

Integrated Airman Certification and Rating Application (IACRA)

FAA User Guide

(March 2021)

FAA IACRA User Guide Contents:

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Introduction:

One of the options for the upcoming Inspection Authorization (IA) renewals in March 2021, is the functionality within Integrated Airman Certification and Rating Application (IACRA). This system will allow IAs to submit electronically their entire renewal package to the FAA and the FAA will have the ability to renew the Inspection Authorization remotely. The system will also generate, autofill, and email a renewal letter back to the IA instead of endorsing FAA Form 8310-5.

Currently, this functionality is only authorized for IA renewals, but future expansion is expected.

Section 1: Inspection Authorization Renewal in IACRA

IACRA is an FAA web site that allows individuals to apply for new Airman Certificates, renew, or upgrade their existing certificates. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all the necessary documents will be sent electronically to the Airman Registry.

<https://iacra.faa.gov/IACRA/Default.aspx>

This is the IACRA Home page:

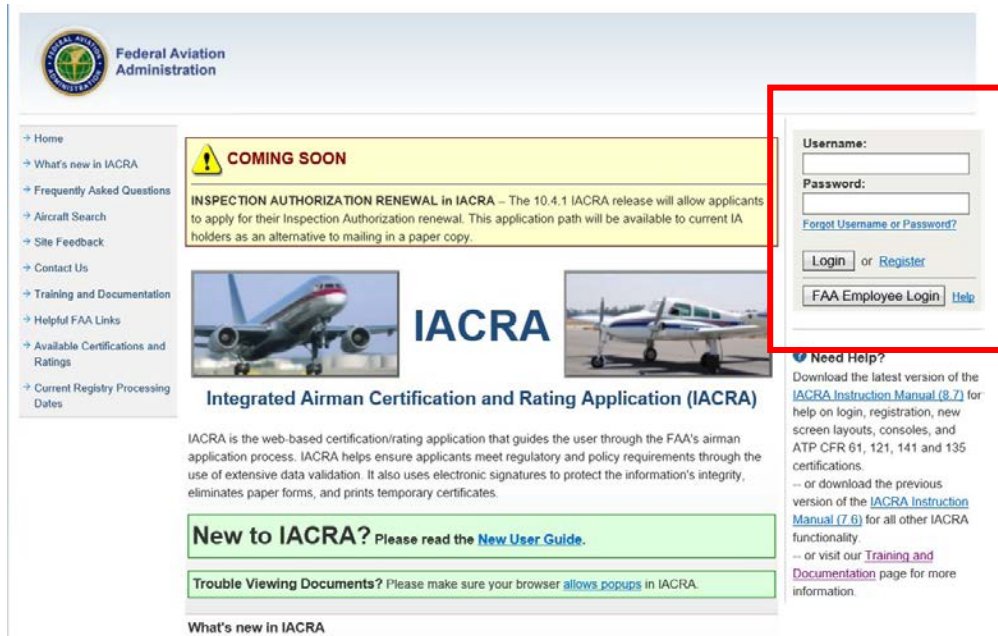
The screenshot shows the IACRA Home page with the following elements:

- Header:** Federal Aviation Administration logo and name.
- Left Navigation Menu:** A list of links including 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, and Current Registry Processing Dates. This menu is highlighted with a red box in the second image.
- COMING SOON:** A yellow banner with a warning icon and text: "INSPECTION AUTHORIZATION RENEWAL in IACRA – The 10.4.1 IACRA release will allow applicants to apply for their Inspection Authorization renewal. This application path will be available to current IA holders as an alternative to mailing in a paper copy."
- IACRA Title Card:** Features two images of aircraft, the text "IACRA", and the full name "Integrated Airman Certification and Rating Application (IACRA)".
- Description:** A paragraph explaining that IACRA is a web-based application that guides users through the FAA's airman application process, ensuring regulatory compliance and using electronic signatures for security.
- Green Boxes:** Two boxes with text: "New to IACRA? Please read the [New User Guide](#)." and "Trouble Viewing Documents? Please make sure your browser [allows popups](#) in IACRA."
- Right Side:** A login section with fields for Username and Password, a "Forgot Username or Password?" link, and buttons for "Login" or "Register". Below this is a "Need Help?" section with links to download the latest IACRA Instruction Manual (8.7) and previous versions (7.6), and a link to "Training and Documentation".
- Footer:** A link for "What's new in IACRA".

On the left portion of the site, there are a series of links to other functionality within IACRA:

This screenshot is identical to the one above, but with a red rectangular box highlighting the left navigation menu. The menu items are: 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, and Current Registry Processing Dates.

On the right portion of the site is where the IACRA login section is located:



Individuals with an existing IACRA account (Username and password) may enter that information in the applicable fields and select “**Login**”. They may also utilize their **PIV** card and select “FAA Employee Login”.

Section 2: Registering for an IACRA account

Individuals who do not have an IACRA account, must register prior to utilizing IACRA. To register, begin by selecting the “**Register**” link.

A close-up view of the IACRA login/register form. It shows the "Username:" and "Password:" input fields, a "Forgot Username or Password?" link, and buttons for "Login", "Register", "FAA Employee Login", and "Help". The "Register" button is highlighted with a red rectangular box.

Registering as an FAA Certifying Officer in IACRA

There are many different roles in IACRA, but for FAA employees who will be the certifying officers for Inspection Authorization renewals, from the “Select Roles” page these individuals must select the appropriate box under “Certifying Officers”, either “Aviation Safety Inspector” or “Aviation Safety Technician”.

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

- 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
- Current Registry Processing Dates

IACRA - Select Role(s)

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

Applicant

Applicant

Instructors

- Air Carrier Flight Instructor - (CFR 121, 135)
- Chief / Assistant Chief Flight Instructor - (CFR 141)
- 142 Recommending Instructor - (CFR 142)
- Recommending Instructor - (CFR 61, 65, 141, SIC, Student, Remote, Flight Review)

Certifying Officers

- Aircrew Program Designee - (CFR 121, 135)
- Airman Certification Representative - (DMS - DPE, SAE & ADMIN PE)
- Airman Certification Representative (FIRC only) - (FIRC) (DMS - DPE, SAE & ADMIN PE)
- Aviation Safety Inspector - (FAA)
- Aviation Safety Technician - (FAA)
- Designated Examiner - (DMS - DPE & SAE)
- Training Center Evaluator - (CFR 142, 121, 135)

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.

After selecting the appropriate certifying officer box, the individual will need to review and agree to the Terms of Service by selecting the “Agree to TOS and Continue” button.

