# Air Safety Institute eFIRC Guide to Completing Application for Renewal

The process for renewing your CFI using IACRA requires the following steps.

- 1. First you need to submit your application via the FAA's IACRA system
- 2. Submit your application information and digital image of your CFI certificate front and back and government issued ID to ASI

The following guide will walk you step-by-step through the process.

### 1. Integrated Airman Certification and Rating Application System (IACRA)

Tips for working with IACRA:

• <u>Have your current certificate in front of you while filling in the application.</u> This will help you remember to list your entire certificate held information when prompted by IACRA.

If you have a name change, a citizenship change, sex change or if you've changed height by more than 2 inches – you need to go to the FSDO to change those items on your certificate. If any of these items do not match your current CFI certificate, the application will be returned.

Also, you cannot use a business address – only a physical home address will be accepted by the FAA.

- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call AVS Support Central for help with your issue.

The National AVS IT Service Desk aids users when they have support issues with IACRA. The following information outlines AVS Support Central daily operations:

Hours of operations are: 24 hours a day, 7 days a week. Telephone number: Toll-free at 844-322-6948 (ask for Tier 2) E-mail address: helpdesk@faa.gov The Web address for IACRA is <u>https://iacra.faa.gov/</u>

### Submitting Application for CFI Renewal with the FAA's IACRA system

IE8 and Mozilla Firefox are the only browsers supported by the IACRA system. Subsequent versions of IE8 may need to run in compatibility mode in order to use IACRA.

Webaddress: iacra.faa.gov

Federal A Administr	viation	
Home     What's new in IACRA     Vhat's new in IACRA     Frequently Asked Questions     Aircraft Search     Site Feedback     Contact Us     Contact Us     Training and Documentation     Helpful FAA Links     Available Certifications and     Ratings	IACRAN GUIDENTIAL INFORMATION	Username: Password: Forcol Username or Password? Login or Register FAA Employee Login Heip
	What's new in IACRA         IACRA Version 8.12         This release contains the following changes:         Application Section         • NEW! The Flight Instructor Renewal based on Flight Instructor Refresher Course has been implemented in the enhanced version of IACRA, Applicants may now sign the application prior to submitting the application for Flight Instructor based on Military Competency (original, added category and renewal is now available in IACRA.         Certifying Officers         • NEW! The Certifying Officer may now view the temporary summary at any time during the checklist.	Download the latest version of the IACRA instruction Manual (8.7) for help on login, registration, new screen layouts, consoles, 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 functionally or visit our <u>Training and Documentation page for more information.</u>
	Frequently Asked Questions         Q. How do I obtain assistance with IACRA?         A. If you have a question while using IACRA you should first review the FAQs and the IACRA Instruction Manual. Additionally, there is a link to the on-line Help in the upper right hand corner of the IACRA application once you have logged in. The Help is context specific to the page on which you are viewing. If you are unRead more Next Question and Answer ( See All Questions and Answers)         Privacy Policies:         FAA (B610-2 ( 3710-1 (To view, download Adobe Reader here.)	

**If you have never used IACRA before**, the first step is to register for an account – *Found in the upper right of the page* 

As a CFI, you can register as an applicant and as a recommending instructor. You will need to be registered as an applicant for the CFI renewal process.

Maintain your FAA Tracking Number (FTN) for your personal records.

a. When you login to submit the application for renewal, you must enter the system as an applicant. Click "Accept TOS as  $\rightarrow$ " next to APPLICANT.

