

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:

- **Have your current certificate in front of you while filling in the application.** 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 <https://iacra.faa.gov/>

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



The screenshot shows the IACRA website homepage. At the top left is the Federal Aviation Administration logo. Below it is a navigation menu with links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, and Available Certifications and Ratings. The main content area features a large banner with the IACRA logo and the text "Integrated Airman Certification and Rating Application (IACRA)". Below the banner is a description of IACRA as a web-based application that guides users through the FAA's airman application process. To the right of the banner is a login section with fields for Username and Password, and buttons for Login, Register, and FAA Employee Login. Below the login section is a "Need Help?" section with links to the IACRA Instruction Manual (8.7) and the IACRA Instruction Manual (7.6). At the bottom of the page are links for Privacy Policies and a PDF reader.

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 →” next to APPLICANT.**

The screenshot shows the 'IACRA - Terms of Service & Role Selection' page. It includes a navigation menu on the left with links like Home, What's new in IACRA, and Frequently Asked Questions. The main content area is titled 'Terms of Service (TOS)' and contains text explaining the user's access to a U.S. Government information system. Below the text, there are two buttons: 'Accept TOS as ->' next to 'APPLICANT' and 'Accept TOS as ->' next to 'RECOMMENDING INSTRUCTOR'. A red arrow points to the 'APPLICANT' button. At the bottom, there are links for 'Readers & Viewers', 'Web Policies', and 'Government Sites'.

- b. You will be directed to the Applicant Console page, click **“Start New Application”**

The screenshot shows the 'IACRA - Applicant Console' page. It has a header with 'IACRA Home » Console'. Below the header, there are two main sections: 'Start New Application' and 'Your Existing Applications'. The 'Start New Application' section contains a button labeled 'Start New Application'.

- c. Under Application Type, **choose “Instructor”**

The screenshot shows the 'IACRA - Start Application' page. It features a section titled '1) Application Type' with a dropdown menu for 'Type of Application'. The dropdown menu is open, showing options: '(Choose)', '(Choose)', 'Pilot', 'Instructor', 'Airworthiness', and 'Crewmember'. The 'Instructor' option is highlighted in blue. There is also a '(Show Details...)' link next to the dropdown.

- d. Under Certifications, **choose the instructor certificate you’re renewing.** For the majority, that means choosing **“FLIGHT INSTRUCTOR”**.

The screenshot shows the 'IACRA - Start Application' page. The '1) Application Type' dropdown is set to 'Instructor'. Below it, the '2) Certifications' section is expanded, showing a dropdown for 'Instructor Certifications'. The dropdown menu is open, showing options: 'FLIGHT INSTRUCTOR', 'GROUND INSTRUCTOR', 'AUTHORIZED INSTRUCTOR', and 'FLIGHT INSTRUCTOR SPORT PILOT'. The 'FLIGHT INSTRUCTOR' option is selected. There is also a '(Hide Details)' link next to the dropdown.

e. Then click “STANDARD”

IACRA Home
IACRA - Start Application

1) Application Type
Type of Application
Instructor

2) Certifications (Hide Details) [v]
Instructor Certifications
- FLIGHT INSTRUCTOR
- STANDARD
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
- FLIGHT INSTRUCTOR SPORT PILOT

3) Other Path Information
4) Start Application

Click “FIRC – FLIGHT INSTRUCTOR REFRESHER COURSE”

IACRA Home
IACRA - Start Application

1) Application Type
Type of Application
Instructor

2) Certifications (Hide Details) [v]
Instructor Certifications
- FLIGHT 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
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
- FLIGHT INSTRUCTOR SPORT PILOT

3) Other Path Information
4) Start Application

f. And finally, click “RENEWAL”

IACRA Home
IACRA - Start Application

1) Application Type
Type of Application
Instructor

2) Certifications (Hide Details) [v]
Instructor Certifications
- FLIGHT 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
- RENEWAL
- GROUND INSTRUCTOR
- AUTHORIZED INSTRUCTOR
- FLIGHT INSTRUCTOR SPORT PILOT

3) Other Path Information
4) Start Application

Certificate Information and Help
Flight Instructor > Standard > FIRC - Flight Instructor Refresher Course
For certification requirements, follow the link to the applicable section of the Code of Federal Regulations [61.181](#)


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

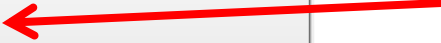
IACRA - Start Application

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 COMPTENCY](#)
 - [CFR 141 - GRADUATE OF APPROVED COURSE](#)
 - [ACTIVITIES](#)
 - [DUTIES AND RESPONSIBILITIES](#)
 - [FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE](#)
 - **RENEWAL**
 - [GROUND INSTRUCTOR](#)
 - [AUTHORIZED INSTRUCTOR](#)
 - [FLIGHT INSTRUCTOR SPORT PILOT](#)

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.
 