- Training and Documentation
- Helpful FAA Links
- Available Certifications and Ratings
- Current Registry Processing Dates

- Air Carrier Flight Instructor - (CFR 121, 135)
- Chief / Assistant Chief Flight Instructor - (CFR 141)
- 142 Recommending Instructor - (CFR 142)
- Recommending Instructor - (CFR 61, 65, 141, SIC, Student, Remote, Flight Review)

Certifying Officers

- Aircrew Program Designee - (CFR 121, 135)
- Airman Certification Representative - (DMS - DPE, SAE & ADMIN PE)
- Airman Certification Representative (FIRC only) - (FIRC) (DMS - DPE, SAE & ADMIN PE)
- Aviation Safety Inspector - (FAA)
- Aviation Safety Technician - (FAA)
- Designated Examiner - (DMS - DPE & SAE)
- Training Center Evaluator - (CFR 142, 121, 135)

Admin

- School Administrator - (CFR 141, 142, 121, 135)

Terms of Service (TOS)

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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 >>](#)

The next screen will be where the individual will need to enter their user profile information. There are four sections to this screen.

The first is “Certificate Information”. FAA employee may enter their Airman Certificate number and date of issuance if they choose, it is not a required field. However, the individual must identify their assigned office (FSDO, IFO, or CMO) from the dropdown list and enter their FSAS Initials into the fields provided.

The second section on the page “Personal Information” is self-explanatory.

Federal Aviation Administration

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

IACRA - User Profile Information

Certificate Information

If you do not have an existing FAA certificate number and date of issuance, please skip to the next section. Please note, some IACRA roles will require FAA certificate information before the user profile can be completed.

Airman Certificate Number

Date of Issuance

FSDO

FSAS Initials

Please select your FSDO from the list. Please enter your FSAS Initials.

Personal Information

Please Note: The total length of name (including first, middle, last and any suffix) must be less than 50 characters.

First Name

Middle Name

Last Name

Name Suffix

Date of Birth

Sex Male Female

Email Address

In the next section, the individual selects security questions and responses. The final section on the screen, the individual creates their own username and password. And lastly, select “Register”.

Note: Throughout the IACRA website, there will be small blue circles with a question mark inside. These are help features to provide assistance when the applicant is asked to provide information.

Security Questions

Security Question 1

Answer

Security Question 2

Answer

User Name / Password

Create Your Unique IACRA Login

User Name

Password

Confirm Password

Your Unique IACRA Login
User Name

Section 3: IACRA Home Page Overview

Accessing IACRA. For FAA individuals, who already have an IACRA account (Username and password), can enter those in the applicable fields and select “**Login**”. They may also utilize their **PIV** card and select “FAA Employee Login”.

Federal Aviation Administration

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

IACRA
Integrated Airman Certification and Rating Application (IACRA)

Welcome to the IACRA Training Site

Your current username and password cannot be used for Login to the training site. The purpose of this site is to provide you with a place to practice using IACRA.

Please note: This is NOT the production IACRA web site. This site is intended for training purposes ONLY. Applications submitted on this site are NOT submitted to the Registry. For completing actual certifications, please visit <http://iacra.faa.gov/iaacra/> for the production site.

What's new in IACRA

IACRA Version 8.15

This release contains the following changes:

Registration / Application

- Users may now apply for ATP certificates with Restricted Privileges (61.160). The applicant can apply for this certificate under Part 61.142, 121 and 135 based on specific criteria to include qualifying hours, former or current Military, or credits from a Degree program.
- Several statuses have been renamed to be more descriptive. For instance, "Submitted" has been renamed "Partially Complete – Ready for Next Action" to indicate the application isn't complete.
- Applicants will now have the ability to delete applications that have the status of "Partially Complete – Ready for Next Action." A delete option has been added as an Available Action on the applicant's console.

[read more](#)

Need Help?

Download the latest version of the [IACRA Instruction Manual \(8.7\)](#) for help on login, registration, new screen layouts, console, 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:
[input field: iasignh003]

Password:
[input field: *****]

[Forgot Username or Password?](#)

or

[FAA Employee Login](#) | [Help](#)

The Terms of Service and Role Selection screen is next. After reviewing the TOS, the individual will select “Accept TOS as” button for their appropriate role. Individuals may have multiple roles available.

Federal Aviation Administration

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

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:

- 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.
- 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:

AVIATION SAFETY INSPECTOR

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20593
1-866-TELL-FAA (1-866-835-5322)

Readers & Viewers

Web Policies
Web Policies & Notices
Privacy Policy

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

The users IACRA Home page is displayed. There are several sections on this page that have specific functions.

The first section is in the upper left portion of the screen. This section contains the “User’s Information”.

The screenshot shows the IACRA - Certifying Officer Console interface. The top left corner features the Federal Aviation Administration logo and the text "Federal Aviation Administration". Below this, a red box highlights the "User Information" section, which includes the following details:

- FTN: AS211721
- User: s9ingh03
- Role: Aviation Safety Inspector
- ASI/AST Options

The main content area is titled "IACRA - Certifying Officer Console" and contains several sections:

- Retrieve & Process Applications:** Includes a "Retrieve" button and instructions: "(Enter the Applicant's FTN to work, view, or print the related documents such as, application form, temporary certificate or knowledge tests.)"
- Designee Oversight - Completed IACRA Applications by FSDO:** Includes a search form with fields for "Your FSDO is:", "Reporting FSDO:" (dropdown), "Date Range:" (From/To), "Certifying Officer Type:" (dropdown), "Certifying Officer:" (dropdown), "Application ID:", "Applicant Name:", and "Certificate Type:" (dropdown). A "Continue" button is at the bottom.
- Inspection Authorizations:** Includes a dropdown for "FSDO:" and a message: "There are no applications available for processing at this FSDO."
- Your IACRA Statistics:** Shows "Applications Processed" with counts for "last 90 Days: 0", "last 30 Days: 0", and "last 7 Days: 0".
- Your Activity History:** Includes a "Date Range" selector and a "View History" button.
- Airman Information:** Includes a table for "Airman Certificate":

Certificate Number	Certificate Type	Issued	Expires
801275340		01/09/2021	06/06/2079

Further down the left side of the screen are “ASI/AST Options”.

This screenshot is identical to the one above, showing the IACRA - Certifying Officer Console. In this version, the "ASI/AST Options" section in the left-hand navigation menu is highlighted with a red box. The rest of the interface, including the "User Information" section and the main content area, remains the same as in the previous screenshot.

In the lower left portion of the page is the “Information and Help” section. From the “Training and Documentation” link, users can access the IACRA Training site (see Section 4 of this guide)

The screenshot shows the IACRA - Certifying Officer Console interface. The left sidebar contains the 'Information & Help' section, which is highlighted with a red box. This section includes links for 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, and Current Registry Processing Dates. The main content area is titled 'IACRA - Certifying Officer Console' and includes sections for 'Retrieve & Process Applications', 'Designee Oversight - Completed IACRA Applications by FSDO', 'Inspection Authorizations', 'Your IACRA Statistics', 'Your Activity History', and 'Airman Information'. The 'Airman Information' section displays a table with the following data:

Certificate Number	Certificate Type	Issued	Expires
801275340		01/09/2021	06/06/2079

The next section is the Retrieve and Process Applications. The user can enter in an airman/applicant’s FTN and retrieve applicable applications.

