/10/1982    D. Place of Birth *(City and State) or (City and Country)* BUFFALO NY USA

E1. Residential Address *(Including City, State, Zip Code, and Country)* 123 MISSION ST SAN FRANCISCO CA 94016    E2. Mailing Address *(This address will be printed on the permanent airman certificate, if different than block E1.)*    F. Citizenship / Nationality ☒ USA ☐ Other    G. Do you read, speak, write, & understand the English language? ☒ Yes ☐ No

H. Height *(inches)* 68    I. Weight *(pounds)* 168    J. Hair Color BROWN    K. Eye Color BLUE    L. Sex ☐ Male ☒ Female

M. Do you hold, or have you ever held an FAA pilot certificate? ☒ Yes ☐ No    M1. Grade of Certificate COMMERCIAL PILOT    M2. Certificate Number 1234567    M3. Date Issued 1/13/2016

N. Do you hold, or have you ever held a Medical certificate? ☐ Yes - FAA ☐ Yes - Foreign ☐ Yes - Military ☒ No    N1. Class of Certificate    N2. Name of Medical Examiner    N3. Date Issued

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.* ☐ Yes ☒ No    O1. Date of Final Conviction

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

| | | | | |
|---|---|---|---|---|
| ☐ 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 |
| U.S. Military | 1. U.S. Military Service | 2. Date Rated in U.S. Military | | 3. Rank or Grade |

**c.** Once this is complete you can press **Return to Console.**

## IACRA - Application Process

| | | |
|---|---|---|
| ✓ **Personal Information** (Section I, A-L) | -- SUBMITTED & LOCKED -- | ⊻ |
| ✓ **Certificate Held** (Section I, G & M-O) | -- SUBMITTED & LOCKED -- | ⊻ |
| ✓ **Basis of Issuance** (Section II) | -- SUBMITTED & LOCKED -- | ⊻ |
| ✓ **Pilot Time** (Section III) | -- SUBMITTED & LOCKED -- | ⊻ |
| ✓ **Review and Submit** (Section IV & V) | (Hide Details) | ⊻ |

Thank you for submitting your application.

Application ID : **9876543**
    Your FTN : **A1234567**

PLEASE NOTE: Your application is NOT complete at this point. You must meet with a Recommending Instructor(RI) and/or Certifying Officer(CO) to complete your application. They will need your FTN. You will need these numbers (FTN and Application ID) to inquire about your application. If applicable, a knowledge test ID will need to be provided to your CO or RI. If you forget you FTN, just log in to IACRA and it will be at the top left of the Applicant Console.

Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application.

Review Application      Return to Console

  

**\*This page lets you track the status of your application and gives you the option to print your application.**



IACRA Home » Console

## IACRA - Applicant Console

### Start New Application

Start New Application

### Your Existing Applications

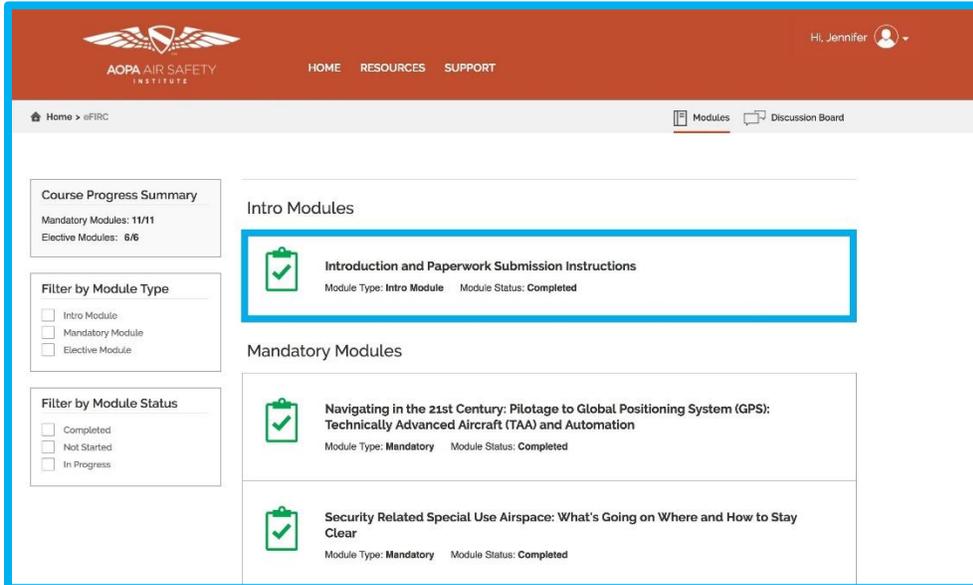| Application | Start Date | Certificate Type | Status | Status Date | Available Actions |
|---|---|---|---|---|---|
| 9876543 | 03/06/2018 | Flight Instructor Refresher Course - Renewal | Partially Complete - Ready for Next Action | 03/06/2018 | ✓ View/Print / Delete  Go |
| 9999993 | 01/16/2018 | Flight Instructor Refresher Course - Renewal | Airman Registry – Complete | 03/01/2018 | View/Print ▲▼  Go |
| 9999991 | 08/29/2016 | Remote Pilot - Training Course | Airman Registry – Complete | 10/06/2016 | View/Print ▲▼  Go |
| 1999999 | 11/17/2015 | FLIGHT INSTRUCTOR | Airman Registry – Complete | 01/13/2016 | View/Print ▲▼  Go |
| 999999 | 01/30/2014 | Flight Instructor Refresher Course - Renewal | Airman Registry – Complete | 03/20/2014 | View/Print ▲▼  Go |

