Integrated Airman Certification and/or Rating Application (IACRA)

Overview Presentation

What is IACRA?

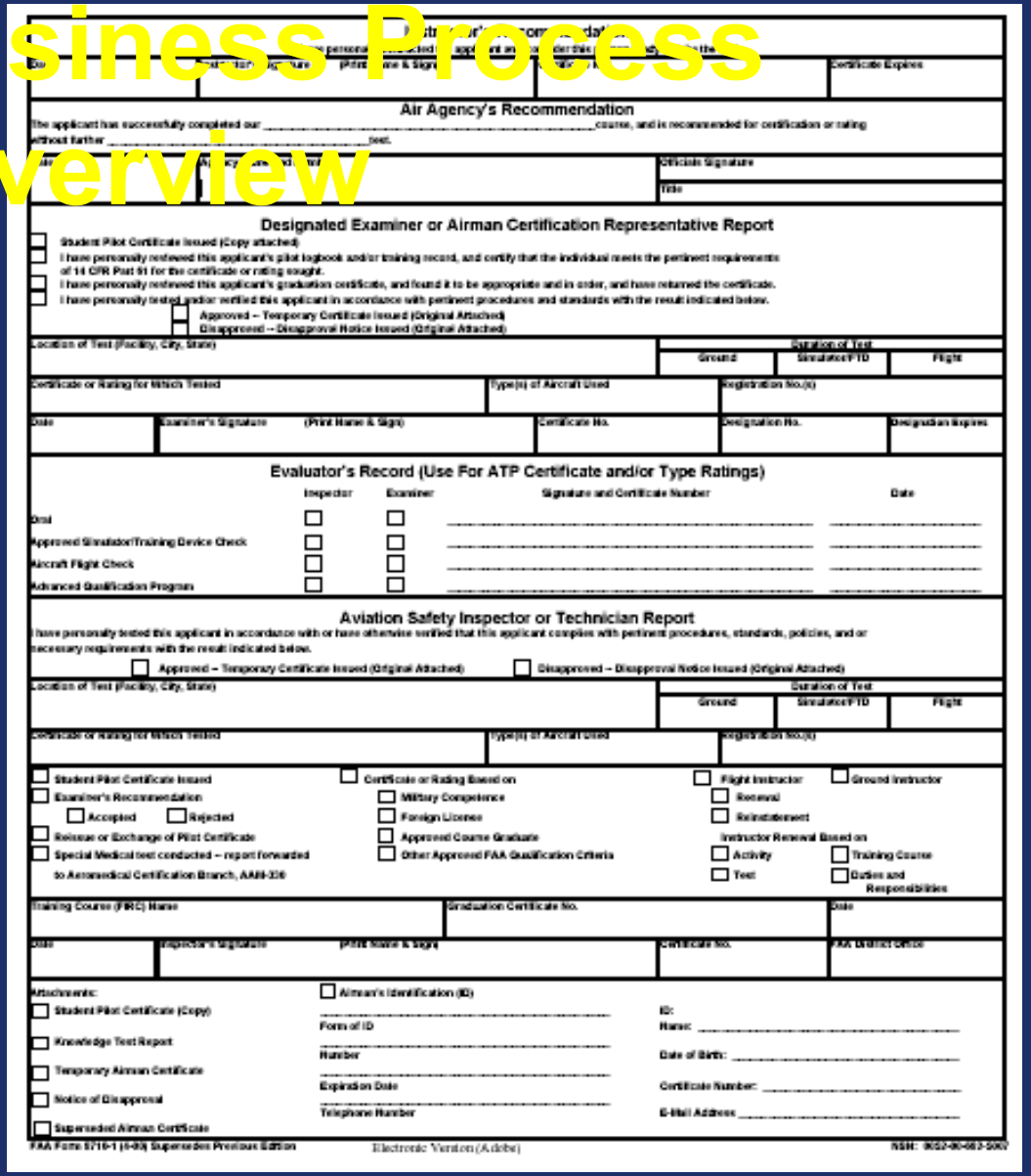
IACRA, the *I*ntegrated *A*irman *C*ertification and/or *R*ating *A*pplication, is a web-based application that uses online validation and digital signatures to verify the output data.

Upon successful completion of the IACRA process, the Civil Aviation Registry in Oklahoma City issues applicants a permanent airman certificate.

IACRA Business Process Overview

What is IACRA?

Simply put, it's just an electronic – and better – version of the old familiar 8710-1



Air Agency's Recommendation

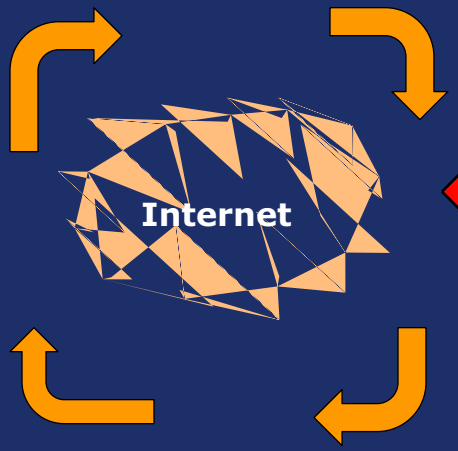
Designated Examiner or Airman Certification Representative Report

Evaluator's Record (Use For ATP Certificate and/or Type Ratings)

Aviation Safety Inspector or Technician Report

Coordinating the Players

Certifying Officer (FAA or Designated Examiner)



Recommending Instructor

Airman Applicant

Note that for processing a given application, three individuals must work in unison as a "triad:"

1) Airman Applicant

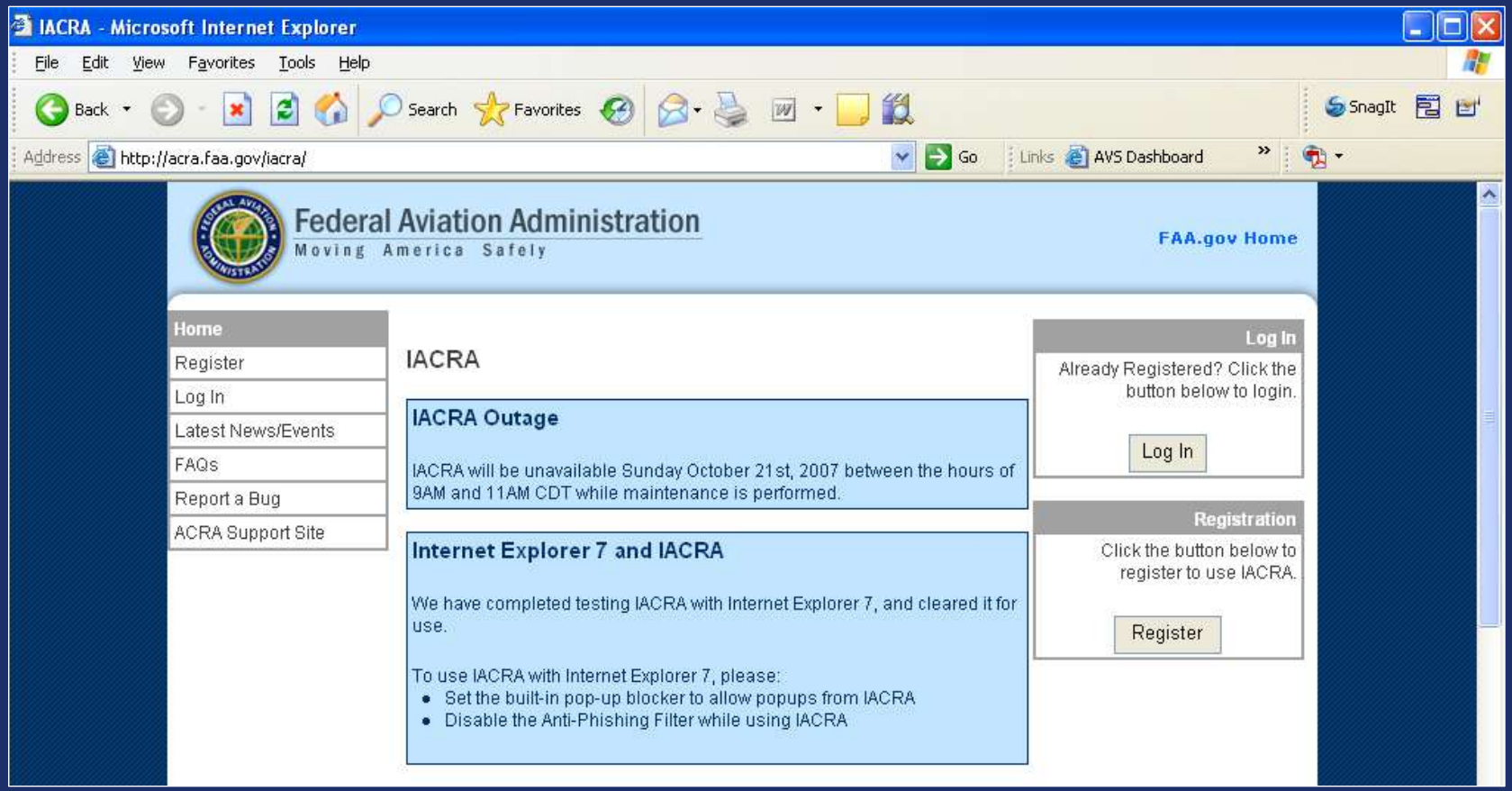
2) Recommending Instructor (RI), and

3) Certifying Officer (CO).

How this works will be illustrated in the next few slides.

Required Software

A IE5.5-7 web browser and Adobe Acrobat Reader are required for users to access the application



Required Software

Currently IACRA supports Internet Explorer 5.5 through 7.

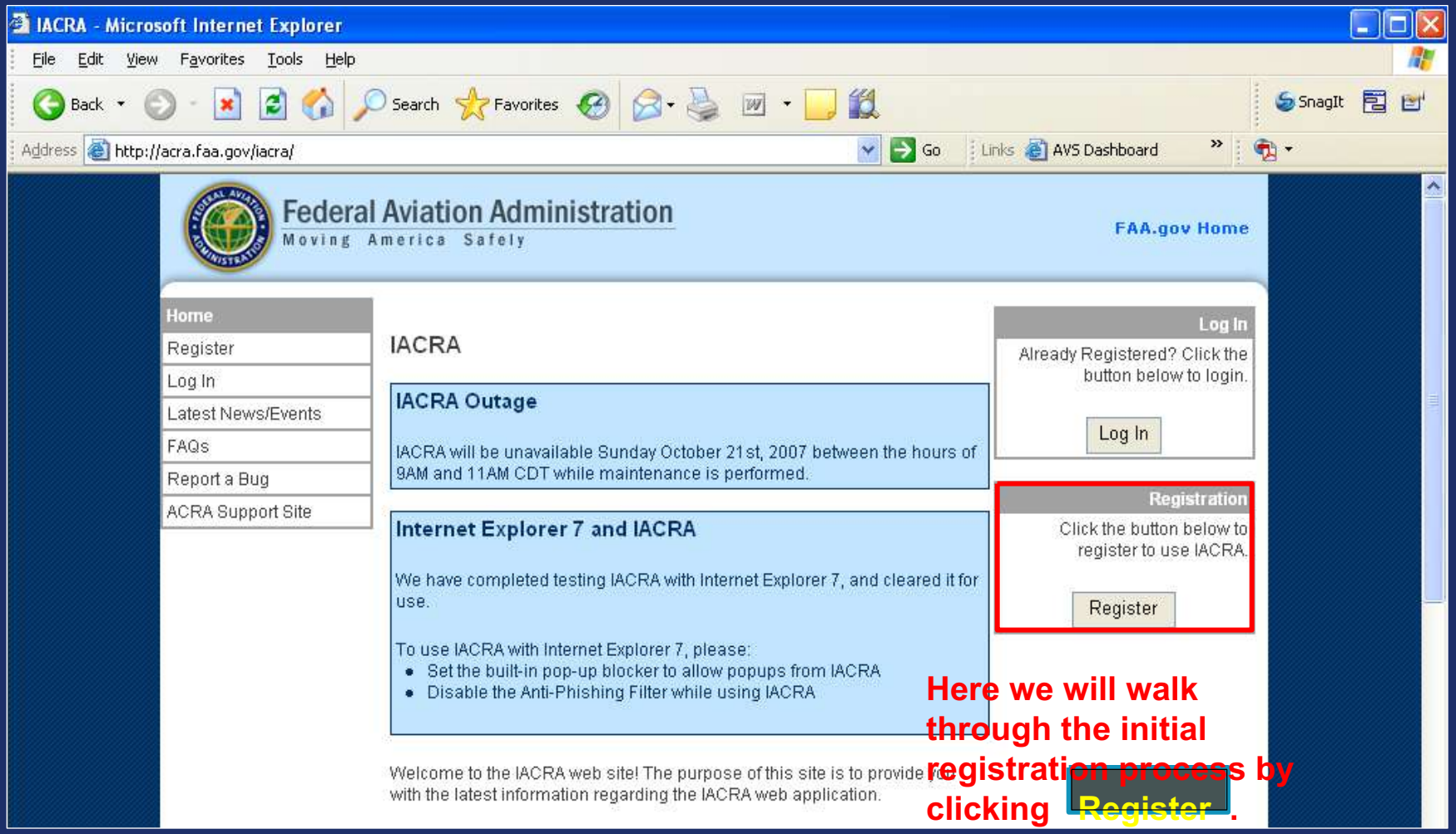
If you are using Internet Explorer 7 it is important to note that to ensure stability you should turn off anti-phishing and set the built-in pop-up blocker to allow popups from IACRA . Summary

IACRA Application Walkthrough

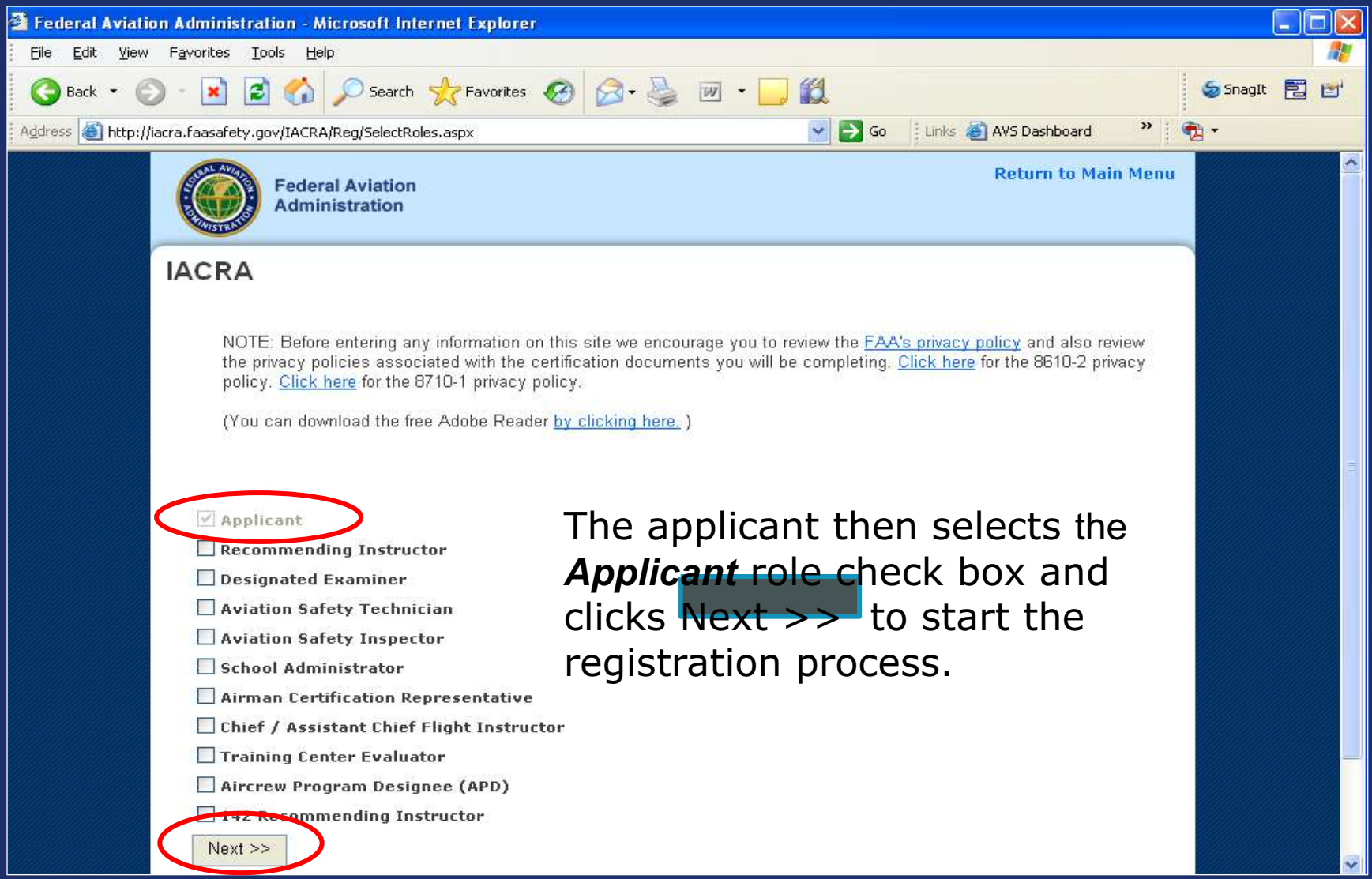
Part 1
Registering The New Applicant

The applicant is at the core of the application "Triad" since it is the applicant who is moving toward certification. We will start by examining the process by which the applicant initially registers with IACRA.

