



# Guide to Completing a CFI Application for Recency

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

1. Submit your application via the FAA's IACRA system
2. Submit your FAA FTN and digital image of your CFI certificate and government issued ID to ASI via the "Submit Your Application and IDs for CFI Recent Experience" module within the eFIRC course.

You do not need to complete the course before completing your application in IACRA. However, to ensure smooth paperwork processing, **complete both your application in IACRA and your eFIRC coursework within the same time frame**, either your recency window or reinstatement period. Not doing so may result in the need for a new application in IACRA.

**IMPORTANT: Turn off your web browser's pop-up blockers for IACRA:**

To use the IACRA site, you need to turn off your browser's pop-up blockers. There are a few spots during the application process that use pop-ups, that if blocked, can easily be missed and you will not be able to complete your application.

**ASI's guides on *How to turn off Pop-Up Blockers*:**

- Google Chrome (PC, Mac and Tablets): [Instruction PDF](#)
- Microsoft Edge & Internet Explorer (PC): [Instruction PDF](#)
- Apple Safari Browser (iPad and Mac): [Instruction PDF](#)
- Mozilla Firefox Browser (PC and Mac): [Instruction PDF](#)

**Quick Links:**

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

ASI'sFAQS: [Common CFI Renewal and Processing FAQs](#)

---

**IACRA Support:**

**National AVS IT Service Desk:**

Aids users when they have support issues with IACRA.

Hours: 24 hours a day, 7 days a week.

Phone: Toll-free at **844-322-6948**

(ask for Tier 2)

E-mail: [helpdesk@faa.gov](mailto:helpdesk@faa.gov)

---

**AOPA eFIRC Support:**

If you can't find an answer or have questions about uploading your credentials, reach out to us.

Hours: Monday through Friday,

8:30 a.m. to 6:00 p.m., ET.

Phone: 800-USA-AOPA (872-2672)

E-mail: [eFIRCprocessing@aopa.org](mailto:eFIRCprocessing@aopa.org)

## NOTICE: To have AOPA's ACRs process your eFIRC recency, please follow this timeline

- **CFIs within their recency window:**  
No later than **12pm Eastern on the last business day** of the month, you must;
  - Sign and submit your IACRA application and upload required IDs  
**AND**
  - Complete the eFIRC course
- **CFIs within their reinstatement period:**  
No later than **5 business days** before the end of their certificate reinstatement period, you must;
  - Sign and submit your IACRA application and upload required IDs  
**AND**
  - Complete the eFIRC course

### Tips for working with IACRA:

- Have your current certificate in front of you while filling out the application. This will help you confirm that you have accurate information and confirm that you 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.***
  - 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 during the process.
- 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 contact the National AVS IT Service Desk. They aid users when they have IACRA support issues. The following information outlines AVS Support Central daily operations:

Hours of operations: 24 hours a day, 7 days a week.

Phone: Toll-free at **844-322-6948** (ask for Tier 2)

E-mail address: [helpdesk@faa.gov](mailto:helpdesk@faa.gov)

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

Review our [Common CFI Renewal and Processing FAQs](#) for answers to common issues.

If you can't find an answer to your question there, e-mail us [eFIRCprocessing@aopa.org](mailto:eFIRCprocessing@aopa.org) or call 800-USA-AOPA (872-2672) Monday through Friday, 8:30 a.m. to 6:00 p.m., ET.

# 1 . Submitting Application for CFI Renewal in IACRA

Visit <https://iacra.faa.gov/> and log into your account.

**Federal Aviation Administration**

→ 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**

**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 electronic signatures to protect the information's integrity, eliminates paper forms, and prints temporary certificates.

**New to IACRA?** Please read the [New User Guide](#).

**Trouble Viewing Documents?** Please make sure your browser [allows popups](#) in IACRA.

**Reminder: Password Reset and Recovery**

If you need to reset your password you can use the IACRA password recovery page: [Forgot Username or Password?](#)

**What's new in IACRA**

IACRA Version 11.2

This release contains the following changes:

- CFI and CFI Sport certificates will no longer have expiration dates See [FAA rule 202489 FR 80020](#).
- CFI and CFI Sport can now update their 'recency' (formerly renewal) if they are qualified under the

**Username:**

**Password:**

[Forgot Username or Password?](#)

or

[Help](#)

**Need Help?**

Follow the link for the complete [IACRA user guide](#) -- or visit our [Training and Documentation](#) page for more information.

