

# Step by Step Process for Issuance of Student Pilot Certificates Using Updated FAA Student Pilot Certificate Procedures

*New process effective April 1, 2016 and now allows CFIs along with FAA staff and DPEs to issue student pilot certificates.*



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- New procedures became effective on April 1, 2016 to require student pilot certificates to now be issued separate from FAA medical certificates.

- These certificates can now be issued by CFIs as well as the traditional sources of FAA staff and FAA Designated Pilot Examiners.

More information about the reasons for these changes can be found in an AOPA article, **“Student pilot certificate rules change April 1”** at:

<http://www.aopa.org/News-and-Video/All-News/2016/March/31/Student-pilot-certificate-application-rules-change-April-1>



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A handwritten signature in black ink, appearing to read "Jason Blair".



The following slides are a step by step set example of the entire process of issuing a student pilot certificate using IACRA with the updated procedures.



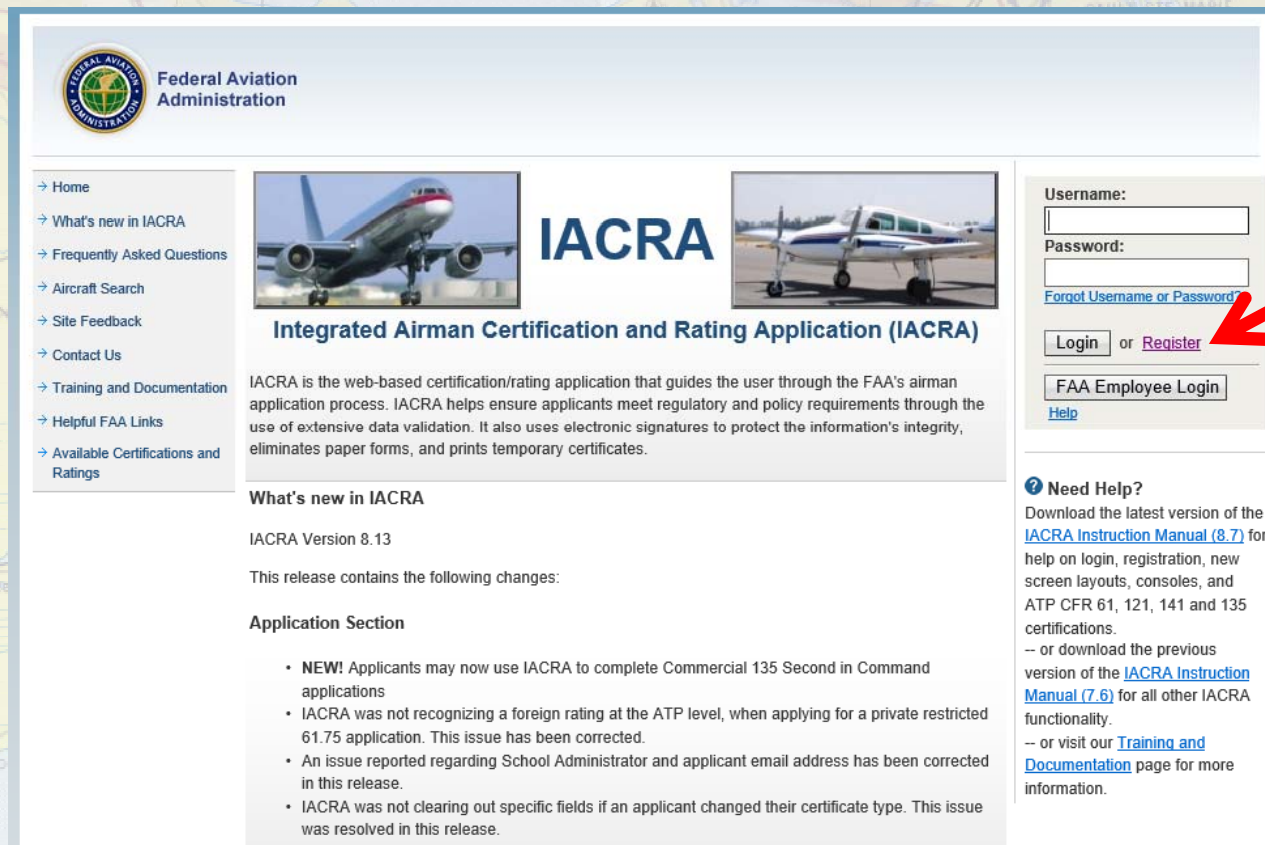
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A handwritten signature in black ink, appearing to read "Jason Blair".

First, the applicant for the student pilot certificate will need to set up an IACRA account at: [iacra.faa.gov](http://iacra.faa.gov)

On this website, select “Register”



The screenshot shows the IACRA website header with the Federal Aviation Administration logo. A left sidebar contains navigation 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 features the IACRA logo and a description of the application process. A right sidebar contains login and registration options. A red arrow points to the 'Register' link in the 'Login or Register' section.

**Federal Aviation Administration**

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

**IACRA**  
**Integrated Airman Certification and Rating Application (IACRA)**

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

**What's new in IACRA**  
IACRA Version 8.13  
This release contains the following changes:  
**Application Section**

- **NEW!** Applicants may now use IACRA to complete Commercial 135 Second in Command applications
- IACRA was not recognizing a foreign rating at the ATP level, when applying for a private restricted 61.75 application. This issue has been corrected.
- An issue reported regarding School Administrator and applicant email address has been corrected in this release.
- IACRA was not clearing out specific fields if an applicant changed their certificate type. This issue was resolved in this release.

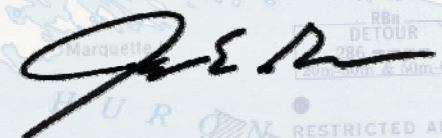
**Need Help?**  
Download the latest version of the [IACRA Instruction Manual \(8.7\)](#) for help on login, registration, new screen layouts, consoles, and ATP CFR 61, 121, 141 and 135 certifications.  
— or download the previous version of the [IACRA Instruction Manual \(7.6\)](#) for all other IACRA functionality.  
— or visit our [Training and Documentation](#) page for more information.

Username:  
  
Password:  
  
[Forgot Username or Password?](#)  
 or   
  
[Help](#)



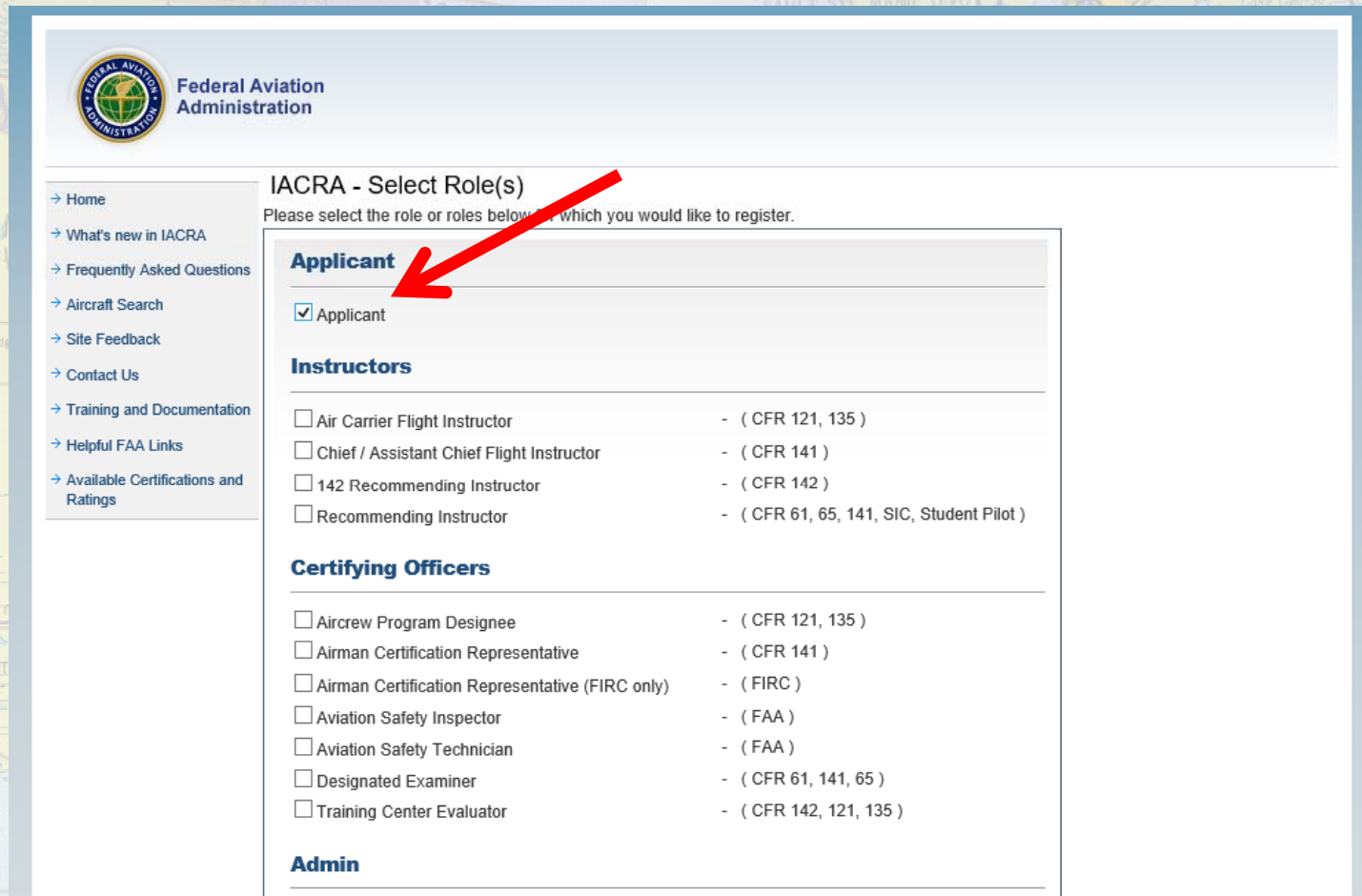
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After selecting, register, they will be brought to this screen where they will select “applicant”.



