

To fill in your FAA Form 8710-1 application form for Military Competency to Instructor, you must first register with IACRA. Go to:

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

Start the registration process by clicking on 'Register'.

IACRA - Federal Aviation Administration - Windows Internet Explorer

https://iacra.faa.gov/IACRA/

Edit View Favorites Tools Help

IACRA - Federal Aviation Administration

Federal Aviation Administration

Home

What's new in IACRA

Frequently Asked Questions

Site Feedback

Contact Us

Training and Documentation

Available Certifications/Ratings

**IACRA**

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

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

Username:

Password:

[Forgot Password?](#)

or

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically

### 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, 141 )

#### Certifying Officers

- Aircrew Program Designee - ( CFR 121, 135 )
- Airman Certification Representative - ( CFR 141 )
- Airman Certification Representative (FIRC only) - ( FIRC )
- Aviation Safety Inspector ( FAA )
- Aviation Safety Technician - ( FAA )
- Designated Examiner - ( CFR 61, 141 )
- Training Center Evaluator - ( CFR 142, 121, 135 )

#### Admin

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

Next >>

Select  
"Applicant"  
and then  
click 'Next'.

- Home
- What's new in IACRA
- Frequently Asked Questions
- Site Feedback
- Contact Us
- Training and Documentation
- Available  
Certifications/Ratings

### IACRA - User Profile Information

#### Certificate Information

Airman Certificate Number



Date of Issuance

Enter your Pilot Certificate # if you have one, and the issue date.

#### Personal Information

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

First Name   No First Name

Middle Name   No Middle Name

Last Name

Name Suffix

SSN  Social Security Number

None

Do Not Use

Date of Birth

Sex  Male  Female

Hair Color

Eye Color

Weight (lbs.)

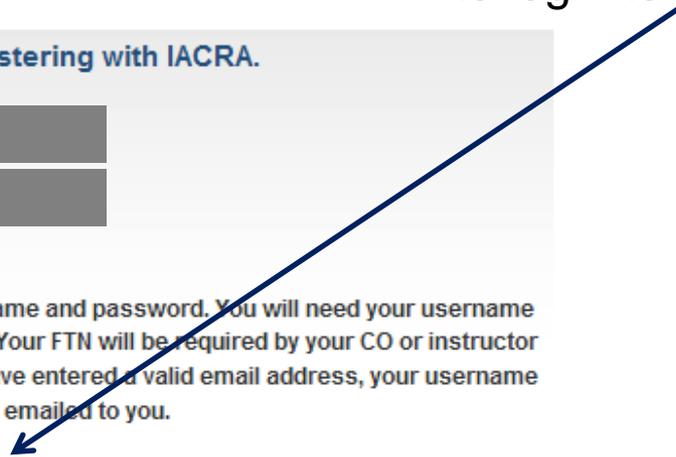
Height (inches)

Enter your personal information and then click "Next" at the bottom of the page.

Once registered, you'll have your password, and you'll get a screen like this one with your FTN and Username. KEEP the password, FTN, and Username!! You'll need them when you meet with the FAA representative.

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "IACRA - Federal Aviation Administration - Windows Internet Explorer". The address bar shows the URL "https://iacra.faa.gov/IACRA/Confirmation.aspx?e=n". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows "IACRA - Federal Aviation Administration" and a home button. The main content area features the Federal Aviation Administration logo and the text "Federal Aviation Administration". Below this is a navigation menu with links: "Home", "What's new in IACRA", "Frequently Asked Questions", "Site Feedback", "Contact Us", "Training and Documentation", and "Available Certifications/Ratings". The central content area has a heading "Thank you for registering with IACRA." followed by two fields: "Your FTN is: A1235678" and "Your User Name is: CoolPilot". Below these fields is a red warning icon and a paragraph: "Please take careful note of your FTN, username and password. You will need your username and password to sign in to your IACRA account. Your FTN will be required by your CO or instructor when completing applications in IACRA. If you have entered a valid email address, your username and FTN will be emailed to you." At the bottom of this section, it says "Please click [here](#) to login to IACRA."

After you record your password, FTN, and Username, then click the link to login to IACRA.



Log in to IACRA with your username and password.

IACRA - Federal Aviation Administration - Windows Internet Explorer

https://iacra.faa.gov/IACRA/

Search Google

Edit View Favorites Tools Help

IACRA - Federal Aviation Administration

Federal Aviation Administration

Home

What's new in IACRA

Frequently Asked Questions

Site Feedback

Contact Us

Training and Documentation

Available Certifications/Ratings



# IACRA



## Integrated Airman Certification and Rating Application (IACRA)

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Username:

Password:

[Forgot Password?](#)

or [Register](#)

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically

You'll see this screen after you log in. Click 'Start New Application'.

**User Information**  
FTN: A4849971 [Logout](#)  
User: BGunnels  
Role: Applicant

**Applicant Options**

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

IACRA Home » Console

## IACRA - Applicant Console

**Start New Application**

**Your Existing Applications**

There are no applications available for processing.

