



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.

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](#)

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](mailto: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>.

The screenshot shows the IACRA website interface. At the top left is the FAA logo. A navigation menu on the left includes links for Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, and Available Certifications and Ratings. The main content area features a banner with the IACRA logo and the text 'Integrated Airman Certification and Rating Application (IACRA)'. Below the banner, there are several informational sections: 'New to IACRA? Please read the [New User Guide](#).', 'Trouble Viewing Documents? Please make sure your browser [allows popups](#) in IACRA.', 'What's new in IACRA' section with a sub-section 'IACRA Version 8.15.1' and a list of changes, and 'Frequently Asked Questions' with a question about registration. On the right side, there is a login/register form with fields for Username (J MILLER) and Password (*****), and buttons for Login, Register, FAA Employee Login, and Help. A 'Need Help?' section is also present, providing links to manuals and training documentation.

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.

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**.

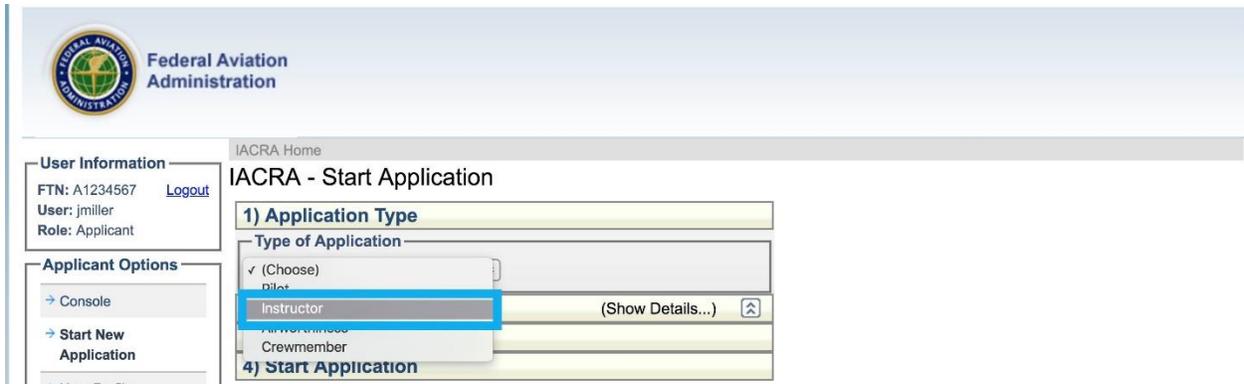
The screenshot shows the Federal Aviation Administration logo and the text "Federal Aviation Administration". Below this is a navigation menu with links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, and Available Certifications and Ratings. The main content area is titled "IACRA - Terms of Service & Role Selection" and contains a "Terms of Service (TOS)" section. The TOS text states: "You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: 1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system. 2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose." Below the TOS text, there is a section that says "Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role" followed by "I agree to the Terms of Service & select:". There are two buttons: "Accept TOS as --> APPLICANT" and "Do NOT accept Terms of Service".

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

The screenshot shows the Federal Aviation Administration logo and the text "Federal Aviation Administration". Below this is a navigation menu with links: Console, Start New Application, User Profile, Add Role, Change Role, Remove Role, Edit Preferences, and Change Password. The main content area is titled "IACRA - Applicant Console" and contains a "Start New Application" button. Below this is a section titled "Your Existing Applications" which contains a table with the following data:

Application	Start Date	Certificate Type	Status	Available Actions
9999993	01/16/2018	Flight Instructor Refresher Course - Renewal	Airman Registry – Complete	View/Print ↓ Go
9999991	08/29/2016	Remote Pilot - Training Course	Airman Registry – Complete	View/Print ↓ Go
1999999	11/17/2015	FLIGHT INSTRUCTOR	Airman Registry – Complete	View/Print ↓ Go
9999999	01/30/2014	Flight Instructor Refresher Course - Renewal	Airman Registry – Complete	View/Print ↓ Go

- c. Under Application Type, choose “Instructor”



The screenshot shows the IACRA Home page. The header includes the Federal Aviation Administration logo and the text 'Federal Aviation Administration'. Below the header, there is a 'User Information' section with fields for FTN (A1234567), User (jmiller), and Role (Applicant). To the right, the page title is 'IACRA - Start Application'. The main content area is divided into sections: '1) Application Type', '2) Certifications', '3) Other Path Information', and '4) Start Application'. The '1) Application Type' section contains a 'Type of Application' dropdown menu with options: (Choose), Pilot, Instructor (highlighted), Airworthiness, and Crewmember. A '(Show Details...)' link is visible next to the 'Instructor' option.