The IACRA Home Page

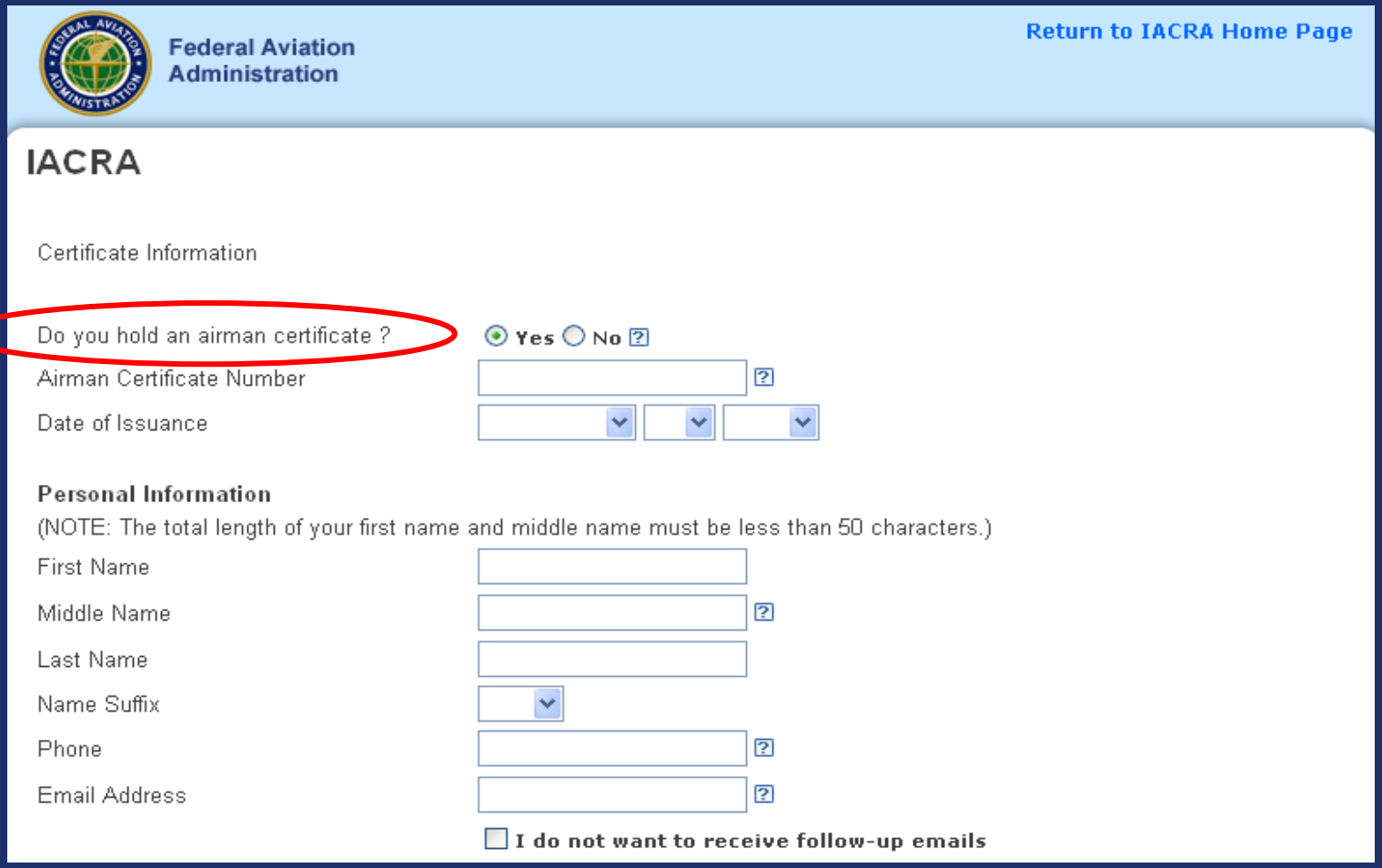


New Applicant Registration



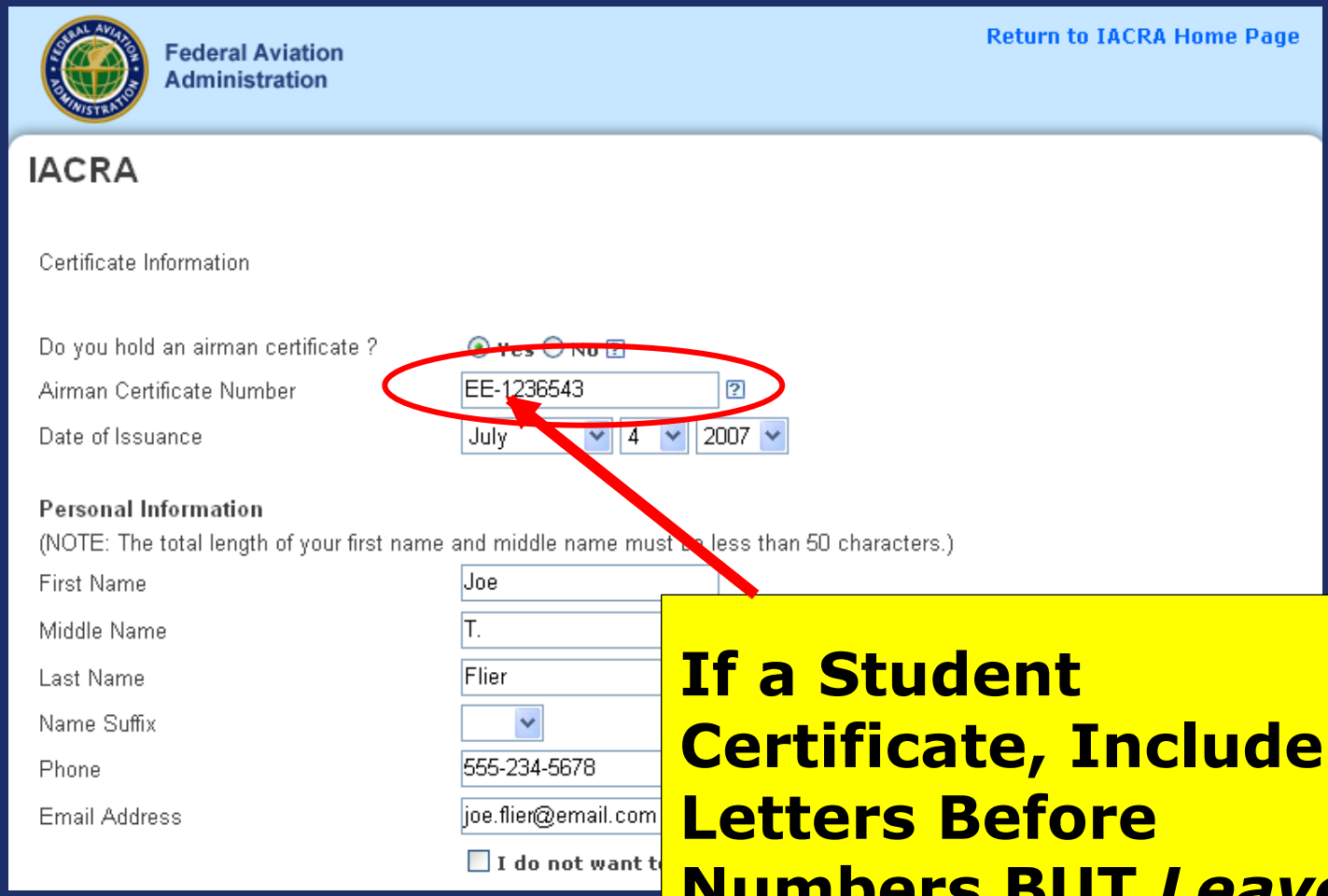
The applicant then selects the ***Applicant*** role check box and clicks Next >> to start the registration process.

Applicant Registration (con't)



The applicant first answers the question: ***"Do you currently hold an airman certificate?"*** (A student pilot certificate qualifies.)

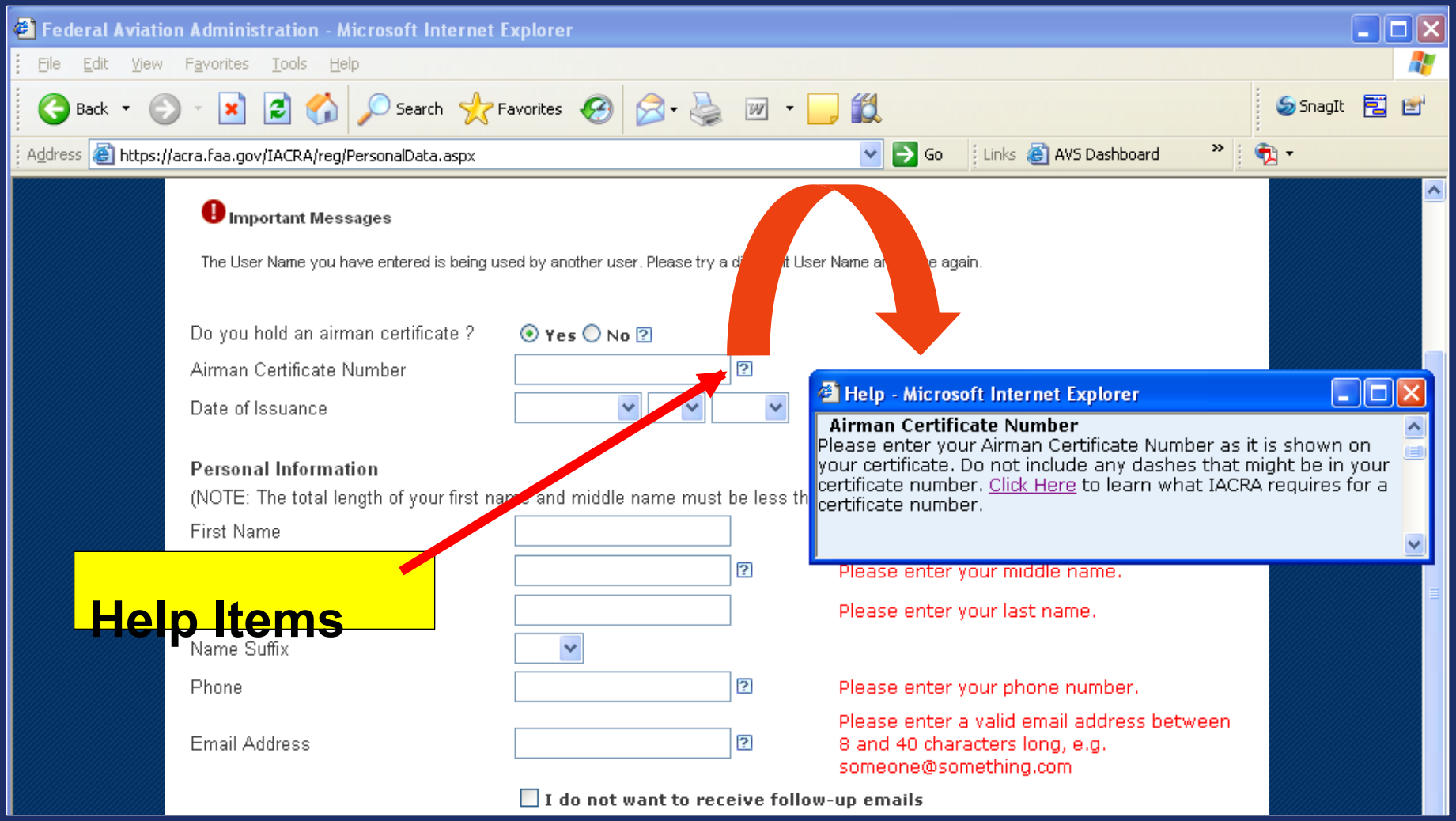
Applicant Registration (con't)



If a Student Certificate, Include Letters Before Numbers BUT *Leave Out The Dash*

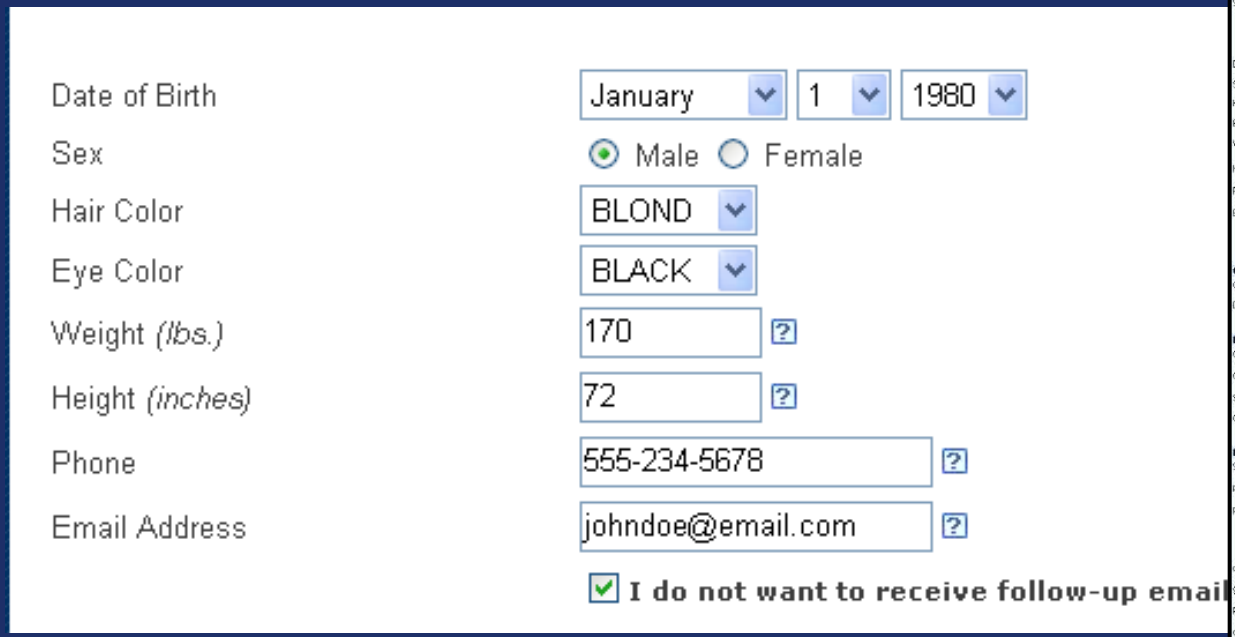
If a certificate is held, the applicant will input the certificate number in the appropriate box then continue to fill out the remainder of this "Short Form."

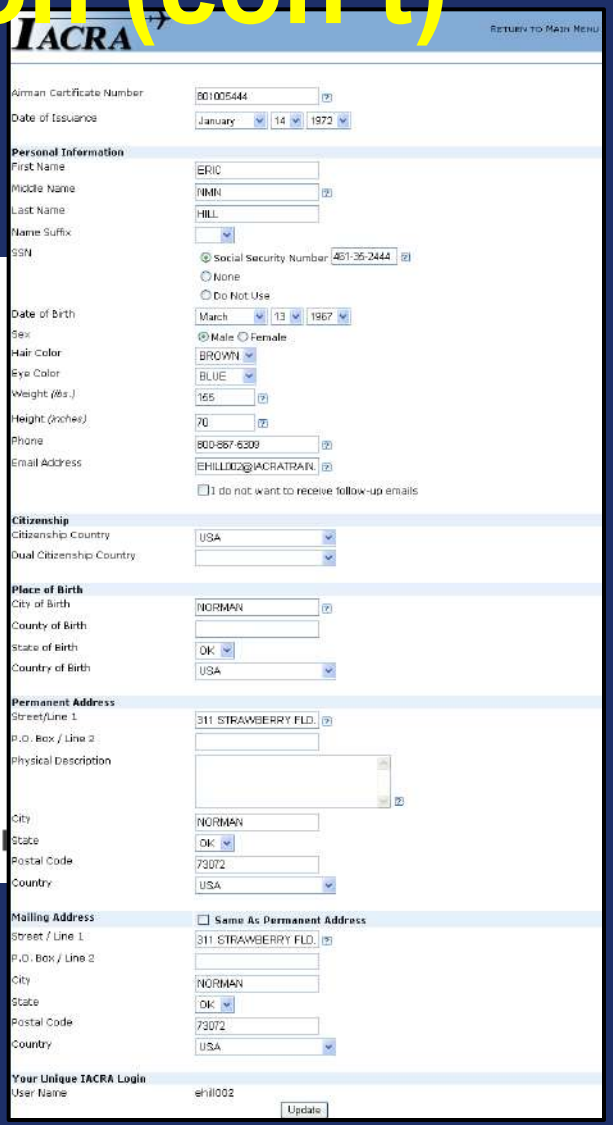
Applicant Registration (con't)



Applicant Registration (con't)

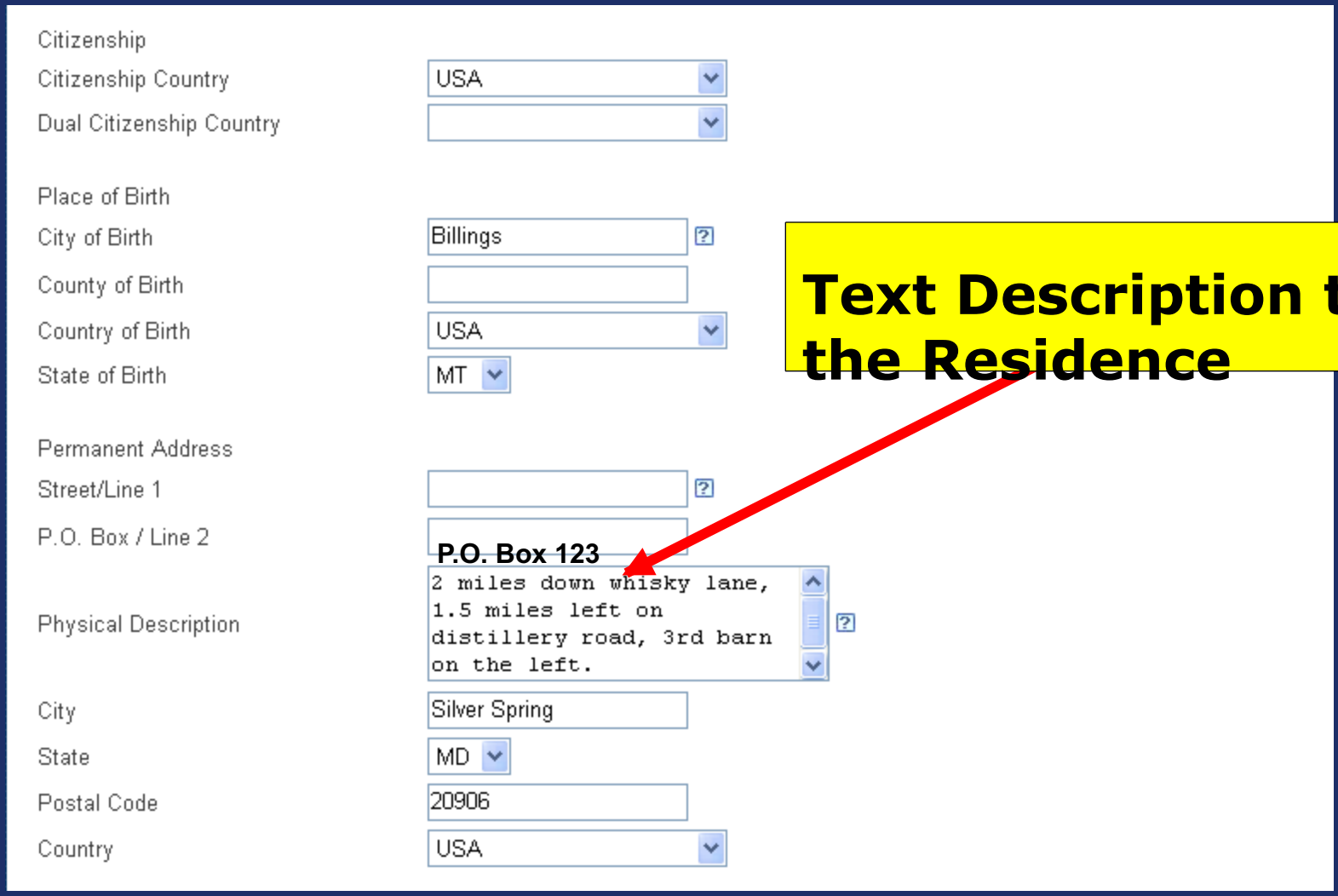
Applicant Registration (con't)