### Airman Information

Airman Certificate | Airman Certificate Rating | NVIS Information

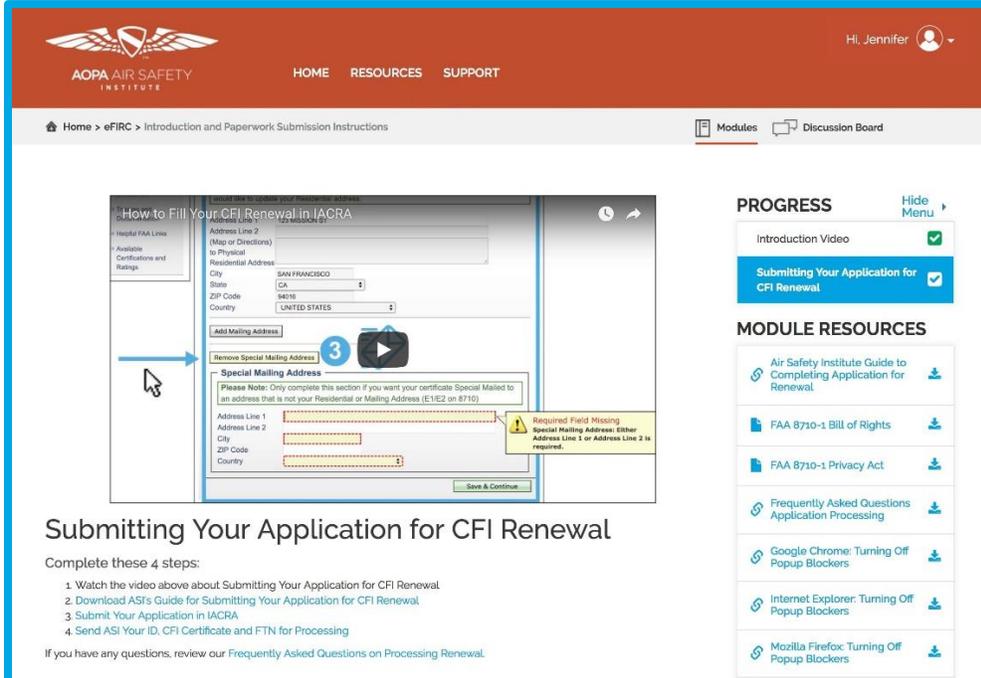| Certificate Number | Certificate Type | Issued | Expires |
|---|---|---|---|
| 1234567 | FLIGHT INSTRUCTOR | 01/22/2018 | 01/31/2020 |
| 1234567 | GROUND INSTRUCTOR | 01/13/2016 | |
| 1234567 | COMMERCIAL PILOT | 01/13/2016 | |
| 1234568 | REMOTE PILOT | 08/29/2016 | |

## Section 2: Sending ID, Certificate and FTN number to ASI

**a.** Go to the **"Introduction and Paperwork Submission Instructions"** intro module.



**b.** Click on the **"Submitting Your Application for CFR Renewal."**

**c.** Click on the option **"Send ASI your ID, CFI Certificate and FTN for Processing."**



**Optional: Or you can go directly to the upload form for sending your identification by visiting <u>clicking here</u> (Hold Ctrl button while clicking) where you will be asked to:**

- **Enter Last Name, First Name, Email Address,**
- **FTN you received from IACRA**
- **Upload a legible image of your:**
  - CFI certificate front and back (color images preferred)
  - Government-issued photo ID
    - (Accepted forms of ID include: U.S. Driver's license, Passport, Government ID cards)