 **Federal Aviation Administration**

→ Home  
→ What's new in IACRA  
→ Frequently Asked Questions  
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→ Available Certifications and Ratings

### IACRA - Select Role(s)

Please select the role or roles below for which you would like to register.

**Applicant**

☒ Applicant

**Instructors**

<input type="checkbox"/> Air Carrier Flight Instructor	- ( CFR 121, 135 )
<input type="checkbox"/> Chief / Assistant Chief Flight Instructor	- ( CFR 141 )
<input type="checkbox"/> 142 Recommending Instructor	- ( CFR 142 )
<input type="checkbox"/> Recommending Instructor	- ( CFR 61, 65, 141, SIC, Student Pilot )

**Certifying Officers**

<input type="checkbox"/> Aircrew Program Designee	- ( CFR 121, 135 )
<input type="checkbox"/> Airman Certification Representative	- ( CFR 141 )
<input type="checkbox"/> Airman Certification Representative (FIRC only)	- ( FIRC )
<input type="checkbox"/> Aviation Safety Inspector	- ( FAA )
<input type="checkbox"/> Aviation Safety Technician	- ( FAA )
<input type="checkbox"/> Designated Examiner	- ( CFR 61, 141, 65 )
<input type="checkbox"/> Training Center Evaluator	- ( CFR 142, 121, 135 )

**Admin**



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With “Applicant” selected, the applicant will scroll down and then click “Agree to TOS and Continue”

☐ Training Center Evaluation

#### Admin

☐ School Administrator

- ( CFR 141, 142, 121, 135 )

#### Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

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

[Agree to TOS and Continue >>](#)



**U.S. Department of Transportation**  
Federal Aviation Administration  
800 Independence Avenue, SW  
Washington, DC 20591  
1-866-TELL-FAA (1-866-835-5322)

#### Readers & Viewers



#### Web Policies

Web Policies & Notices  
Privacy Policy

#### Government Sites

DOT.gov  
USA.gov  
Recovery.gov  
Regulations.gov  
Data.gov



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The next screen will capture applicant information. Fill in name, click “Do Not Use” for social security number (unless you really want to use it for some reason), and fill in personal characteristics data.

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

### IACRA - User Profile Information

#### Certificate Information

Airman Certificate Number  ?

Date of Issuance

#### Personal Information

**Please Note:** The total length of your first and middle names must be less than 50 characters.

First Name  ? ☐ No First Name

Middle Name  ? ☐ No Middle Name

Last Name

Name Suffix

SSN ☐ Social Security Number  ?  
☐ None  
☒ Do Not Use

Date of Birth

Sex ☐ Male ☐ Female

Hair Color

Eye Color

Weight (lbs.)  ?

Height (inches)  ?

Phone

Email Address  x ?



Scrolling down, fill in citizenship, place of birth, and address information.

Phone  ?  
Email Address  ?

#### Citizenship

Citizenship Country  ▼

#### Place of Birth

City of Birth  ?

County of Birth

Country of Birth  ▼

State of Birth  ▼

#### Residential Address ?

Address Line 1  ?

Address Line 2

Map or Directions to  
Physical Residential  
Address

City

State  ▼

ZIP Code

Country  ▼

- ☐ Check here if your Mailing Address is different from your Residential Address and you are using the 8710-1.  
☐ Check here if your Special Mailing Address is different from your Residential Address or Mailing Address.



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A little more scrolling and you will be prompted to select a couple of “security” questions that would be used if you ever lose your login or password, and to create a login and password that you will use for IACRA. With these filled in, click “register”.

☐ Check here if your Special Mailing Address is different from your Residential Address or Mailing Address.

### Security Questions

Security Question 1

In what city were you born? (Enter full name of city only) ▼ ?

Answer

Security Question 2

In what city was your mother born? (Enter full name of city only) ▼ ?

Answer

### User Name / Password

Create Your Unique IACRA Login

User Name

?

Password

•••••••• ?

Strong

Confirm Password

•••••••• ↶

Your Unique IACRA Login

User Name

Please confirm your password.

Cancel

Register




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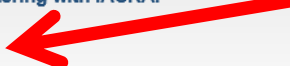
*Jason Blair*

This will complete the registration process and generate a screen with an FTN number. This number is important for the applicant to keep for this and all future FAA certificate processing actions. It will also email this information to the applicant on the email address they used for the registration. With this done, click “login”.


 **Federal Aviation Administration**

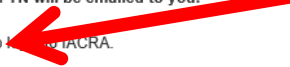
- Home
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- Frequently Asked Questions
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- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings


**Thank you for registering with IACRA.**


Your FTN is:  

Your User Name is:

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

Please click [here](#) to login to IACRA. 

 **U.S. Department of Transportation**  
Federal Aviation Administration  
800 Independence Avenue, SW  
Washington, DC 20591  
1-866-TELL-FAA (1-866-835-5322)

**Readers & Viewers**  


**Web Policies**  
Web Policies & Notices  
Privacy Policy

**Government Sites**  
DOT.gov  
USA.gov  
Recovery.gov  
Regulations.gov  
Data.gov





When logged back in, click “Accept TOS as Applicant” to move forward.

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

## IACRA - Terms of Service & Role Selection

### Terms of Service (TOS)

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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.

Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role

I agree to the Terms of Service & select:

Accept TOS as --> APPLICANT

Do NOT accept Terms of Service

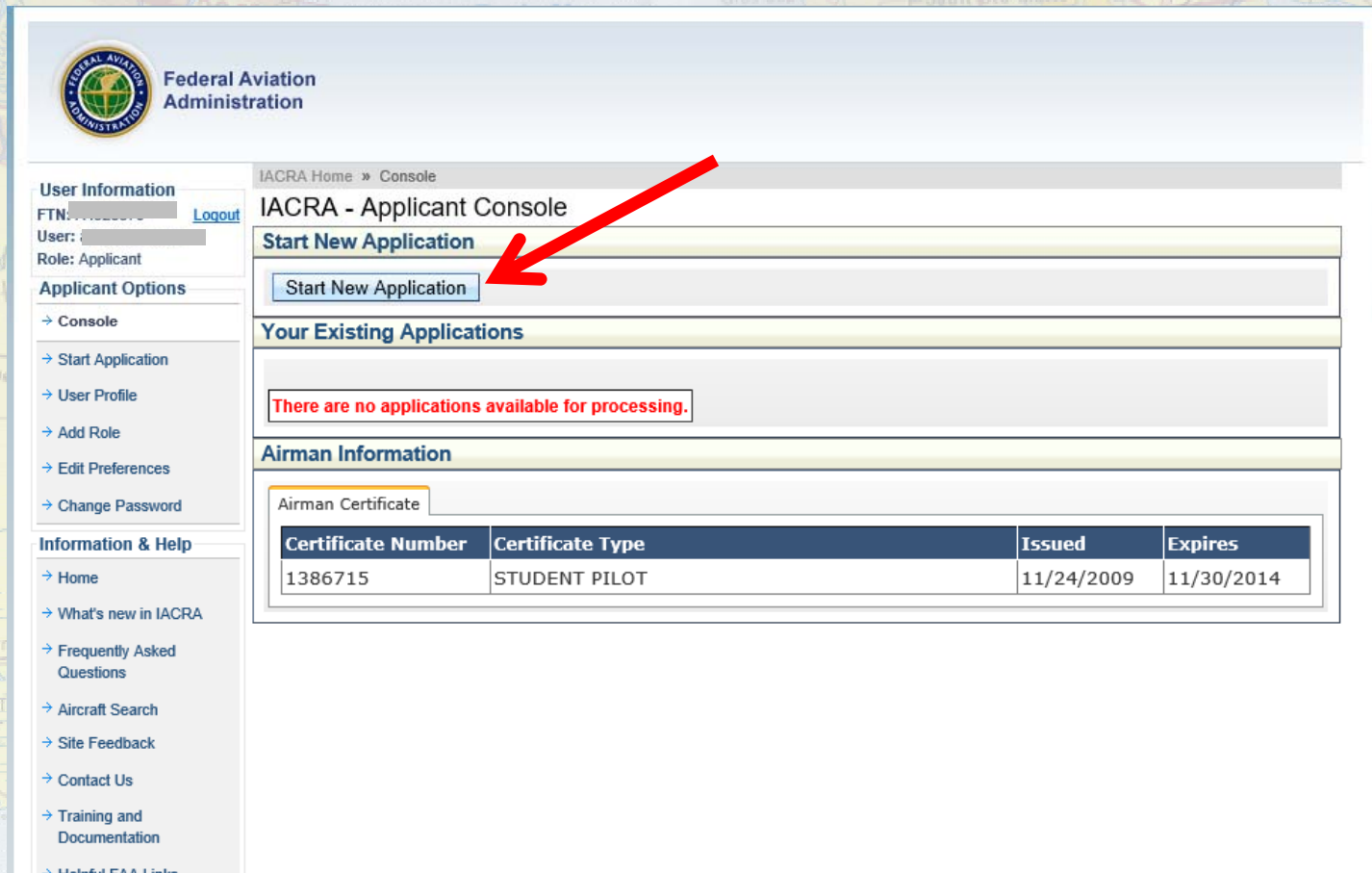


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A handwritten signature in black ink, appearing to read "Jason Blair". The signature is stylized with a large, sweeping "J" and "B".

Click “Start New Application” to begin a new student pilot certificate processing.



The screenshot shows the IACRA - Applicant Console interface. On the left is a sidebar with navigation links. The main content area has a header with the FAA logo and 'IACRA Home » Console'. Below this is a section titled 'Start New Application' with a button labeled 'Start New Application' highlighted by a red arrow. Below that is a section titled 'Your Existing Applications' with a message: 'There are no applications available for processing.' At the bottom is a section titled 'Airman Information' with a sub-section 'Airman Certificate' containing a table of certificate details.

**User Information**  
FTN: [redacted] [Logout](#)  
User: [redacted]  
Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role
- Edit Preferences
- Change Password

**Information & Help**

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links

IACRA Home » Console

### IACRA - Applicant Console

#### Start New Application

[Start New Application](#)

#### Your Existing Applications

There are no applications available for processing.