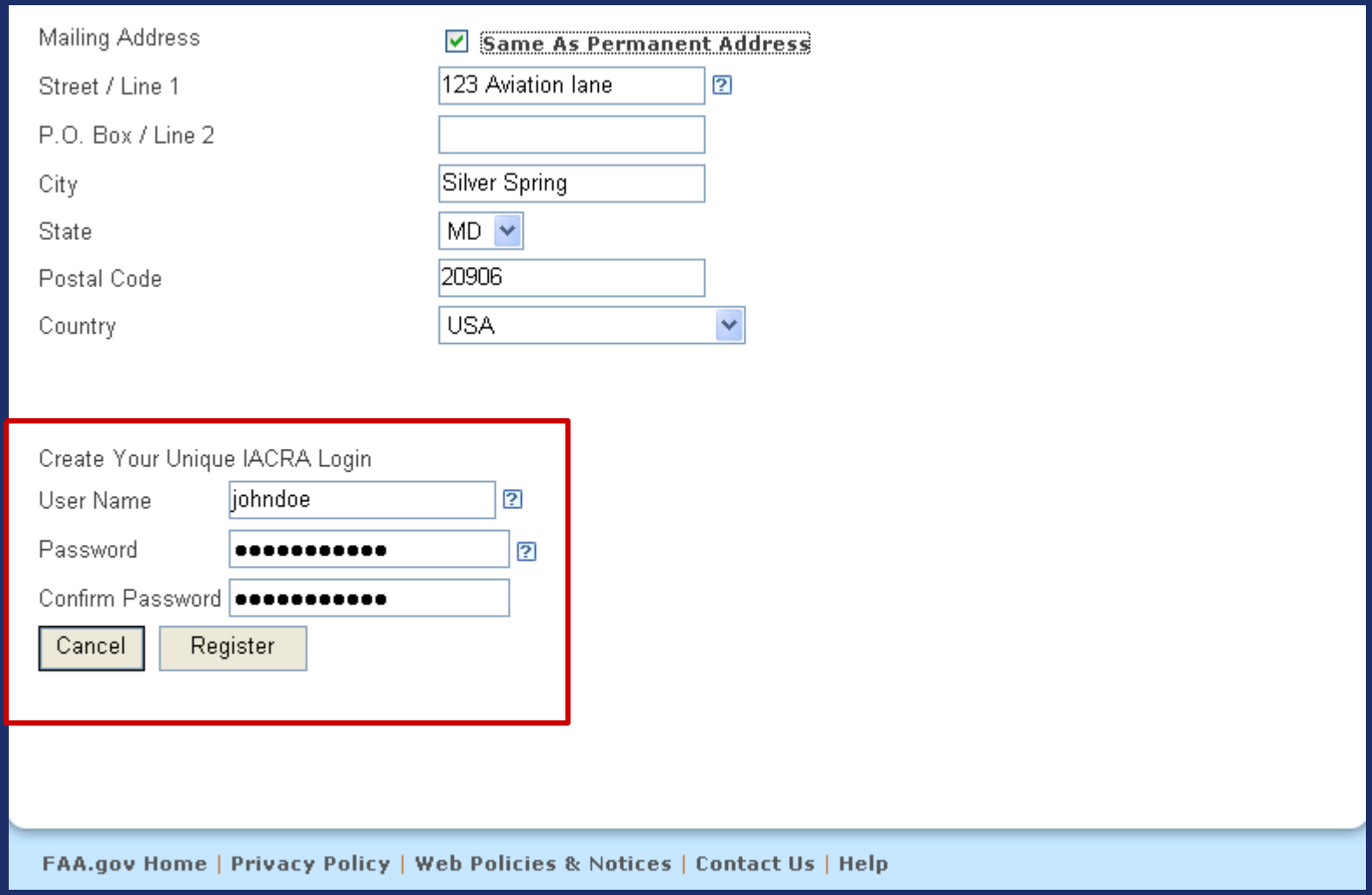


"Long Form"

Applicant Registration (con't)



Applicant Registration (con't)

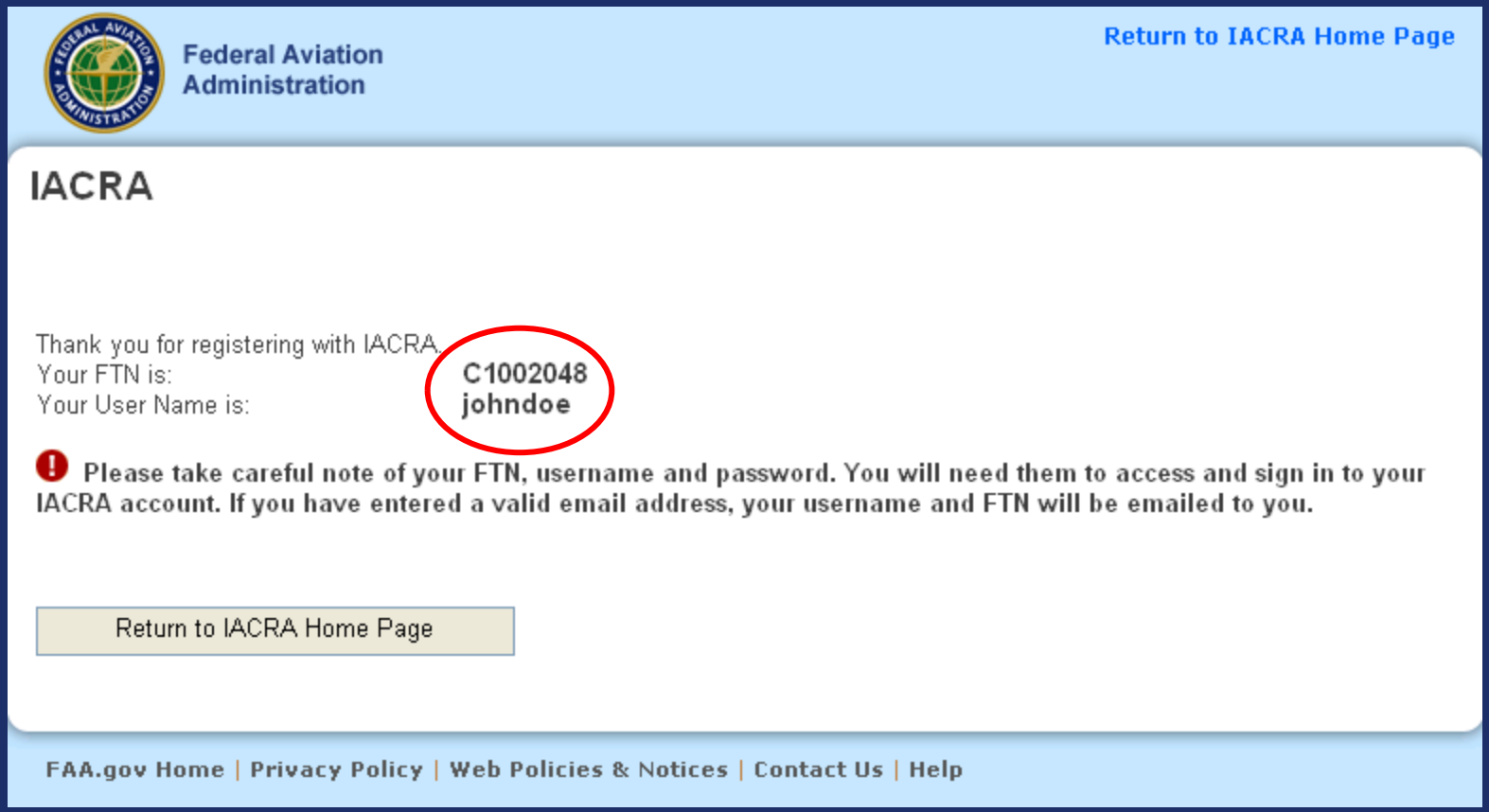


Applicant Registration (con't)

If they had already held a certificate, it would not have been necessary to input the other information, such as height, weight, DOB, hair color, home address, etc., since that information would already be in the FAA's database.

They will complete the process by pressing the Register button which will give to…

Applicant Registration (con't)



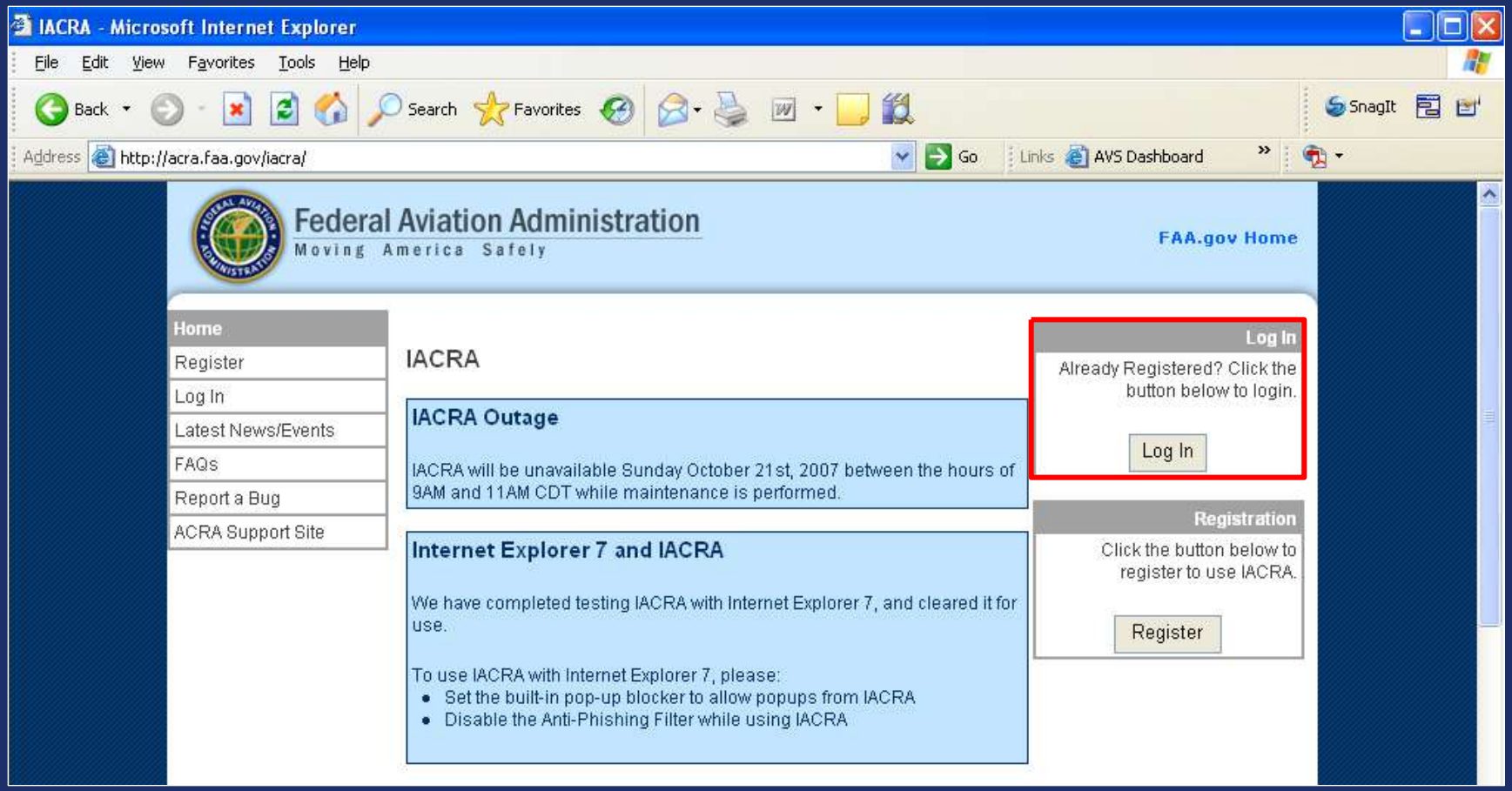
The applicant will then be presented with his/her **FTN** (FAA Tracking Number) and **User Name** which must be recorded and retained by the applicant.

Part 2
Application Processing

The Applicant's Role

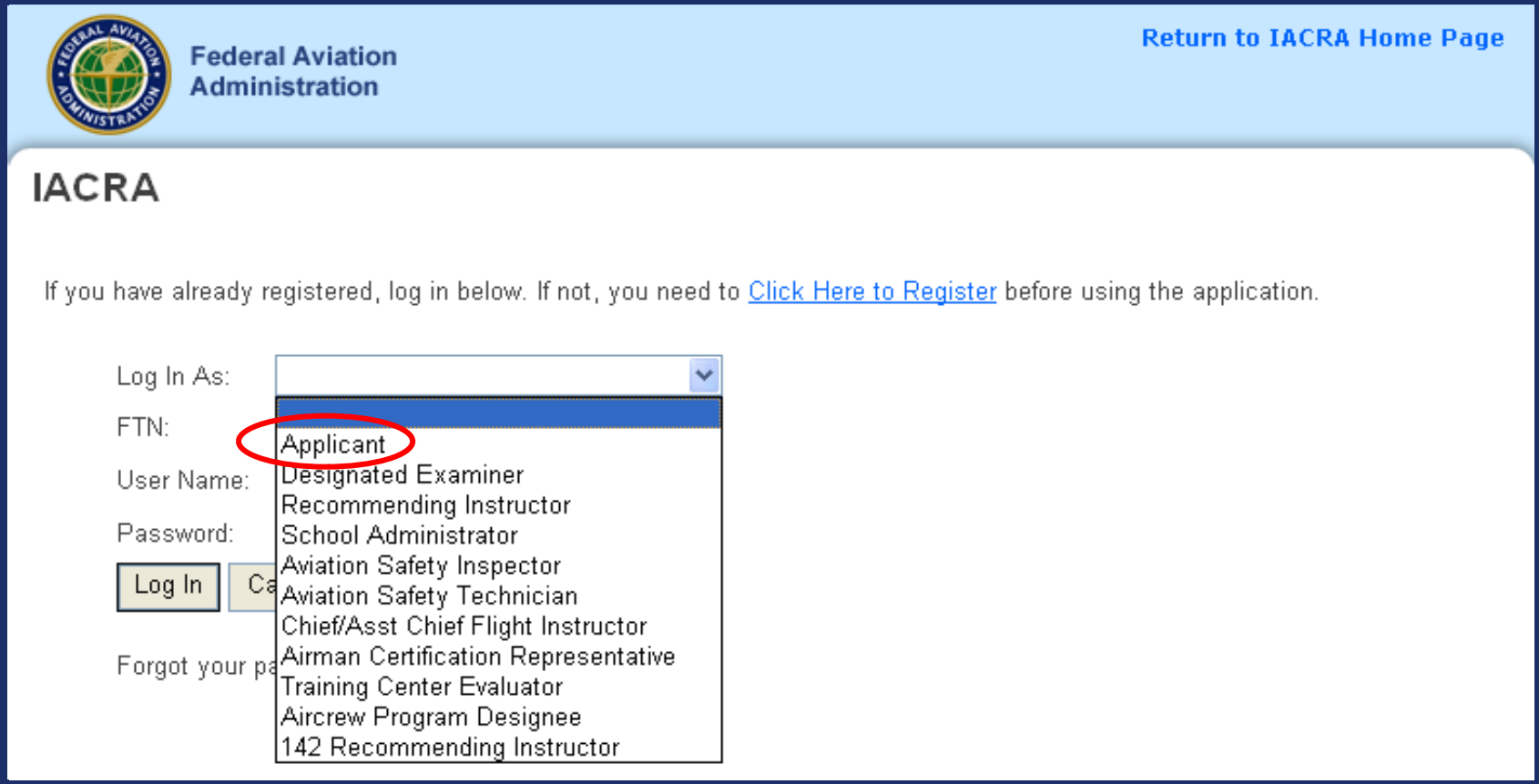
Now that all of the participating parties have registered, the process starts with the applicant filling out an IACRA application.

Applicant Login



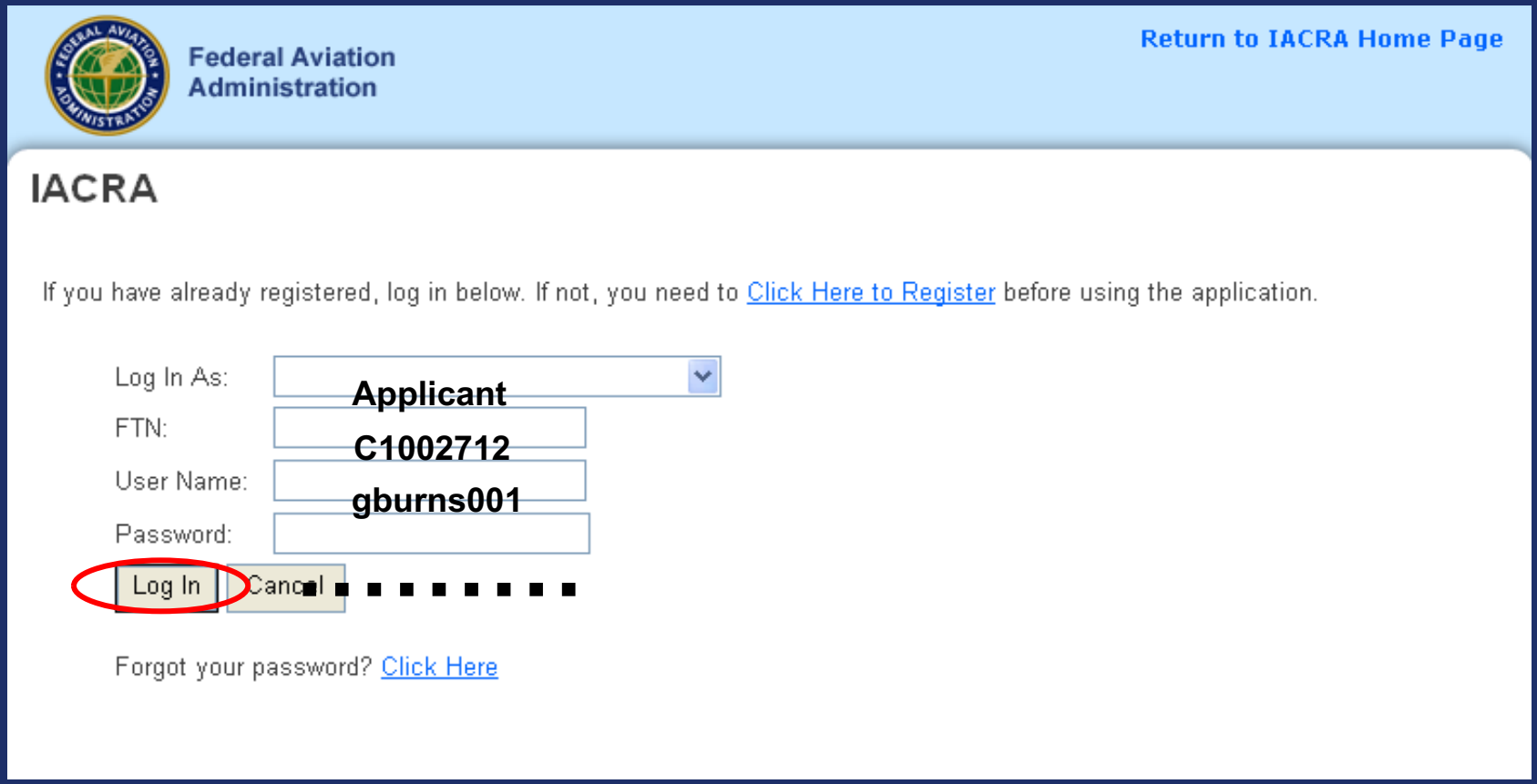
This time the applicant will choose the "***Log In***" option.