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](#)

- h. Your Personal Information will be prefilled. Verify all the information is accurate **and matches what is on your current CFI certificate.**

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. If any of these do not match your current certificate, the application will be returned.

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

- Console
- Start Application
- 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

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: [Redacted]
Date of Birth: [Redacted]
Sex: [Redacted]
Citizenship Country: UNITED STATES
Hair Color: [Redacted]
Eye Color: [Redacted]
Weight (lbs.): [Redacted]
Height (inches): [Redacted]
City of Birth: [Redacted]
Country of Birth: UNITED STATES
State of Birth: [Redacted]
Phone: [Redacted]
Email Address: [Redacted]

Residential Address (E1. On 8710-1)

Please Note: If it is determined by the Airman 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: [Redacted]
Address Line 2: [Redacted]
(Map or Directions) to Physical Residential Address: [Redacted]
City: [Redacted]
State: [Redacted]
ZIP Code: [Redacted]
Country: UNITED STATES

Certificate Held (Section I, G & M-O) (Show Details...)

Basis of Issuance (Section II) (Show Details...)

Pilot Time (Section III) (Show Details...)

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

- i. Confirm you read, speak, write and understand the English language. Then verify your certificate information is correct and click **Save & Continue**.

IACRA - Application Process
 Applying For: Flight Instructor Refresher Course - Renewal - - (Change)

Personal Information (Section I, A-L) (Show Details...)
 Certificate Held (Section I, G & M-O) (Hide Details)

English Language (Block G)

Yes No Do you read, speak, write, and understand the English language?

Airman Certificate (Block M-M3)

Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

Flight Instructor Certificate Held

Certificate Number: [Redacted]
 Airplane Single Engine
 Date Issued: [Redacted]
 Airplane Multiengine
 Expiration Date: [Redacted]
 Airplane Single and Multiengine
 Glider
 Rotorcraft Gyroplane
 Rotorcraft Helicopter
 Rotorcraft Helicopter and Gyroplane
 Instrument Airplane
 Instrument Helicopter
 Instrument Airplane and Helicopter
 Instrument Powered Lift
 Powered Lift

Save CFI Certificate

All Certificates (Existing or Added/Modified for Blocks M-M3)

Foreign

FAA 61.75

U.S. Standard Pilot Certificate

Certificate Num	Issuance Date	Commercial Category/Class Ratings
[Redacted]	[Redacted]	INSTRUMENT HELICOPTER ROTORCRAFT HELICOPTER

Flight Instructor Certificate

Certificate Num	Issuance Date	CFI Category/Class Ratings
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- j. Check the box if you hold a medical certificate, input medical certificate information, and click **Save & Continue**.

Instrument Helicopter
 Instrument Airplane and Helicopter
 Instrument Powered Lift
 Powered Lift

[Save CFI Certificate](#)

All Certificates (Existing or Added/Modified for Blocks M-M)

Foreign
 FAA 61.75
 US Standard Pilot Certificate

Certificate Num	Issuance Date	Commercial Category/Class Ratings
		INSTRUMENT HELICOPTER ROTORCRAFT HELICOPTER

Flight Instructor Certificate

Certificate Num	Issuance Date	CFI Category/Class Ratings
		ROTORCRAFT HELICOPTER INSTRUMENT HELICOPTER

Medical Certificate (Block N-N-3)

Check here, if you now hold a Medical Certificate?

Please Note: Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.

Select the certificate Type: FAA Military

Class of Medical Certificate (Choose) ▼

Date issued

Name of Examiner

Drug Conviction (Block O)

Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

[Save & Continue](#)

Basis of Issuance (Section II) (Show Details...)