**NOW HIRING  
AVIATION SAFETY INSPECTORS**

Your new career is now within reach.

- Hiring in multiple locations
- Spend more time with your family
- Weekends and Holidays off
- Regular work hours
- Possible Telework Opportunities

If you have never used IACRA before, the first step is to “register” using the link next to the login button to create a new account – Found in the upper right of the page.

## Selecting eFIRC For Renewal Application Type:

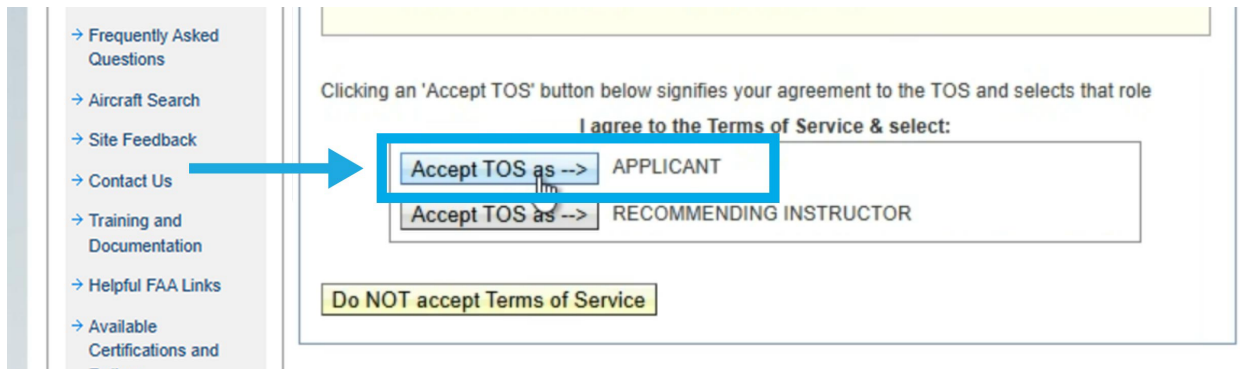
### Note Your FTN number:

Maintain your FAA Tracking Number (FTN) for your personal records. It is required to be reported to AOPA's ACRs during your in-course submission after completing and signing your 8710 in IACRA. It is found in the upper left, under User Information after login.

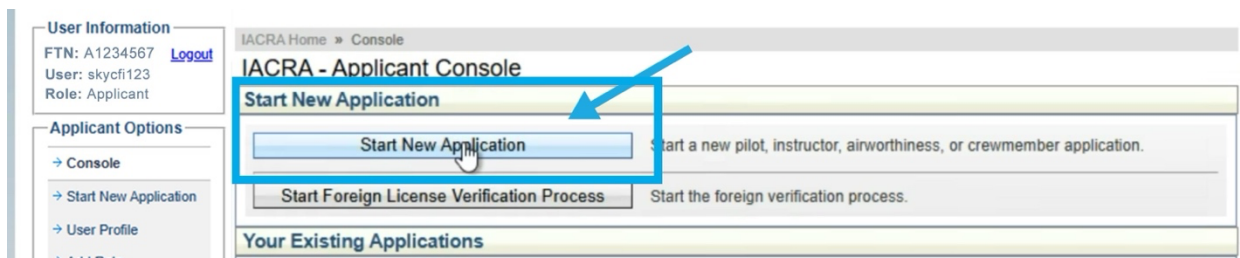


As a CFI, you can register as an applicant and as a recommending instructor. You will need to be registered as an **applicant** for the CFI renewal process.