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

IACRA - Start Application



The screenshot shows the 'IACRA - Start Application' page. The '1) Application Type' section is highlighted, and the 'Type of Application' dropdown menu is set to 'Instructor'. Below this, the '2) Certifications' section is highlighted, and the 'Instructor Certifications' list is visible. The list includes: FLIGHT INSTRUCTOR (highlighted), GROUND INSTRUCTOR, AUTHORIZED INSTRUCTOR, and FLIGHT INSTRUCTOR SPORT PILOT. The '3) Other Path Information' and '4) Start Application' sections are also visible at the bottom.

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

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 COMPETENCY
 - 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

- 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.

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
 - RENEWAL
 - GROUND INSTRUCTOR
 - AUTHORIZED INSTRUCTOR
 - FLIGHT INSTRUCTOR SPORT PILOT

3) Other Path Information

4) Start Application

Certificate Information and Help

Flight Instructor > Standard > FIRC - Flight Instructor Refresher Course

For certification requirements, follow the link to the applicable section of the Code of Federal Regulations [61.181](#)

- h. And finally, click **“Start Application.”**

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
 - RENEWAL
 - GROUND INSTRUCTOR
 - AUTHORIZED INSTRUCTOR
 - FLIGHT INSTRUCTOR SPORT PILOT

3) Other Path Information

Flight Instructor Refresher Course - Renewal

4) Start Application

Flight Instructor Refresher Course - Renewal

Please verify all of the information before starting the application.

Start Application

Certificate Information and Help

Flight Instructor > Standard > FIRC - Flight Instructor Refresher Course > Renewal

For certification requirements, follow the link to the applicable section of the Code of Federal Regulations [61.181](#)

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.

[Validate Residential Address](#) ? **If you make a change, validate it**

Residential Address ?

Address Line 1 123 MISSION ST ?

Address Line 2

Map or Directions to Physical Residential Address ?

City SAN FRANCISCO

State CA

ZIP Code 94016

Country UNITED STATES

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. *

IACRA - Application Process

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

Personal Information (Section I, A-L) (Show Details...)

Certificate Held (Section I, G & M-O) (Hide Details)

English Language (Block G)

Yes No Do you read, speak, write, and understand the English language?

Airman Certificate (Block M-M3)

Check here, if you now hold, or you have ever held an FAA 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 Status

Personal Info

Certificate Held

Basis of Issuance

Pilot Time

Review & Submit

View Application



Application ID: 9876543

**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.*

- 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	<input type="checkbox"/> Airplane Single Engine
1234567	<input type="checkbox"/> Airplane Multiengine
Date Issued	<input checked="" type="checkbox"/> Airplane Single and Multiengine
1/22/2018	<input type="checkbox"/> Glider
Expiration Date	<input type="checkbox"/> Rotorcraft Gyroplane
1/31/2020	<input type="checkbox"/> Rotorcraft Helicopter
	<input type="checkbox"/> Rotorcraft Helicopter and Gyroplane
	<input checked="" type="checkbox"/> Instrument Airplane
	<input type="checkbox"/> Instrument Helicopter
	<input type="checkbox"/> Instrument Airplane and Helicopter
	<input type="checkbox"/> Instrument Powered Lift
	<input type="checkbox"/> Powered Lift

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.**

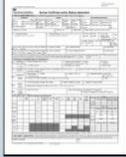
Airman Certificate (Block M-M3)

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



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).

Medical Certificate (Block N-N-3)

Check if you now hold a Medical Certificate or will be applying under BasicMed?