#### Airman Information

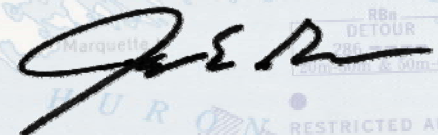
Airman Certificate

Certificate Number	Certificate Type	Issued	Expires
1386715	STUDENT PILOT	11/24/2009	11/30/2014



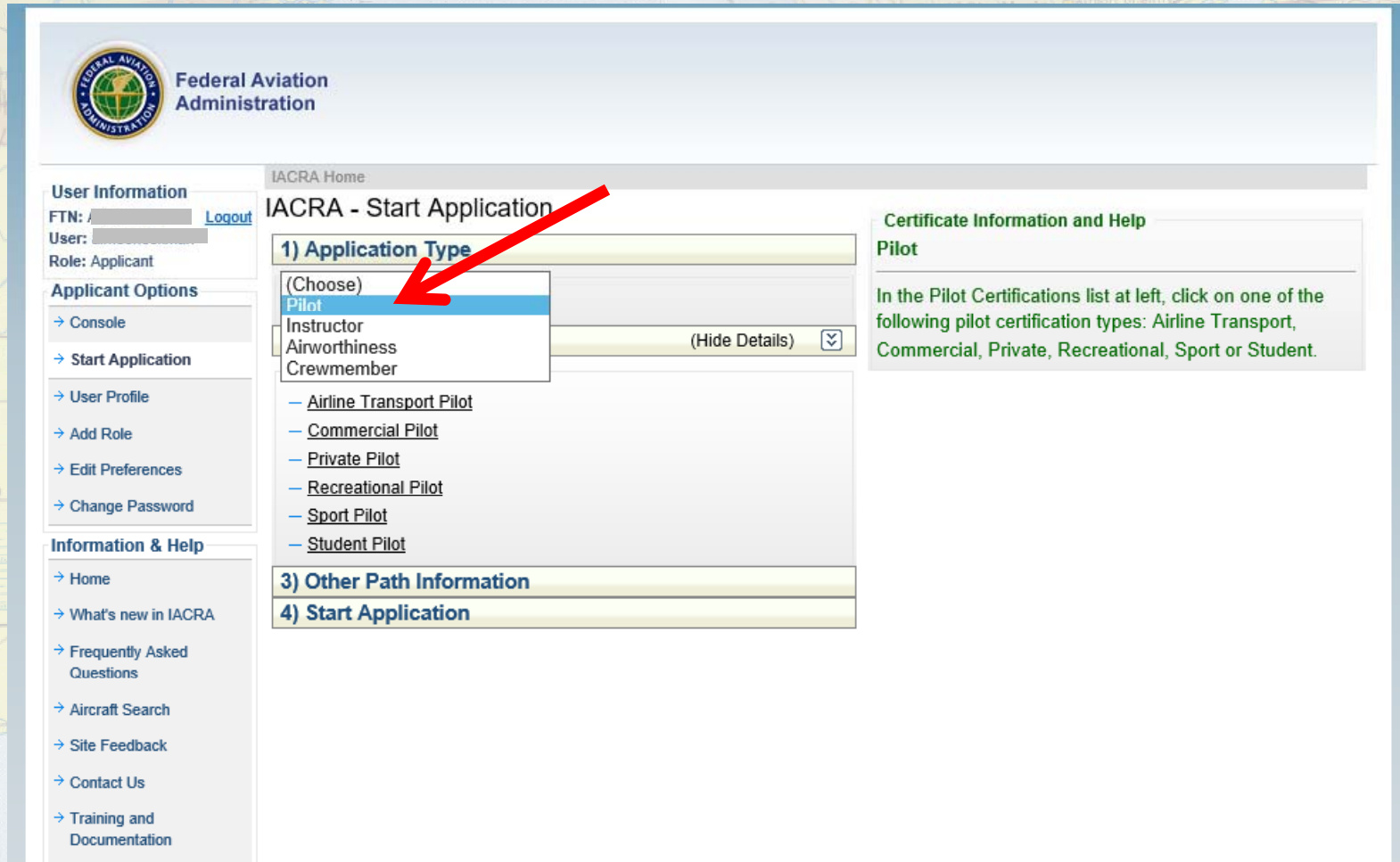
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Select "Pilot" application,



The screenshot shows the IACRA Home page. On the left is a sidebar with navigation links. The main content area is titled 'IACRA - Start Application'. A red arrow points to the 'Pilot' option in the '1) Application Type' dropdown menu. To the right of the dropdown is a '(Hide Details)' button. Below the dropdown is a list of pilot certification types. To the right of the main content area is a 'Certificate Information and Help' section with a 'Pilot' sub-section containing instructions on how to select a certification type.

**Federal Aviation Administration**

IACRA Home

**IACRA - Start Application**

**1) Application Type**

(Choose)  
**Pilot**  
Instructor  
Airworthiness  
Crewmember

(Hide Details) [v]

— Airline Transport Pilot  
— Commercial Pilot  
— Private Pilot  
— Recreational Pilot  
— Sport Pilot  
— Student Pilot

**3) Other Path Information**

**4) Start Application**

**Certificate Information and Help**

**Pilot**

In the Pilot Certifications list at left, click on one of the following pilot certification types: Airline Transport, Commercial, Private, Recreational, Sport or Student.

**User Information**  
FTN: [ ] [Logout](#)  
User: [ ]  
Role: Applicant

**Applicant Options**

- Console
- **Start Application**
- User Profile
- Add Role
- Edit Preferences
- Change Password

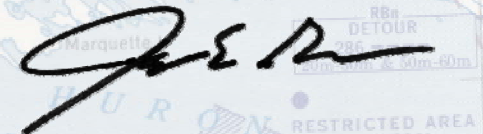
**Information & Help**

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation

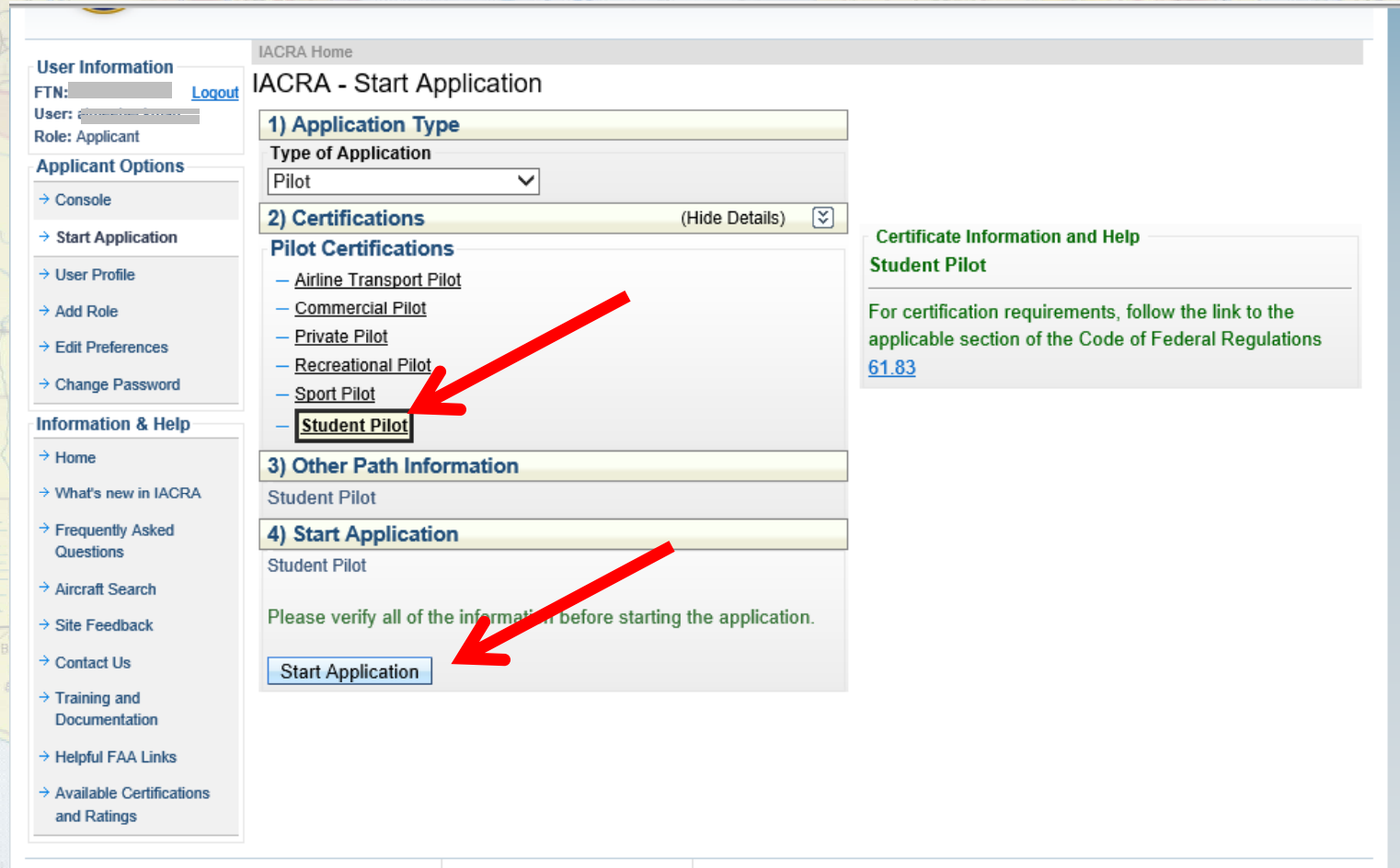


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Then select “Student Pilot”. Next select “Start Application”.



The screenshot shows the IACRA Home page for starting an application. The left sidebar contains navigation links under 'User Information', 'Applicant Options', and 'Information & Help'. The main content area is titled 'IACRA - Start Application' and is divided into four sections: 1) Application Type, 2) Certifications, 3) Other Path Information, and 4) Start Application. In the '1) Application Type' section, 'Pilot' is selected in the dropdown menu. In the '2) Certifications' section, 'Student Pilot' is highlighted with a red box and a red arrow. In the '4) Start Application' section, the 'Start Application' button is highlighted with a red box and a red arrow. A green text box on the right provides information about certificate requirements and a link to the Code of Federal Regulations.