- 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.**



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

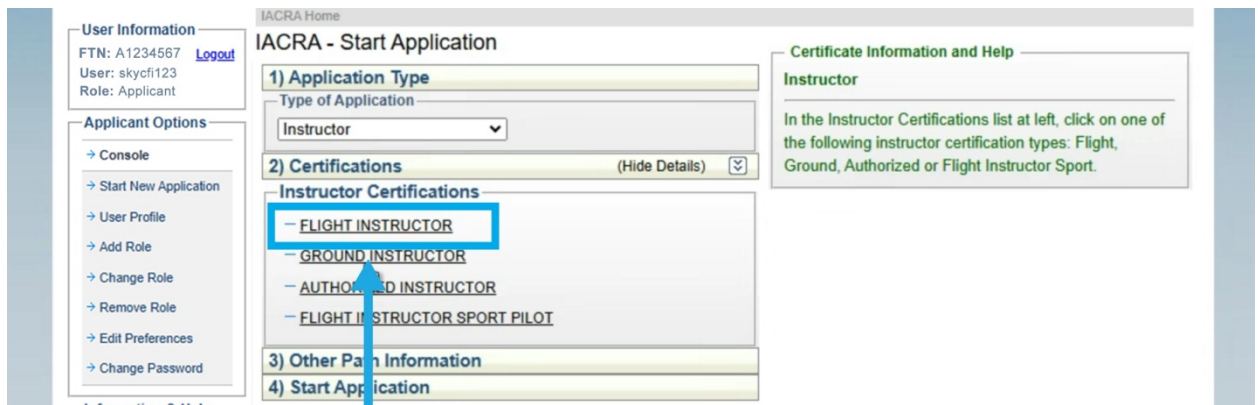




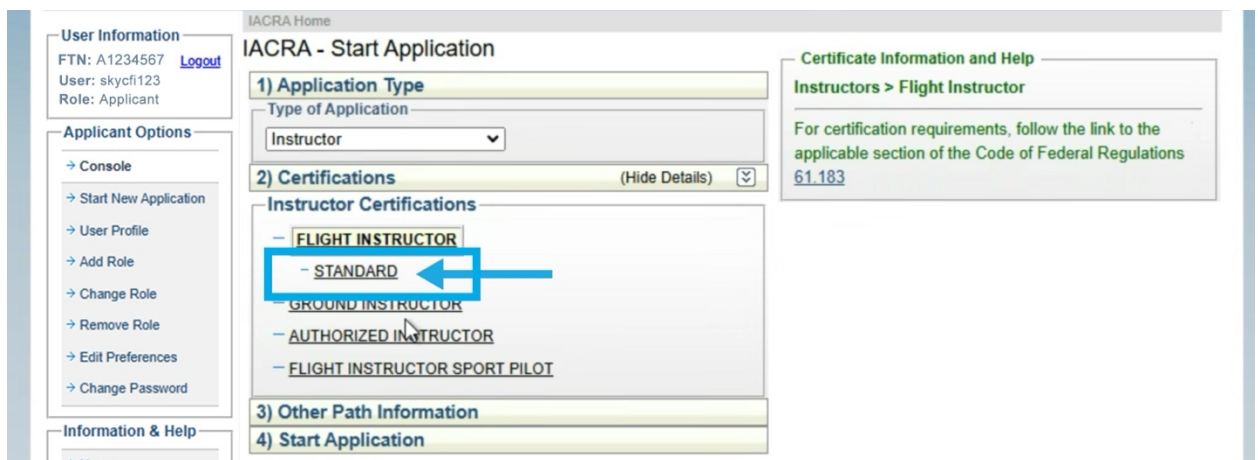
c) Under Application Type, use the pull down to choose “**Instructor**”