The screenshot shows the IACRA - Certifying Officer Console interface, focusing on the 'Retrieve & Process Applications' section, which is highlighted with a red box. This section contains a form for entering an applicant's FTN and a 'Retrieve' button. The form includes a text input field for the FTN and a 'Retrieve' button. Below the form, there is a message: 'There are no applications available for processing at this FSDO.' The rest of the interface, including the 'Designee Oversight' section and the 'Airman Information' table, is visible but not highlighted.

The “Inspection Authorization” section is next. The FSDO/IFO/CMO will default to the User’s assigned office (per their profile). The dropdown list allows for the user to select other FAA offices. The field below the office identifier will display all of the Inspection Authorization application packages awaiting review for that given office. There may be multiple pages of applications.

The screenshot shows the IACRA - Certifying Officer Console interface. The left sidebar contains navigation options like 'User Information', 'ASIAST Options', and 'Information & Help'. The main content area is divided into several sections: 'Retrieve & Process Applications', 'Designee Oversight - Completed IACRA Applications by FSDO', 'Your IACRA Statistics', and 'Airman Information'. The 'Inspection Authorizations' section is highlighted with a red box and contains a dropdown menu for 'FSDO: [FS00 - WASHINGTON N...]' and a message: 'There are no applications available for processing at this FSDO.' Below this, the 'Your IACRA Statistics' section shows 'Applications Processed' counts for different time periods (last 90, 30, and 7 days), all of which are zero. The 'Airman Information' section includes a table for 'Airman Certificate' with columns for Certificate Number, Certificate Type, Issued, and Expires. The table contains one entry with Certificate Number 801275340, Issued date 01/09/2021, and Expires date 06/06/2079.

The next section is the “Your IACRA Statistics” section. This section will display the number of applications the user has processed within a given time period.

This screenshot is identical to the one above, showing the IACRA - Certifying Officer Console. In this view, the 'Your IACRA Statistics' section is highlighted with a red box. It displays the following statistics: 'Applications Processed' with sub-headers for '~ last 90 Days: 0', '~ last 30 Days: 0', and '~ last 7 Days: 0'. The rest of the interface, including the 'Inspection Authorizations' section and the 'Airman Information' table, remains the same as in the previous screenshot.

The next section is a comprehensive search function with several dropdown fields to focus the search criteria.

IACRA - Certifying Officer Console

Retrieve & Process Applications

FTN:

(Enter the Applicant's FTN to work view, or print the related documents such as: application form, temporary certificate or knowledge tests.)

Inspection Authorizations

FSDO:

There are no applications available for processing at this FSDO.

Your IACRA Statistics

Applications Processed

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

Airman Information

Certificate Number	Certificate Type	Issued	Expires
801275340		01/09/2021	06/06/2079

Designee Oversight - Completed IACRA Applications by FSDO

Enter Your Search Criteria

Your FSDO is: FS00, WASHINGTON NAT. HQ.

Reporting FSDO:

Date Range: From (MM/DD/YYYY) To (MM/DD/YYYY)

Certifying Officer Type:

Certifying Officer: At FSDO: 2/9/2020 to 2/9/2021

Application ID:

Applicant Name:

Certificate Type:

(Adjust search criteria then click.)

Your Activity History

Date Range: -

After the criteria is selected, user selects the “Continue” button and a results screen is displayed.

Designee Oversight - View Completed IACRA Applications by FSDO

Enter Your Search Criteria

Your FSDO is: FS00, WASHINGTON NAT. HQ.

Reporting FSDO:

Date Range: From (MM/DD/YYYY) To (MM/DD/YYYY)

Certifying Officer Type:

Certifying Officer: At FSDO: 02/09/2020 to 02/09/2021

Application ID:

Applicant Name:

Certificate Type:

(Adjust search criteria then click.)

12 record(s) found.

Signed Application Results for FS00, between 02/09/2020 & 02/09/2021

12

ApplicationID	Applicant Name & FTN	Sign Date	Certificate Type	Certifying Officer	Review	Select Document
210010	FREDERICK, STANLEY (C1075952)	02/09/2021	AIRLINE TRANSPORT PILOT	BLANKENSHIP, KEITH NMN	Review	
210008	HERMAN, JONATHAN (C1075942)	02/08/2021	INSPECTION AUTHORIZATION	CONRAD, JASON NMN	Review	
210002	HURLEY, JESSE (C1075940)	02/07/2021	STUDENT PILOT	PITTMAN, MARY NMN	Review	
209995	RUIZ, BILLY (C1075924)	02/05/2021	INSPECTION AUTHORIZATION	HENSLEY, GORDON NMN	Review	
209985	BIRD, TODD (C1075903)	02/03/2021	INSPECTION AUTHORIZATION	NOLAN, MARTIN NMN	Review	
209986	BIRD, TODD (C1075903)	02/03/2021	INSPECTION AUTHORIZATION	DICKERSON, TODD NMN	Review	
209966	COWAN, EARL (C1075840)	02/03/2021	INSPECTION AUTHORIZATION	KIMBALL, LOUIS NMN	Review	
209978	KUHN, EARL (C1075885)	02/02/2021	AIRLINE TRANSPORT PILOT	WHITEHEAD, DALE NMN	Review	

Returning to the Home Page, the next section is the “Your Activity History”. From this section, a user can access all their activity in IACRA within a specified timeframe.

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

ICRA Home » Console

IACRA - Certifying Officer Console

User Information

FTN: AS211721 [Logout](#)

User: ssiing003

Role: Aviation Safety Inspector

ASI/AST Options

- Console
- Designee Oversight
- PTRS Viewer
- User Profile
- Authorize School Admin / ACFI
- 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
- Current Registry Processing Dates

Retrieve & Process Applications

FTN: [Retrieve](#)

(Enter the Applicant's FTN to work, view, or print the related documents such as: application form, temporary certificate or knowledge tests.)

Inspection Authorizations

FSDO: **FS00 - WASHINGTON** ▾

There are no applications available for processing at this FSDO.

Designee Oversight - Completed IACRA Applications by FSDO

Enter Your Search Criteria

Your FSDO is: FS00, WASHINGTON NAT. HQ.

Reporting FSDO: **FS00 - WASHINGTON NAT. HQ.** ▾

Date Range: From: To:

Certifying Officer Type: **All Types** ▾

Certifying Officer: All FSDOs: 2/9/2020 to 2/9/2021

Application ID:

Applicant Name:

Certificate Type: **All Types** ▾

[Continue](#) *(Adjust search criteria then click.)*

Your Activity History

Date Range: -

[View History](#)

Airman Information

Airman Certificate

Certificate Number	Certificate Type	Issued	Expires
B01275340		01/09/2021	06/06/2079

The search results page will display the application processed. The user can select the application number and retrieve the entire renewal package. The user can also select the applicant’s FTN and view all that airman’s existing applications in IACRA.