Certification / Application Module



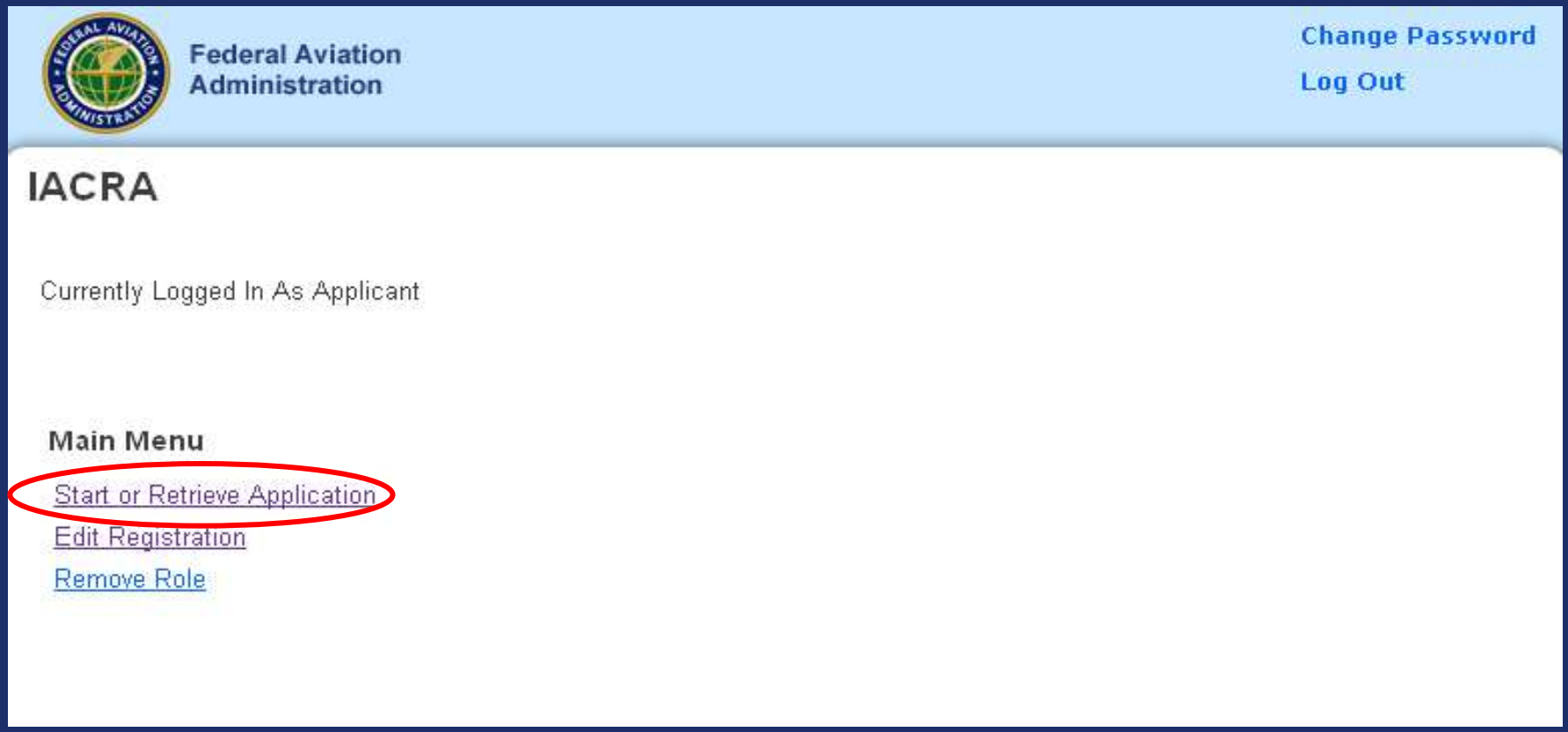
The applicant will then select the role (***"Applicant"***) that he will act when logged in. He will then input his username, password, and IACRA-generated FTN (FAA Tracking Number).

Certification / Application Module



Once the applicant completes the identification boxes, he will click the Log In button.

Certification / Application Module

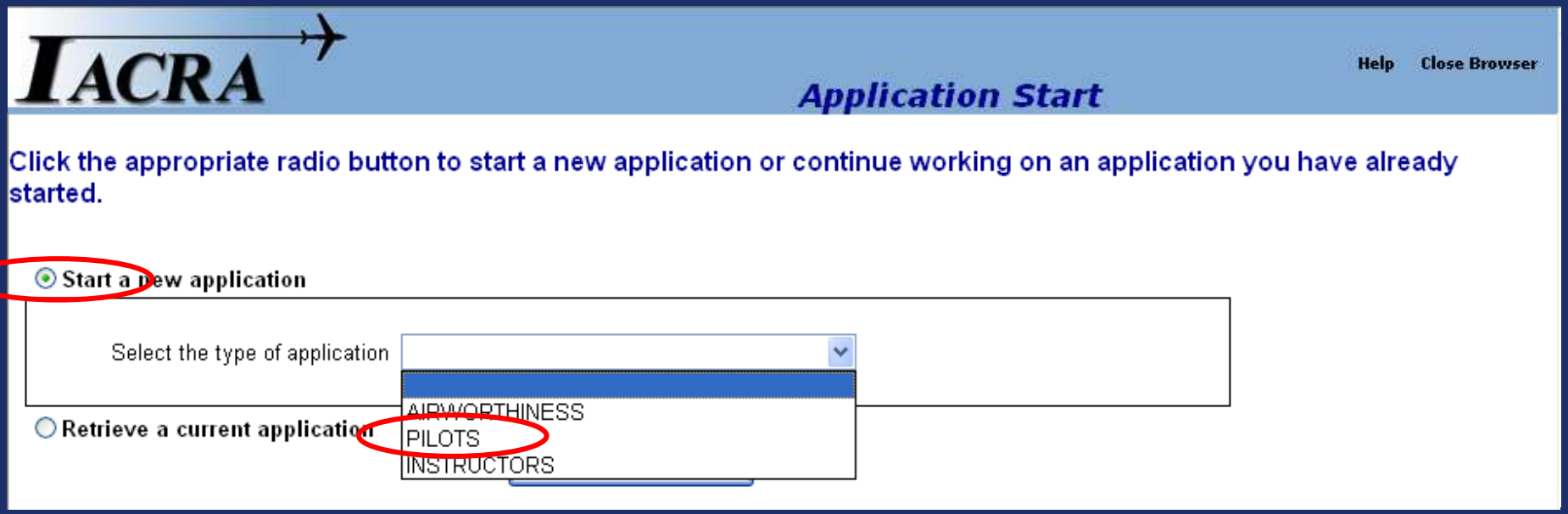


The applicant then selects *"**Start or Retrieve Application**"* from the ***Applicant Menu***.

Certification / Application Module

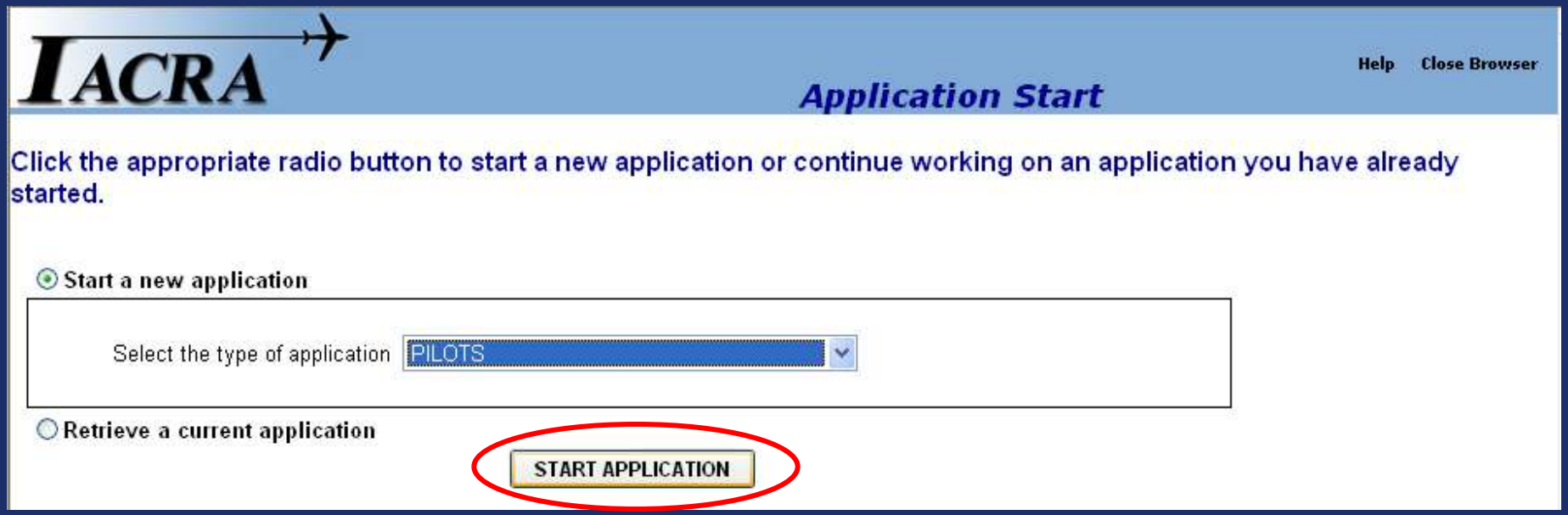
He will be asked to select to either "***Start a new application,***" or to "***Retrieve a current application***." In this case, he will select "***Start a new application.***"

Certification / Application Module



Clicking the *"**Start a new application**"* button will take the applicant to this screen where he will **Select the type of application**, either "***AIRWORTHINESS,"*** ***"PILOTS,"*** or *"**INSTRUCTORS**."* In this case the applicant will select *"**PILOTS**."*

Certification / Application Module

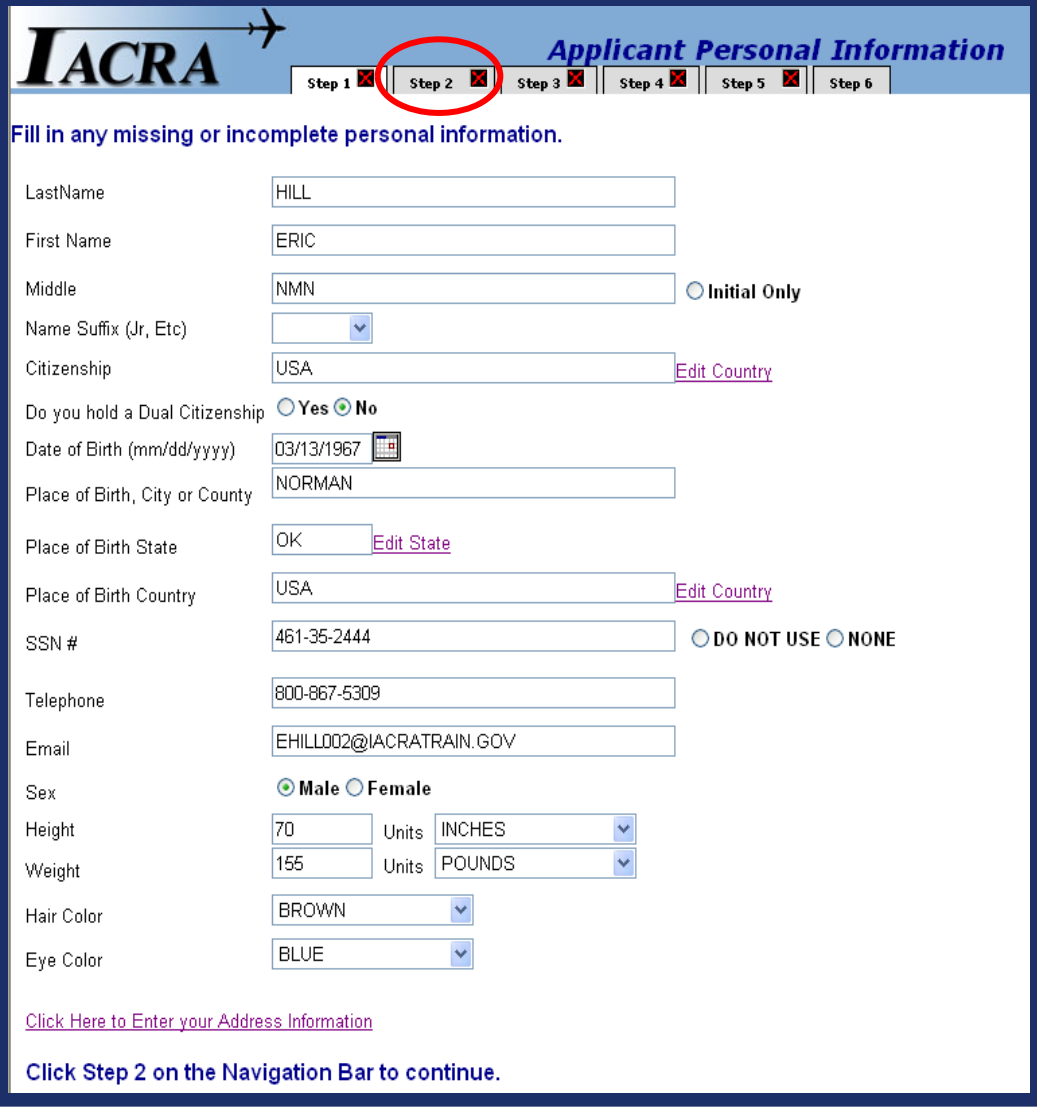


The applicant then proceeds by clicking the START APPLICATION button.

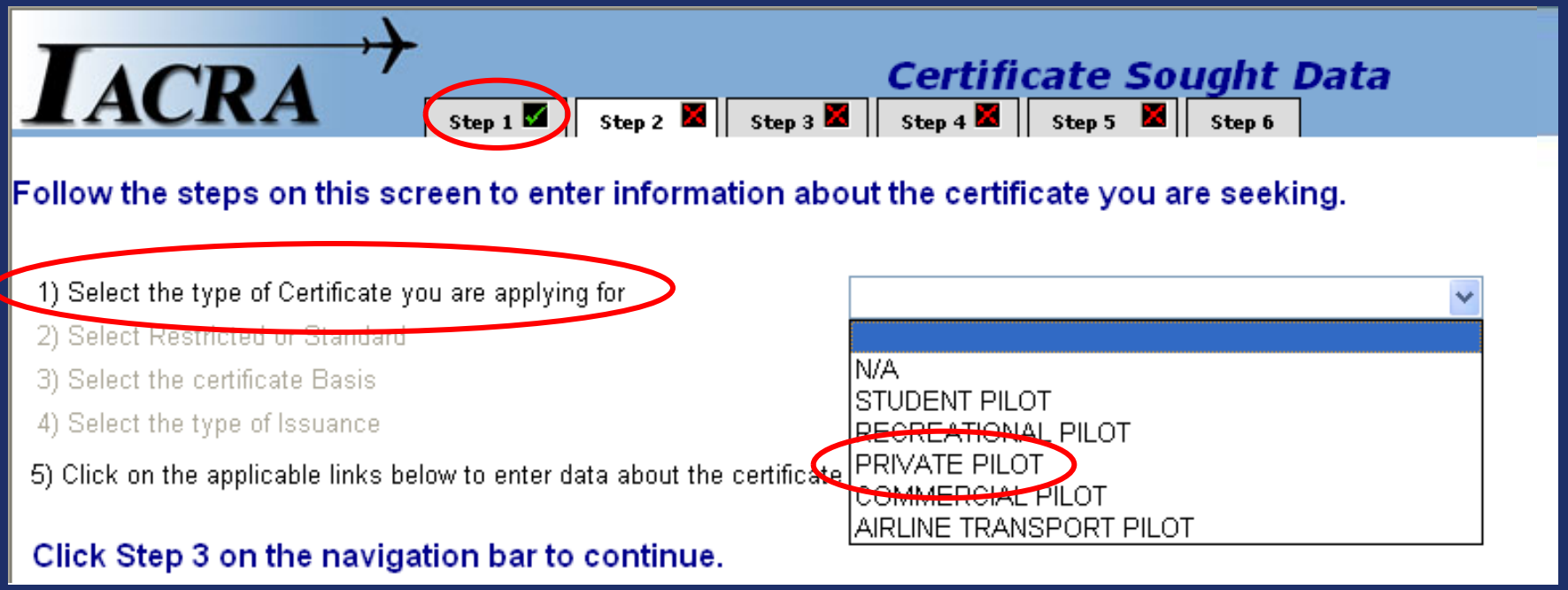
Certification / Application Module

The applicant will be taken to ***"Applicant Personal Information"*** page, showing six **Step Tabs** across the top. Note that they each currently show a red "X." As each step is completed, the red X will change to a green check mark as we will see in the next slide.

The Step 1 page, shown here, should auto-fill based on the information previously input during the applicant's initial registration. Verify that the information is correct and click on the Step 2 tab to proceed.



Certification / Application Module



The Applicant will click on the drop-down box for item ***"1) Select the type of Certificate you are applying for,"*** and make the appropriate selection. In this case, ***"PRIVATE PILOT."*** (Note that the Step 1 tab from the previous steps now shows a green check mark.)

Certification / Application Module

For the item *"**2) Select Restricted or Standard"*** drop-down box the applicant will choose *"**STANDARD."***

Certification / Application Module

For item *"**3) Select the certificate Basis**,"* the applicant will choose *"**FAR61 – COMPLETION OF REQUIRED TEST**."*

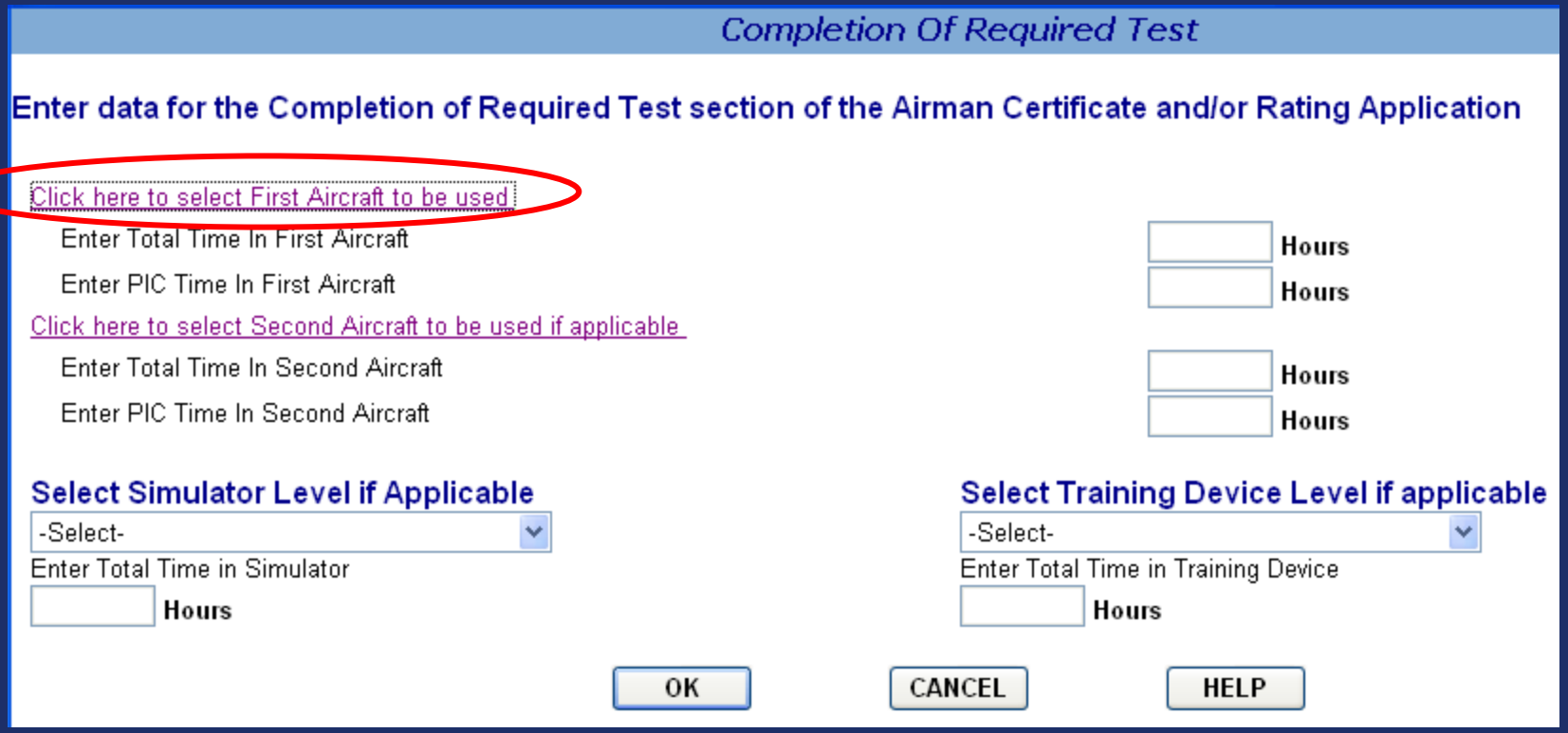
Certification / Application Module

For item ***4) Select the type of Issuance*** the applicant will choose ***ORIGINAL ISSUANCE***. Making this selection will automatically bring up several more items.