Drug Conviction (Block O)

Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

No
 Yes

Save & Continue

Medical Certificate (Block N-N-3)

Check if you now hold a Medical Certificate or will be applying under BasicMed?

Please Note: Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.

Select the certificate Type FAA Military BasicMed

Class of Medical Certificate

Date issued

Name of Examiner

First Class
Second Class
Third Class

Drug Conviction (Block O)

Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

No
 Yes

Save & Continue

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.

Medical Certificate (Block N-N-3)

Check if you now hold a Medical Certificate or will be applying under BasicMed?

Please Note: Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.

Select the certificate Type FAA Military BasicMed

Drug Conviction (Block O)

Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

No
 Yes

Date of final conviction

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**.

Basis of Issuance (Section II) (Hide Details)

Completion of Required Test (Block A)
 Military Competence (Block B)
 Graduate of Approved Course (Block C)
 Holder of Foreign License (Block D)
 Completion of Air Carrier's Approved Training Program (Block E)

No information needed in this section

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.**”

Pilot Time (Section III) (Hide Details)

Import Hours from application: 1664821 - 1/16/2018 - FLIGHT INSTRUCTOR Import

Please Note: 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.

Clear Pilot Hours

Airplane / Rotorcraft / Powered Lift Hours (Show Details...)

Glider / Lighter Than Air Hours (Show Details...)

Simulator(FFS) / Training Device(FTD) / ATD Hours (Show Details...)

Save & Continue

- 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.

Pilot Time (Section III) (Hide Details)

Import Hours from application: 1664821 - 1/16/2018 - FLIGHT INSTRUCTOR

Please Note: 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.

Airplane / Rotorcraft / Powered Lift Hours (Hide Details)

	Airplane	Rotorcraft	Powered Lift
Total Hours	2152.4		
Instruction Received	353.7		
Solo	22.7		
Pilot in Command (PIC)	2003.4		
Second in Command (SIC)	21.5		
Cross Country Instruction	41.2		
Cross Country Solo	11.4		
Cross Country PIC	441.1		
Cross Country SIC			
Instrument	123		
Night Instruction	18.6		
Night Takeoff Landings	393		
Night PIC	114.2		
Night SIC	4.8		
Night Takeoff Landing PIC			
Night Takeoff Landing SIC			
Class Hours - ASEL	2029		
Class Hours - ASES			
Class Hours - AMEL	115.9		
Class Hours - AMES			
Class Hours - Helicopter			
Class Hours - Gyroplane			

Glider / Lighter Than Air Hours (Show Details...)

Simulator(FFS) / Training Device(FTD) / ATD Hours (Show Details...)

Pilot Time (Section III) (Hide Details)

Import Hours from application: 1664821 - 1/16/2018 - FLIGHT INSTRUCTOR

Please Note: 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.

Airplane / Rotorcraft / Powered Lift Hours (Show Details...)

Glider / Lighter Than Air Hours (Show Details...)

Simulator(FFS) / Training Device(FTD) / ATD Hours (Show Details...)

7. Review and Submit

- a. For this section only select “No,” or your application will not be able to be processed.

<input checked="" type="checkbox"/> Personal Information (Section I, A-L)	(Show Details...)	⌵
<input checked="" type="checkbox"/> Certificate Held (Section I, G & M-O)	(Show Details...)	⌵
<input checked="" type="checkbox"/> Basis of Issuance (Section II)	(Show Details...)	⌵
<input checked="" type="checkbox"/> Pilot Time (Section III)	(Show Details...)	⌵
<input type="radio"/> Review and Submit (Section IV & V)	(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 ← **Answer is “No,” because you can’t fail an eFIRC.**

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)

- 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

Zoom:

**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.

Zoom:

Note: ...

You ...

↑

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

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:

d. Do the same for the privacy act.

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/UPDATING)

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

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.