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

ICRA Home » Console

IACRA - Search Results

Search Criteria

Date Range: -

Activity History

Application	Applicant	FTN	Start Date	Certificate Type	Status	Status Date
210008	HERMAN, JONATHAN	C1075942	02/08/2021	Inspection Authorization > Renewal by Activities, Test or Course	Completed	02/08/2021

[Return to Console](#)

And the final section is Airman Information. This will display any associated certificates linked to the User's account profile.

The screenshot displays the IACRA - Certifying Officer Console interface. At the top left is the Federal Aviation Administration logo. A navigation menu on the left includes sections for User Information, ASI/AST Options, and Information & Help. The main content area is titled "IACRA - Certifying Officer Console" and contains several panels: "Retrieve & Process Applications", "Designee Oversight - Completed IACRA Applications by FSDO", "Inspection Authorizations", "Your IACRA Statistics", "Enter Your Search Criteria", and "Your Activity History". The "Airman Information" section is highlighted with a red border and contains a table of certificates.

Federal Aviation Administration

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

IACRA Home » Console

IACRA - Certifying Officer Console

Retrieve & Process Applications

FTN:

(Enter the Applicant's FTN to work, view, or print the related documents such as: application form, temporary certificate or knowledge tests.)

Designee Oversight - Completed IACRA Applications by FSDO

Enter Your Search Criteria

Your FSDO is: FSD0, WASHINGTON NAT. HQ.

Reporting FSDO:

Date Range: From (MM/DD/YYYY) To (MM/DD/YYYY)

Certifying Officer Type:

Certifying Officer: At FSD0: 2/9/2020 to 2/9/2021

Application ID:

Applicant Name:

Certificate Type:

(Adjust search criteria then click.)

Inspection Authorizations

FSDO:

There are no applications available for processing at this FSDO.

Your IACRA Statistics

Applications Processed

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

Your Activity History

Date Range: -

Airman Information

Airman Certificate

Certificate Number	Certificate Type	Issued	Expires
801275340		01/09/2021	06/06/2079

Section 4: Review and Approval of an Inspection Authorization renewal package in IACRA

To begin the Inspection Authorization renewal package review and approval process, the certifying officer (Aviation Safety Inspector or Aviation Safety Technician) will log into their IACRA account and access their Certifying Officer Console.

The screenshot shows the IACRA Certifying Officer Console. The left sidebar contains navigation options, with 'ASIAST Options' highlighted. The main content area is titled 'IACRA - Certifying Officer Console' and includes several sections: 'Retrieve & Process Applications', 'Designee Oversight - Completed IACRA Applications by FSDO', 'Inspection Authorizations', 'Your IACRA Statistics', 'Your Activity History', and 'Airman Information'. The 'Inspection Authorizations' section is highlighted with a red box and shows a table with the following data:

Application	Applicant
210008	HERMAN, JONATHAN

From this page, the Certifying Officer will go to the “Inspection Authorization” section and verify their assigned FAA office (FSDO/IFO/COM) is displayed in the dropdown field. Below that field are the applications awaiting review and approval.

This screenshot is identical to the one above, showing the IACRA Certifying Officer Console. The 'Inspection Authorizations' section is highlighted with a red box, displaying the same table of applications as in the previous image.

The Certifying Officer selects an application to review by clicking on the blue underlined application number.

The screenshot shows the 'IACRA - Certifying Officer Console' interface. On the left is a navigation menu with options like 'Console', 'Designee Oversight', and 'User Profile'. The main area is titled 'Retrieve & Process Applications' and contains several sections:

- Retrieve & Process Applications:** Includes an input field for FTN (210008) and a 'Retrieve' button.
- Enter Your Search Criteria:** Includes dropdowns for 'Your FSDO' (F900 - WASHINGTON NAT. HQ) and 'Reporting FSDO' (FS00 - WASHINGTON NAT. HQ), along with date range and certifying officer type filters.
- Inspection Authorizations:** A table with columns 'Application' and 'Applicant'. The application number '210008' is circled in red, and the applicant is 'BERMAN, JONATHAN'.
- Your IACRA Statistics:** Shows counts for applications processed in the last 90, 30, and 7 days.
- Your Activity History:** Includes a date range selector and a 'View History' button.
- Airman Information:** A table with columns 'Certificate Number', 'Certificate Type', 'Issued', and 'Expires'. One entry is visible with certificate number 801275313.

After selecting an application to review, the application review checklist is displayed. Please make note of the red text. Do not mail anything unless directed to do so.

The screenshot shows the application review checklist. At the top left is the FAA logo and 'Federal Aviation Administration'. At the top right are links for 'Log Out', 'Console', and 'Help'. A prominent red-bordered box contains the following text:

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

 Below this note are several sections:

- Review the Application Status:** Includes a link for 'Review 8610-1 Application' and a yellow callout box: 'Review the application EVERYTIME there is not a checkmark on the left side to be able to continue.'
- View Upload Documents:** Includes a link for 'Enter Comments (Optional)' and a link for 'Review Applicant's IA Renewal Letter'.
- Choose the Activity Number for PTRS:** Includes radio buttons for 'Maintenance (3514)' and 'Avionics (5514)', and a yellow callout box: 'You hold both Maintenance and Avionics authorizations. Please choose the PTRS Activity Number for this action.'
- Sign and Complete Application:** Includes a yellow callout box: 'By selecting this link you will be accepting all the data entered up to this point. This will submit this application to AFB-720, Airman Registry. If you need the applicant to make changes to the application, select this link to return the application to the applicant.'
- Return and Process Links:** Includes links for 'Click here to Return Application to Applicant' and 'Process Another Application'.

 At the bottom, there are links for 'FAA.gov Home', 'Privacy Policy', 'Web Policies & Notices', and 'Contact Us', along with 'Readers & Viewers: PDF Reader'.

The Certifying Officer will complete their review by selecting each of the underlined blue text links in order top to bottom.

Note: If for some reason the Certifying Officer is unable to complete the review, they can always return anytime and pick up where they had left off in the review. The checkmarks are retained.

Federal Aviation Administration

Log Out
Console
Help

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

Review the Application Status Review 8610-1 Application	Review the application EVERYTIME there is not a checkmark on the left side to be able to continue.
View Upload Documents Enter Comments (Optional) Review Applicant's IA Renewal Letter Choose the Activity Number for PTRS <input type="radio"/> Maintenance (3514) <input type="radio"/> Avionics (5514)	You hold both Maintenance and Avionics authorizations. Please choose the PTRS Activity Number for this action.
Sign and Complete Application	By selecting this link you will be accepting all the data entered up to this point. This will submit this application to AFB-720, Airman Registry. If you need the applicant to make changes to the application, select this link to return the application to the applicant.
Click here to Return Application to Applicant	
Process Another Application	

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Readers & Viewers: [PDF Reader](#)

The first link a Certifying Officer selects is the “Review the Application Status” link.