→ Home	IACRA - Terms	of Service & Role Sel	ection
→ What's new in IACRA			
Frequently Asked Questions		Terms of Serv	ice (TOS)
Aircraft Search	You are accessing a	U.S. Government information sy	stem, which includes (1) this computer, (2) this
Site Feedback	computer network, (3	<ol> <li>all computers connected to this</li> </ol>	s network, and (4) all devices and storage
→ Contact Us	for U.S. Government	-authorized use only.	is network. This mornation system is provided
Training and Documentation	Unauthorized or imp	roper use of this system may res	ult in disciplinary action, as well as civil and
Helpful FAA Links	criminal penalties.	,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Available Certifications and	By using this informa	ition system, you understand an	I consent to the following:
	or information 2. Any commun disclosed or	I government purpose monitor, in I transiting or stored on this infor ications or information transiting used for any lawful government	tercept, search, and seize a roommunication mation system. or stored on this internation system may be purpose.
	Clicking an 'Accept To	DS' button below signifies your	reement to the TOS and selects that role
	г	l agree to the T	Service & select:
		Accept TOS as> APPLIC	ANT
		Accept TOS as> RECOM	IMENDING INSTRUCTOR
	Do NOT accept Te	rms of Service	
U.S. Departme Federal Aviation 800 Independ Washington, D 1-866-TELL-FA	nt of Transportation on Administration ence Avenue, SW VC 20591 VA (1-866-835-5322)	Readers & Viewers	Government Sites DOT.gov USA.gov Recovery.gov Regulations.gov

b. You will be directed to the Applicant Console page, click "Start New Application"

IACRA Home » Console
IACRA - Applicant Console
Start New Application
Start New Application
Your Existing Applications

c. Under Application Type, choose "Instructor"

IACRA Home	
IACRA - Start Application	
1) Application Type	
Type of Application (Choose) (Choose) 2 Pilot	(Show Details)
3 Instructor 4 Airworthiness Crewmember	

d. Under Certifications, **choose the instructor certificate you're renewing**. For the majority, that means choosing "FLIGHT INSTRUCTOR".



#### e. Then click "STANDARD"



#### **Click "FIRC – FLIGHT INSTRUCTOR REFRESHER COURSE"**



f. And finally, click "RENEWAL"



You'll see on the upper right hand side of the page that the certificate information has filled in based on your selections.

# g. Start Application

IACRA Home	
IACRA - Start Application	Certificate Information and Help
IACRA - Start Application  1) Application Type  Type of Application Instructor  2) Certifications  - ELIGHT INSTRUCTOR  - STANDARD  - CFR 61 - COMPLETION OF REQUIRED TEST  - CFR 61 - MILITARY COMPTENCY  - CFR 141 - GRADUATE OF APPROVED COURSE  - ACTIVITIES  - DUTIES AND RESPONSIBILITIES  - FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE  - FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE - FLIGHT INSTRUCTOR FLIGHT INSTRUCTOR REFRESHER COURSE - FLIGHT INSTRUCTOR FLIGHT	Certificate Information and Help Flight Instructor > Standard > FIRC - Flight Instructor Refresher Course > Renewal For certification requirements, follow the link to the applicable section of the Code of Federal Regulations 61.181
<u>GROUND INSTRUCTOR</u> <u>AUTHORIZED INSTRUCTOR</u> <u>FLIGHT INSTRUCTOR SPORT PILOT</u>	
3) Other Path Information	
Flight Instructor Refresher Course - Renewal	
4) Start Application	
Flight Instructor Refresher Course - Renewal	
Please verify all of the information before starting the application.	
Start Application	

h. Your Personal Information will be prefilled. Verify all the information is accurate <u>and</u> <u>matches what is on your current CFI certificate</u>.

If you have a name change, a citizenship change, sex change or if you've changed height by more than 2 inches – you need to go to the FSDO to change those items. <u>If any of these do not match your current certificate, the application will be returned.</u>

You cannot use a business address. Only a physical home address will be accepted by the FAA.

You can turn on IACRA tips for the page which should answer any questions that you may have about what specific information they're looking for in each field.

When you have verified all the information click **Save & Continue** at the bottom of the page.

Applicant Options	Personal Inform	nation			_
+ Console	Please Note: The in	formation in this top section	n cannot be changed	I once it is established with the	
Start Application	Airman Registry. To	learn how to update this in	formation please foli	ow this <u>link.</u>	1
User Profile	Full Name				
→ Add Role	Date of Birth				
→ Change Role	Sex				
→ Remove Role	Citizenship Country	UNITED STATES	•		
Edit Preferences	Hair Color				
Change Password	Eye Color				
nformation & Help	Weight (/bs.)				
Home	Height (inches)				
What's new in IACRA	Country of Birth	UNITED STATES	-		
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Questions					-
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Site Feedback	Critali Podress				
Contact Us	- Residential Ad	dress (E1. On 8710-1)			
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Helpful FAA Links	Address Line 1			-	
Available Certifications	Address Line 2	4			
and Ratings	(Map or Directions)				
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i. Confirm you read, speak, write and understand the English language. Then verify your certificate information is correct and click **Save & Continue**.