**User Information**  
FTN: [redacted] [Logout](#)  
User: [redacted]  
Role: Applicant

**Applicant Options**  
→ Console  
→ Start Application  
→ User Profile  
→ Add Role  
→ Edit Preferences  
→ Change Password

**Information & Help**  
→ Home  
→ What's new in IACRA  
→ Frequently Asked Questions  
→ Aircraft Search  
→ Site Feedback  
→ Contact Us  
→ Training and Documentation  
→ Helpful FAA Links  
→ Available Certifications and Ratings

**IACRA Home**  
**IACRA - Start Application**

**1) Application Type**  
Type of Application  
Pilot

**2) Certifications** (Hide Details)   
**Pilot Certifications**  
— [Airline Transport Pilot](#)  
— [Commercial Pilot](#)  
— [Private Pilot](#)  
— [Recreational Pilot](#)  
— [Sport Pilot](#)  
— **Student Pilot**

**3) Other Path Information**  
Student Pilot

**4) Start Application**  
Student Pilot

Please verify all of the information before starting the application.

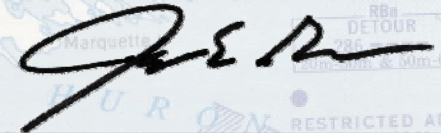
[Start Application](#)

**Certificate Information and Help**  
**Student Pilot**  
For certification requirements, follow the link to the applicable section of the Code of Federal Regulations [61.83](#)



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The next screen should “auto populate” the applicant information with the data that was entered when registration was completed, however, verify the data is correct before scrolling down.

User Information

FTN:  [Logout](#)

User:

Role: Applicant

Applicant Options

[→ Console](#)

[→ Start Application](#)

[→ User Profile](#)

[→ Add Role](#)

[→ Edit Preferences](#)

[→ Change Password](#)

Information & Help

[→ Home](#)

[→ What's new in IACRA](#)

[→ Frequently Asked Questions](#)

[→ Aircraft Search](#)

[→ Site Feedback](#)

[→ Contact Us](#)

[→ Training and Documentation](#)

[→ Helpful FAA Links](#)

[→ Available Certifications and Ratings](#)

IACRA - Application Process

Applying For: **Student Pilot** [\(Change\)](#)

☒ **Personal Information** (Section I, A-L) [\(Hide Details\)](#)

**Personal Information**

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

Full Name

Date of Birth

Sex

Citizenship Country

Hair Color

Eye Color

Weight (lbs.)

Height (inches)

City of Birth

Country of Birth

State of Birth

Phone

Email Address

**Residential Address (E1. On 8710-1)**

Please Note: If it is determined by the Airmen Registry that the address entered is a Commercial address in this section, you will be issued a Correction Notice for incorrect Residential Address.

Address Line 1

Address Line 2

**Application Status**

☒ Personal Info


☐ Certificate Held

☒ Basis of Issuance

☒ Pilot Time

☐ Review & Submit

**View Application**



**Application ID: 1134396**



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Scroll down and select, "Save & Continue".

- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

Country of Birth UNITED STATES  
State of Birth MI

Phone  
Email Address

### Residential Address (E1. On 8710-1)

**Please Note:** If it is determined by the Airmen Registry that the address entered is a Commercial address in this section, you will be issued a Correction Notice for incorrect Residential Address.

Address Line 1  
Address Line 2  
(Map or Directions) to Physical  
Residential Address  
City  
State MI  
ZIP Code  
Country UNITED STATES

Add Mailing Address

Add Special Mailing Address

Save Personal Information and Continue

Save & Continue

### Application Status

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

### View Application



Application ID: 1134396

- ☐ 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) (Show Details...)



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The next options will require that the applicant selects “yes” for English language proficiency and a selection of if the applicant has an FAA medical certificate. The medical certificate may be auto selected as yes, so if the applicant does not have one, “de-select” that option. Then click “Save & Continue”.

FTN: [pgout](#)  
User: [User](#)  
Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role
- Edit Preferences
- Change Password

**Information & Help**

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

Applying For: **Student Pilot** (Change)

☒ **Personal Information** (Section I, A-L) (Show Details...) (Up Arrow)

☒ **Certificate Held** (Section I, G & M-O) (Hide Details) (Down Arrow)

**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?

**Medical Certificate (Block N-N-3)**

☐ Check here, if you now hold a Medical Certificate?

**Drug Conviction (Block O)**

☐ Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

**Save & Continue**

**Application Status**

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

**View Application**

**Save Flight Certificate Information and Continue**

**Application ID: 1134396**

**Basis of Issuance (Section II)** (Show Details...) (Up Arrow)

**Pilot Time (Section III)** (Show Details...) (Up Arrow)

**Review and Submit (Section IV & V)** (Show Details...) (Up Arrow)



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The next options do not require any input, just click “Save & Continue”.

FTN: [ ] Logout  
User: [ ]  
Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role
- Edit Preferences
- Change Password

**Information & Help**

- Home
- What's new in IACRA
- Frequently Asked Questions
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- Site Feedback
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- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

**Applying For: Student Pilot (Change)**

<input checked="" type="checkbox"/> <b>Personal Information</b> (Section I, A-L)	(Show Details...) [ ]
<input checked="" type="checkbox"/> <b>Certificate Held</b> (Section I, G & M-O)	(Show Details...) [ ]
<input checked="" type="checkbox"/> <b>Basis of Issuance</b> (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


**Save & Continue**

<input checked="" type="checkbox"/> <b>Pilot Time</b> (Section III)	(Show Details...) [ ]
<input checked="" type="checkbox"/> <b>Review and Submit</b> (Section IV & V)	(Show Details...) [ ]

**Application Status**

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

**View Application**



**Application ID: 1134396**





This option also does not require any information to be input unless the applicant has already “logged” flight time. Entering already accumulated time here does make a record of time already logged, but it is not required for the certificate issuance. Click “Save & Continue” to move forward.

The screenshot displays the IACRA application interface for a Student Pilot. The sidebar on the left includes a 'Logout' link, user information (FTI, User, Role: Applicant), and sections for 'Applicant Options' (Console, Start Application, User Profile, Add Role, Edit Preferences, Change Password) and 'Information & Help' (Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings). The main content area is titled 'Applying For: Student Pilot (Change)' and lists several sections with checkboxes and expand/collapse icons: 'Personal Information (Section I, A-L)', 'Certificate Held (Section I, G & M-O)', 'Basis of Issuance (Section II)', 'Pilot Time (Section III)', 'Airplane / Rotorcraft / Powered Lift Hours', 'Glider / Lighter Than Air Hours', 'Simulator(FFS) / Training Device(FTD) / ATD Hours', and 'Review and Submit (Section IV & V)'. A red arrow points to the 'Add Role' link in the sidebar, and another red arrow points to the 'Save & Continue' button. The right-hand panel shows the 'Application Status' (Personal Info, Certificate Held, Basis of Issuance, Pilot Time, Review & Submit) and a 'View Application' section with a thumbnail of the application form and the 'Application ID: 1134396'.



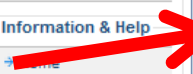
Unless the applicant has been previously “denied” a student pilot certificate for some reason, select “No” here.

FTN:  [Logout](#) Applying For: Student Pilot (Change)






User:   
Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role
- Edit Preferences
- Change Password

**Information & Help** 

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

<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 checked="" type="checkbox"/> 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?

☐ Yes

☒ No

**Important Information for IACRA Applicants**

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3. Know your FTN ( ), 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 National AVS IT Service Desk. (See Below).

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

**Student Summary (Informational Only)**

Certificate Type: Student Pilot  
Certificate #: PENDING


Passenger Carrying is Prohibited

NOTE: A permanent certificate will be issued by the Airmen Certification Branch with this information at a later date.

**Application Status**

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

**View Application**



Application ID: 1134396



IACRA will next require the applicant to “View Privacy Act”. Click this. It will make a “pop-up” screen come up (make sure pop-ups are not blocked on the browser).

#### Information & help

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

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3. Know your FTN ( ), 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.
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Email: [helpdesk@faa.gov](mailto:helpdesk@faa.gov)  
Phone: 1-844-FAA-MYIT (322-6948)

#### Student Summary (Informational Only)

Certificate Type: Student Pilot  
Certificate #: PENDING

Passenger Carrying is Prohibited

NOTE: A permanent certificate will be issued by the Airmen Certification Branch with this information at a later date.

#### Application Status

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

#### View Application



Application ID: 1134396

[View Privacy Act](#)

[Review](#)

[Submit Application](#)



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After reviewing the privacy statement, click close.

Print

Close

View/Print PDF

Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.

Close Document

## 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, telephone number, and email address which are 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](http://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(e);
  - 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.
- b) Using contact information to inform airmen of meetings and seminars conducted by the FAA regarding aviation safety.
- c) Disclosing information to the National Transportation Safety Board in connection with its investigation responsibilities.
- d) Providing information about airmen to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.
- e) Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.
- f) Making records of delinquent civil penalties owed to the FAA available to the U.S. Department of the Treasury and the U.S. Department of Justice (DOJ) for collection pursuant to 31 U.S.C. 3711(g).
- g) Making records of effective orders against the certificates of airmen available to their employers if the airmen use the affected certificates to perform job responsibilities for those employers.
- h) Making airmen records available to users of FAA's Safety Performance Analysis System (SPAS), including the Department of Defense Commercial Airlift Division's Air Carrier Analysis Support System (ACAS) for its use in identifying safety hazards and risk areas, targeting inspection efforts for certificate holders of greatest risk, and monitoring the effectiveness of targeted oversight actions.
- i) Making records of an individual's positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including current and prospective employers of such individuals. Such records also contain the names and titles of individuals who, in their commercial capacity, administer the drug and alcohol testing programs of aviation entities.
- j) Providing information about airmen through the Civil Aviation Registry's Comprehensive Airmen Information System to the Department of Health and Human Services, Office of Child Support Enforcement, and the Federal Parent Locator Service that locates noncustodial parents who owe child support. Records in this system are used to identify airmen to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of obligors. Records listed within the section on Categories of Records are retrieved using Connect: Direct through the Social Security Administration's secure environment.
- k) Making personally identifiable information about airmen available to other Federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA in connection with applications for airmen medical certification.
- l) Making records of past airman medical certification history data available to Aviation Medical Examiners (AMEs) on a routine basis so that AMEs may render the best medical certification decision.
- m) Making airmen, aircraft and operator record elements available to users of FAA's Skywatch system, including the Department of Defense, the Department of Homeland Security (DHS), DOJ and other authorized Federal agencies, for their use in managing, tracking and reporting aviation-related security events.
- n) Other possible routine uses published in the Federal Register (see Prefatory Statement of General Routine Uses for additional uses (65 FR 19477-78). For example, a record from this system of records may be disclosed to the United States Coast Guard (Coast Guard) and to the Transportation Security Administration (TSA) if information from this system was shared with either agency when that agency was a component of the Department of Transportation (DOT) before its transfer to DHS and such



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This will bring you to the previous window where the “Review” option is now available. Click this to bring up another “pop-up” window that will allow a review of the full application.