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

PRIVACY ACT STATEMENT: This statement is provided pursuant to 5 U.S.C. § 552(a). The authority for collecting this information is contained in 49 U.S.C. §§ 40113, 44702, 44703, 44709 and 14 CFR Part 61. The principal purpose for which the information is intended to be used is to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission of the data is mandatory, except for the applicant's social security number which is optional. Failure to provide all required information will result in the FAA being unable to issue you a certificate and/or rating. The information collected on this form will be included in a Privacy Act System of Records known as DOT/FAA 847, titled "Aviation Records on Individuals" and will be subject to the routine uses published in the System of Records Notice for DOT/FAA 847 (see www.dot.gov/privacy/privacyactnotices), including:

(a) Providing basic airman certification and qualification information to the public upon request. Examples of basic information include:

- The type of certificate(s) and/or rating(s) held, limitations, date of issuance and certificate number;
- The status of the airman's certificate (i.e., whether it has been amended, modified, suspended or revoked for any reason);
- The airman's home address, unless requested by the airman to be withheld from public disclosure per 49 U.S.C. 44703(c);
- Information relating to an airman's physical status or condition used to determine statistically the validity of FAA medical standards, the date, class, and restrictions of the latest physical;
- Information relating to an individual's eligibility for medical certification, requests for exemption from medical requirements, and requests for review of medical certificate denials.

- e. Click “**Review Application**” to review your 8710 application.

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

*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 Pilot: <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP		Ratings Category and/or Class: <input type="checkbox"/> ASE <input type="checkbox"/> AWE <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered Lift Instrument: <input type="checkbox"/> Airplane <input type="checkbox"/> Basic <input type="checkbox"/> Helicopter <input type="checkbox"/> Advanced <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Instrument <input type="checkbox"/> Added Rating	
		Other Information/Requests <input type="checkbox"/> Initial <input type="checkbox"/> Reexamination <input type="checkbox"/> Instrument Proficiency Check <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Reissuance <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reinstatement <input type="checkbox"/> Flight Review <input type="checkbox"/> Limitation Removal <input type="checkbox"/> IPL	
A. Name (Last, First, Middle) MILLER, JENNIFER MARY		B. SSN (US Only) DO NOT USE	C. Date of Birth 01/10/1982
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 <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) 168
		J. Hair Color BROWN	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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input checked="" type="checkbox"/> No	N1. Class of Certificate	N2. Name of Medical Examiner	
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 these offenses are covered on the FAA Form 8500-8, Airman Medical Application Form. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			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
	1. U.S. Military Service	2. Date Rated in U.S. Military	b. As Pilot-in-Command
<input type="checkbox"/> B. Competence or Experience	4. List Military aircraft for which you have	a. logged pilot time or provided flight instruction (IP) (make and model)	b. passed an Instrument Proficiency Check (IPIC or CFII - (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."**

IACRA - Application Process

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

- Personal Information (Section I, A-L) (Show Details...)
- Certificate Held (Section I, G & M-O) (Show Details...)
- Basis of Issuance (Section II) (Show Details...)
- Pilot Time (Section III) (Show Details...)
- 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

- Your application can't be submitted until all validation errors are corrected.
- 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.**
- 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.
- Read and understand the Privacy Act statement by clicking the 'View Privacy Act' button below.
- 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 - View Pilot's Bill of Rights 2 - View Privacy Act 3 - Review Application

Sign and Submit

PILOT'S BILL OF RIGHTS

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

4 4 - Sign Pilot's Bill of Rights Acknowledgment

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

APPLICATION

Please carefully review your application for accuracy.

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

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

5 5 - Sign & Submit Application

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

**ACKNOWLEDGMENT OF RECEIPT OF
PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION**

I acknowledge that I received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application.

MILLER, JENNIFER MARY _____ 1234567 _____ 01/10/1982 _____
Print Name of Applicant Certificate Number Date of Birth

Flight Instructor Refresher Course - Renewal _____
Purpose of Application

MILLER, JENNIFER MARY _____ [Click to Sign](#) [Cancel](#) DATE _____
Signature of Applicant MM/DD/YYYY
(Applicant is not required to sign)

_____ DATE _____
Print Name of Designee Designee's Airman
Certificate Number

_____ DATE _____
Signature of Designee MM/DD/YYYY

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

- 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.