Certification / Application Module

Completion of item 4 will trigger a new, 5th item with 3 selections. Select the first: "***Click here to enter the Completion of Required Test Information.***"

Certification / Application Module

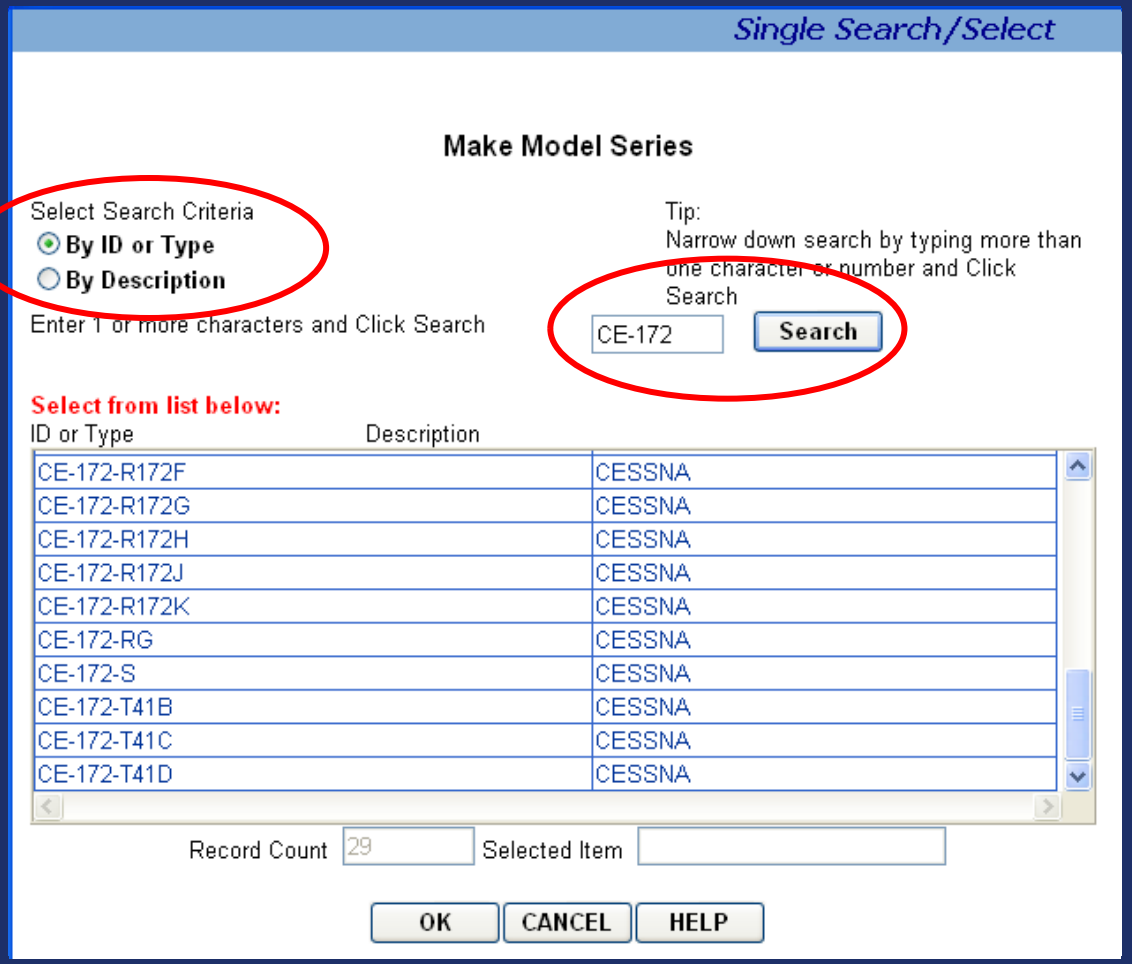


That will lead to this page where the applicant will input the relevant aircraft data. Select *"**Click here to select First Aircraft to be used.**"*

Certification / Application Module

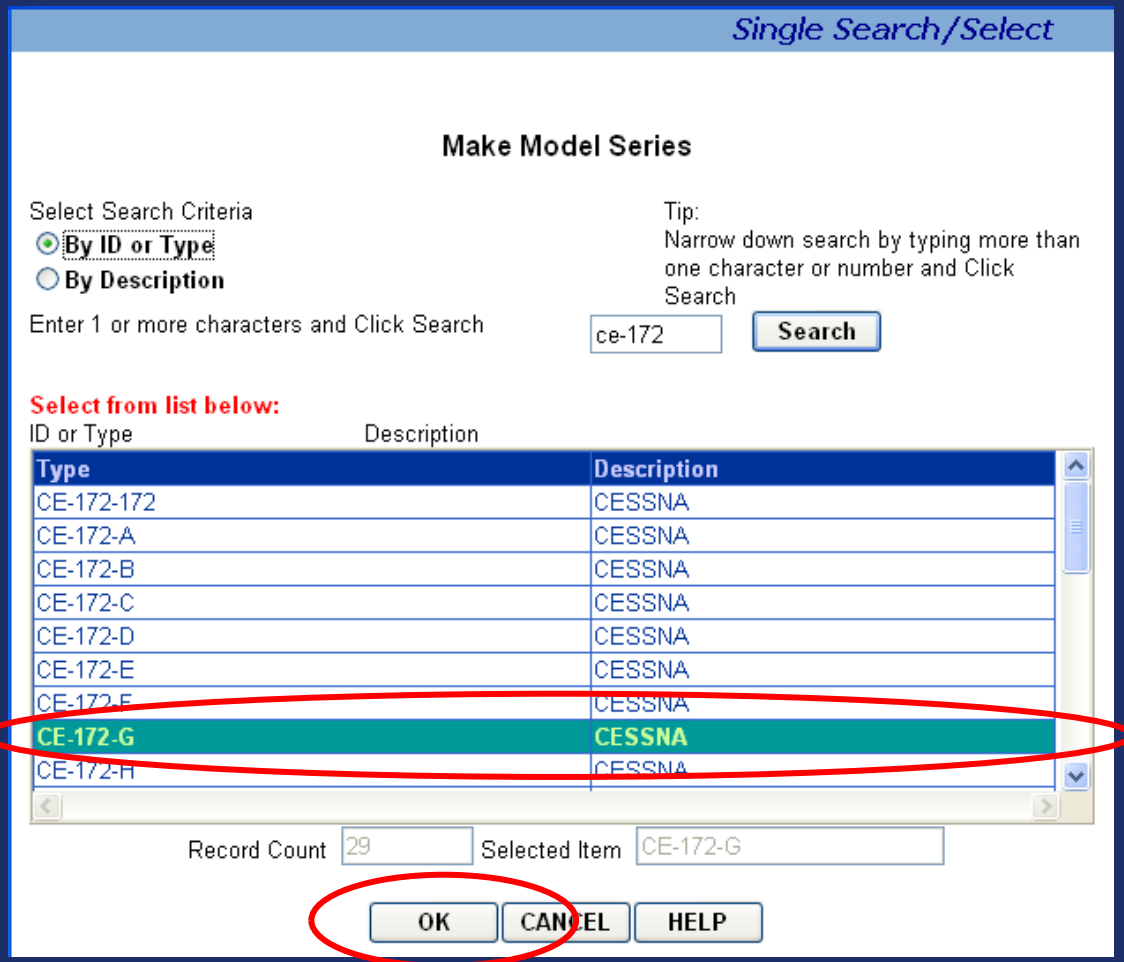
Aircraft can be searched by ***ID* or *Type*** by simply putting the first few characters of the make/model identifier in the search box and clicking the Search button.

ID or Type corresponds with the left hand column. The applicant could have searched by Description (corresponding to the right hand column) by clicking on the **By Description** button and putting in, for example, "**Cessna**" then clicking Search.

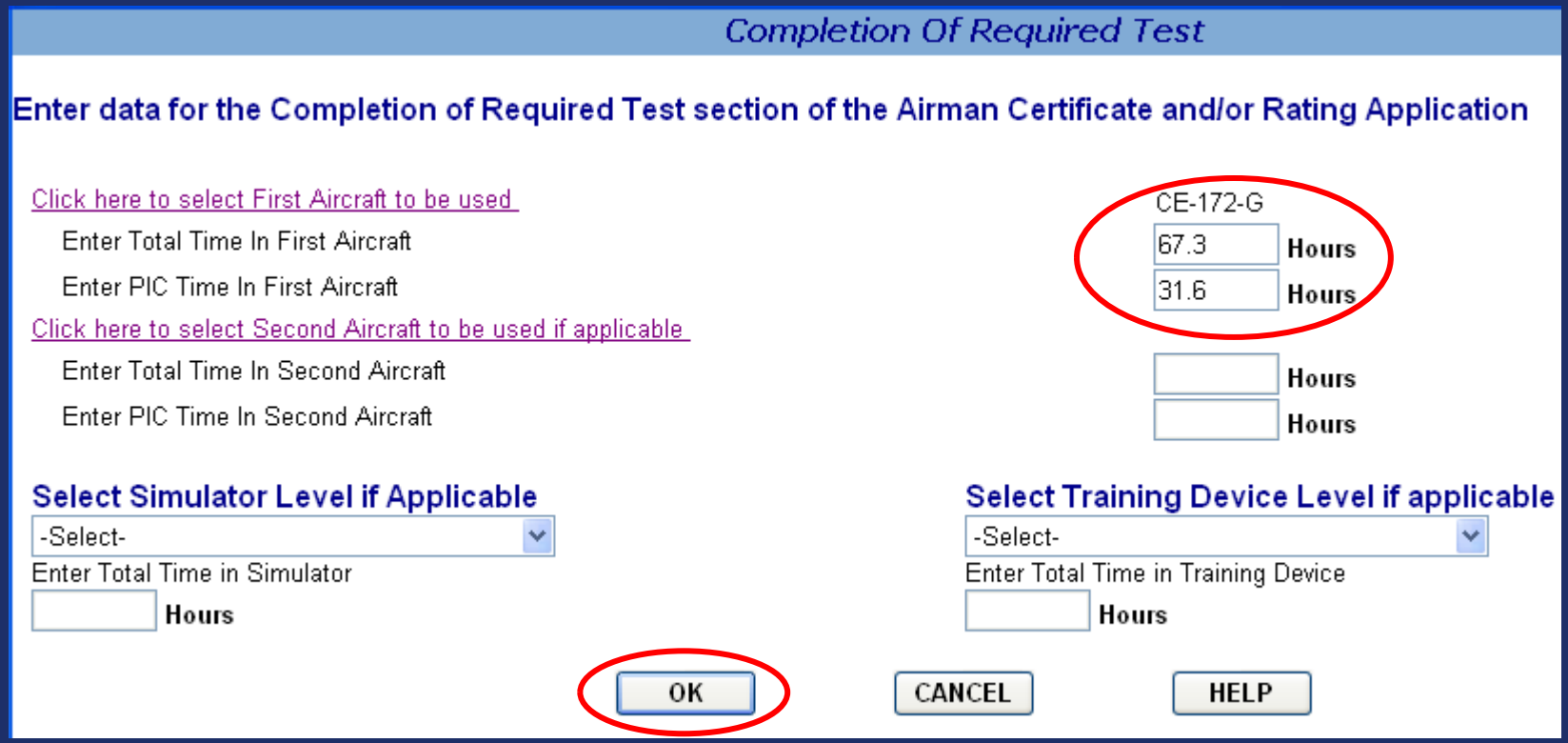


Certification / Application Module

Select the appropriate aircraft then click the OK button.

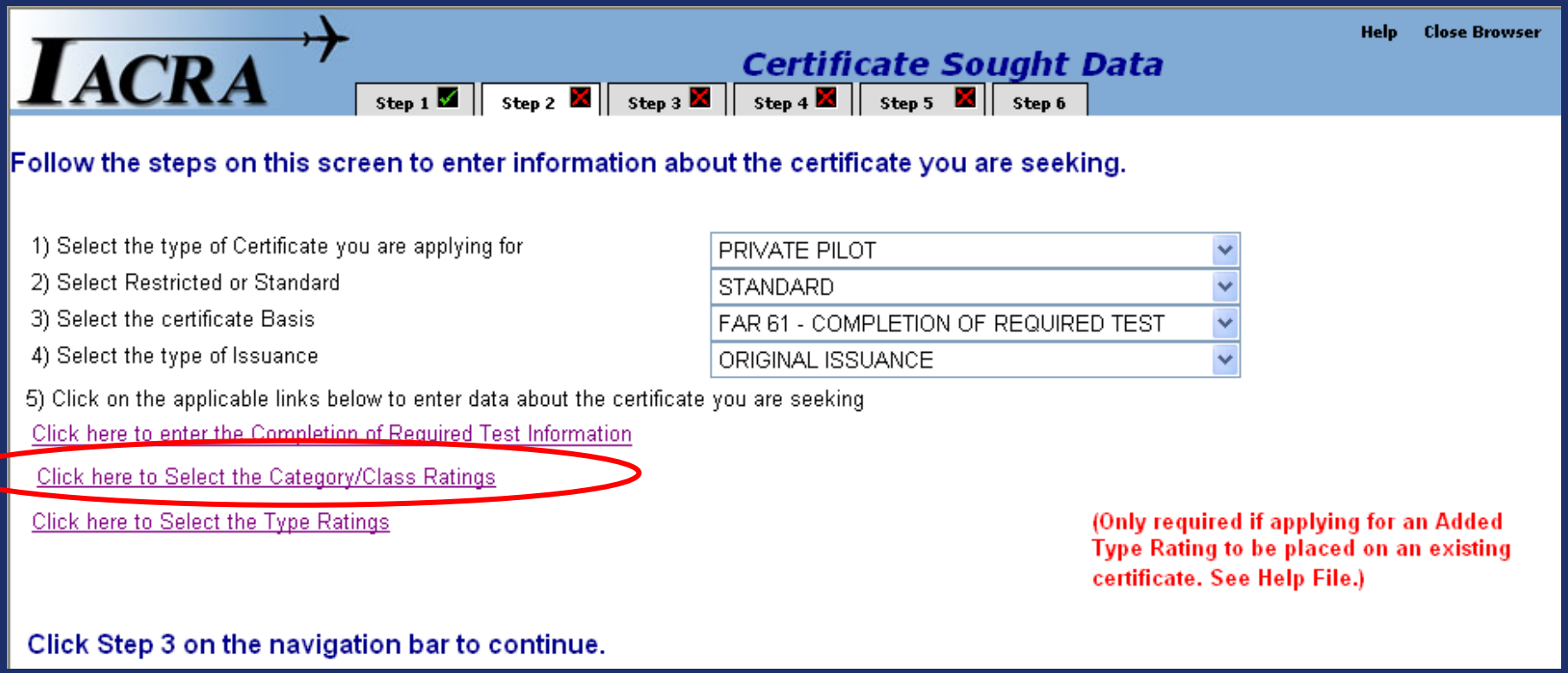


Certification / Application Module



Input the appropriate number of hours in that aircraft. If two aircraft are to be used for the practical test, then repeat the procedure using the "***Click here to select Second Aircraft to be used if applicable***" option. Press OK to continue.

Certification / Application Module

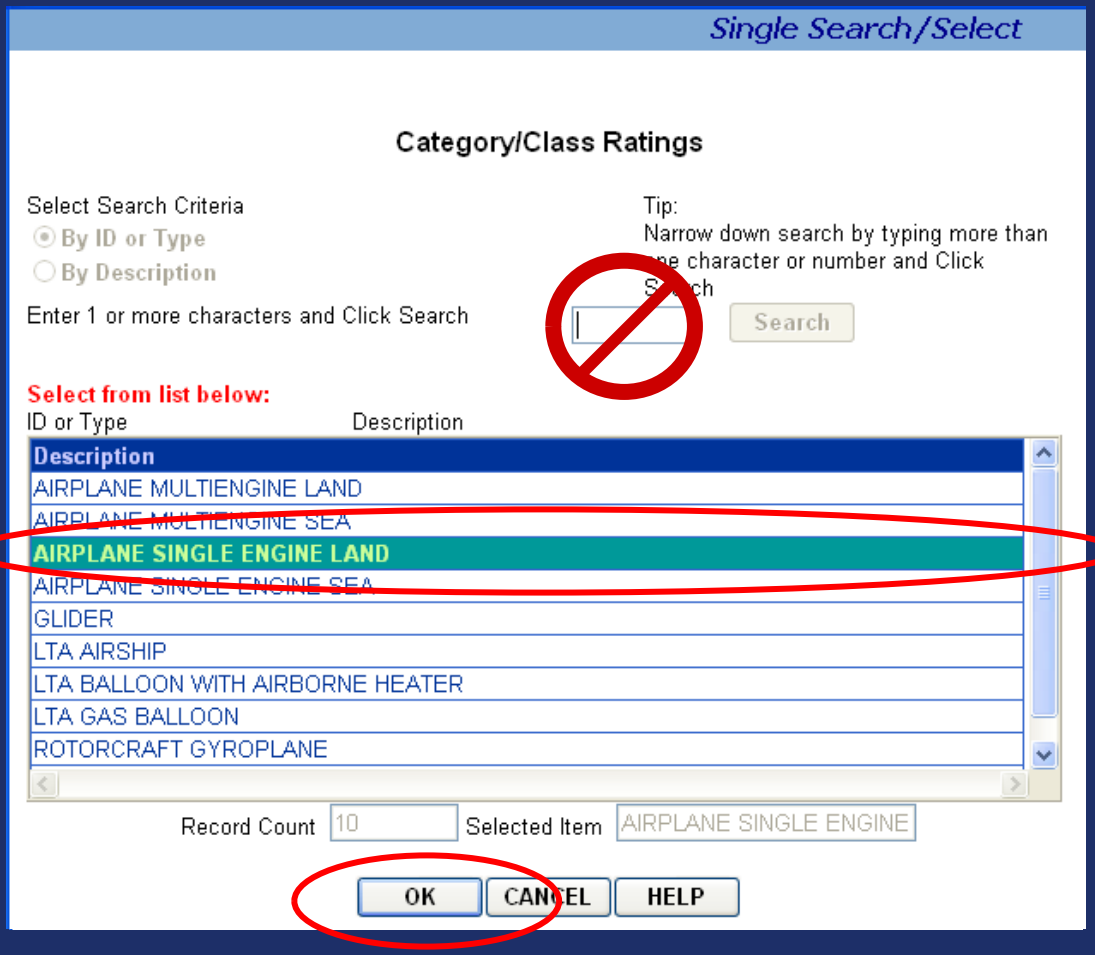


Applicant will then be taken back to this page where he will press the second magenta option: ***"Click here to Select the Category/Class Ratings."***