Federal Aviation Administration

Log Out
Console
Help

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

Review the Application Status Review 8610-1 Application	Review the application EVERYTIME there is not a checkmark on the left side to be able to continue.
View Upload Documents Enter Comments (Optional) Review Applicant's IA Renewal Letter Choose the Activity Number for PTRS <input type="radio"/> Maintenance (3514) <input type="radio"/> Avionics (5514)	You hold both Maintenance and Avionics authorizations. Please choose the PTRS Activity Number for this action.
Sign and Complete Application	By selecting this link you will be accepting all the data entered up to this point. This will submit this application to AFB-720, Airman Registry. If you need the applicant to make changes to the application, select this link to return the application to the applicant.
Click here to Return Application to Applicant	
Process Another Application	

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Readers & Viewers: [PDF Reader](#)

A new screen will display the applicant's renewal package status with both time and date stamps. When finished, select the "Close" button.

Event	Date of Event
Signed by Applicant	2/2/2021 5:36:41 AM
PBR Signed by Applicant	2/2/2021 5:36:08 AM
Started	2/2/2021 5:34:19 AM

Close

The next step in the review process is the review of the IACRA generated FAA Form 8610-1. The user selects the appropriate link.

Note: The checkmark next to the first completed task.

Federal Aviation Administration Log Out Console Help

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

- [Review the Application Status](#)
[Review 8610-1 Application](#)
Review the application EVERYTIME there is not a checkmark on the left side to be able to continue.
- [View Upload Documents](#)
- [Enter Comments \(Optional\)](#)
- Review Applicant's IA Renewal Letter
- Choose the Activity Number for PTRS
 - Maintenance (3514)
 - Avionics (5514)You hold both Maintenance and Avionics authorizations. Please choose the PTRS Activity Number for this action.
- Sign and Complete Application
By selecting this link you will be accepting all the data entered up to this point. This will submit this application to AFB-720, Airman Registry.
If you need the applicant to make changes to the application, select this link to return the application to the applicant.
- [Click here to Return Application to Applicant](#)
- [Process Another Application](#)

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Readers & Viewers: PDF Reader

The Applicant's signed FAA Form 8610-1 is displayed. The Certifying Officer must review the application per FAA guidance. Select "Close" at the top of the screen when completed.

application form has been received (14 CFR 49)

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Form Approved OMB No. 2128-0022 Exp. 12/31/2020

MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT

1. NAME (Last, First, Middle)
HERMAN, JONATHAN NMN

2. MECHANIC CERTIFICATE NO.
801275312

3. MAILING ADDRESS (Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)
311 STRAWBERRY FLD.
NORMAN OK 73072

4a. FIXED BASE OF OPERATIONS
PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK
311 STRAWBERRY FLD.
NORMAN OK 73072

4b. TELEPHONE NO.
PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK
800-867-5309

5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?

6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?

7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?

8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.

9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)

10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	
						4		<input type="checkbox"/>

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)
LEAR 35 TRAINING COURSE: DALLAS, TX 09/30/2020

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)

11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS

DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	DESCRIPTION OF ACTIVITY
FROM 3/1/2019 TO 2/1/2021	AERO MX, 123 AVIATION WAY, NORMAN, OK 12345, USA	INSPECTION AND REPAIR OF SINGLE HELICOPTERS AND AIRPLANES
FROM TO		
FROM TO		

12. REMARKS

13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.

DATE: 02/08/2021 03:44:07 PM SIGNATURE OF APPLICANT: JONATHAN NMN HERMAN E SIGN

14. RECORD OF ACTION (For FAA Use only)

ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
<input type="checkbox"/> ENDORSEMENT			
<input type="checkbox"/> ISSUANCE <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> VOLUNTARY SURRENDER		JASON NMN CONRAD	FS00

FAA Form 8610-1 8/1-80 SUPERCEDES PREVIOUS EDITION IACRA Equivalent Application ID: 210008

The Certifying Officer is returned to the checklist screen. The next step in the review process is to view the uploaded documentation supporting the basis for renewal. The Certifying Officer will select "View Uploaded Documents" link.

Federal Aviation Administration

Log Out
Console
Help

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

Review the Application Status
 Review 8610-1 Application

[View Upload Documents](#)
[Enter Comments \(Optional\)](#)
[Review Applicant's IA Renewal Letter](#)

Choose the Activity Number for PTRS

Maintenance (3514)
 Avionics (5514)

Sign and Complete Application

[Click here to Return Application to Applicant](#)
[Process Another Application](#)

Review the application EVERYTIME there is not a checkmark on the left side to be able to continue.

You hold both Maintenance and Avionics authorizations. Please choose the PTRS Activity Number for this action.

By selecting this link you will be accepting all the data entered up to this point. This will submit this application to AFB-720, Airman Registry. If you need the applicant to make changes to the application, select this link to return the application to the applicant.

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Readers & Viewers: PDF Reader

The “Uploaded Documents” screen displays the documents available for viewing. The Certifying Officers selects a document from the list in the “Uploaded Document” field and selects the “View” button.

1) Click 'Browse' then locate and select scanned/photographed document. Click 'Open.'
2) Click 'Upload/Save.' Document will be uploaded, converted to black & white, then displayed for verification.
3) If text quality is acceptable, repeat steps 1 & 2 to upload additional documents as needed.
4) If text quality is **unacceptable**, click on the document in the Uploaded Documents list, then click 'Remove'. Try photographing/scanning the document again. Refer to the [help](#) for some quality tips.

Some examples of uploaded documents include Foreign Verification Letters (include all attachments) and ATP Graduation Certificates. IACRA only accepts image files (.jpg, .tif, .png).
All documents, regardless of the number of pages, must be separated into individual pages for uploading. For example, a three page foreign verification letter will require three separate uploads, one for each page.

Browse... Upload/Save

Uploaded Documents

Training certificate.tif

Please ensure the information on the document is clearly readable. If an ATP Graduation Certificate or Foreign Verification Letter is not readable it runs the risk of being returned for correction by the Airmen Certification Branch.

Remove View

CONTINUE

HELP

The selected document will be displayed for review. The Certifying Officer will select “Closed” when finished.