Sign and Submit

PILOT'S BILL OF RIGHTS

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

4 4 - Sign Pilot's Bill of Rights Acknowledgment

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

APPLICATION

Please carefully review your application for accuracy.

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

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

5 5 - Sign & Submit Application

j. Make sure to electronically sign at the bottom of the 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: <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP Instrument: <input type="checkbox"/> ASE <input type="checkbox"/> AME <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered-Lift Type Rating: _____	Category and/or Class: <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Added Rating Ground Instructor: <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Instrument	Initial <input type="checkbox"/> Reexamination <input type="checkbox"/> Instrument Proficiency Check <input type="checkbox"/> Renewal <input type="checkbox"/> Reissuance <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reinstatement <input type="checkbox"/> Flight Review <input type="checkbox"/> Limitation Removal <input type="checkbox"/> IPL Specify other: _____

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 <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) 168	J. Hair Color BROWN	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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input checked="" type="checkbox"/> 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. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			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)
<input type="checkbox"/> B. Competence of Experience	1. U.S. Military Service	2. Date Rated in U.S. Military
<input type="checkbox"/> C. Graduate of an Approved Course	1. Training Agency or Training Center	1a. Name
<input type="checkbox"/> D. Holder of Foreign License	1. Country that Issued the Foreign Pilot License	2. Grade of Foreign Pilot License
<input type="checkbox"/> E. Air Carrier Training Program	1. Name of Air Carrier	2. Date Training Began

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 PLOGIC	Instrument	Night Instruction Received	Night Take-Off/Landing	Night PLOGIC	Night Take-Off/Landing PLOGIC	Number of				
				SE	MEL									SES	MES	Flights	Air-to-Tower	Ground Launches
Airplanes	2152.40	353.70	22.70	2083.40	41.20	11.40	441.10	123.00	18.60	393.00	114.20	4.60	8.00	8.00				
Rotorcraft																		
Powered Lift																		
Glider	2.10	2.10																
Lighter-Than-Air																		
FFS																		
FTD																		
ATD	9.10	6.70						9.10										

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 Within Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant _____ Click to Sign Cancel Date (MM/DD/YYYY) _____

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

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.

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](#)

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 <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP		Ratings Category and/or Class: <input type="checkbox"/> ASE <input type="checkbox"/> AME <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered-Lift Type Rating: _____ <input type="checkbox"/> Added Rating		Other Information/Requests <input type="checkbox"/> Initial <input type="checkbox"/> Reexamination <input type="checkbox"/> Instrument Proficiency Check <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Reissuance <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reinstatement <input type="checkbox"/> Flight Review <input type="checkbox"/> Limitation Removal Specify other: _____ <input type="checkbox"/> IPL	
--	--	--	--	--	--

A. Name (Last, First, Middle): **MILLER, JENNIFER MARY** B. SSN (ITS 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 made 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

1. U.S. Military Service: _____ 2. Date Rated in U.S. Military: _____ 3. Rank or Grade: _____

C. Competence or Experience

4. List Military aircraft for which you have logged pilot time or provided flight instruction (IP) (make and model): _____ b. passed an Instrument Proficiency Check (IPIC or CFII) (make and model): _____

D. 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: _____

E. 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. ASE/L, AMEL, Type rating, etc.): _____

F. 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	Number of			
													Flights	Aero-Tones	Ground Launches	Powered Launches
Airplanes	2152.40	353.70	22.70	2003.40	41.20	11.40	441.10	123.00	18.60	393.00	114.20	4.80	8.00	8.00		
Rotorcraft																
Powered Lift																
Glider	2.10	2.10														
Lighter-Than-Air																
FFS																
FTD																
ATD	9.10	6.70						9.10								

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: _____

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

*Check for the signature at the bottom.