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Foreign				2
FAA 61.75				
US Standard Priot Certificate Num	Certficate Issuance Date	Commercial Category Class Rate INSTRUMENT HELICOPTER	gs.	

j. Check the box if you hold a medical certificate, input medical certificate information, and click **Save & Continue**.

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Flight Instructor	Certficate		
Certificate Num	Issuance Date	CFI Category Class Ratings ROTORCRAFT HELICOPTER INSTRUMENT HELICOPTER	
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k. No information is required for the Basis of Issuance section. Click **Save & Continue**.

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O Personal Information (Section I, A-L)	(Show Details)	12
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Basis of Issuance (Section II)	(Hide Details)	8
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)		
		-
No information needed in this section		_
No information needed in this section.	Save & Continue	1
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l. Pilot Time

Filling times out are optional for CFI renewal

Enter pilot hours by clicking on individual rows ("Airplane/Rotorcraft/Powered Lift hours; Glider/Lighter than Air hours; Simulator/Training device) or "Clear Pilot Hours" option.

## Click Save & Continue.

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m. Review and Submit

Click on View Pilot's Bill of Rights and View Privacy Act

Review and Submit (Section V)	(Hide Details)
Important Information for IACRA	Applicants
<ol> <li>Your application can not be submitted until all validation error</li> <li>Be sure to review the application carefully and make appropriour application. If you're not sure that your application is consulted your Recommending Instructor or Ex- mit you have consulted your Recommending Instructor or Ex- mit your Provide the Additional Instructor or Examiner/Evaluator to p ACRA to make corrections.</li> <li>Read and understand the Privacy Act statement by clicking the 5. If you have questions about how to enter data into IACRA, cor- See Below).</li> </ol>	rs are corrected nate corrections before submitting spleted correctly, do not submit it commer Evaluator. Issuend: You will need to give your proceed. You may also need to log into the 'View Privacy Act' button below react National AVS IT Service Desk.
Email <u>P-NATL-AVS-IT-ServiceDept</u> Phone: 1-877-287-6731	Gifes.cox
Certificate Summary	
Certificate Type, FLIGHT INSTRUCTOR Certificate # Ratings Limitations 1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICA 2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE CHECKLIST FOR REVIEWUPDATES)	ITE ON THE CERTIFYING OFFICER'S
View Pilot's Bill of Rights View Privacy A	Act Review

n. Click "Close" after reviewing the content of each pop-up box.

Print	Close View/Print PDF Zoom: 100% •
	Note: For printing, please click the "View/Print PDF" button.
	You will need to install Adobe Reader to view .pdf files.
	Written Notification to an Airman Applicant
	PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION
T	he information you submit on the attached FAA Form will be used by the Administrator
0	f the Federal Aviation Administration as part of the basis for issuing an airman
C	ertificate, rating, or inspection authorization to you under Title 49, United States Code
(	USC) section 44703(a), if the Administrator finds, after investigation, that you are
q	ualified for, and physically able to perform the duties related to the certificate, rating, or
11	ispection authorization for which you are applying. Therefore, in accordance with the
P	not's Bill of Rights, the Administrator is providing you with this written holification of
"	ivesugation of your qualifications for an airman certificate, rating, or inspection uthorization:
u	unorization.
	<ul> <li>The nature of the Administrator's investigation, which is precipitated by your</li> </ul>
	submission of this application, is to determine whether you meet the qualifications
	for the airman certificate, rating, or inspection authorization you are applying for
	under Title 14, Code of Federal Regulations (CFR) parts 61, 63, or 65.
	Any response to an inauiry by a representative of the Administrator by you in
	connection with this investigation of your qualifications for an airman certificate.
	rating, or inspection authorization may be used as evidence against you.
	<ul> <li>A copy of your airman application file for this date is available to you upon your</li> </ul>
	written request addressed to:
	Federal Aviation Administration
	Airmen Certification Branch, AFS-760
	P.O. Box 25082
	Oklahoma City, OK 73125-0082
	(1) you make a written request for your airman application file, please provide your full name, date of hirth or airman certificate number for identification purposes and also the date of
	ane of on those and also the date of application purposes and also the date of application )