[→ Home](#)  
[→ What's new in IACRA](#)  
[→ Frequently Asked Questions](#)  
[→ Aircraft Search](#)  
[→ Site Feedback](#)  
[→ Contact Us](#)  
[→ Training and Documentation](#)  
[→ Helpful FAA Links](#)  
[→ Available Certifications and Ratings](#)

**Important Information for IACRA Applicants**

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

**Student Summary (Informational Only)**

Certificate Type: Student Pilot  
Certificate #: PENDING

Passenger Carrying is Prohibited


NOTE: A permanent certificate will be issued by the Airmen Certification Branch with this information at a later date.

[View Privacy Act](#) [Review](#) [Submit Application](#)

**Application Status**

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

**View Application**

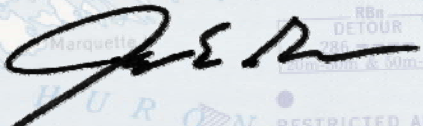


Application ID: 1134396



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After reviewing the application content for accuracy, click "Close" to go back to IACRA to complete a submission.

Print

Close

Save as Tiff

View/Print PDF

Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.

Close Document

**CRA Generated Copy**

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)

<b>Certificates</b> Pilot: <input checked="" type="checkbox"/> Student <input type="checkbox"/> Recreational <input type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP		<b>Ratings</b> Category and/or Class: ASE <input type="checkbox"/> AME <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered Lift <input type="checkbox"/> Instrument <input type="checkbox"/> Added Rating <input type="checkbox"/>		<b>Other Information/Requests</b> 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"/> IFL <input type="checkbox"/> Specify other: _____	
---	--	--	--	--	--

A. Name (Last, First, Middle) \_\_\_\_\_ B. SSN (US Only) **DO NOT USE** \_\_\_\_\_ C. Date of Birth \_\_\_\_\_ D. Place of Birth (City and State) or (City and Country) \_\_\_\_\_

E1. Residential Address (Include 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 ☒ USA ☐ Other \_\_\_\_\_ G. Do you read, speak, write, & understand the English language? ☒ Yes ☐ No

H. Height (inches) 66 I. Weight (pounds) 180 J. Hair Color BROWN K. Eye Color BLUE L. Sex ☐ Male ☒ Female

M. Do you hold, or have you ever held an FAA certificate? ☐ Yes ☒ No N. Do you hold a Medical Certificate? ☐ 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

**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)

3. As Pilot-in-Command

☐ B. 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 (IP) or CF- (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 147? ☐ 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. ASE, AME, 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 Instrument Received	Night Take-Off/Landing	Night PIC/SIC	Night Take-Off/Landing PIC/SIC	Class Totals	Number of			
														Flights	Aero Time	Ground School	Powered Landings
Airplanes																	
Rotocraft																	
Powered Lift																	



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*Handwritten signature*



With the review completed, you should now be able to click the “Submit Application” button to complete the submission.

→ Home

→ What's new in IACRA

→ Frequently Asked Questions

→ Aircraft Search

→ Site Feedback

→ Contact Us

→ Training and Documentation

→ Helpful FAA Links

→ Available Certifications and Ratings

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Phone: 1-844-FAA-MYIT (322-6948)

#### Student Summary (Informational Only)

Certificate Type: Student Pilot  
Certificate #: PENDING

Passenger Carrying is Prohibited

NOTE: A permanent certificate will be issued by the Airmen Certification Branch with this information at a later date.

[View Privacy Act](#)

[Review](#)

[Submit Application](#)

#### Application Status

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

#### View Application



Application ID: 1134396



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*John Blair*  
RESTRICTED AREA

When submitted, you will be brought to this screen that confirms the application has been submitted. The FTN number will now be used by the CFI to “issue” the student pilot certificate.

**Federal Aviation Administration**

**IACRA - Application Process**

Applying For: Student Pilot (Change)

Section	Status
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)	-- SUBMITTED & LOCKED -- (Hide Details)

Thank you for submitting your application.

Application ID : **1134396**  
Your FTN : [REDACTED]

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

**Application Status**

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

**View Application**

**Application ID: 1134396**

**User Information**

FTN: [REDACTED] [Logout](#)  
User: [REDACTED]  
Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role
- Edit Preferences
- Change Email

**Information & Help**

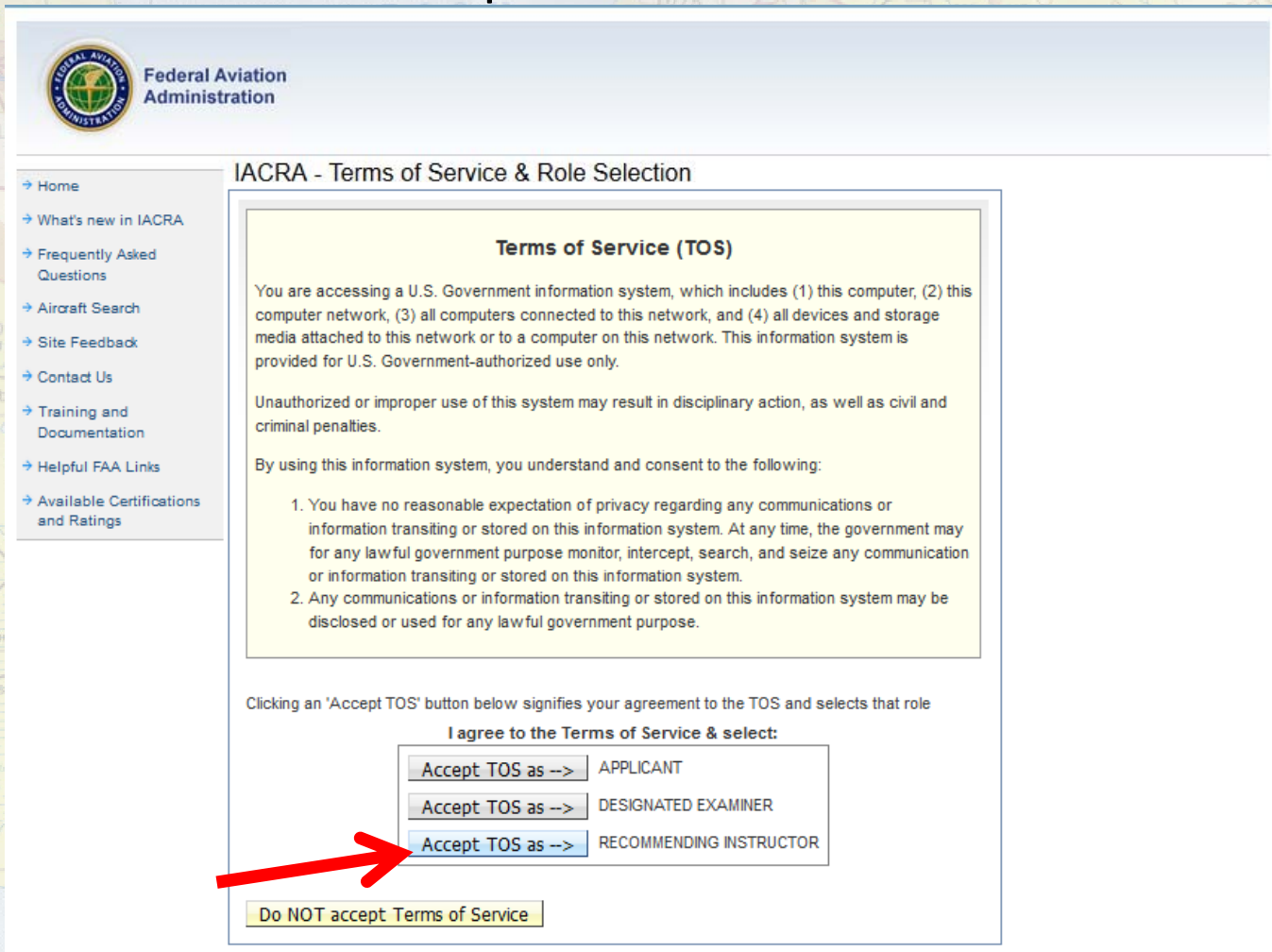
- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings




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The CFI can now login as “Recommending Instructor” to begin the application review and issuance process.



 **Federal Aviation Administration**

→ Home  
→ What's new in IACRA  
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→ Available Certifications and Ratings

### IACRA - Terms of Service & Role Selection

#### Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

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

Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role

**I agree to the Terms of Service & select:**

Accept TOS as -->	APPLICANT
Accept TOS as -->	DESIGNATED EXAMINER
Accept TOS as -->	RECOMMENDING INSTRUCTOR

**Do NOT accept Terms of Service**



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The CFI will now enter the FTN number of the applicant to retrieve the application that was submitted. With the FTN number entered, click “Retrieve”.

**Federal Aviation Administration**

IACRA Home » Console

**IACRA - Instructor Console**

**Retrieve & Process Applications**

FTN:  **Retrieve**

(Enter the Applicant's FTN to work, view, or print related documents such as; application for temporary certificate or knowledge test.)