Zoom:

**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: <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP Instructor: <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Ground Category and/or Class: <input type="checkbox"/> ASE <input type="checkbox"/> AME <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered Lift Instrument: <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered Lift <input type="checkbox"/> Instrument <input type="checkbox"/> Basic <input type="checkbox"/> Advanced Ground Instructor: <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Renewal <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 <input type="checkbox"/> IPL Specify other: _____			
A. Name (Last, First, Middle) MILLER, JENNIFER MARY		B. SSN (US Only) DO NOT USE	C. Date of Birth 01/10/1982
E1. Residential Address (Including City, State, Zip Code, and County) 123 MISSION ST SAN FRANCISCO CA 94016		D. Place of Birth (City and State) or (City and Country) BUFFALO NY USA	
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) 168
		J. Hair Color BROWN	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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input checked="" type="checkbox"/> 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. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			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 Night test required)	2. Total time in this aircraft and/or approved FFS or FTD (hours)	a. Flight Time
<input type="checkbox"/> U.S. Military	1. U.S. Military Service	2. Date Rated in U.S. Military	b. As Pilot-in-Command
			3. Rank or Grade

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

IACRA - Application Process

<input checked="" type="checkbox"/> Personal Information (Section I, A-L)	-- SUBMITTED & LOCKED --	⌵
<input checked="" type="checkbox"/> Certificate Held (Section I, G & M-O)	-- SUBMITTED & LOCKED --	⌵
<input checked="" type="checkbox"/> Basis of Issuance (Section II)	-- SUBMITTED & LOCKED --	⌵
<input checked="" type="checkbox"/> Pilot Time (Section III)	-- SUBMITTED & LOCKED --	⌵
<input checked="" type="checkbox"/> 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.

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

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	<input type="button" value="View/Print"/> <input type="button" value="Delete"/> <input type="button" value="Go"/>
9999993	01/16/2018	Flight Instructor Refresher Course - Renewal	Airman Registry - Complete	03/01/2018	<input type="button" value="View/Print"/> <input type="button" value="Go"/>
9999991	08/29/2016	Remote Pilot - Training Course	Airman Registry - Complete	10/06/2016	<input type="button" value="View/Print"/> <input type="button" value="Go"/>
1999999	11/17/2015	FLIGHT INSTRUCTOR	Airman Registry - Complete	01/13/2016	<input type="button" value="View/Print"/> <input type="button" value="Go"/>
999999	01/30/2014	Flight Instructor Refresher Course - Renewal	Airman Registry - Complete	03/20/2014	<input type="button" value="View/Print"/> <input type="button" value="Go"/>