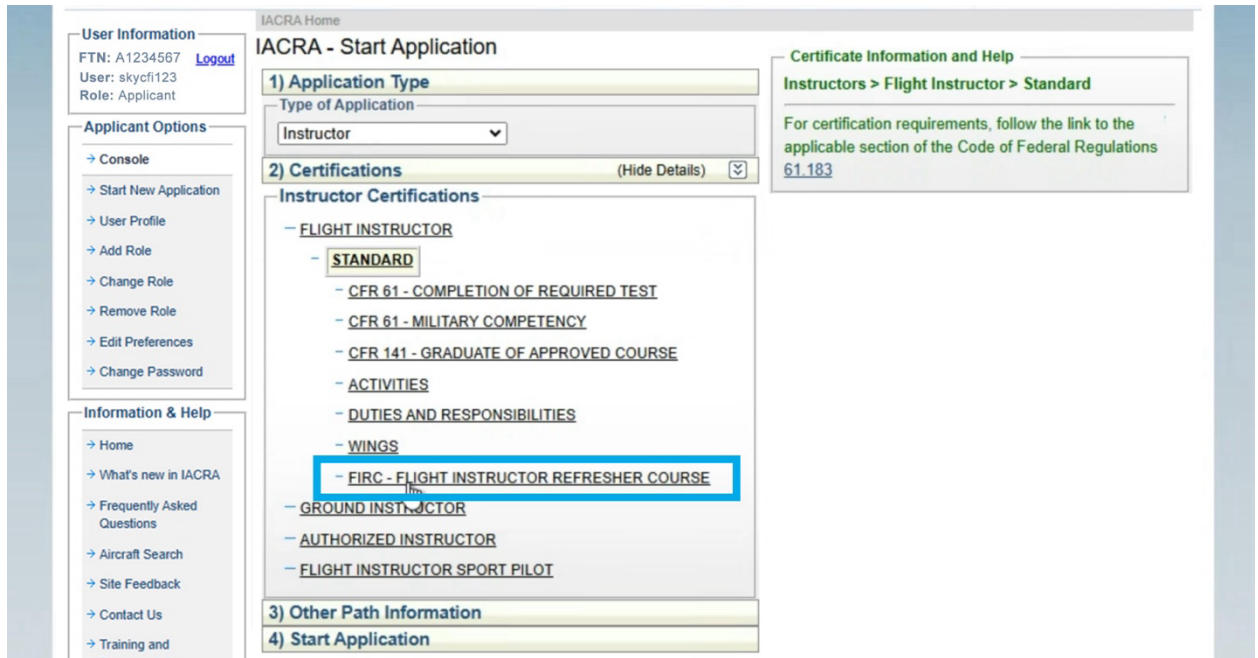
d) Under Certifications, choose the instructor certificate you’re renewing. For the majority, that means choosing “**Flight Instructor.**”



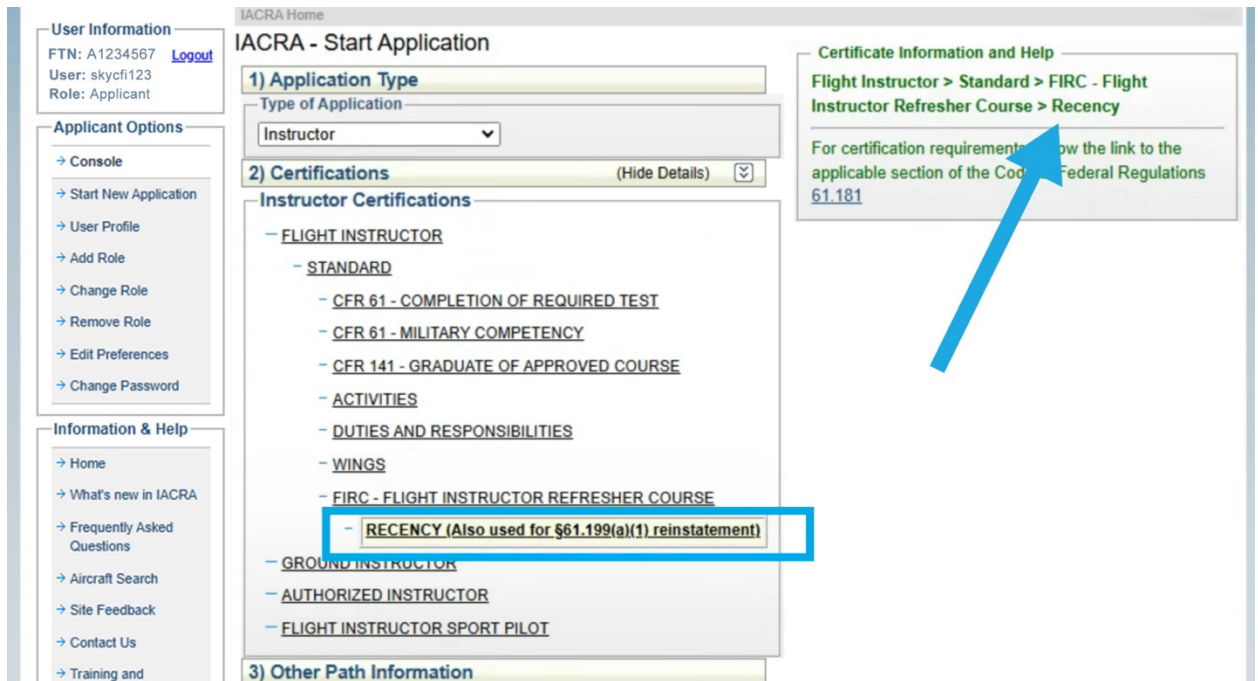
e) Then click “**Standard**”