**Your Activity History**

Date Range  -  **View History**

**Your IACRA Statistics**

Applications Processed

- ~ last 90 Days: 0
- ~ last 30 Days: 0
- ~ last 7 Days: 0

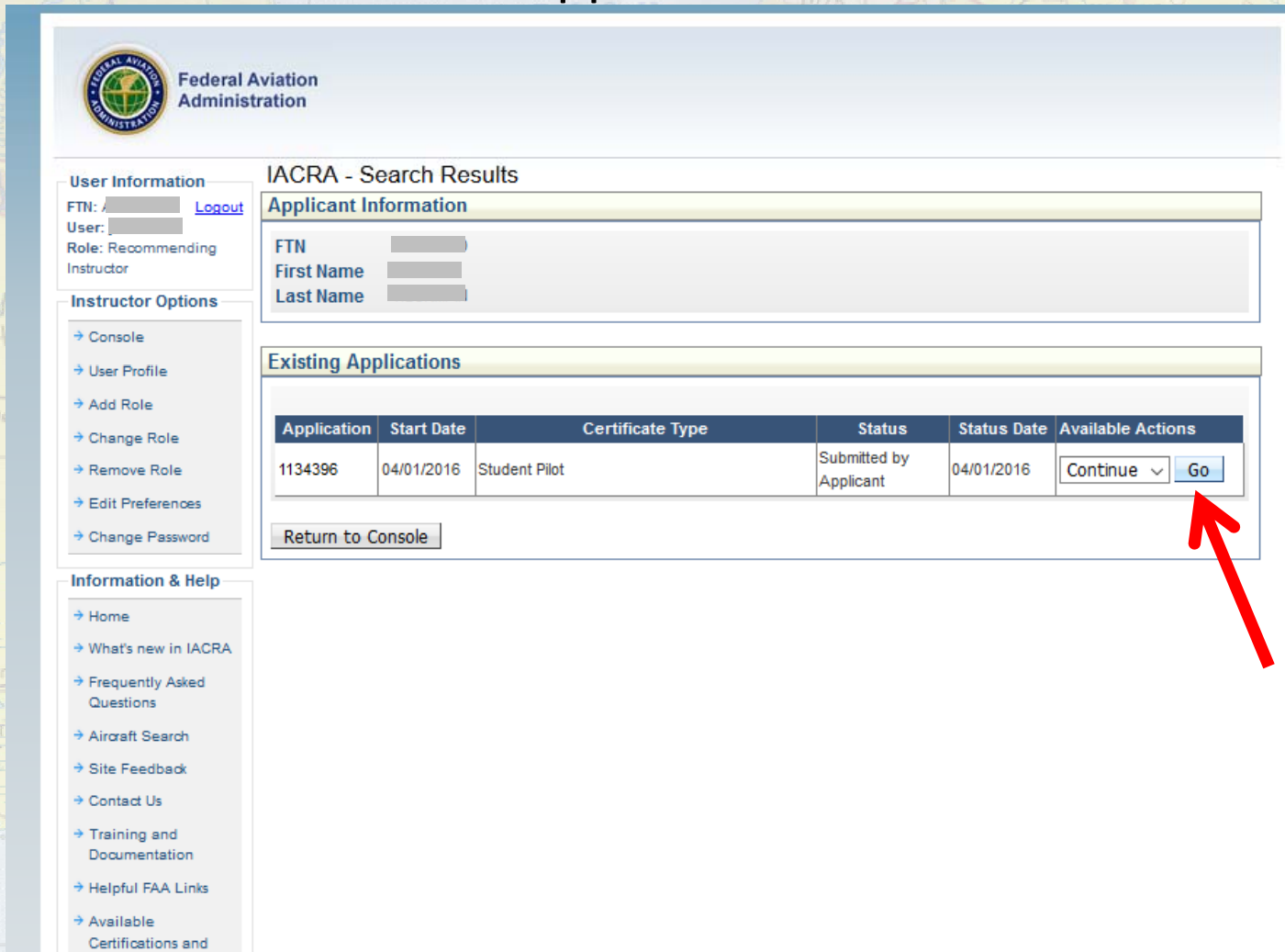
**Airman Information**


Airman Certificate | Airman Certificate Rating | NVIS Information

Certificate Number	Certificate Type	Issued	Expires
3108984	FLIGHT INSTRUCTOR		
3108984	GROUND INSTRUCTOR		
3108984	AIRLINE TRANSPORT PILOT		



This should show the application to the CFI for review.  
Click “Go” to work with this application.



 Federal Aviation Administration

**User Information**  
FTN: [redacted] [Logout](#)  
User: [redacted]  
Role: Recommending Instructor

**Instructor Options**  
→ Console  
→ User Profile  
→ Add Role  
→ Change Role  
→ Remove Role  
→ Edit Preferences  
→ Change Password

**Information & Help**  
→ Home  
→ What's new in IACRA  
→ Frequently Asked Questions  
→ Aircraft Search  
→ Site Feedback  
→ Contact Us  
→ Training and Documentation  
→ Helpful FAA Links  
→ Available Certifications and

**IACRA - Search Results**

**Applicant Information**  
FTN [redacted]  
First Name [redacted]  
Last Name [redacted]

**Existing Applications**

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
1134396	04/01/2016	Student Pilot	Submitted by Applicant	04/01/2016	Continue ▾ <b>Go</b>

[Return to Console](#)



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The CFI will then need to enter information from a government issued photo ID confirming they the applicant is who they say they are, verify the English language proficiency, and confirm the student is of the appropriate age for the student pilot certificate type sought (14 years old for gliders, 16 for airplane for example).

This part is new for CFIs as it was traditionally only used by DPEs and FAA staff. Then click "Save & Continue"

**User Information**  
FTN: [redacted] [Logout](#)  
User: [redacted]  
Role: Recommending Instructor

**Instructor Options**  
→ Console  
→ User Profile  
→ Add Role  
→ Change Role  
→ Remove Role  
→ Edit Preferences  
→ Change Password

**Information & Help**  
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→ Aircraft Search  
→ Site Feedback  
→ Contact Us  
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→ Helpful FAA Links  
→ Available Certifications and Ratings

**IACRA Home » Console » Certifying Officer's Checklist** [\(Hide All\)](#)

**Instructor Checklist for Student Pilot**

**Application Information**  
Applicant Name: [redacted]  
FTN: [redacted]  
Application ID: [redacted]  
Application Type: Student Pilot

[Begin Checklist](#)

☒ **Application Return/Edit - Comments - Upload Documents** [\(Show Details...\)](#)  
☐ **Airman's ID - English Language Proficiency - Age** [\(Hide Details\)](#)

**Airman Identification**  
Form of Identification: USA DRIVER'S LICENSE  
Identification Number: [redacted]  
Expiration Date (mm/dd/yyyy): [redacted]  
State: MI - MICHIGAN

**English Language Proficiency**  
Has the applicant met the English Language Proficiency Standard?  
☒ Yes  
☐ No

**Student Age Confirmation**  
Has the applicant met the minimum age requirement?  
☒ Yes  
☐ No

[Previous](#) [Save & Continue](#)

☐ **Applicant Signature** [\(Show Details...\)](#)  
☒ **Summary Information** [\(Show Details...\)](#)

**Checklist Status**  
☒ Application Options  
☐ Airman Identification  
☐ Applicant Signature  
☒ Summary Information  
☐ Sign Application  
[View Application](#)





The CFI must now “review” the application.

IACRA Home » Console » Certifying Officer's Checklist

### Instructor Checklist for Student Pilot (Hide All)

**User Information**  
FTN: [redacted] [Logout](#)  
User: [redacted]  
Role: Recommending Instructor

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Application Information**

Applicant Name: [redacted]  
FTN: [redacted]  
Application ID: [redacted]  
Application Type: Student Pilot

[Begin Checklist](#)

<input checked="" type="checkbox"/>	<a href="#">Application Return/Edit - Comments - Upload Documents</a>	(Show Details...)	
<input checked="" type="checkbox"/>	<a href="#">Airman's ID - English Language Proficiency - Age</a>	(Show Details...)	
<input type="checkbox"/>	<a href="#">Applicant Signature</a>	(Hide Details)	

Select 'Applicant Login' to allow the applicant to review and sign the application.

[Previous](#) [Review Application](#) [Applicant Login](#) [Continue](#)

<input checked="" type="checkbox"/>	<a href="#">Summary Information</a>	(Show Details...)	
<input type="checkbox"/>	<a href="#">Sign Application</a>	Available after Applicant signs	

**Checklist Status**

- ☒ Application Options
- ☒ Airman Identification
- ☐ Applicant Signature
- ☒ Summary Information
- ☐ Sign Application

**View Application**



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After reviewing this, click close on the “pop-out” window that came up.

Print

Close

Save as Tiff

View/Print PDF

Zoom: 100%

Note: For printing, please click the “View/Print PDF” button.

## IACRA Generated Copy

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 ☒ in all the blocks applicable to the certificate or rating for which you are applying.)

Certificates	Ratings	Other Information/Requests
<b>Pilot:</b> <input checked="" type="checkbox"/> Student <input type="checkbox"/> Private <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP	<b>Instrument:</b> <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered Lift <input type="checkbox"/> Added Rating	<input type="checkbox"/> Initial <input 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

**A. Name** (Last, First, Middle) **B. SSN** (US only) **C. Date of Birth** **D. Place of Birth** (City and State) or (City and Country)

**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** ☒ 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** ☒ Male ☐ Female

**M. Do you hold, or have you ever held an FAA certificate?** ☐ Yes ☒ No **M1. Grade of Certificate** **M2. Certificate Number** **M3. Date Issued**

**N. Do you hold a Medical Certificate?** ☐ Yes - FAA ☐ Yes - Foreign ☒ Yes - Military ☐ No **N1. Class of Medical 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 3. Rank or Grade

☐ **B. Competence of Experience** 1. U.S. Military Service 2. Date Rated in U.S. Military 3. Rank or Grade

☐ **C. Graduate of an Approved Course** 1. Training Agency or Training Center: 1a. Name 1b. Location (city and state) 1c. Certification Number 1d. Part 147? ☐ 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	Class Totals	Flights	Number of	
															Ground Launches	
Airplanes																
Rotorcraft																
Powered Lift																
Glider																



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*Jason Blair*

The “Applicant Login” option should now be available and will allow the applicant to login to now sign the application the CFI has reviewed. Click “Applicant Login”.