Close

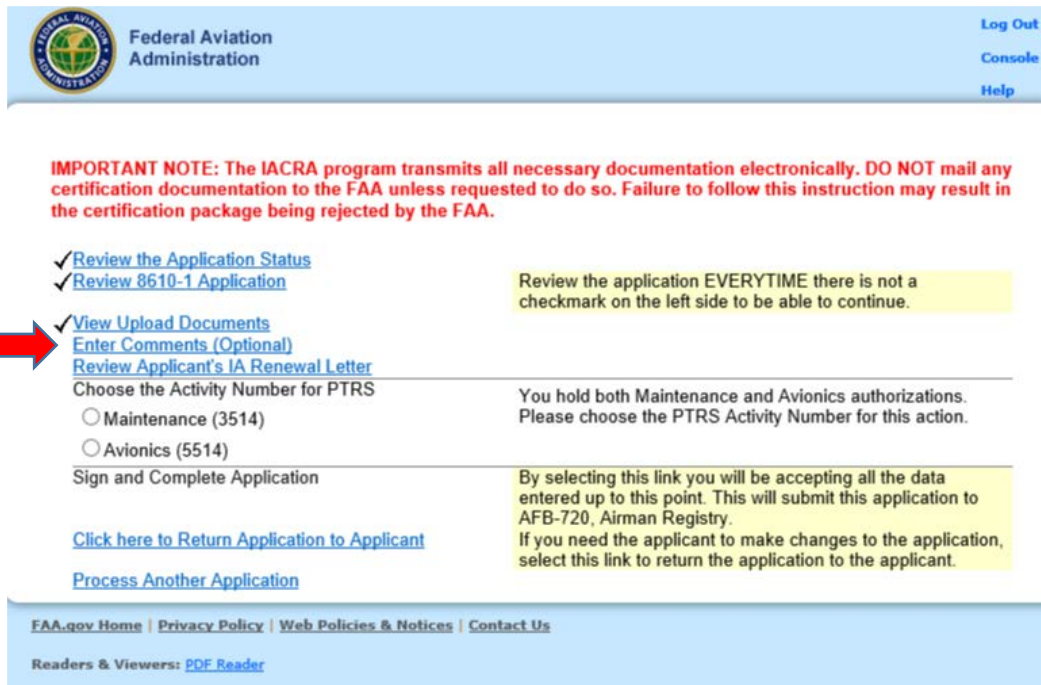
Figure 3-169. Sample Certificate of Training—Training Course Provider

Certificate of Training
Dallas Aero Academy
Presented to:
John Mechanic
Specialized NDI - Learjet 35 Series Wing Spar
Completed this 60-hour course September 23, 2017
FAA Course Acceptance Number: C-IND-IM-170928-K-010-001
Course Expiration Date: September 30, 2019

Accredited for 8 hours IA refresher training under Title 14 CFR part 65, § 65.93(a)(4)

I.M. Instructor
Dallas Aero Academy

After all uploaded documents have been review, the Certifying Officer selects “Continue” and is returned back to the review checklist. The next step in the process is “Enter Comments”.



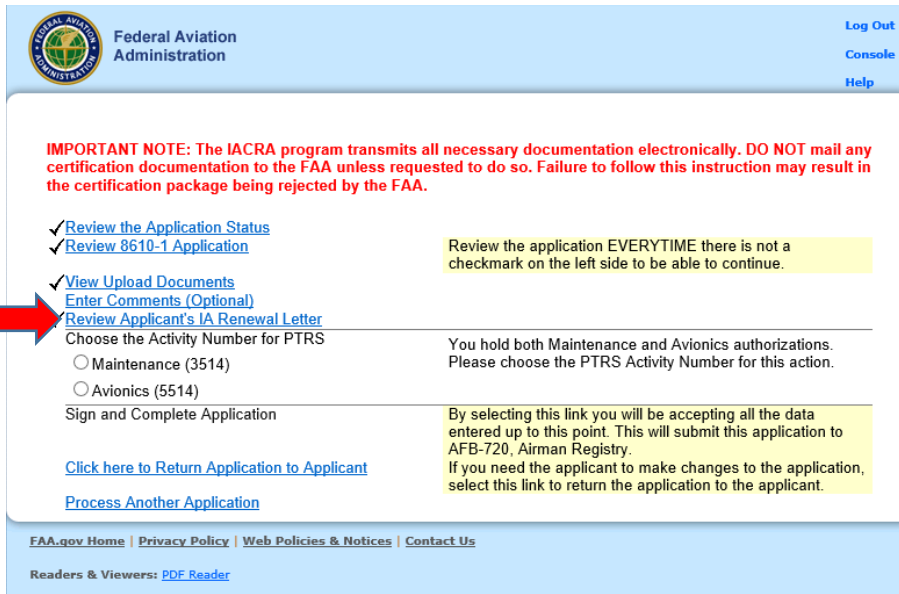
The screenshot shows the FAA application review checklist. At the top left is the Federal Aviation Administration logo. At the top right are links for "Log Out", "Console", and "Help". A red arrow points to the "Enter Comments (Optional)" link in the checklist. The checklist items are: "Review the Application Status", "Review 8610-1 Application", "View Upload Documents", "Enter Comments (Optional)", and "Review Applicant's IA Renewal Letter". Below these are sections for "Choose the Activity Number for PTRS" (with radio buttons for Maintenance and Avionics), "Sign and Complete Application", and "Click here to Return Application to Applicant". A "Process Another Application" link is at the bottom. A footer contains "FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us" and "Readers & Viewers: PDF Reader".

The “Enter Comments” page is displayed. This allows the Certifying Officer the ability to enter comments. This is optional, no comments are required. If comments are entered, select “Save Comments” button. When complete, select the “Continue with Checklist” button to return to the Review Checklist.



The screenshot shows the "Certifying Officer Comments" form. It has a title bar "Certifying Officer Comments". Below the title, it says "Comments" and "These comments will appear in the Remarks/Comments sections of the application." There is a text input field labeled "Insert or Edit Comment" with a scroll bar. Below the input field is a "Save Comments" button. At the bottom of the form are "Cancel" and "Continue with Checklist" buttons.

The next step in the review process is for the Certifying Officer to review the IACRA generated IA Renewal letter.



Federal Aviation Administration [Log Out](#) [Console](#) [Help](#)

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

- ✓ [Review the Application Status](#)
- ✓ [Review 8610-1 Application](#)
- ✓ [View Upload Documents](#)
- ✓ [Enter Comments \(Optional\)](#)
- ✓ [Review Applicant's IA Renewal Letter](#)

Review the application EVERYTIME there is not a checkmark on the left side to be able to continue.

Choose the Activity Number for PTRS

Maintenance (3514)

Avionics (5514)

You hold both Maintenance and Avionics authorizations. Please choose the PTRS Activity Number for this action.

Sign and Complete Application

By selecting this link you will be accepting all the data entered up to this point. This will submit this application to AFB-720, Airman Registry. If you need the applicant to make changes to the application, select this link to return the application to the applicant.

[Click here to Return Application to Applicant](#)

[Process Another Application](#)


[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#)

Readers & Viewers: [PDF Reader](#)

The system will open a screen displaying the IACRA generated IA Renewal letter. The system has auto-filled in the Certifying Officer's information. After reviewing the document, select "Close".

[Print](#) [Close](#) [Save as Tiff](#) [View/Print PDF](#) [Zoom: 100%](#)

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


U.S. Department of Transportation
Federal Aviation Administration

Aviation Safety 800 Independence Ave
Washington, DC 20591

February 09, 2021

ERNEST NMN HARDIN
311 STRAWBERRY FLD.
NORMAN OK 73072

Dear ERNEST NMN HARDIN

This letter is to inform you the FAA has renewed your Inspection Authorization (IA) for a two-year period to March 31, 2023, per 14 CFR 65.93. This letter serves as an alternative to the endorsement (FAA Inspector signature and date) normally placed on the back of your FAA Form 8310-5 (IA Card).