Pilot Time (Section III) (Show Details...)

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

- k. No information is required for the Basis of Issuance section. Click **Save & Continue**.

IACRA - Application Process

Applying For: **Flight Instructor Refresher Course - Renewal** - - (Change)

<input checked="" type="checkbox"/> Personal Information (Section I, A-L)	(Show Details...)
<input checked="" type="checkbox"/> Certificate Held (Section I, G & M-O)	(Show Details...)
<input checked="" type="checkbox"/> 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)

No information needed in this section

[Save & Continue](#)

Pilot Time (Section III) (Show Details...)

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

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**.

The screenshot shows the 'IACRA - Application Process' form. The 'Applying For' field is set to 'Flight Instructor Refresher Course - Renewal'. The 'Pilot Time' section is expanded, showing a table with columns for 'Airplane / Rotorcraft / Powered Lift Hours', 'Glider / Lighter Than Air Hours', and 'Simulator(FFS) / Training Device(FTD) / ATD Hours'. A 'Clear Pilot Hours' button is visible. The 'Save & Continue' button is at the bottom right of the section.

m. Review and Submit

Click on **View Pilot’s Bill of Rights** and **View Privacy Act**

The screenshot shows the 'Review and Submit' section of the IACRA application process. It features a yellow box with 'Important Information for IACRA Applicants' and a 'Certificate Summary' box. The 'Important Information' box contains five numbered instructions regarding application submission, including a warning not to submit until all validation errors are corrected and a note to consult the Recommending Instructor or Examiner/Evaluator. The 'Certificate Summary' box displays the certificate type as 'FLIGHT INSTRUCTOR' and lists limitations: '1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE' and '2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)'. At the bottom, there are three buttons: 'View Pilot's Bill of Rights', 'View Privacy Act', and '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

The information you submit on the attached FAA Form will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, 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 qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the Pilot’s Bill of Rights, the Administrator is providing you with this written notification of investigation of your qualifications for an airman certificate, rating, or inspection authorization:

- *The nature of the Administrator’s investigation, which is precipitated by your 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 inquiry 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.*
- *A copy of your airman application file for this date is available to you upon your written request addressed to:*

*Federal Aviation Administration
Airmen Certification Branch, AFS-760
P.O. Box 25082
Oklahoma City, OK 73125-0082*

(If you make a written request for your airman application file, please provide your full name, date of birth or airman certificate number for identification purposes and also the date of application.)

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.

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

PRIVACY ACT STATEMENT: This statement is provided pursuant to 5 U.S.C. § 552(a):

The authority for collecting this information is contained in 49 U.S.C. §§ 40113, 44702, 44703, 44709 and 14 CFR Part 61. The principal purpose for which this information is intended to be used is to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission of the data is mandatory, except for the applicant’s social security number, telephone number, and email address which are optional. Failure to provide all required information will result in the FAA being unable to issue you a certificate and/or rating. The information collected on this form will be included in a Privacy Act System of Records known as DOT/FAA 847, titled “Aviation Records on Individuals” and will be subject to the routine uses published in the System of Records Notice for DOT/FAA 847 (see www.dot.gov/privacy/privacyactnotices), including:

- Providing basic airman certification and qualification information to the public upon request. Examples of basic information include:
 - The type of certificate(s) and/or rating(s) held, limitations, date of issuance and certificate number;
 - The status of the airman’s certificate (i.e., whether it has been amended, modified, suspended or revoked for any reason);
 - The airman’s home address, unless requested by the airman to be withheld from public disclosure per 49 U.S.C. 44703(e);
 - Information relating to an airman’s physical status or condition used to determine statistically the validity of FAA medical standards, the date, class, and restrictions of the latest physical;
 - Information relating to an individual’s eligibility for medical certification, requests for exemption from medical requirements, and requests for review of medical certificate denials.
- Using contact information to inform airman of meetings and seminars conducted by the FAA regarding aviation safety.
- Disclosing information to the National Transportation Safety Board in connection with its investigation responsibilities.
- Providing information about airman to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.
- Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.
- Making records of delinquent civil penalties owed to the FAA available to the U.S. Department of the Treasury and the U.S. Department of Justice (DOJ) for collection pursuant to 31 U.S.C. 371(g).
- Making records of effective orders against the certificates of airman available to their employers if the airman use the affected certificates to perform job responsibilities for those employers.
- Making airman records available to users of FAA’s Safety Performance Analysis System (SPAS), including the Department of Defense/Commercial Airfield Division’s Air Carrier Analysis Support System (ACAS) for its use in identifying safety hazards and risk areas, targeting inspection efforts for certificate holders of greatest risk, and monitoring the effectiveness of targeted oversight actions.
- Making records of an individual’s positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including current and prospective employers of such individuals. Such records also contain the names and titles of individuals who, in their commercial capacity, administer the drug and alcohol testing programs of aviation entities.
- Providing information about airman through the Civil Aviation Registry’s Comprehensive Airman Information System to the Department of Health and Human Services, Office of Child Support Enforcement, and the Federal Parent Locator Service that locates noncustodial parents who owe child support. Records in this system are used to identify airman to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of obligors. Records listed within the section on Categories of Records are retrieved using Connect. Direct through the Social Security Administration’s secure environment.
- Making personally identifiable information about airman available to other Federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA in connection with applications for airman medical certification.
- Making records of past airman medical certification history data available to Aviation Medical Examiners (AMEs) on a routine basis so that AMEs may render the best medical certification decision.

o. Review your 8710 application.

Print Close Save as Tiff 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.

IACRA Generated Copy

U.S. Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

Form approved OASD No. 1120-0011

1. APPLICATION INFORMATION (Mark X in all the blocks applicable to the certificate or rating for which you are applying)

Certificates <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP Restricted <input type="checkbox"/> ATP		Category and/or Class <input type="checkbox"/> ASE <input type="checkbox"/> AWE <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Light <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered Lift Type Rating: _____		Instrument <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Instrument <input type="checkbox"/> Instrument <input type="checkbox"/> Add-on Rating		Other Information/Requests <input type="checkbox"/> Initial <input type="checkbox"/> Recurrent <input type="checkbox"/> Instrument Proficiency Check <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Renewance <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reinstatement <input type="checkbox"/> Flight Review <input type="checkbox"/> Certificate Renewal Specialty class: _____	
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2. Name, Date of Birth, Sex, and Grade or Rank

3. Home and Mailing Address

4. Citizenship / Nationality: USA Other

5. Do you read, speak, write & understand the English language? Yes No

6. Height, Weight, Hair Color, Eye Color, Sex

7. Do you hold or have you ever held an FAA certificate? Yes No

8. Do you hold a Medical Certificate? Yes - FAA Yes - Foreign Yes - Military No

9. Have you ever been convicted for violation of any Federal or State statute relating to aircraft drugs, alcoholic or depressant or stimulant drugs or substances? Yes No

10. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

A. Completion of Test or Activity

B. U.S. Military Service

C. Graduate of an Approved Course

D. Holder of Foreign License

E. Air Carrier Training Program

11. BE CONCISE - FILL OUT TIME (Do not write in the shaded areas)

Test	Initials	Date	Class/Category/Type	Grade/Class	Instrument	High Altitude	High Terrain	High Power	High Speed	Other	Class	Grade	Rank	Command
Applied														

- 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 # [REDACTED]
Ratings:
Limitations:
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE [REDACTED]
2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

[View Pilot's Bill of Rights](#) [View Privacy Act](#) [Review](#)

Sign and Submit

PILOT'S BILL OF RIGHTS

Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment.

[Sign Pilot's Bill of Rights Acknowledgment](#)

(You are not required to sign the Pilot's Bill of Rights Acknowledgment, if you choose not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

APPLICATION

Please carefully review your application for accuracy.

By electronically signing this document:
I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

PLEASE NOTE: Once the application form is signed and submitted, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

[Sign & Submit Application](#)

q. **Sign** the Pilot's Bill of Right Acknowledgement

Certificate Summary


Certificate Type: FLIGHT INSTRUCTOR
Certificate # [REDACTED]
Ratings:
Limitations:
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE [REDACTED]
2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

[View Pilot's Bill of Rights](#) [View Privacy Act](#) [Review](#)

Sign and Submit

PILOT'S BILL OF RIGHTS

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[Sign Pilot's Bill of Rights Acknowledgment](#) 

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APPLICATION

Please carefully review your application for accuracy.