IACRA Home » Console » Certifying Officer's Checklist

**User Information**  
FTN: [REDACTED] [Logout](#)  
User: [REDACTED]  
Role: Recommending Instructor

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Information & Help**

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

**Instructor Checklist for Student Pilot** (Hide All)

**Application Information**

Applicant Name: [REDACTED]  
FTN: [REDACTED]  
Application ID: [REDACTED]  
Application Type: Student Pilot

[Begin Checklist](#)

☒ **Application Return/Edit - Comments - Upload Documents** (Show Details...) ▾

☒ **Airman's ID - English Language Proficiency - Age** (Show Details...) ▾

☐ **Applicant Signature** (Hide Details) ▲

☒ Check this box to verify that the applicant reviewed the Privacy Act statement prior to submitting or signing the application. [View Privacy Act](#)

☒ I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant. [View Pilot's Bill of Rights](#)

Select 'Applicant Login' to allow the applicant to review and sign the application.

[Review Application](#) [Applicant Login](#)

[Previous](#) [Continue](#)


☒ **Summary Information** (Show Details...) ▾

☐ **Sign Application** Available after Applicant signs ▾

**Checklist Status**

- ☒ Application Options
- ☒ Airman Identification
- ☐ Applicant Signature
- ☒ Summary Information
- ☐ Sign Application

**View Application**





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Have the applicant enter their login information and click  
“Accept TOS & Login”.

IACRA Home » Console » Certifying Officer's Checklist

### Instructor Checklist for Student Pilot

(Hide All)

**User Information**  
FTN: [Logout](#)  
User:  
Role: Recommending Instructor

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Application Information**  
Applicant Name:  
FTN:  
Application ID:  
Application Type: Student Pilot

**Checklist Status**

- Application Options
- Airman Identification
- Applicant Signature
- Summary Information
- Sign Application
- View Application

**Information & Help**

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

**Applicant's Username**

**Applicant's Password**

[Logout](#)

**Terms of Service (TOS)**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

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



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*Jason Blair*

The applicant must now “Sign Pilot’s Bill of Rights Acknowledgement” and then “Review and Sign Application”.

Background map showing Whitefish, Trout Lake, and Garden River.

JACRA Home » Console » Certifying Officers Checklist

### Instructor Checklist for Student Pilot (Hide All)

**User Information**  
FTN:  
User:  
Role: Recommending Instructor

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Application Information**  
Applicant Name:  
FTN:

**APPLICANT**

**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.

[Sign Pilot's Bill of Rights Acknowledgment](#)

(The applicant is not required to sign the Pilot's Bill of Rights Acknowledgment, the Certifying Officer must be required to sign from the Certifying Officer Checklist.)

**APPLICATION**

Please review your application for accuracy. If changes are necessary, cancel or close the sign document to return to the certifying officer's checklist. The Certifying officer may then allow you to edit your application at that time.

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, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

[Review and Sign Application](#)

**Checklist Status**

- Application Options
- Airman Identification
- Applicant Signature
- Summary Information
- Sign Application
- View Application



Signature of Jason Blair

The Pilot's Bill of Rights Acknowledgement will create a pop-out window that will allow the applicant to "Click to Sign".

investigation at the time of this application.

\_\_\_\_\_  
Print Name of Applicant

PENDING  
Certificate Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Student Pilot  
Purpose of Application

\_\_\_\_\_  
Signature of Applicant  
(Applicant is not required to sign)

[Click to Sign](#)  
[Cancel](#)

DATE  
MM/DD/YYYY

\_\_\_\_\_  
Print Name of Designee

\_\_\_\_\_  
Designee's Airman  
Certificate Number

\_\_\_\_\_  
Signature of Designee

DATE  
MM/DD/YYYY

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



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This will grey out the PBR acknowledgement as completed and allow the “Review and Sign Application to be completed. Click this.

**User Information**

FTN: [Logout](#)

User:

Role: Recommending Instructor

---

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

---

**Information & Help**

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- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

---

IACRA Home » Console » Certifying Officers Checklist

## Instructor Checklist for Student Pilot

[\(Hide All\)](#)

### Application Information

Applicant Name:

FTN:

### APPLICANT

#### 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.

(The applicant is not required to sign the Pilot's Bill of Rights Acknowledgment. If the applicant chooses not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

---

#### APPLICATION

Please review your application for accuracy. If changes are necessary, cancel or close the sign document to return to the certifying officer's checklist. The Certifying officer may then allow you to edit your application at that time.

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, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

**Checklist Status**

Application Options


Airman Identification

Applicant Signature

Summary Information

Sign Application

**View Application**





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*[Handwritten signature]*

Another pop-out window will be generated and prompt the applicant to “Click to Sign”.

Click this to move forward.

License \* Indicate how you fulfill the Pilot's License requirements (e.g. ATPL, ATPL, 1st Officer, 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 PLOGIC	Instrument	Night Instruction Received	Night Take-Off/Landing	Night PLOGIC	Night Take-Off/Landing PLOGIC	Class Totals	Number of		
														Flights	Aero-Time	Ground School
Airplanes																
Rotorcraft																
Powered Lift																
Glider																
Lighter-Than-Air																
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 Notice of Investigation and 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 (12-15) Supersedes Previous Edition IACRA Equivalent Application ID: 1134396 FTN: A4928370

☐ Accepted Student Pilot Application - I have personally reviewed the applicant's information and verified this person meets the eligibility requirements and verified the applicant's identification.

☐ Flight Review ☐ Instrument Proficiency Check ☐ Recommendation - I have personally instructed the applicant and consider this person ready to take the test.

Instructor Action ☐ Rejected Student Pilot Application

Date  Certified Flight Instructor's Signature (Print Name and Sign)  Certificate Number  CFI Certificate Expires

Air Agency's Recommendation

The applicant has successfully completed our \_\_\_\_\_ course, and is recommended for certificate or rating without further practical test.

Date  Agency Name and Number  Official Signature

Designated Examiner or Airman Certification Representative Report

☐ Accepted - Student Pilot Application ☐ Rejected Student Pilot Application

☐ I have personally reviewed this applicant's pilot logbook and/or training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought.

☐ I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.

☐ I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.

☐ I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.

☐ Approved - Temporary Certificate Issued (Original Attached) ☐ Disapproved - Disapproval Notice Issued (Original Attached)

Location of Test (Name of Facility or Airport, City, State)

Duration of Test  
 FFS / FTD  Ground / Oral  Flight

Certificate or Rating Being Applied For (Grade, Category, Class and/or Type Rating)  Type(s) of Aircraft Used  Registration Number(s)

Date  Examiner's Signature (Print Name and Sign)  Certificate Number  Designation Number  Designation Expires

Evaluator's Record (Use for All ATP Certificate(s) and/or Type Rating(s))

Inspector  Examiner  Signature and Certificate Number  Date



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*Handwritten signature of Jason Blair*

The CFI will now be prompted to log back in to complete the issuance process.

Map background showing Whitefish, Sault Ste Marie, and Garden River.

IACRA Home » Console » Certifying Officers Checklist (Hide All)


### Instructor Checklist for Student Pilot

**User Information**  
FTN: A2904551 [Logout](#)  
User: jeblair  
Role: Recommending Instructor

**Instructor Options**  
→ Console  
→ User Profile  
→ Add Role  
→ Change Role  
→ Remove Role  
→ Edit Preferences  
→ Change Password

**Application Information**  
Applicant Name:   
FTN:   
Application ID:   
Application Type: Student Pilot

**Checklist Status**  
Application Options  
Airman Identification  
Applicant Signature  
Summary Information  
Sign Application  
View Application

 This step must be performed by the Certifying Officer, [redacted] R. Certifying Officer is required to log back into IACRA on this screen to continue the remaining steps on the Certifying Officer's checklist.

Certifying Officer's Username:   
Certifying Officer's Password:

[Accept TOS & Log In](#) [Cancel](#) [Logout](#)

**Terms of Use (TOS)**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

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





The CFI will now be required to “Review” the application again.  
This will generate another pop-out window.

IACRA Home » Console » Certifying Officer's Checklist

### Instructor Checklist for Student Pilot (Hide All)

**User Information**  
FTN:  [Logout](#)  
User:   
Role: Recommending Instructor

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Application Information**  
Applicant Name:   
FTN:   
Application ID:   
Application Type: Student Pilot

[Begin Checklist](#)

<input checked="" type="checkbox"/>	<a href="#">Application Return/Edit - Comments - Upload Documents</a>	(Show Details...)	▼
<input checked="" type="checkbox"/>	<a href="#">Airman's ID - English Language Proficiency - Age</a>	(Show Details...)	▼
<input checked="" type="checkbox"/>	<a href="#">Applicant Signature</a>	(Hide Details)	▲

Applicant signature completed.


[Review Application](#) [Applicant Login](#)

[Previous](#) [Review Application](#) [Continue](#)

<input checked="" type="checkbox"/>	<a href="#">Summary Information</a>	(Show Details...)	▼
<input type="radio"/>	<a href="#">Sign Application</a>	(Show Details...)	▼

**Checklist Status**

- ☒ Application Options
- ☒ Airman Identification
- ☒ Applicant Signature
- ☒ Summary Information
- ☐ Sign Application

**View Application**



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After again  
reviewing this,  
click close.

Print

Close

Save as Tiff

View/Print PDF

Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.