**Airman Information**

Airman Certificate

Certificate Number	Certificate Type	Issued	Expires
	STUDENT PILOT	07/08/2008	07/31/2013

Choose 'Instructor' under Application Type.

CRA - Federal Aviation Administration - Windows Internet Explorer

https://iacra.faa.gov/IACRA/ChoosePath.aspx

Edit View Favorites Tools Help

IACRA - Federal Aviation Administration

Federal Aviation Administration

IACRA Home

**IACRA - Start Application**

**1) Application Type**

Type of Application

(Choose)

**2) Certifications** (Show Details...)

**3) Other Path Information**

**4) Start Application**

**User Information**

FTN [Logout](#)

User:

Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role

Click on 'Flight Instructor', then click on 'Standard', then click on 'CFR 61 – Military Competency', then click on 'Original Issuance'. It will take a few seconds for the list to expand after clicking each selection.

The screenshot shows the IACRA (International Civil Aviation Registry Administration) website interface. The browser address bar displays <https://iacra.faa.gov/iacra/ChoosePath.aspx>. The page title is "IACRA - Start Application".

**Page Structure:**

- Header:** Federal Aviation Administration logo and "IACRA Home".
- User Information:** FTN: A2599087, User: s1012773981, Role: Applicant. Includes a "Logout" link.
- Applicant Options:** Console, Start Application (highlighted), User Profile, Add Role, Change Role, Remove Role, Edit Preferences, Change Password.
- Information & Help:** Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings.

**Main Content Area:**

- 1) Application Type:** Type of Application dropdown menu set to "Instructor".
- 2) Certifications:** A list of instructor certification types:
  - [FLIGHT INSTRUCTOR](#) (highlighted with a blue arrow)
  - [GROUND INSTRUCTOR](#)
  - [AUTHORIZED INSTRUCTOR](#)
  - [FLIGHT INSTRUCTOR SPORT PILOT](#)
- 3) Other Path Information**
- 4) Start Application**

**Right Side Panel:**

**Certificate Information and Help**  
**Instructor**

In the Instructor Certifications list at left, click on one of the following instructor certification types: Flight, Ground, Authorized or Flight Instructor Sport.

Browser window showing the IACRA application process. The URL is <https://iacra.faa.gov/iacra/ChoosePath.aspx>. The user is `stauf2773981` with the role of `Applicant`.

**1) Application Type**  
Type of Application: Instructor

**2) Certifications** (Hide Details)

**Instructor Certifications**

- FLIGHT INSTRUCTOR
  - STANDARD
    - CFR 61 - COMPLETION OF REQUIRED TEST
    - CFR 61 - MILITARY COMPETENCY
    - ORIGINAL ISSUANCE
    - ADDED CATEGORY/CLASS RATING
    - RENEWAL
  - CFR 141 - GRADUATE OF APPROVED COURSE
  - ACTIVITIES
  - DUTIES AND RESPONSIBILITIES
  - FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
- FLIGHT INSTRUCTOR SPORT PILOT

**3) Other Path Information**  
CFI - Military Competency - Original Issuance

**Certificate Category/Class**

- AIRPLANE MULTIENGINE
- AIRPLANE SINGLE AND MULTIENGINE
- AIRPLANE SINGLE ENGINE
- GLIDER
- INSTRUMENT AIRPLANE
- INSTRUMENT AIRPLANE AND HELICOPTER
- INSTRUMENT HELICOPTER
- INSTRUMENT POWERED-LIFT
- POWERED-LIFT
- ROTORCRAFT GYROPLANE

To select more than one rating, hold down the 'Ctrl' key and click on ratings.

**4) Start Application**  
CFI - Military Competency - Original Issuance

**Certificate Information and Help**  
Flight Instructor > Standard > CFR 61 - Military Competency > Original Issuance

From this list, choose the rating(s) you are eligible for; hold down the CTRL key to select more than one item. As you select them, they will highlight in blue.

- 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

- ADDED CATEGORY/CLASS RATING
- RENEWAL
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- ACTIVITIES
- DUTIES AND RESPONSIBILITIES
- FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
- FLIGHT INSTRUCTOR SPORT PILOT

Certificate Information and Help  
Flight Instructor > Standard > CFR 61 - Military Competency > Original Issuance

### 3) Other Path Information

CFI - Military Competency - Original Issuance

#### Certificate Category/Class

- AIRPLANE MULTIENGINE
- AIRPLANE SINGLE AND MULTIENGINE
- AIRPLANE SINGLE ENGINE**
- GLIDER
- INSTRUMENT AIRPLANE**
- INSTRUMENT AIRPLANE AND HELICOPTER
- INSTRUMENT HELICOPTER
- INSTRUMENT POWERED-LIFT
- POWERED-LIFT
- ROTORCRAFT GYROPLANE

Selected item(s) are highlighted in blue.

To select more than one rating, hold down the 'Ctrl' key and click on ratings.

### 4) Start Application

CFI - Military Competency - Original Issuance

Please verify all of the information before starting the application.

Start Application

Now click on 'Start Application'.