By electronically signing this document, I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

PLEASE NOTE: Once the application form is signed and submitted, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant.

[Sign & Submit Application](#)

[close](#)

ACKNOWLEDGMENT OF RECEIPT OF PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION

I acknowledge that I received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application.

Print Name of Applicant

PENDING _____
Certificate Number

Date of Birth

Flight Instructor Refresher Course - Renewal
Purpose of Application _____

[Click to Sign](#) [Cancel](#) DATE _____
Signature of Applicant (Applicant is not required to sign) MM/DD/YYYY

Print Name of Designee

Designee's Airman Certificate Number _____

Signature of Designee

DATE _____
MM/DD/YYYY

(Designee's signature signifies the applicant received a written copy of the Pilot's Bill of Rights Notification)



r. **Sign** your 8710

Certificate Summary

Certificate Type: FLIGHT INSTRUCTOR
 Certificate # [REDACTED]
 Ratings:
 Limitations:
 1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE [REDACTED]
 2. EXPIRES (EXPIRATION DATE WILL BE MADE AVAILABLE ON THE CERTIFYING OFFICER'S CHECKLIST FOR REVIEW/UPDATES)

[View Pilot's Bill of Rights](#) [View Privacy Act](#) [Review](#)

Sign and Submit

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[Sign Pilot's Bill of Rights Acknowledgment](#)


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APPLICATION

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By electronically signing this document, I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

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[Sign & Submit Application](#) 

I. Air Carrier Training Program

1. Name of Air Carrier _____ 2. Date Training Began _____ 3. Accomplished Training Program: Initial Upgrade Transition Recurrent

II. RECORD OF PILOT TIME (Do not write in the shaded areas)

Category	Year	Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total	Status of				
														Sign	Rate	Class	Current	
Apprentice																		
Student	888.00	250.00	34.00	825.00	88.00	22.00	893.00	44.00	12.00	905.00	24.00	28.00						
Private																		
Light																		
IFR																		
ATD																		

IV. Have you previously failed the practical test for the certificate or rating for which you are applying? Yes No. If Yes, enter date of last attempt: _____

V. APPLICANT'S CERTIFICATION: I certify that all statements and answers provided by me on the application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights (either notification of investigation that accompanies this form, I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant: _____ Date: _____

[Click to Sign](#) [Cancel](#)

FAA Form 8710-1 (08/16) Supersedes Previous Editions ICA/FAA Registered Application ID: [REDACTED] PIN: [REDACTED] ICA: 0012-00-000-5007



- s. The application is now complete in IACRA.

IACRA - Application Process

Personal Information (Section I, A-L)	- SUBMITTED & LOCKED -
Certificate Held (Section I, G & M-O)	- SUBMITTED & LOCKED -
Basis of Issuance (Section II)	- SUBMITTED & LOCKED -
Pilot Time (Section III)	- SUBMITTED & LOCKED -
Review and Submit (Section V)	(Hide Details)

Thank you for submitting your application.

Application ID: [REDACTED]
Your FTN: [REDACTED]

Your Recommending Instructor and/or Examiner/Evaluator **will need your FTN**. You may also need to reference these numbers to inquire about your application. Any applicable knowledge test ID codes will need to be provided to your Designated Examiner or Authorized Instructor. If you forget your FTN, just log in to IACRA and it will be at the top left of the Applicant Console.

Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application.