## IACRA Generated Copy

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:		Initial						
<input checked="" type="checkbox"/> Student		<input type="checkbox"/> Recreational		<input type="checkbox"/> Flight		<input type="checkbox"/> ASE		<input type="checkbox"/> AME		<input type="checkbox"/> Land						
<input type="checkbox"/> Private		<input type="checkbox"/> Commercial		<input type="checkbox"/> Ground		<input type="checkbox"/> Helicopter		<input type="checkbox"/> Balloon		<input type="checkbox"/> See						
<input type="checkbox"/> ATP-Restricted		<input type="checkbox"/> ATP		<input type="checkbox"/> Gyroplane		<input type="checkbox"/> Airship		<input type="checkbox"/> Powered Lift		<input type="checkbox"/> Instrument						
				Type Rating				<input type="checkbox"/> Added Rating		<input type="checkbox"/> Renewal						
										<input type="checkbox"/> Reexamination						
										<input type="checkbox"/> Reissuance						
										<input type="checkbox"/> Flight Review						
										<input type="checkbox"/> Medical Flight Test						
										<input type="checkbox"/> Limitation Removal						
										<input type="checkbox"/> Specify other:						
										<input type="checkbox"/> 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)								
				DO NOT USE												
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?						
								<input checked="" type="checkbox"/> USA <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
								H. Height (inches)		I. Weight (pounds)	J. Hair Color					
								66		180	BROWN					
								K. Eye Color		L. Sex	M. Date Issued					
								BLUE		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female						
M. Do you hold, or have you ever held an FAA certificate?				M1. Grade of Certificate		M2. Certificate Number		M3. Date Issued								
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
N. Do you hold a Medical Certificate?				N1. Class of Medical Certificate		N2. Name of Medical Examiner		N3. Date Issued								
<input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input checked="" type="checkbox"/> 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. <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						
										b. As Pilot-in-Command						
<input type="checkbox"/> B. U.S. Military				1. U.S. Military Service				2. Date Rated in U.S. Military		3. Rank or Grade						
<input type="checkbox"/> C. Competence or Experience				4. List Military aircraft for which you have				a. logged pilot time or provided flight instruction (if) (instructor and model)		b. passed an Instrument Proficiency Check (if) (in CF-6) (instructor and model)						
<input type="checkbox"/> D. Graduate of an Approved Course				1. Training Agency or Training Center				1a. Name		1b. Location (City and State)						
										1c. Certification Number						
										1d. Part 147? <input type="checkbox"/> Yes <input type="checkbox"/> No						
				2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating)						3. Date						
<input type="checkbox"/> 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, AME, Type rating, etc.)												
<input type="checkbox"/> F. Air Carrier Training Program				1. Name of Air Carrier				2. Date Training Began		3. Accomplished Training Program						
										<input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition <input type="checkbox"/> Recurrent						
III. RECORD OF PILOT TIME (Do not write in the shaded areas)																
	Total	Instruction Received	Solo	PIC and SIC	Cross Country and SIC	Cross Country Solo	Cross Country PG/SC	Instrument	Night Instruction Received	Night Take-Off/Landing	Night PG/SC	Night Take-Off/Landing PG/SC	Class Totals	Number of Flights	Number of Solo Flights	Number of Powered Launches
Airplanes																
Rotocraft																
Powered Lift																



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After reviewing the application the CFI will be required to certify their FSDO and instructor information for the issuance. Click the box to confirm this.

IACRA Home » Console » Certifying Officer's Checklist

### Instructor Checklist for Student Pilot [\(Hide All\)](#)

**User Information**  
FTN:  [Logout](#)  
User:   
Role: Recommending Instructor

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Information & Help**

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- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings


**Application Information**  
Applicant Name:   
FTN:   
Application ID:   
Application Type: Student Pilot  
[Begin Checklist](#)

<input checked="" type="checkbox"/>	<a href="#">Application Return/Edit - Comments - Upload Documents</a>	<a href="#">(Show Details...)</a>	<a href="#">▼</a>
<input checked="" type="checkbox"/>	<a href="#">Airman's ID - English Language Proficiency - Age</a>	<a href="#">(Show Details...)</a>	<a href="#">▼</a>
<input checked="" type="checkbox"/>	<a href="#">Applicant Signature</a>	<a href="#">(Show Details...)</a>	<a href="#">▼</a>
<input checked="" type="checkbox"/>	<a href="#">Summary Information</a>	<a href="#">(Show Details...)</a>	<a href="#">▼</a>
<input type="radio"/>	<a href="#">Sign Application</a>	<a href="#">(Hide Details)</a>	<a href="#">▲</a>

**Instructor Address / FSDO Confirmation**  
  
  
  
FSDO:  ▼  
☐ The address and FSDO above are correct, or I have updated the address at [Airman Services](#).  
(If you need to change your Flight Standards District Office (FSDO), select the one closest to your location. For help locating your FSDO use this [FSDO locator](#).)

**Checklist Status**

- ☒ Application Options
- ☒ Airman Identification
- ☒ Applicant Signature
- ☒ Summary Information
- ☐ Sign Application

[View Application](#)



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With that selected, click “Sign Application”.

IACRA Home » Console » Certifying Officer's Checklist

**User Information**  
FTN: [Redacted] [Logout](#)  
User: [Redacted]  
Role: Recommending Instructor

**Instructor Options**

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

**Information & Help**

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- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings

### Instructor Checklist for Student Pilot (Hide All)

**Application Information**

Applicant Name: [Redacted]  
FTN: [Redacted]  
Application ID: [Redacted]  
Application Type: Student Pilot

[Begin Checklist](#)

<input checked="" type="checkbox"/>	<a href="#">Application Return/Edit - Comments - Upload Documents</a>	(Show Details...)	▼
<input checked="" type="checkbox"/>	<a href="#">Airman's ID - English Language Proficiency - Age</a>	(Show Details...)	▼
<input checked="" type="checkbox"/>	<a href="#">Applicant Signature</a>	(Show Details...)	▼
<hr/>			
<input checked="" type="checkbox"/>	<a href="#">Summary Information</a>	(Show Details...)	▼
<input type="radio"/>	<a href="#">Sign Application</a>	(Hide Details)	▲

**Instructor Address / FSDO Confirmation**

[Redacted]  
[Redacted]  
[Redacted]

FSDO: [Redacted] ▼

☒ The address and FSDO above are correct, or I have updated the address at [Airman Services](#). (If you need to change your Flight Standards District Office (FSDO), select the one closest to your location. For help locating your FSDO use this [FSDO locator](#).)

By electronically signing this document I certify that:


I have personally reviewed the applicant's information and verified this person meets the eligibility requirements and the applicant's identification and have **ACCEPTED** this Student Pilot application.

[Previous](#) [Sign Application](#)

**Checklist Status**

- ☒ Application Options
- ☒ Airman Identification
- ☒ Applicant Signature
- ☒ Summary Information
- ☐ Sign Application

**View Application**





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Click this.

[illegible]

<input checked="" type="checkbox"/> Accepted - Student Pilot Application		<input type="checkbox"/> Rejected - Student Pilot Application	
<input type="checkbox"/> Flight Review	<input type="checkbox"/> Instrument Proficiency Check	<input type="checkbox"/> Recurrent Training	<input type="checkbox"/> Recurrent Training
Date _____ Certified Flight Instructor's Signature (Print Name) _____ <b>Air Agency's Recommendation</b>		Certificate Number _____ CFII Certificate Expires 4/30/2017	
The applicant has successfully completed our _____ course, and is recommended for certificate or rating without further practical test.			
Date _____	Agency Name and Number _____	Official Signature _____	
<b>Designated Examiner or Airman Certification Representative Report</b>			
<input type="checkbox"/> Accepted - Student Pilot Application <input type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.		<input type="checkbox"/> Rejected - Student Pilot Application <input type="checkbox"/> I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.	
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved - Disapproval Notice Issued (Original Attached)			
Location of Test (Name of Facility or Airport, City, State)		Duration of Test	
		Ground / Oral	Flight
Certificate or Rating Being Applied For (Grade, Category, Class and/or Type Rating)	Type(s) of Aircraft Used	Registration Number(s)	
Date	Examiner's Signature (Print Name & Sign)	Certificate Number	Designation Number
			Designation Expires
<b>Evaluator's Record (Use for All ATP Certificate(s) and/or Type Rating(s))</b>			
Inspector	Examiner	Signature and Certificate Number	Date
Ground / Oral	<input type="checkbox"/>	<input type="checkbox"/>	_____
Approved FFS/FTD Check	<input type="checkbox"/>	<input type="checkbox"/>	_____
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Accepted - Student Pilot Application <input type="checkbox"/> I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with, pertinent procedures, standards, policies, and/or necessary requirements with the result indicated below. (The approved bar need only check if the Inspector is the one that issued the temporary airman certificate.)		<input type="checkbox"/> Rejected - Student Pilot Application <input type="checkbox"/> I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.	
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved - Disapproval Notice Issued (Original Attached)			
Location of Test (Name of Facility or Airport, City, State)		Duration of Practical Test	
		Ground / Oral	Flight



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*[Handwritten signature]*

The student pilot certificate is now completed and a confirmation screen will be generated. No temporary certificate will be issued and the student will now wait for a plastic to arrive in the mail.

IACRA Home » Console » Certifying Officer's Checklist

### User Information

FTN: [redacted] [Logout](#)  
User: [redacted]  
Role: Recommending Instructor

### Instructor Options

- Console
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

### Information & Help

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

## Instructor Checklist for Student Pilot (Hide All)

### Application Information

Applicant Name: [redacted]  
FTN: [redacted]  
Application ID: [redacted]  
Application Type: Student Pilot

[Begin Checklist](#)

✓ Application Return/Edit - Comments - Upload Documents	-- COMPLETED --	▼
✓ Airman's ID - English Language Proficiency - Age	-- COMPLETED --	▼
✓ Applicant Signature	-- COMPLETED --	▼
✓ Summary Information	-- COMPLETED --	▼
✓ Sign Application		(Hide Details) ▲

Thank you. Application has been successfully signed and will be sent to the Airmen Registry. If you have any questions or concerns please contact the National AVS IT Service Desk and refer to the application ID.

**National AVS IT Service Desk**  
1-844-FAA-MYIT (322-6948)  
helpdesk@faa.gov

Choose a Form to Review/Print  [View/Print](#)


**This is your ONLY opportunity to print the Pilot Bill of Rights Acknowledgement. It will become part of the applicant's file at the Airmen Registry.**  
**Please print/save it NOW if you wish to keep a copy.**

[Sign Another](#)

### Checklist Status

- ✓ Application Options
- ✓ Airman Identification
- ✓ Applicant Signature
- ✓ Summary Information
- ✓ Sign Application

### View Application



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