



Dear Applicant,

This will help you get started when applying for a certificate/rating using Integrated Airmen Certification and/or Rating Application system (IACRA). This is a two-step process. Step 1 is registering as an IACRA user. This is a one-time procedure. Step 2 is completing an application for each certificate for which you are applying.

We recommend that you print this info and use it as a guide when on the IACRA site.

Use this message as a supplement to the information provided at the IACRA site.

Step 1 - Registering (skip if you already have an FTN)

You will need your license and medical certificate

1. Visit the IACRA site and select the "Registration" button on the right.
<http://acra.faa.gov/IACRA/default.aspx>
2. You will be asked to select "Roles". Select all that apply. For example, a CFI would select both Applicant and Recommending Instructor.
3. The next page will ask you for your certificate number (if you hold one) and other information. Note! If you hold a CFI certificate, use the date of issuance from your CFI certificate on the form instead of using your commercial/ATP certificate date of issuance. As you complete the name, address, etc fields; verify that you enter the information exactly as it appears on the certificate. If the information you enter does not match, you will not be registered. Follow the remarks for each field carefully.
4. After IACRA verifies your ID, it will give you a FAA Tracking Number (FTN). You **MUST KEEP** this number. It will be used to identify you for all future IACRA activities. Write down your FTN, username, and password. Keep in a safe location and treat it as you would your bank PIN.

If you have any trouble registering, call the IACRA helpdesk at 866-285-4942 or 405-954-7272.

Step 2 - Completing the Application

You will need your FTN, username, password, and logbook totals

login

1. Visit the IACRA site and select the "Login" button on the right.
<http://acra.faa.gov/IACRA/default.aspx>
2. Select Login as "Applicant" from the drop down list.
3. Enter your FTN and remember it is case sensitive.
4. Enter your username and remember it is case sensitive.
5. Enter your password and remember it is case sensitive.



Start a new application

1. Once you are logged in, select the “Start or Retrieve App” on the right.
2. Click the circle next to “Start a new application”, then select the type of application from the drop down list.
3. Select “Start Application” toward the bottom.
4. A new screen appears labeled Applicant Personal Information. Carefully work your way down the page and verify that information is accurate and complete. Follow the remarks for each field carefully.

! Notes about Citizenship, Place of Birth State, and Place of Birth Country fields!

You cannot simply type the information into the blank. These fields use a somewhat complicated selection system that is used later in the application. Here are the basic steps:

1. Click the underlined text to the right of the field (Edit Country).
2. A window will open.
3. Enter a search value in the search field (USA) and select “Search”.
4. Any matching items will appear in the larger window below the search field. Click once on the item you want. (USA) The item will be highlighted.
5. Press the “OK” button toward the bottom of the small window. Sometimes you will need to scroll down to see this button.
6. The window will close and you will see your selection (USA) in the field you were updating.

Some of these selection boxes, such as on type rating, you will want to make multiple selections. These work in the same manner as above except there will be a second large window below the window showing your matches. As you click items (one click) in the first window, they will be added to the lower list. If you wanted to select 3 type ratings, here is the procedure. Enter the first type (HS-125) in the search field and select “Search”. HS-125 should appear in the larger window. Click once on HS-125 and it will be added to the bottom window. For the second type, enter the designation in the search field (CE-500) and select “Search”. CE-500 should appear in the larger window. Click once on CE-500 and it will be added to the bottom window along with the previous type (HS-125). You can repeat this procedure as many times as needed.

To delete items from the bottom window, click once on the item and it will be deleted.

5. At the bottom of the page click on the link “Click Here to Enter Your Address Information”. A new window will open.
6. Verify/update your address information. Remember: You cannot use PO Boxes as a permanent address unless you also enter a physical description detailing how to locate your residence.
7. Press the “OK” button toward the bottom of the small window. Sometimes you will need to scroll down to see this button.
8. When the page is complete, scroll to the top of the page and locate the navigation bar (Step1, Step 2, Step...).
9. Select Step 2 by clicking on the words “Step 2” on the navigation bar.
10. Carefully complete Step 2. For all pages, work **carefully and completely**. Don't leave step 2 until all options have been selected. Move to the next Step by clicking the appropriate step number.



11. Step 5 (Aeronautical Experience) is not required for some applications. If it is already check-marked on the navigation bar then it is optional.

12. Step 6 is the submission step. Press Submit Application to make your application official. The computer will verify you meet the requirements for the certificate. If so, it will provide an application number. Record your application number and provide to the Certifying Officer (CO). Once the application is submitted, you cannot make any changes. If errors are found later in the application process, your flight instructor must "Reset" the application so you can then make changes.

Feel free to call the IACRA Helpdesk if you have questions during any phase of your application.