- Applicant Options
  - Console
  - Start Application
  - User Profile
  - Add Role
  - Edit Preferences
  - Change Password
- Information & Help
  - Home
  - What's new in IACRA
  - Frequently Asked Questions
  - Aircraft Search
  - Site Feedback
  - Contact Us
  - Training and Documentation
  - Helpful FAA Links
  - Available Certifications and Ratings

### Personal Information (Section I, A-L) (Hide Details)

#### Personal Information

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

Full Name	HALL, CARL NMN
Date of Birth	2/15/1976
Sex	M
Citizenship Country	UNITED STATES
Hair Color	RED
Eye Color	BROWN
Weight (lbs.)	145
Height (inches)	74
City of Birth	NORMAN
Country of Birth	UNITED STATES
State of Birth	OK
Phone	800-867-5309
Email Address	CHALL013@IACRATRRAIN.GOV

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

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

Address Line 1	311 STRAWBERRY FLD.
Address Line 2	
(Map or Directions) to Physical Residential Address	
City	NORMAN
State	OK
ZIP Code	73072
Country	UNITED STATES

Add Mailing Address

Enter all the required fields on the 'Personal Information' tab that looks like this.....

#### Application Status

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

#### View Application



Application ID: 30477

After you enter your personal info, click on the 'Certificate Held' tab and enter your existing FAA pilot certificate information.

Then click on the 'Basis of Issuance' tab to enter your military information.

City: NORMAN  
State: OK  
ZIP Code: 73072  
Country: UNITED STATES

Certificate Held (Section I, G & M-O) (Show Details...)  
 Basis of Issuance (Section II) (Hide Details...)

Completion of Required Test (Block A)  
 Military Competence (Block B)  
 Graduate of Approved Course (Block C)  
 Holder of Foreign License (Block D)  
 Completion of Air Carrier's Approved Training Program (Block E)

**Military Competency (Block B)**

Service: ARMY  
Date Rated:   
Rank or Grade: Private E-1

For each class rating applied for, please enter the qualifying military aircraft for the same class below.

Logged pilot time or provided flight instruction(4a)   
Passed an Instrument Proficiency Check(4b)

Pilot Time (Section III) (Show Details...)  
 Review and Submit (Section V) (Show Details...)

**Application Status**

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

**View Application**



Application ID: 30477

Now the fun part... select the Pilot Time tab and enter your pilot times in the table if the Examiner or Inspector you are meeting with to turn in your application wants you to enter times here. If they don't want them, then IACRA should let you leave them blank.



Save & Continue

**Pilot Time (Section III)** (Hide Details)

**Airplane / Rotorcraft / Powered Lift Hours** (Hide Details)

	Airplane	Rotorcraft	Powered Lift
Total Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instruction Received	<input type="text"/>	<input type="text"/>	<input type="text"/>
Solo	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pilot in Command (PIC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second in Command (SIC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cross Country Instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cross Country Solo	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cross Country PIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cross Country SIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instrument	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night Instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night Takeoff Landings	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night PIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night SIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night Takeoff Landing PIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night Takeoff Landing SIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Hours - ASEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Hours - ASES	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Hours - AMEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Hours - AMES	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Hours - Helicopter	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Hours - Gyroplane	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

**Glider / Lighter Than Air Hours** (Show Details...)

**Simulator(FFS) / Training Device(FTD) / ATD Hours** (Show Details...)

Save & Continue

**Review and Submit (Section V)** (Show Details...)

**Application Status**

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

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**View Application**



Application ID: 30477

**Important Information for IACRA Applicants**

1. Your application can not be submitted until all validation errors are corrected.
2. Be sure to review the application **carefully** and make appropriate corrections **before** submitting your application. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**
3. Know your FTN (**C1032772**), IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
4. Read and understand the Privacy Act statement by clicking the "View Privacy Act" button below.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Email: [9-NATL-AVS-IT-ServiceDesk@faa.gov](mailto:9-NATL-AVS-IT-ServiceDesk@faa.gov)  
Phone: 1-877-287-6731

**Validation Errors**

- Certificate Held - Applicant does not hold appropriate ratings to apply for a CFI Military Competency Original.
- Basis of Issuance - Military Competency information needs to be entered.

**Certificate Summary**

Certificate Type: FLIGHT INSTRUCTOR  
Certificate #: PENDING  
Ratings:  
AIRPLANE SINGLE ENGINE  
INSTRUMENT AIRPLANE  
Limitations:  
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO (PENDING)  
2. EXPIRES (EXPIRATION DATE WILL BE 24 CALENDAR MONTHS FROM THE DATE OF ISSUE ON YOUR FINAL TEMPORARY CERTIFICATE)

**Application Status**

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

**View Application**

Application ID: 30477

The last tab is 'Review and Submit'. After you view the Privacy Act info, it will let you click Review to review what the application looks like. You will also have a chance to print the application during that review. We recommend you print it so you know what you submitted, and as a backup in case IACRA can't be accessed when you meet to turn it in.

After your Review, click on Submit Application. Now you're ready to go meet with a Designated Examiner, or alternatively you can meet with an Inspector at a FSDO. They will pull up your application and review it with you.