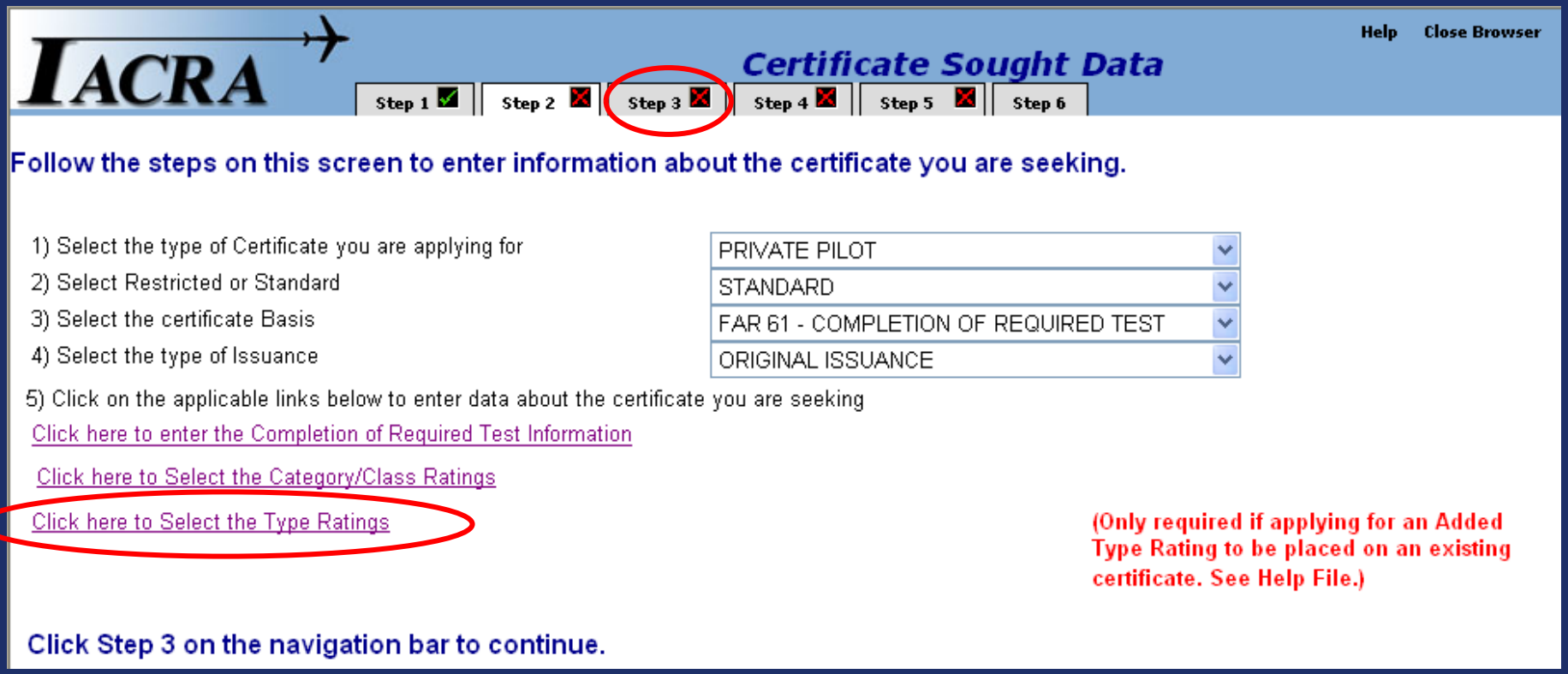
Certification / Application Module

On this page the applicant will choose the appropriate Category/Class rating sought, and press OK to continue.

Note that the Search Box is not active on this page.



Certification / Application Module

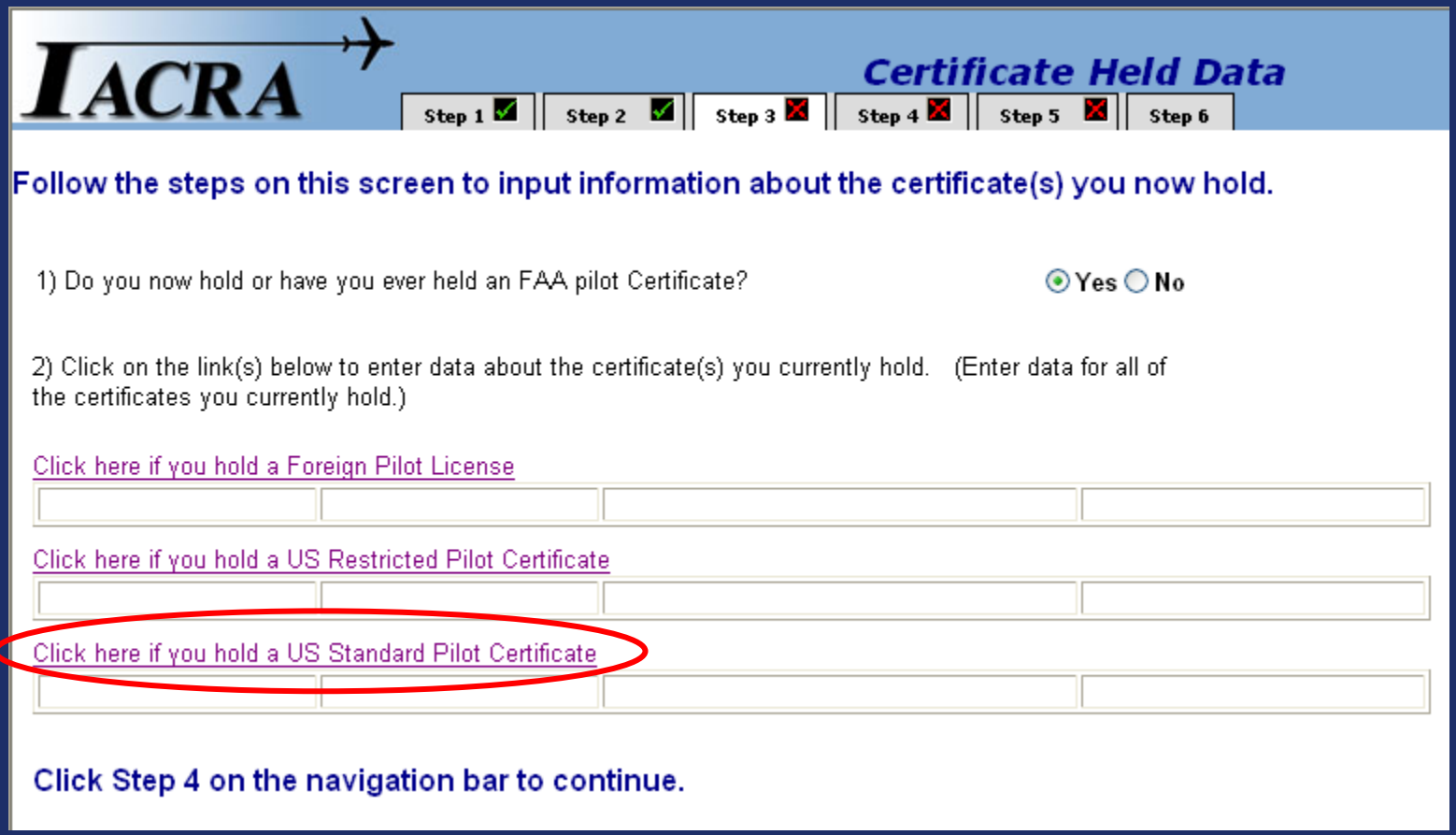


The third magenta option: ***Click here to Select the Type Ratings*** is only applicable for adding type ratings. At this point the applicant presses the Step 3 tab to continue.

Certification / Application Module

Step 3 asks whether or not the applicant holds, or has ever held, an FAA pilot certificate. A student pilot certificate counts. In this example we click **Yes** which should almost always be the case.

Certification / Application Module



For this example we will assume that it is a U.S. Standard Pilot Certificate and click the third magenta option.

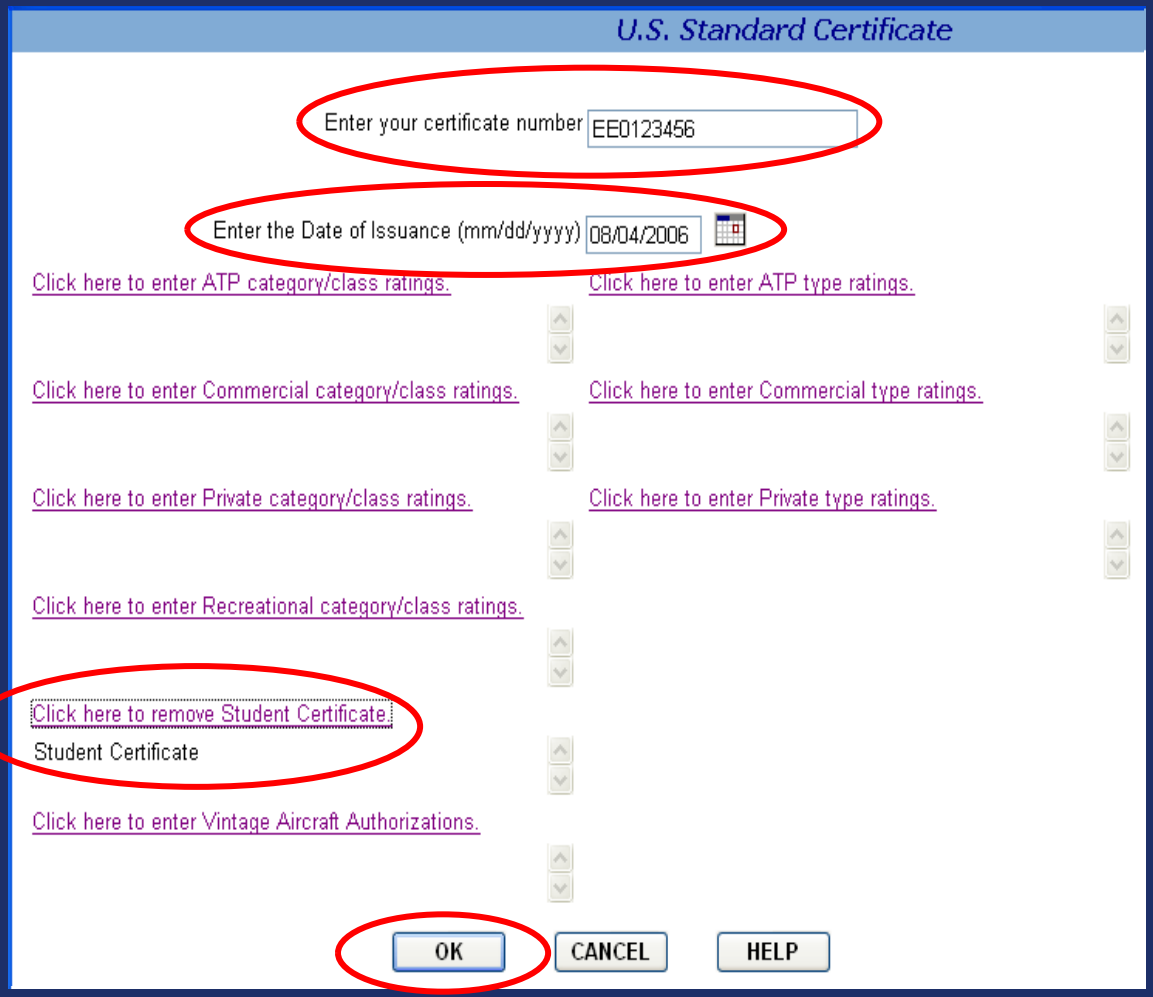
Certification / Application Module

The applicant puts their Certificate number and Date of Issuance in the appropriate boxes.

Select "***Click here to enter Student Certificate***" from the selections in the left column.

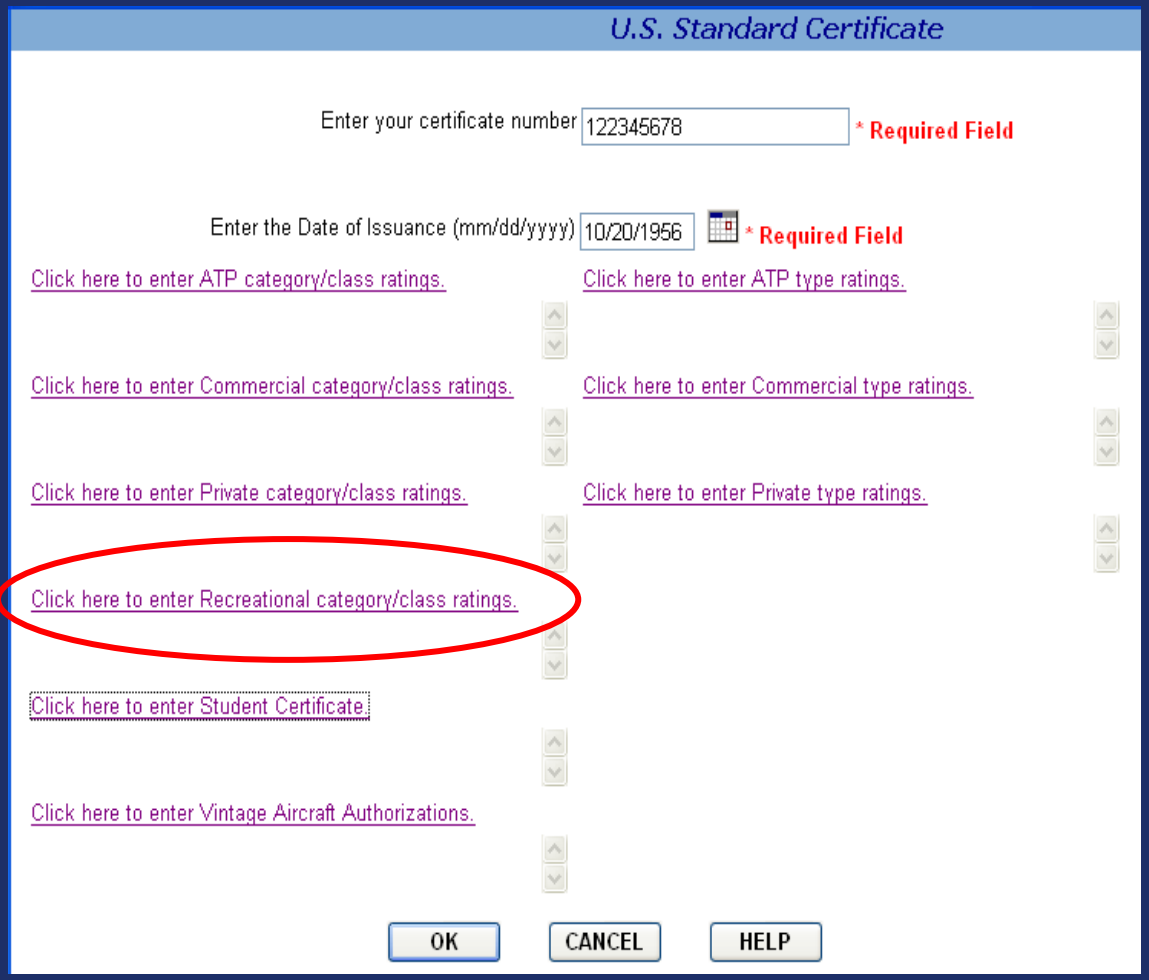
Note that after the selection is made, "***Student Certificate***" will appear under the selection and the selection will change to read "***Click here to remove Student Certificate.***"

Click OK to continue.



Certification / Application Module

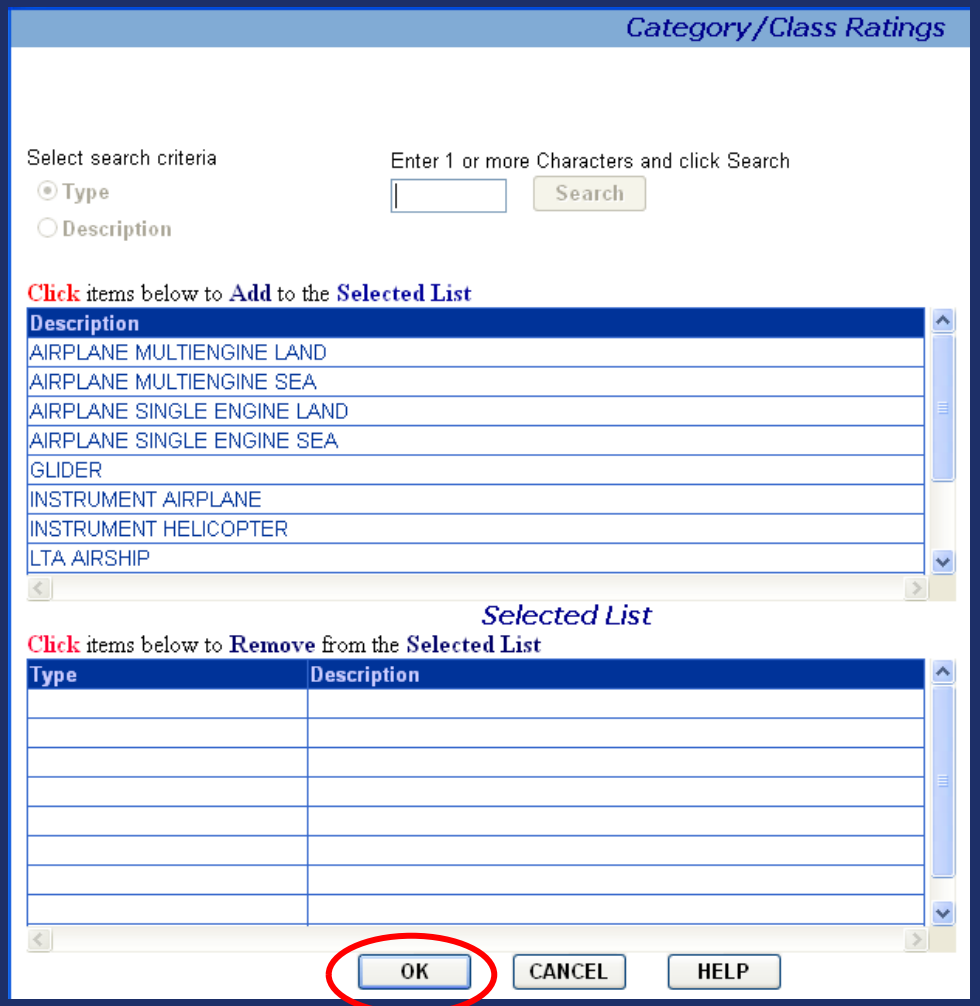
If the applicant *did* have a certificate higher than a student, for example he already held a private certificate, then he would click on the "***Click here to enter Private Category/ Class Ratings***" option.