		Note: For print	ing, please click the	"View/Prin	t PDF" button.
		You will nee	ed to install Adobe R	eader to vi	ew .pdf files.
		AIRMAN CER	TIFICATE AND/OR	RATING	APPLICATION
1	PRIVACY A	T STATEMENT: This sta	tement is provided pursuant to	5 U.S.C. § 552(a	):
					-
1	the authority in a second s	or collecting this information we for which the information	1 is contained in 49 U.S.C. §§ 4 is intended to be used is to ide	10113, 44702, 44 atify and evaluat	703, 44709 and 14 CFR Part 61. The
	ssuance of an	airman certificate and/or rati	ng Submission of the data is re	andatory except	for the applicant's social security number
t	elephone num	ber, and email address which	are optional. Failure to provid	e all required inf	ormation will result in the FAA being
ι	inable to issue	you a certificate and/or ratir	g. The information collected or	n this form will b	e included in a Privacy Act System of
H	Records know	n as DOT/FAA 847, titled "/	wiation Records on Individual	s" and will be sul	pject to the routine uses published in the
2	<ul> <li>Providin</li> </ul>	a basic simmen certification a	+/ (see www.uot.gov/privacy/p nd aualification information to	rivacyactnotices the public upon	), menuality; request. Examples of basic information
	include:	, ouse annual campanon a	na quamitantin mitamatur to	ine public upon	request. Estimples of ouse information
	<ul> <li>The</li> </ul>	type of certificate(s) and/or	rating(s) held, limitations, date	of issuance and	certificate number;
	<ul> <li>The</li> </ul>	status of the airman's certif	icate (i.e., whether it has been a	mended, modifie	ed, suspended or revoked for any reason);
	<ul> <li>The</li> </ul>	airman's home address, unl	ess requested by the airman to	be withheld from	public disclosure per 49 U.S.C.44703(c);
	<ul> <li>Interaction</li> </ul>	rmation relating to an airma	n's physical status or condition strictions of the latest physical:	used to determin	te statistically the validity of FAA medical
	<ul> <li>Infe</li> </ul>	relation relating to an indivi	dual's eligibility for medical or	artification, requi	ests for exemption from medical
	req	uirements, and requests for r	wiew of medical certificate der	nials.	
b	<li>Using co</li>	ntact information to inform a	irmen of meetings and seminar	s conducted by t	he FAA regarding aviation safety.
2	<ul> <li>Disclosif</li> <li>Drovidin</li> </ul>	g information to the Nationa information about airmon to	Transportation Safety Board in Endered. State, local and triba	n connection with	h its investigation responsibilities.
	investiga	tion in which an airman is in	volved.	i law ellioreellei	ageneres when engaged in an official
e	e) Providin	g information about enforcen	nent actions, or orders issued th	ereunder, to Fed	eral agencies, the aviation industry, and the
	public up	on request.			
1	<ul> <li>Making i Departm</li> </ul>	ecords of definquent civil pe ant of Justice (DOI) for colle	natives owed to the FAA availa ction pursuant to 31 U S C 37	ble to the U.S. D	epartment of the Treasury and the U.S.
s	<li>Making i</li>	ecords of effective orders ag	ainst the certificates of airmen	available to their	employers if the airmen use the affected
	certificat	es to perform job responsibil	ities for those employers.		
ŀ	<ol> <li>Making a</li> </ol>	irmen records available to u	sers of FAA's Safety Performa	tee Analysis Sys	tem (SPAS), including the Department of
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	oversight	actions.	Tot entitleme notaets of grant	or cost, and ditte	the street relies of suffered
i	) Making r	ecords of an individual's po-	itive drug test result, alcohol te	st result of 0.04	or greater breath alcohol concentration, or
	refusal to	submit to testing required u	nder a DOT-required testing pr	ogram, available	to third parties, including current and
	common	ial canacity, administer the	rue and alcohol testing program	ns of aviation on	tities.
j	) Providin	g information about airmen t	arough the Civil Aviation Regi	stry's Comprehe	nsive Airmen Information System to the
	Departm	ent of Health and Human Ser	vices, Office of Child Support	Enforcement, an	d the Federal Parent Locator Service that
	locates n	oncustodial parents who owe	child support. Records in this	system are used t	to identify airmen to the child support
	agencies location	attonwide in enforcing chil of obligors. Records listed w	a support obligations, establish thin the section on Categories	ing paternity, est of Records are re	abiishing and modifying support orders and trieved using Connect: Direct through the
	Social Se	curity Administration's secu	re environment.	or records are re	arrovou using comises. Direct unough me
k	<li>Making j</li>	ersonally identifiable inforn	ation about airmen available to	other Federal ag	gencies for the purpose of verifying the
	accuracy	and completeness of medica	l information provided to FAA	in connection w	ith applications for airmen medical
	certificat	ion.	d contification history data and	lable to Aviet-	Modical Examinant (AMEs) on a contin-
	<ul> <li>Making I basis so I</li> </ul>	ecords of past airman medic	a conneation mistory data ava	naore to Aviation	Medical Examiners (AMES) on a routine

