



Dear Recommending Instructor (RI),

This will help you get started when signing an application for a certificate/rating using Integrated Airmen Certification and 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 electronically signing an application for your student.

We recommend that you print this document and use it as a guide when using 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 pilot certificate and medical to complete this section.

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 – Reviewing/Signing your Applicant’s Application

You will need your FTN, username, and password. You will also need the applicant’s FTN, application ID, and Knowledge Exam ID

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 “Recommending Instructor” 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.



Retrieve your student's application

1. Once you are logged in, select the "Retrieve Application" on the right.
2. Enter your student's FTN in the box and press "Find Application(s)". You cannot continue without your student's FTN.
3. If an application is found, it will appear in a list. Your applicant may have more than one application on file. There is where you may need to have the Application ID which was provided to the applicant when they submitted the application.
4. Press "Select" next to the application you want to sign.
5. Press "Continue>".
6. There will now be an option labeled "Click here to Reset Application". Generally speaking, once the applicant submits his application, it is locked. This allows the applicant to change his application if you find any mistakes.
7. Press "Click here to view 8710" to view the application. A new window will open. It is very important that you do not block pop-up windows from the IACRA site or these features won't work. Some software packages like the Google Toolbar and Windows XP Service Pack 2 may try to prevent IACRA from opening a new window. If you see that the window doesn't open, change program setting to allow popup windows from the site and try again. The new window contains a PDF document which will look like an 8710. Review the application **carefully**. When you are done, you can close the window containing the application. If you find errors, you can RESET the application. Then, the applicant can login and fix the errors.
8. You should now see your original IACRA window. A check mark will now appear next to "Click here to view 8710". Move to the next option below labeled "Click here to Enter the Knowledge Test". A new window will open. Enter the Knowledge Test ID from the written and press "Search".
9. If the test is found, you should now see "Successful Validation." If you want to view the results, press "Click here to View Knowledge Test." This will open a third window which will contain the test results in PDF format. You can close this window when you are done looking at the written results. From the Knowledge Test Page, press "Close" when you are done validating the written exam.
10. The next option from the main IACRA page is "Click here to Sign 8710". Press this and you will see two buttons: "Preview Application" and "Sign Application". You have already reviewed the application. You could do so again if you wanted.
11. Press "Sign Application" and a new page will appear. It may take a moment to load, please be patient. The new page will look like the back of the 8710. There will be a yellow area on the application where you normally sign in ink. To sign the application, and lock it from future changes, click in the yellow area labeled "Click Here to Sign".
12. A new page will appear telling you that the application has been signed. That's it! The applicant can now appear for their practical test.

Remember, since IACRA is paperless, the applicant does not need to bring an 8710 to the checkride. You may, however, elect to sign an 8710 as an alternate method if for some reason IACRA is not available to the examiner. Verify with the examiner/inspector that they are prepared to give a practical using IACRA versus a traditional paper application. I suggest you send all the normally required documents with the applicant to the checkride, although most will be returned to the applicant. Please note that if you choose to print the 8710 from IACRA it is an unofficial copy for record keeping only. You



cannot present an IACRA E-signed 8710 to a DPE/Inspector who plans to use a traditional paper application. Traditional applications (paper 8710) must be signed in ink.

Feel free to call the IACRA Helpdesk at 866-285-4942 or 405-954-7272 if you have questions during any phase of your sign-off.