To remain in effect you must show evidence of completion of one of the activities prescribed in section 65.93(a) (1) through (5) by March 31 of the first year, AND completion of one of the five activities during the second year of the two year period as prescribed in section 65.93.

You are required to keep this letter with your FAA Form 8310-5 while exercising the privileges and limitations of an Inspection Authorization as prescribed in 14 CFR 65.95. Additionally, your FAA Form 8310-5 and this letter must be available for inspection as required by 14 CFR 65.95.

You will be required to present this letter and your FAA Form 8310-5 at your next renewal in March 2023.

If you have any questions, contact JASON NMN CONRAD at the FS00 Flight Standards District Office or Flight Standards International Field Office. Contact information for Flight Standards District Offices may be found by visiting https://www.faa.gov/about/office_org/field_offices/fsdo/.

Sincerely,

JASON NMN CONRAD
Aviation Safety Inspector / Aviation Safety Technician

The user is returned to the Review Checklist. The next step is specific to the Certifying Officer's specialty or classification. This information is used to generate the PTRS record for the renewal activity which is later sent directly to SAS. If an ASI/AST only has a single specialty, the system will default to that specialty and it is not editable. If the ASI/AST has multiple specialties, then the Certifying Officer will select the appropriate one.

Federal Aviation Administration

Log Out
Console
Help

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

- ✓ [Review the Application Status](#)
- ✓ [Review 8610-1 Application](#)
- ✓ [View Upload Documents](#)
- ✓ [Enter Comments \(Optional\)](#)
- ✓ [Review Applicant's IA Renewal Letter](#)

Choose the Activity Number for PTRS

Maintenance (3514)

Avionics (5514)

[Sign and Complete Application](#)

[Click here to Return Application to Applicant](#)

[Process Another Application](#)

Readers & Viewers: [PDF Reader](#)

The final step in the review process is for the Certifying Officer to sign the FAA Form 8610-1. Please note the text next to the “Sign and Complete Application” link.

Federal Aviation Administration

Log Out
Console
Help

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

- ✓ [Review the Application Status](#)
- ✓ [Review 8610-1 Application](#)
- ✓ [View Upload Documents](#)
- ✓ [Enter Comments \(Optional\)](#)
- ✓ [Review Applicant's IA Renewal Letter](#)

Choose the Activity Number for PTRS

Maintenance (3514)

Avionics (5514)

[Sign and Complete Application](#)

[Click here to Return Application to Applicant](#)

[Process Another Application](#)


Readers & Viewers: [PDF Reader](#)

When the link is selected, the system displays the completed FAA Form 8610-1. The system has auto-filled in the Certifying Officer's information into the appropriate fields. To sign, the Certifying Officer selects the “Click to Sign” link near the bottom of the form.

No certificate may be issued unless a completed application form has been received (14 CFR 65)

U. S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION				Form Approved: OMB No. 2120-0022 Exp. 12/31/2020							
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT											
1. NAME (Last, First, Middle) HARDIN, ERNEST NMN			2. MECHANIC CERTIFICATE NO. 801275036								
3. MAILING ADDRESS (Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.) 311 STRAWBERRY FLD. NORMAN OK 73072		4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK 123456 123125 123 123 ATLANTIC ISLAND		4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK 800-867-5309							
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>						
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>						
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?				YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>						
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.				YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>						
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>						
10. BASIS FOR RENEWAL (Number Performed/Per Renewal Period)											
ALTERATIONS		REPAIRS		ANNUAL INSP		PROGRESSIVE INSP		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.			
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period		
				8		8			<input type="checkbox"/>		
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)				FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)							
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS											
DATES		NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.				DESCRIPTION OF ACTIVITY					
FROM	1/31/2021	123, 123, 123, GA 123, AUSTRALIA				123					
TO	PRESENT										
FROM											
TO											
FROM											
TO											
12. REMARKS											
13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.											
DATE		SIGNATURE OF APPLICANT									
02/02/2021 05:36:41 AM		ERNEST NMN HARDIN E-SIGN									
14. RECORD OF ACTION (For FAA use only)											
<input type="checkbox"/> ENDORSEMENT		INSPECTOR'S SIGNATURE				OFFICE IDENTIFICATION					
<input type="checkbox"/> ISSUANCE		DATE		INSPECTOR'S SIGNATURE				OFFICE IDENTIFICATION			
<input checked="" type="checkbox"/> RENEWAL				JASON NMN CONRAD Click to Sign Cancel				FS00			
<input type="checkbox"/> VOLUNTARY SURRENDER											
FAA Form 8610-1 (07-10) SUPERCEDES PREVIOUS EDITION IACRA Equivalent Application ID: 209973											

After signing the FAA Form 8610-1, the system returns the Certifying Officer a notification page. At this point, the IA Renewal Package has been sent forward to Airman Registry and a PTRS record has been generated for the activity and sent to SAS. The user can either review the signed FAA Form 8610-1, review/approve another application, or return to login/log out of IACRA.



Federal Aviation Administration

Console

Thank you for submitting your application, it has been sent to Airman Registry. Your Application ID is 209973. Please print this page for your records. If you have any questions or concerns please contact the IACRA Help Desk and refer to your Application ID.

Click 'Return To Login' to log out and return to the login page. Click 'Sign Another' to process another application.

[Review/Print Pilot Bill of Rights Acknowledgment](#)

Review 8610-1

Return To Login

Sign Another

[FAA.gov Home](#) |
 [Privacy Policy](#) |
 [Web Policies & Notices](#) |
 [Contact Us](#)

Readers & Viewers: [PDF Reader](#)

If for any reason the IA Renewal Application package needs to be returned to the applicant (i.e. insufficient documentation, poor image quality of uploaded documents, incomplete information, etc.), the Certifying Officer can select the “Click here to Return Application to Applicant” link.

The Certifying Officer/FAA Office will need to contact the applicant via the contact information provided and discuss the reason for the application return.

The Certifying Officer can also access another IA renewal application to review by selecting the “Process Another Application” link.

Federal Aviation Administration

Log Out
Console
Help

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

- ✓ [Review the Application Status](#)
- ✓ [Review 8610-1 Application](#)
- ✓ [View Upload Documents](#)
- ✓ [Enter Comments \(Optional\)](#)
- ✓ [Review Applicant's IA Renewal Letter](#)
- ✓ Choose the Activity Number for PTRS
 - Maintenance (3514)
 - Avionics (5514)

[Sign and Complete Application](#)

[Click here to Return Application to Applicant](#)

[Process Another Application](#)

Review the application EVERYTIME there is not a checkmark on the left side to be able to continue.

You hold both Maintenance and Avionics authorizations. Please choose the PTRS Activity Number for this action.