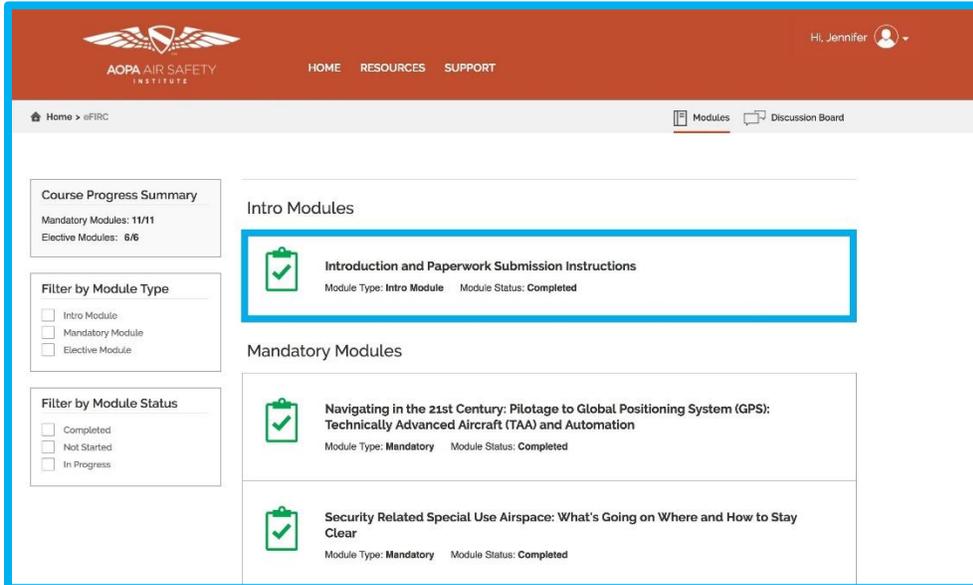
Airman Information

[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	

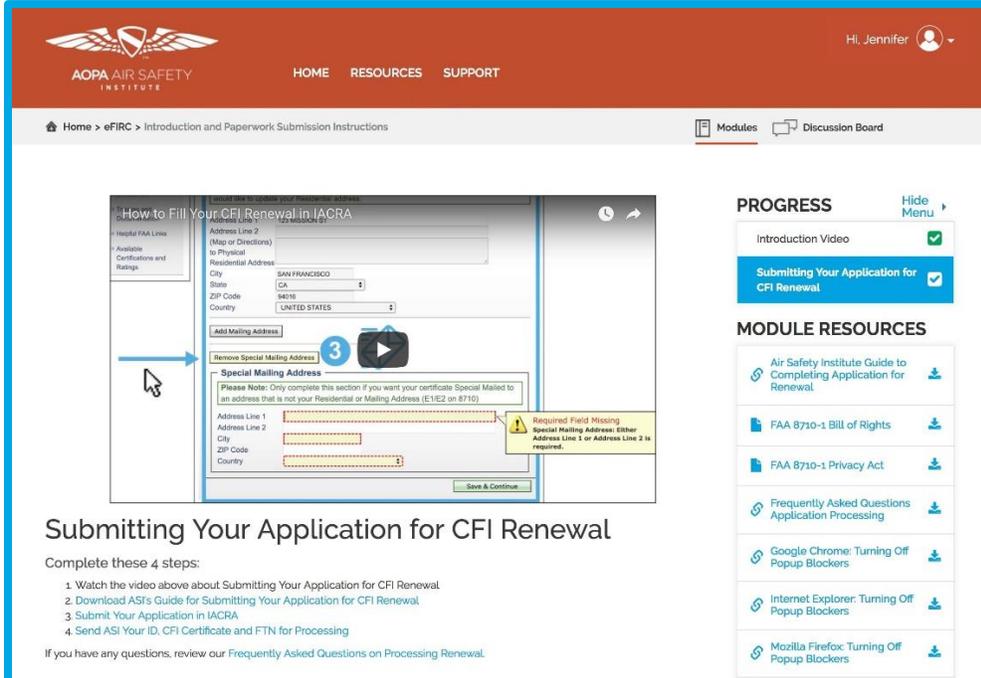
Section 2: Sending ID, Certificate and FTN number to ASI

- a. Go to the “Introduction and Paperwork Submission Instructions” intro module.



The screenshot shows the AOPA Air Safety Institute eFIRC Modules page. The user is logged in as Jennifer. The page displays a course progress summary with 11/11 mandatory modules and 6/6 elective modules completed. A list of modules is shown, with the 'Introduction and Paperwork Submission Instructions' module highlighted in a blue box. This module is an Intro Module with a status of 'Completed'. Other modules listed include 'Navigating in the 21st Century: Pilotage to Global Positioning System (GPS): Technically Advanced Aircraft (TAA) and Automation' and 'Security Related Special Use Airspace: What's Going on Where and How to Stay Clear', both of which are Mandatory Modules with a status of 'Completed'.

- b. Click on the “Submitting Your Application for CFR Renewal.”



The screenshot shows the AOPA Air Safety Institute eFIRC page for the 'Submitting Your Application for CFR Renewal' module. The page features a video player titled 'How to Fill Your CFI Renewal in IACRA' and a form for submitting an application. The form includes fields for Address Line 2, City, State, ZIP Code, and Country. A blue arrow points to the 'Submitting Your Application for CFR Renewal' item in the 'PROGRESS' section, which is marked with a checkmark. The 'MODULE RESOURCES' section lists various guides and documents related to the application process.

Submitting Your Application for CFI Renewal

Complete these 4 steps:

1. Watch the video above about Submitting Your Application for CFI Renewal.
2. Download ASI's Guide for Submitting Your Application for CFI Renewal.
3. Submit Your Application in IACRA.
4. Send ASI Your ID, CFI Certificate and FTN for Processing.