o. Review your 8710 application.

		Note: Yo	For printing will need to	please install	click the "Vi Adobe Read	ewPrint ler to view	PDF" bu v.pdf fil	tton. es.	
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p. After reviewing the Pilot's Bill of Rights, Privacy Act, and 8710, the **Sign and Submit** section appears on the web page.

Certificate Summary	
Certificate Type FLIGHT INSTRUCTOR Certificate # Ratings: Limitations: 1. VALID ONLY WHEN ACCOMPANIED BY 2. EXPIRES (EXPIRATION DATE WILL BE I CHECKLIST FOR REVIEW/UPDATES)	PILOT CERTIFICATE MADE AVAILABLE ON THE CERTIFYING OFFICER S
View Pilot's Bill of Rights	View Privacy Act Review
Sign and Submit	
PILOT	T'S BILL OF RIGHTS
Please click the 'Sign Pilot's Bill of Rights Right	Acknowledgment' button, below, to sign the Pilot's Bill of ts Acknowledgment.
Sign Pilot's Bil	I of Rights Acknowledgment
(You are not required to sign the Pilot's Bit Acknowledgment, the Certifying Officer will	I of Rights Acknowledgment, If you choose not to sign the be required to sign it from the Certifying Officer Checklist.
	APPLICATION
Please carefully rev	view your application for accuracy
By electronic I certify that all statements and answers pro- to the best of my knowledge and I agre- issuance of	cally signing this document, vided by me on this application form are complete and thu e that they are to be considered as part of the basis for <i>f</i> any FAA certificate to me.
PLEASE NOTE: Once the application fo Acknowledgment will no long	orm is signed and submitted, the Pilot's Bill of Rights ger be available for signing by the applicant.

q. Sign the Pilot's Bill of Right Acknowledgement

Certificate Si	ummary-	
Certificate Type Certificate # Ratings: Limitations:	FLIGHT INSTRUCTOR	
L VALID ONLY 2. EXPIRES (EX CHECKLIST FO	WHEN ACCOMPANIED BY PILOT CEP PIRATION DATE WILL BE MADE AVAI R REVIEW/UPDATES)	INFICATE LABLE ON THE CERTIFYING OFFICER'S
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	PILOT'S BILL OF	RIGHTS
Please click th	e 'Sign Pilot's Bill of Rights Acknowled Rights Acknowle	pment' button, below, to sign the Pilot's Bill of doment.
	Sign Pilot's Bill of Rights	Acknowledgment
(You are not re Acknowledgmei	quired to sign the Pilot's Bit of Rights A M, the Certifying Officer will be required	cknowledgment, if you choose not to sign the Ito sign it from the Certifying Officer Checklist.)
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close	ACKNOWLED PILOT'S BILL OF RIC I acknowledge that I received the Pilot Investigation at the time of this applica Print Name of Applicant	SMENT OF RECEIPT OF HTS WRITTEN NOTIFICATION 's Bill of Rights Written Notification of tion. PENDING Certificate Number Date of Birth
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#### r. Sign your 8710

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Instruction Instr



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s. The application is now complete in IACRA.