By selecting this link you will be accepting all the data entered up to this point. This will submit this application to AFB-720, Airman Registry. If you need the applicant to make changes to the application, select this link to return the application to the applicant.

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Readers & Viewers: [PDF Reader](#)

Section 5: IACRA Training site

IACRA Training site.

The training site provides the user with all the needed information, including "fictitious" logins, to practice completing most types of applications. Training users can create applications, as well as perform the duties of recommending instructors and certifying officers. Applicants can utilize the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.


To access the IACRA Training site from the Home page, select "Training and Documentation".

The screenshot shows the FAA website's main navigation menu on the left. The "Training and Documentation" link is circled in red. The main content area features a "COMING SOON" banner for the IACRA 10.4.1 release, a large "IACRA" heading with an airplane image, and a "Need Help?" section with links to manuals and training documentation.

Select the "IACRA Training site" link.

The screenshot shows the "Training and Documentation" page on the FAA website. The "IACRA Training Site" link is circled in red. The page provides detailed information about the training site, including instructions on how to launch it and where to find the IACRA manuals.

If you are new to the training site, you'll need "training" user names and passwords. Select the "Generate Logins" link under "First Time". If you are returning user and already have training site usernames and passwords, you can select "Begin Training" under "Been Here Before?"



Federal Aviation Administration

Welcome to the IACRA Training Site

New to IACRA? The IACRA Training Site gives you the opportunity to perform hands-on training. Choose an option below to get started.

First Time?

IACRA requires registration before it can be used. To make this process easier for training, we generate login information and provide it to you.

Please bear in mind that this data is fictitious, and the training site **cannot** be used to process real applications.

Generate Logins


Been Here Before?

If you are a returning user, there's no need to generate new training data (although you can if you would like).

Begin Training

Still have questions? [Contact us](#)

IACRA will require the type of training you are searching for within the site. Select the dropdown arrow.



Federal Aviation Administration

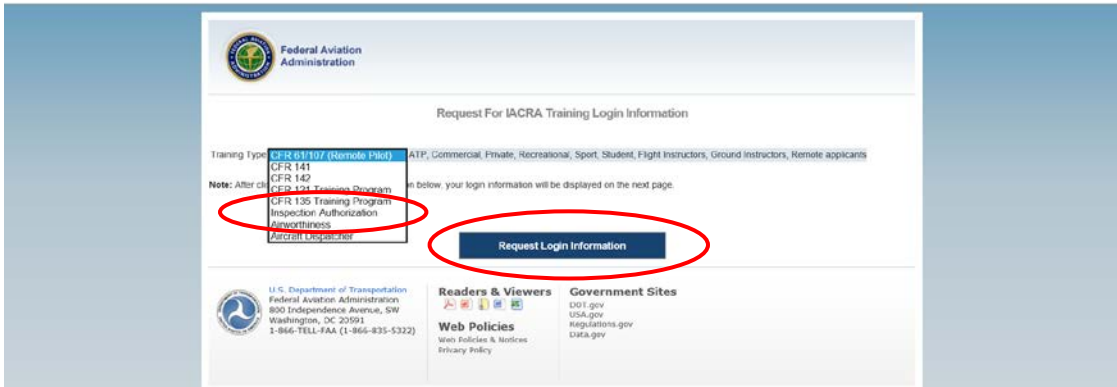
Request For IACRA Training Login Information

Training Type: **CFR 61/107 (Remote Pilot)** ATP, Commercial, Private, Recreational, Sport, Student, Flight Instructors, Ground Instructors, Remote applicants

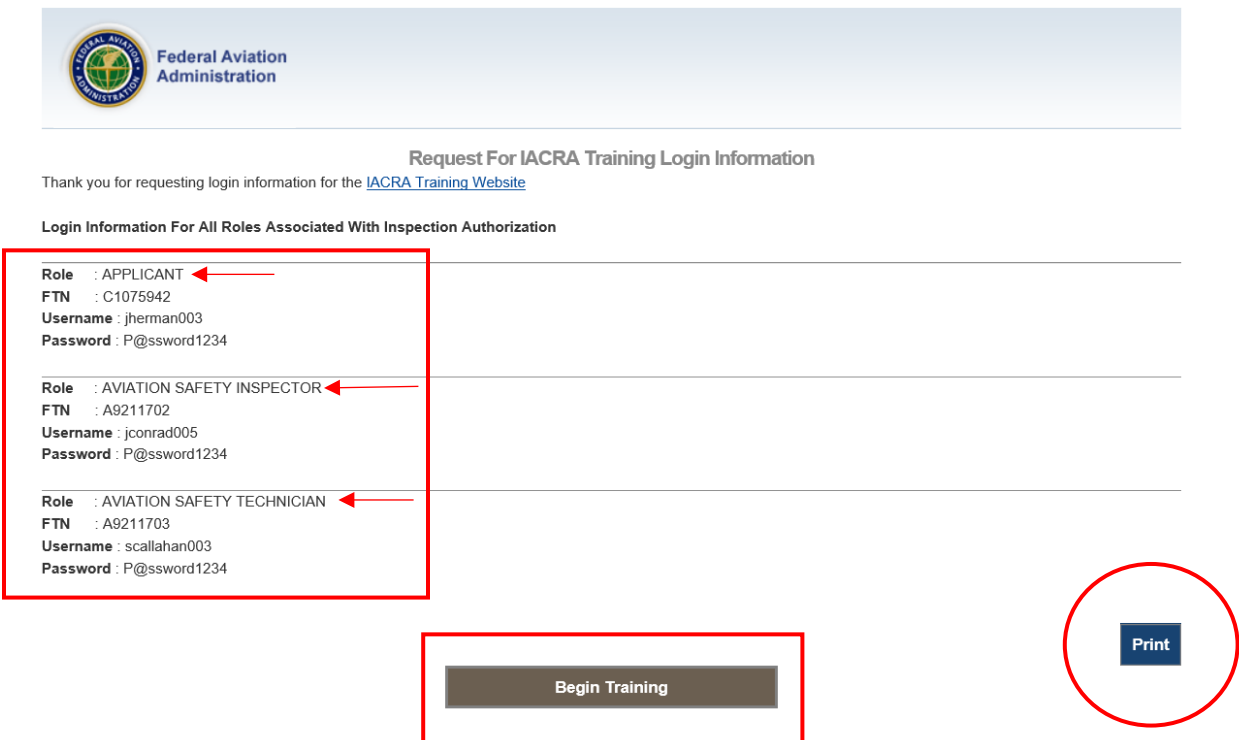
Note: After clicking the Request Information button below, your login information will be displayed on the next page.

Request Login Information

From the dropdown list, select “Inspection Authorization”. Then, select “Request Login Information” to generate the training usernames and passwords.



The system will generate usernames and passwords for the applicant and the approving officials (both Aviation Safety Inspector and Aviation Safety Technician). Some individuals may want to print this page out for ease of use during the training. If so, select the “Print” button in the lower right portion of the page.



Again, IACRA users can follow the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.