If you have any questions, review our [Frequently Asked Questions on Processing Renewal](#).

- c. Click on the option “Send ASI your ID, CFI Certificate and FTN for Processing.”

The screenshot shows the AOPA Air Safety Institute website. The main content area is titled "Submitting Your Application for CFI Renewal". It includes a video player with the title "How to Fill Your CFI Renewal in IACRA" and a list of four steps to complete the application. A blue arrow points to the fourth step: "Send ASI Your ID, CFI Certificate and FTN for Processing".

Submitting Your Application for CFI Renewal

Complete these 4 steps:

1. Watch the video above about Submitting Your Application for CFI Renewal
2. Download ASI's Guide for Submitting Your Application for CFI Renewal
3. [Step 3 is partially obscured by a video player]
4. Send ASI Your ID, CFI Certificate and FTN for Processing

If you have any questions, review our Frequently Asked Questions on Processing Renewal.

Optional: Or you can go directly to the upload form for sending your identification by visiting [clicking here](#) (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.*

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

The screenshot shows a Smartsheet form titled "eFIRC Applicant Information". It includes instructions to submit information for a CFI renewal process. The form fields are: Last Name (Pilot), First Name (Joseph), CFI Expiration Date (06/30/2018), Email Address (acepilot@gmail.com), and FTN (A1234567). There is a section for uploading a "Copy of CFI Certificate and Government issued Photo ID" with a file upload button and a "Submit" button. A blue arrow points to the "Upload" button with the text "You can upload multiple files, one at a time here."

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)

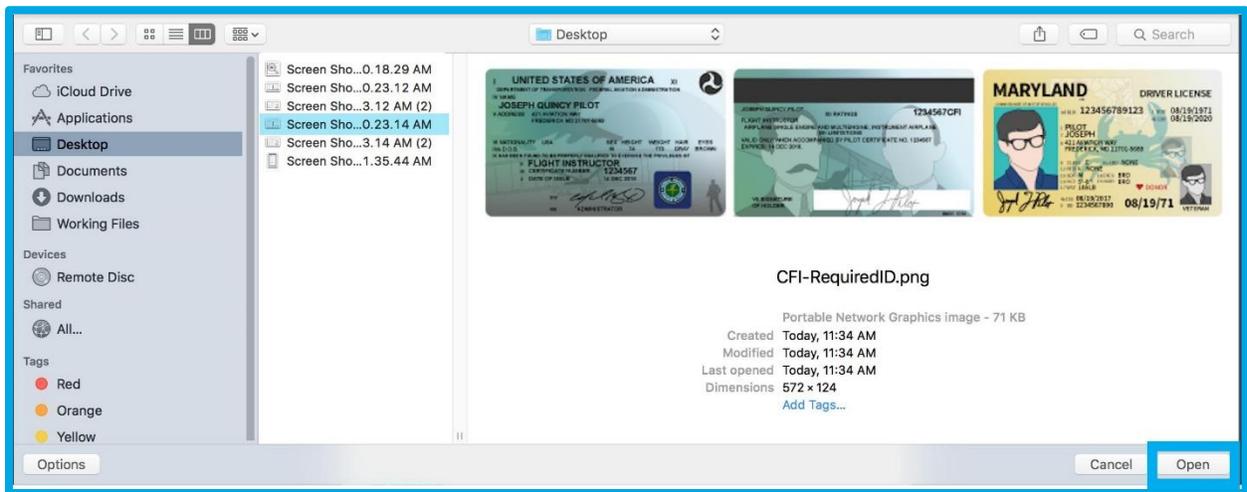
3) Upload a legible copy of your CFI Certificate front and back as well as your government issued photo ID. The copies may be sent as a scan or a photo image of the ID and CFI card. Color copy of ID and CFI card are highly preferred.*

**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 from photos 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.



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 ***First Name *****CFI Expiration Date (date on back of CFI card)** **Email Address *****FTN ***

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

e.g. 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.

 [remove](#) Send me a copy of my responses

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[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.