Personal Information (Section I, A-L)	- SUBMITTED & LOCKED ~	3
Certificate Held (Section I, G & M-O)	- SUBMITTED & LOCKED	2
Sasis of Issuance (Section II)	- SUBMITTED & LOCKED -	100
Pillot Time (Section III)	- SUBMITTED & LOCKED -	8
Review and Submit (Section V)	(Hide Details)	3
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In order to use IACRA for renewal this step **must be complete by 5:00 pm eastern time** on the last day of the month of your CFI expiration.

- 2. Complete the "Completion Information" section of the course (found in either "my courses" or the "catalog" section of your eFIRC or you can access the section directly by clicking here) where you will be asked to:
  - Enter Last Name, First Name, Email Address, FTN and
  - upload an image of your:
    - CFI certificate front and back
    - Government issued photo ID
      - Accepted forms of ID include: U.S. Driver's license, Passport, Government ID cards

AOPA will destroy the email and digital image after using the information to process your application within IACRA.



eFIRC Applicant Information	
Please submit the following pieces of information to complete your CFI renewal process.	
For questions, please contact our eFIRC department at 1-800-USA-AOPA (872-2672) or email efircsupport@aopa.org	
Last Name *	k
First Name *	L
CFI Expiration Date	
Email Address *	
FTN* The FTN (FAA Tracking Number) is assigned to you by the FAA after you complete your registration in IACRA.	
Copy of CFI Certificate and Government Issued Photo ID* Uplad your scanned or photographet CFI certificate freet and back and driver's license, passport, or other government issued photo ID here. If in name Upload	
Send me a copy of my responses	
Sutomit	

please contact our eFIRC department at 1-800-USA-AOPA (872-267

eFIRC Applicant Information Please submit the following pieces of information process.

Last Name

Smith

First Nar

CFI Expiration Date 05/31/2014

e.g. A1234567

Copy of CFI Certificate and

Send me a copy of my resp

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Simply fill out the information requested: Last Name, First Name, CFI Expiration Date (found on the back of your CFI card), Email Address, FTN (FAA tracking number from the IACRA website) and upload a copy of your CFI Certificate front and back as well as your government issued photo ID. The copies may be sent as a scan or a photo image of the ID and CFI card.

If you're using a military ID, please send front and back of the card.

Then click on "upload" to upload images from your computer or mobile device.

 Open
 Image: Image:

Find the location of your images on your computer or from photos on your mobile device.

Click on an image and then "open" and repeat the process for each document.

Email Address *	
janesmith@CFIrenewal.com	
FTN *         The FTN (FAA Tracking Number) is assigned to you by the FAA after you complete your registration in IACRA.         e.g. A1234567         A1234567         Copy of CFI Certificate and Government Issued Photo ID *         Upload your scanned or photographed CFI certificate front and back and driver's license. JRG remove         Criver's License.JRG remove         MG_3865.jpg remove         Ife name         Uploade	When all of the images are uploaded, then click "submit" to send the information to us for processing.

We will verify your completion, CFI certificate information and ID within IACRA and issue your graduation certificate. (You will be able to enter the eFIRC and download your graduation certificate, which serves as your temporary certificate until your new plastic card arrives from the FAA.)

We will then submit your application to FAA for processing.

If you haven't received your new plastic flight instructor certificate from the FAA close to the 120 day expiration, please contact us at efircsupport@aopa.org or at 800/USA-AOPA (872-2672) 8:30 a.m. to 6 p.m. Eastern time, Monday through Friday.