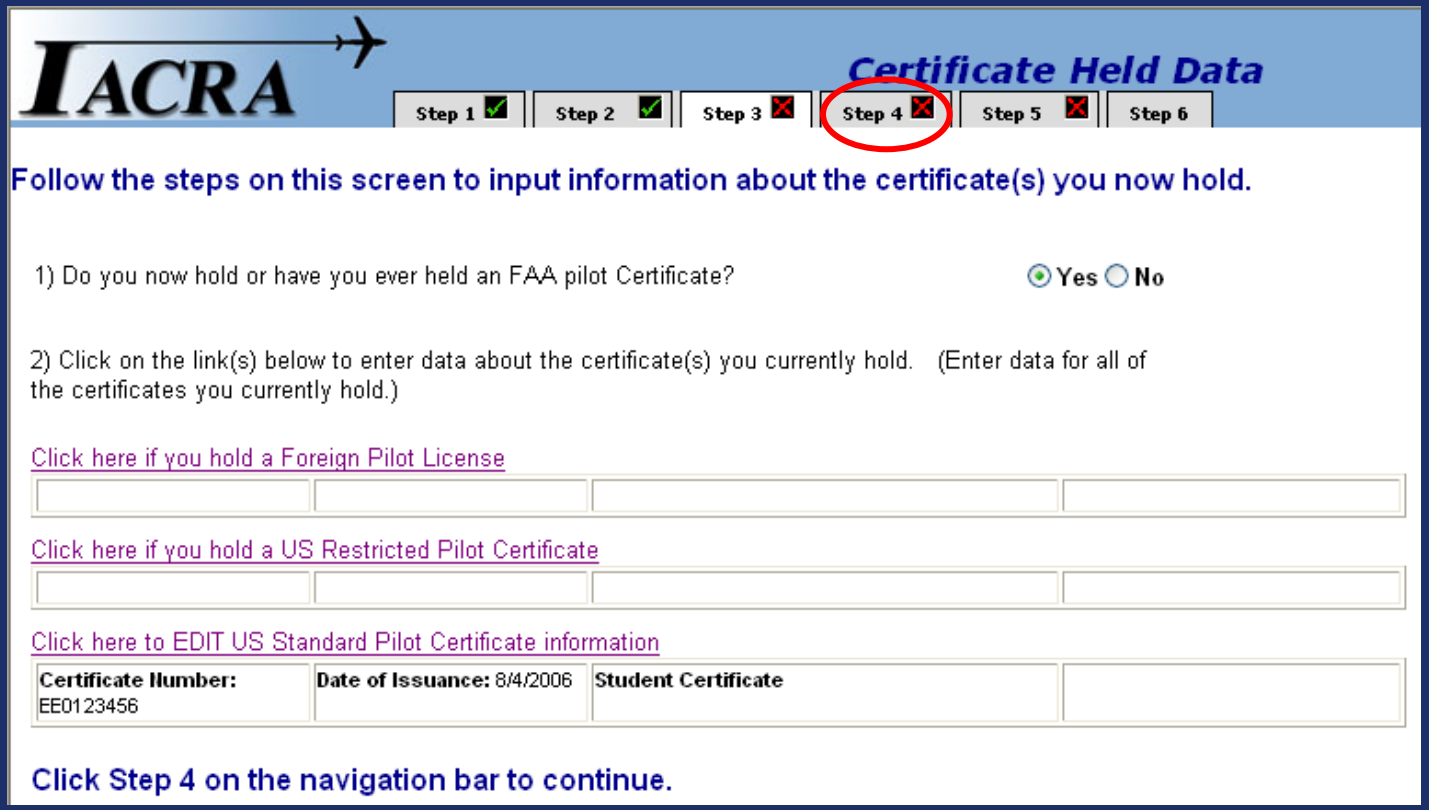
Certification / Application Module

The applicant would next select those Categories/classes that he already held on this page.

This would not be used for a student pilot since, although he does hold a valid U.S. FAA pilot certificate (student pilot), he does not yet hold category or class ratings.

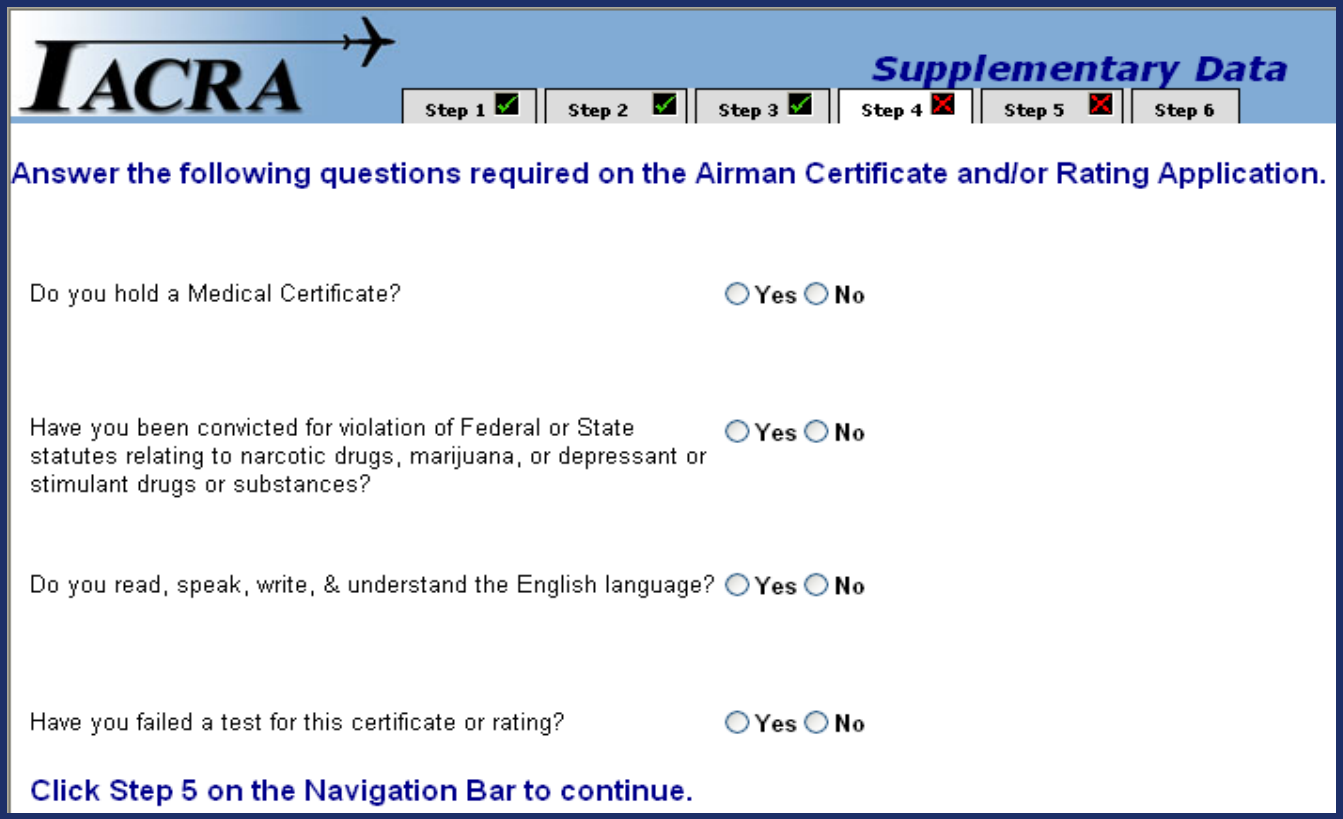


Certification / Application Module



Note that the Certificate Number, Date of Issuance, and the identification as a Student Certificate have all been automatically entered in the bottom line. Step 3 is now complete and the applicant clicks on the Step 4 tab to continue.

Certification / Application Module

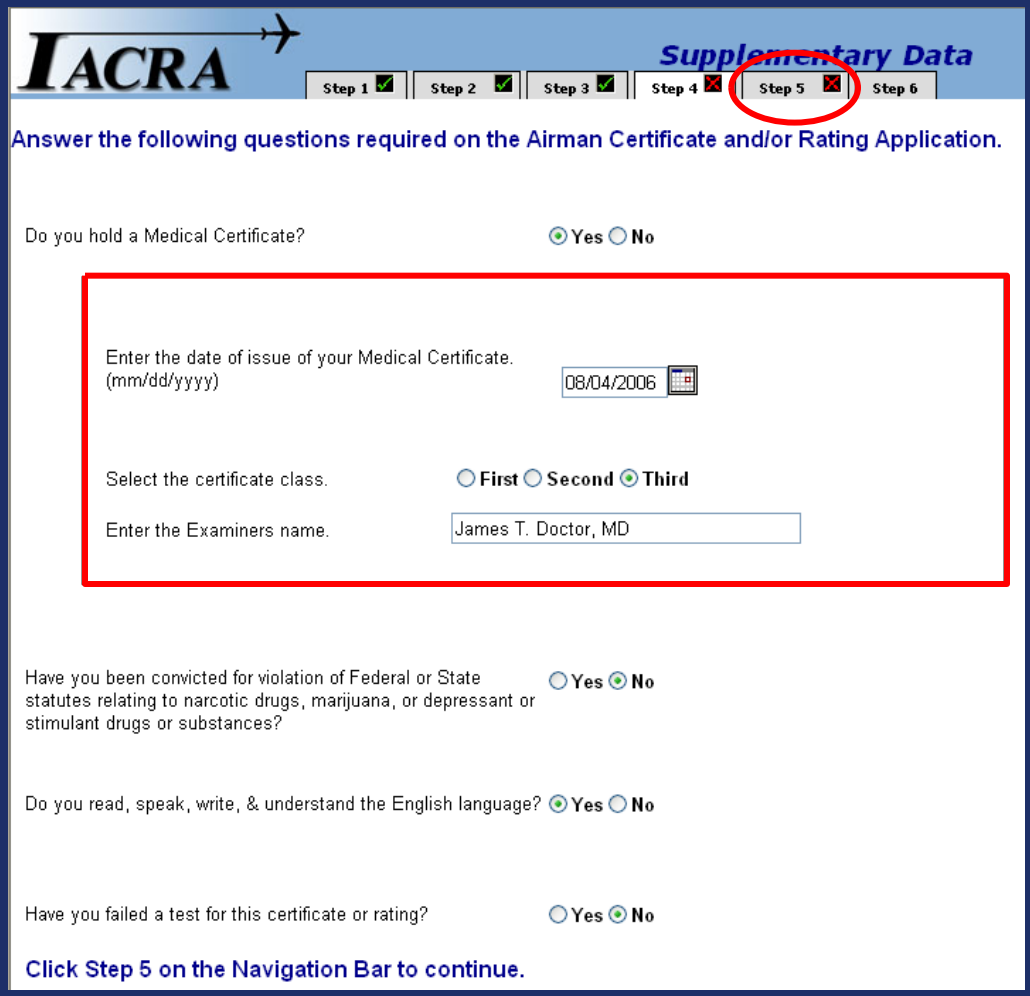


On this page the applicant will click the appropriate answers to the displayed questions..

Certification / Application Module

Clicking “Yes” to whether or not the applicant holds a medical certificate will open a box where the pertinent medical data will be entered.

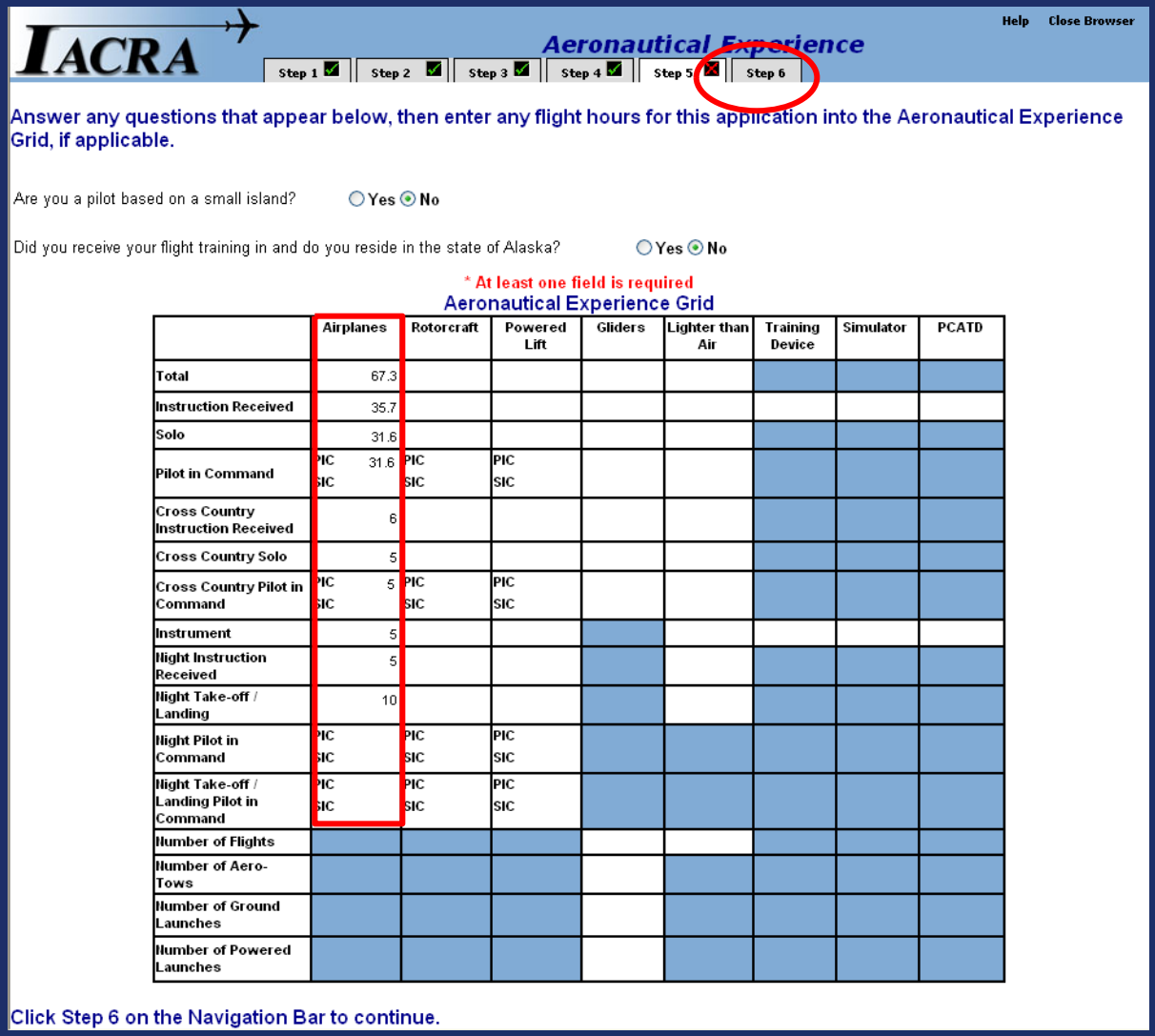
When all of the questions have been addressed, the applicant moves on to Step 5.



Certification / Application Module

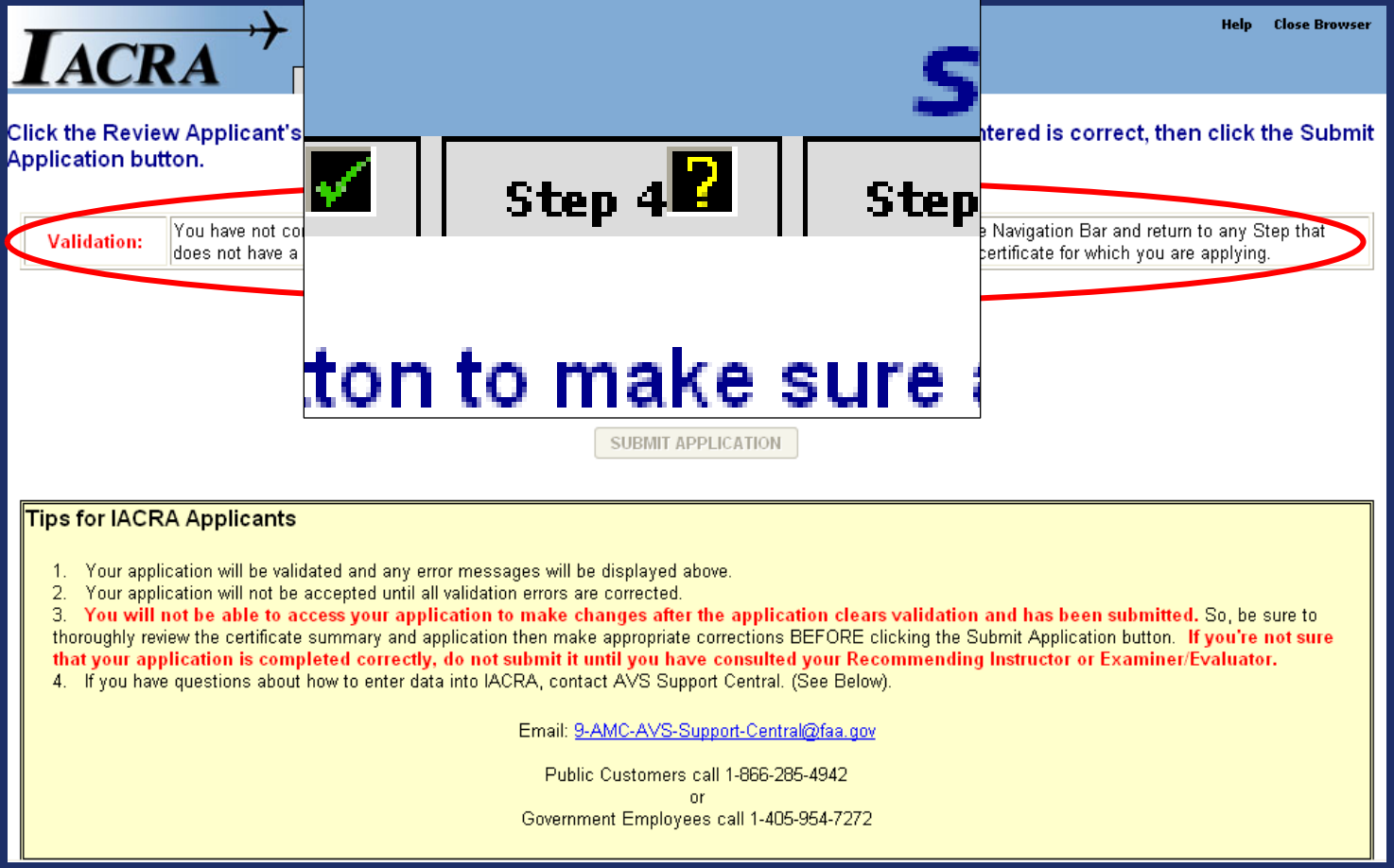
Clicking on the Step 5 tab will take the applicant to the experience page where he will input all of his flight experience directly in the appropriate boxes.

When completed, the applicant will proceed by clicking on the Step 6 tab.