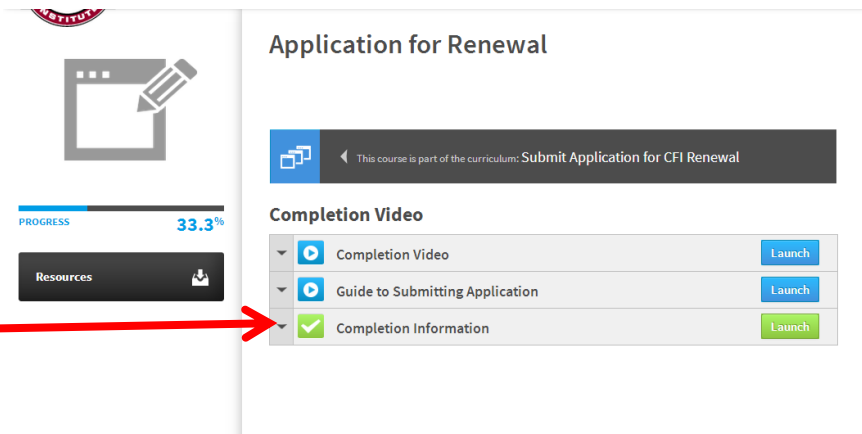
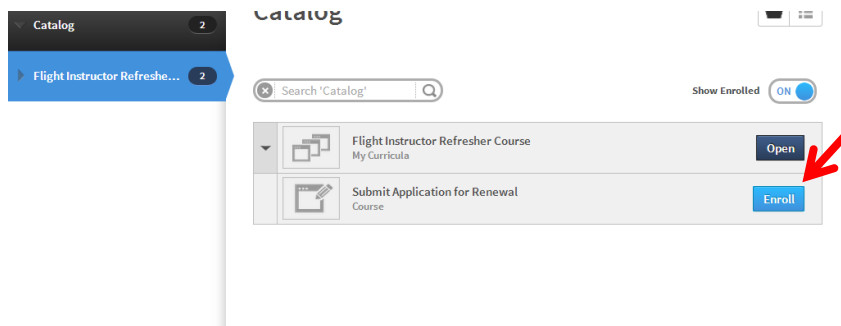
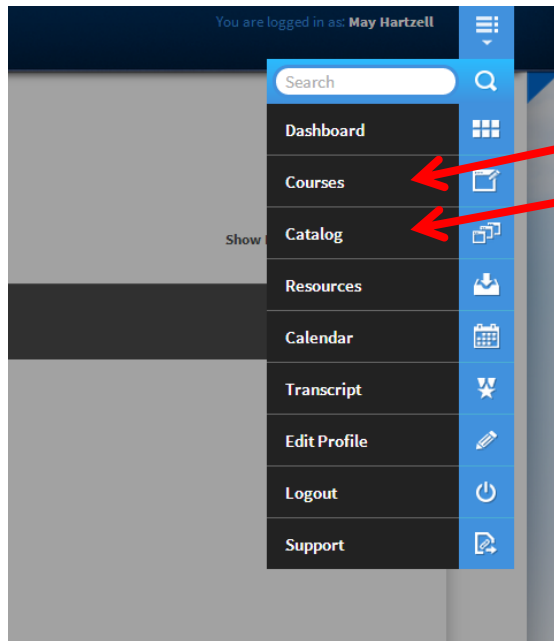
[Review Application](#) [Return to Console](#)

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 *

First Name *

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.

e.g. A1234567

Copy of CFI Certificate and Government Issued Photo ID *

Upload your scanned or photographed CFI certificate front and back and driver's license, passport, or other government issued photo ID here.

file name

Send me a copy of my responses

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.

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 *

Smith

First Name *

Jane

CFI Expiration Date

05/31/2014

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

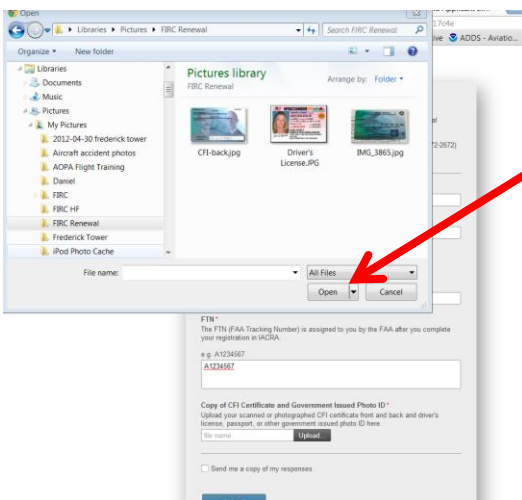
Copy of CFI Certificate and Government Issued Photo ID *

Upload your scanned or photographed CFI certificate front and back and driver's license, passport, or other government issued photo ID here.

file name

Send me a copy of my responses

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



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, passport, or other government issued photo ID here.

CFI-back.jpg [remove](#)

Driver's License.JPG [remove](#)

IMG_3865.jpg [remove](#)

file name Upload...

Send me a copy of my responses

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.