*AOPA will destroy the email and digital image after using the information to process your application within IACRA.*

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**d.     Send ASI Your ID, CFI Certificate and FTN for Processing Steps:**



**Simply fill out the information requested:**

**1) Last Name**, **First Name**, **CFI Expiration Date** (found on the back of your CFI card), **Email Address**

**2) FTN** (FAA tracking number from the IACRA website)

**3) Upload a legible copy of your CFI Certificate** front and back **as well as your government issued photo ID**. The copies may be sent as a scan or a photo image of the ID and CFI card**. Color copy of ID and CFI card are highly preferred**.*

*\*If you're using a military ID, please send front and back of the card.*

**Example:**

**3a)** Find the location of your images on your computer or form phots on your mobile device.

**3b)** Click on an image and then click "**Open**" in the bottom right corner.

**3c)** We must be able to easily read the documents. If they are not legible to us, you will be asked to resubmit them.

**3d)** Then click on **"upload"** to upload images from your computer or mobile device.



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**smartsheet**
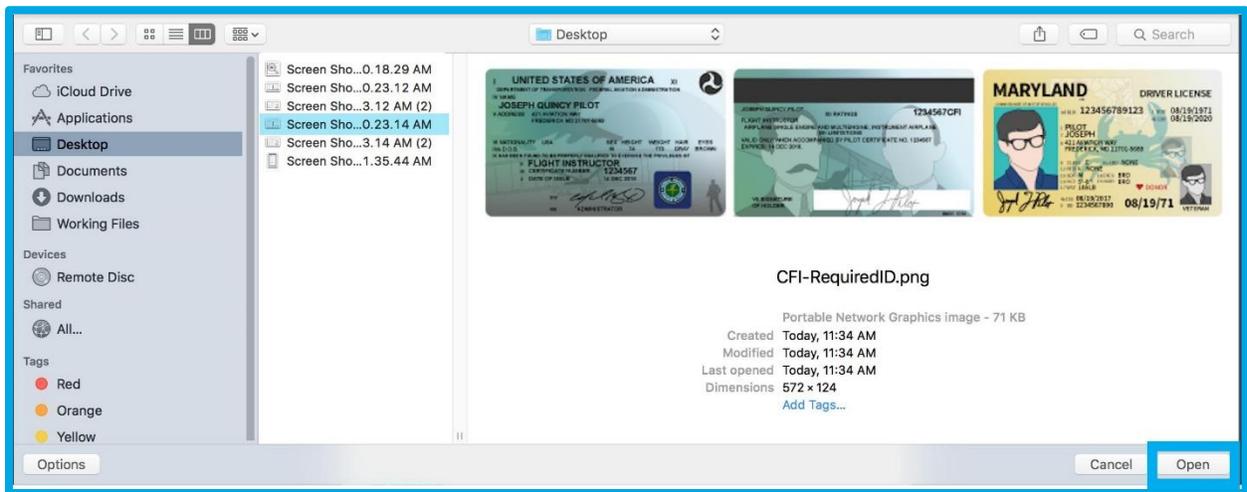
**eFIRC Applicant Information**

Please submit the following pieces of information to complete your CFI renewal process.

For questions, please contact our eFIRC department at 1-800-USA-AOPA (872-2672) or email efircsupport@aopa.org

**Last Name** *
Pillot

**First Name** *
Joseph

**CFI Expiration Date (date on back of CFI card)**
06/30/2018

**Email Address** *
acepilot@gmail.com

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

e.g. A1234567

A1234567

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

CFI-RequiredID.png    remove

file name    Upload

☐ Send me a copy of my responses

**Submit**

Powered by Smartsheet Forms
Privacy Policy | Report Abuse

**4)** Once you have uploaded everything. Press "**Submit**" in the bottom left corner.

**You are done**! It is now ASI's turn. We will verify your completion, CFI certificate information and ID within IACRA and issue your graduation certificate. (You will be able to enter the eFIRC and download your graduation certificate, which serves as your temporary certificate until your new plastic card arrives from the FAA.)

We will then submit your application to FAA for processing. Once we are done, you will receive an email from us indicating that we have submitted your application to the Airmen Certification Branch in Oklahoma City.

If you haven't received your new plastic flight instructor certificate from the FAA close to the 120-day expiration, please contact us at http://efircsupport@aopa.org or at 800-USA-AOPA (872-2672) 8:30 a.m. to 6 p.m. EST, Monday through Friday.