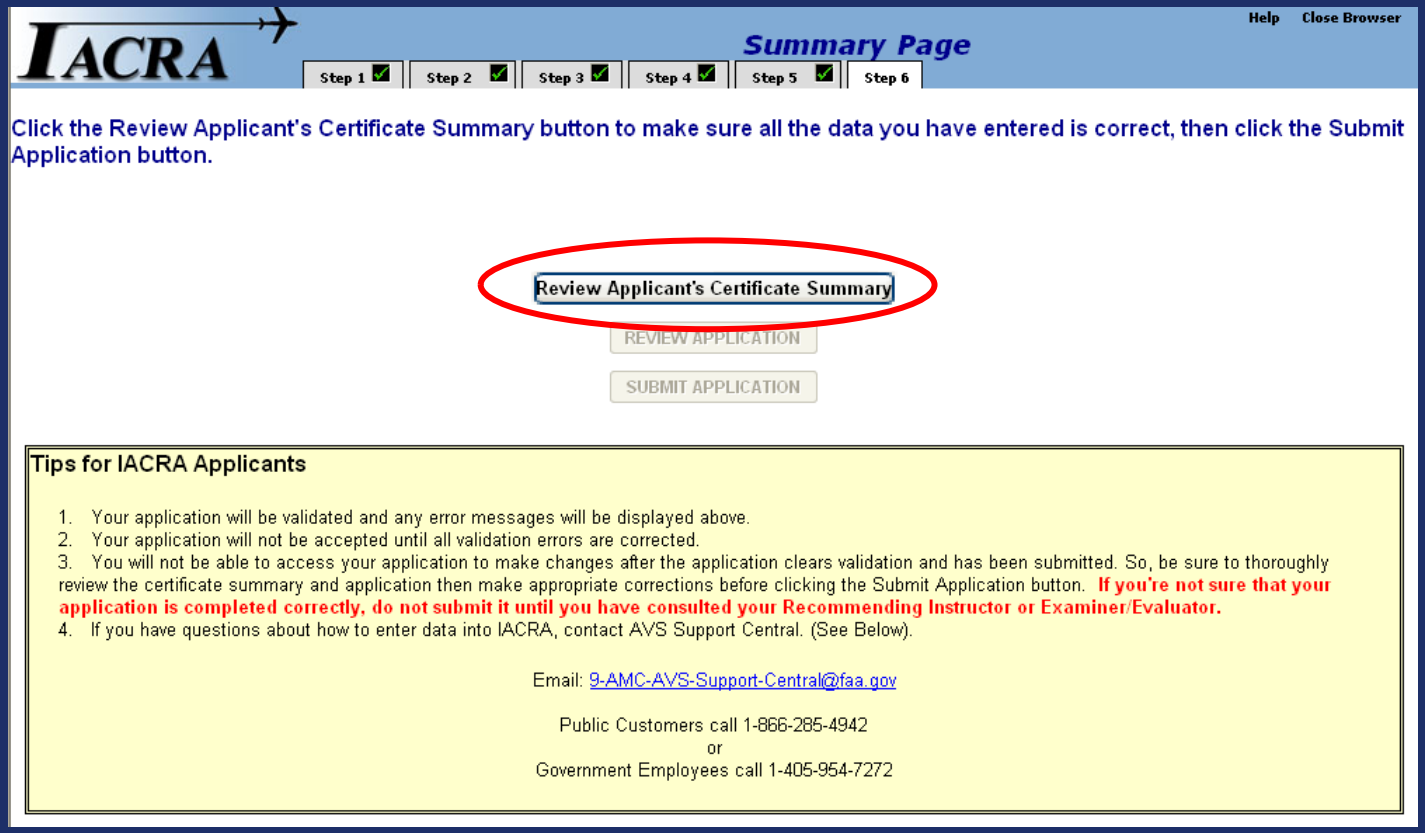
	Airplanes	Rotorcraft	Powered Lift	Gliders	Lighter than Air	Training Device	Simulator	PCATD
Total	67.3							
Instruction Received	35.7							
Solo	31.6							
Pilot in Command	PIC 31.6 SIC	PIC SIC	PIC SIC					
Cross Country Instruction Received	6							
Cross Country Solo	5							
Cross Country Pilot in Command	PIC 5 SIC	PIC SIC	PIC SIC					
Instrument	5							
Night Instruction Received	5							
Night Take-off / Landing	10							
Night Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Night Take-off / Landing Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Number of Flights								
Number of Aero-Tows								
Number of Ground Launches								
Number of Powered Launches								

Certification / Application Module



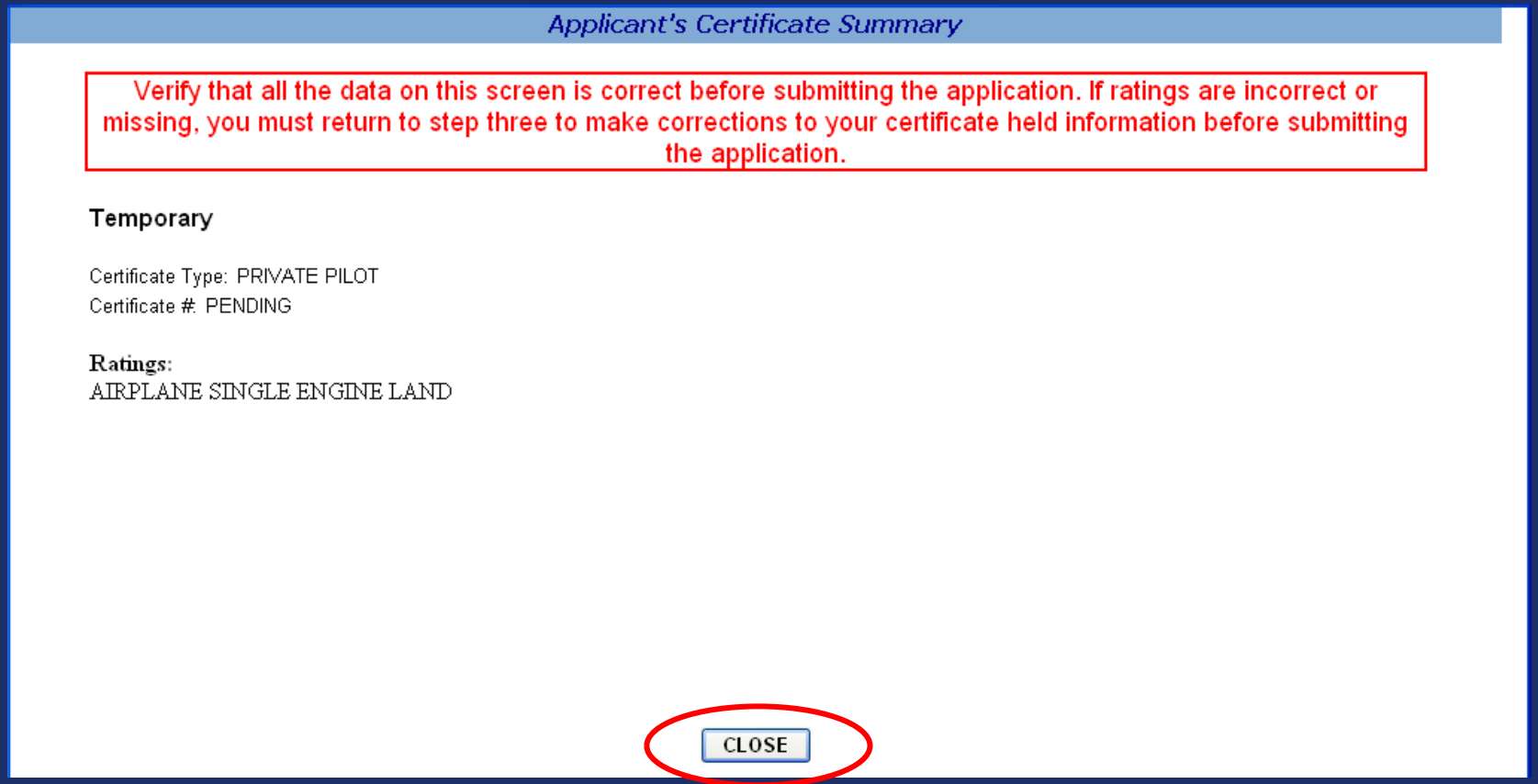
Step 6 allows the applicant to perform final checks on their input. If there's an error, the applicant will get a validation error like shown.

Certification / Application Module



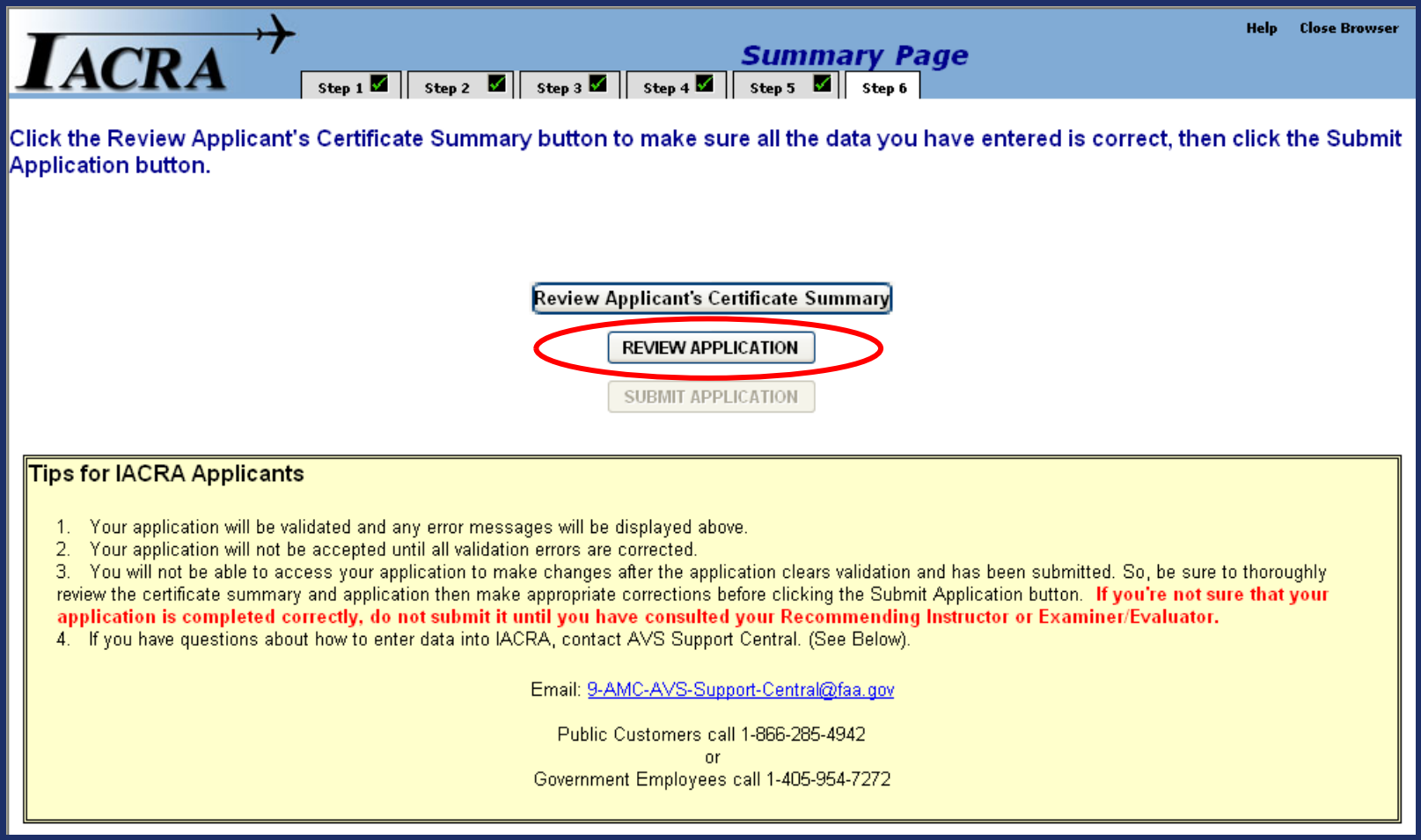
If there are no errors needing correction, continue by clicking on "***Review Applicant's Certificate Summary***".

Certification / Application Module



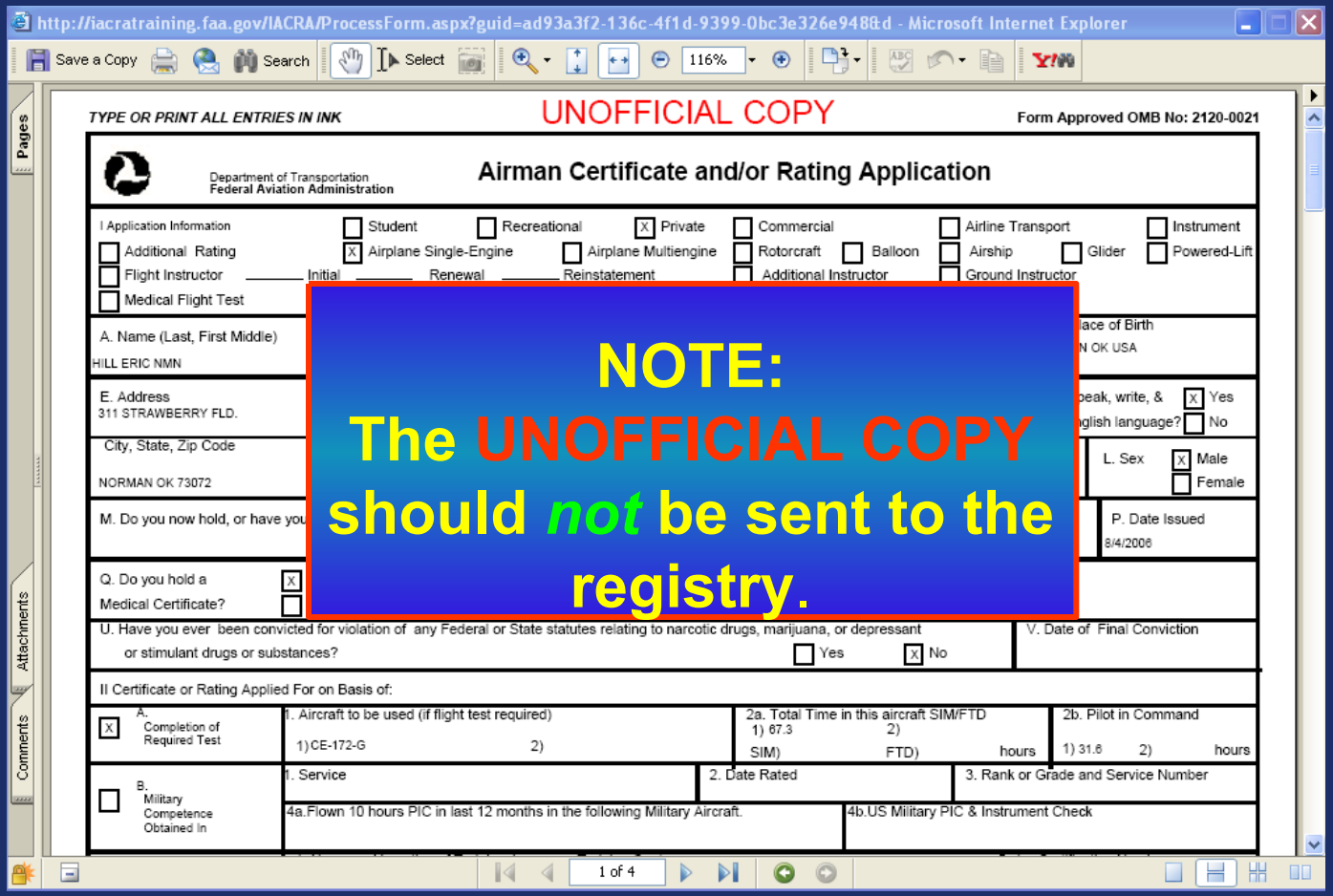
Verify the type of certificate sought and continue by clicking the **CLOSE** button.

Certification / Application Module



The applicant will next review his application by pressing the appropriate button.

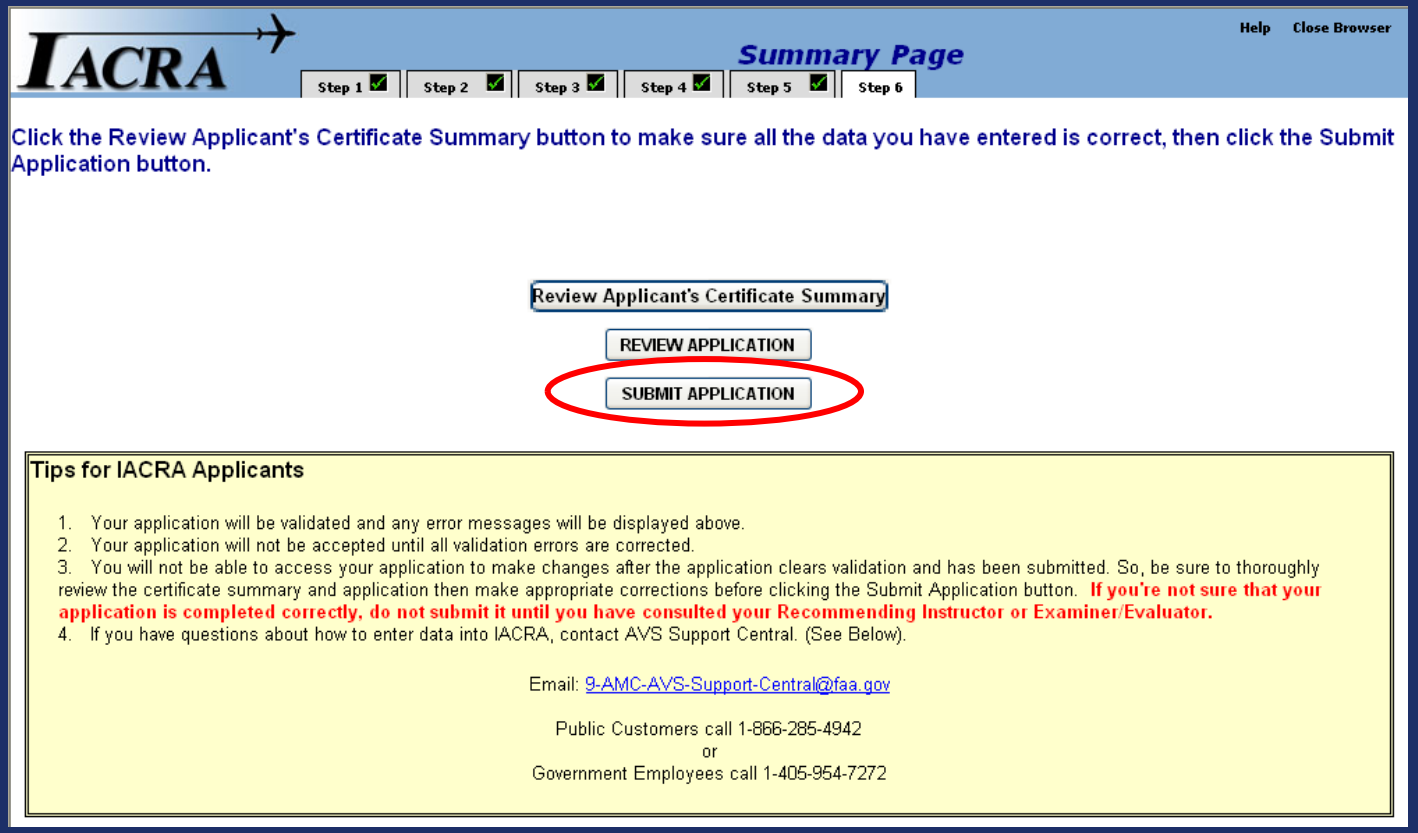
Certification / Application Module



NOTE:
The UNOFFICIAL COPY should *not* be sent to the registry.

A copy of Form 8710-1 will be shown in Adobe .pdf format. The form can be printed for the applicant's personal records, however note that this is an UNOFFICIAL COPY. Only the electronically submitted form is valid.

Certification / Application Module



At this point, the applicant will submit the electronic version of the 8710-1.

Certification / Application Module

This screen will give confirmation that the application was successfully submitted. The applicant's work is now completed for this phase of the application process.

Note the *"Application ID"* number.