f) Click **“FIRC – Flight Instructor Refresher Course”**

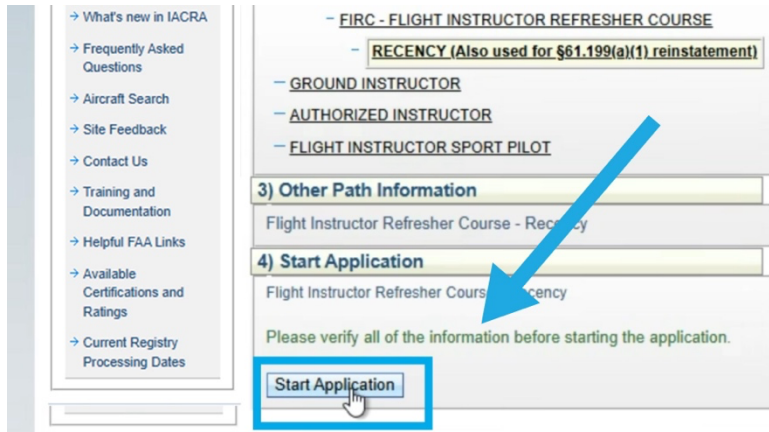


g) And finally, click **“Recency (Also used for 61.199(a)(1) reinstatement).”**



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

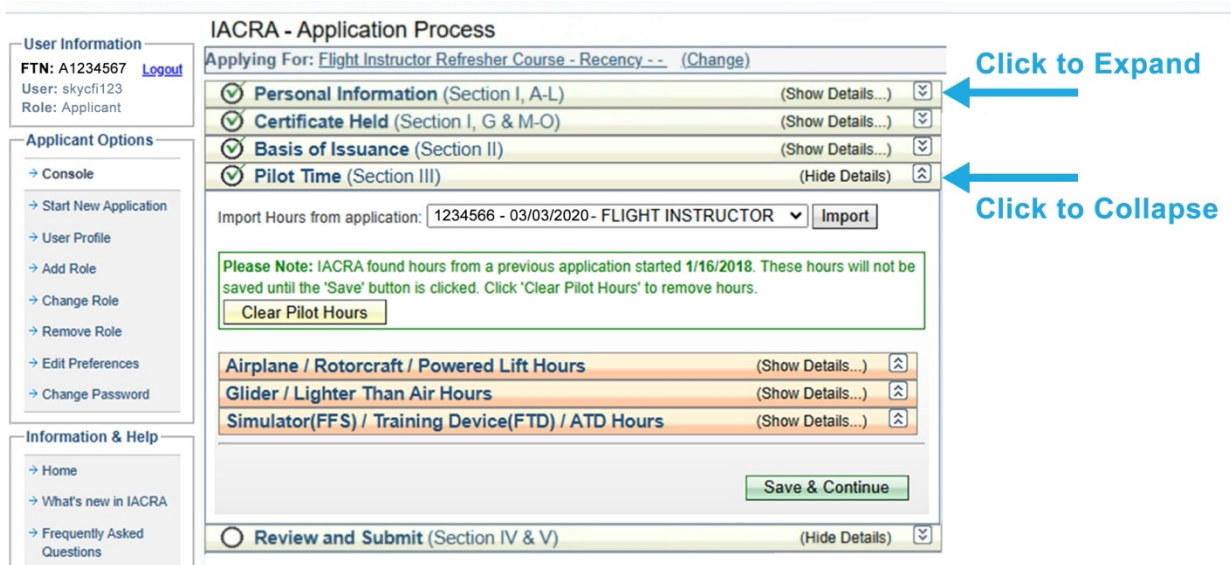
h) Click “Start Application”



**Navigating Between Section Tip:**

The online application is made of **five sections that you must review** to complete your application. These can be expanded or collapsed based on clicking on the yellow-colored bars. You will need to click on each section’s header bar to expand them for your review. Each section has a “save” button that needs to be clicked to confirm that you have reviewed every aspect of that section.

Note, some browsers will open the next section after saving, while some will not. Clicking on the header of an open section will collapse that section to reduce the scrolling required.



# Personal Information Verification:

Your Personal Information will be prefilled from your Airmen's Profile. Verify all the information is accurate **and matches what is on your current CFI certificate**.

- A. If you have a name change, sex change, a citizenship 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, your application will be returned.**
- B. You **cannot use a business address**. Only a physical home address will be accepted by the FAA. Note: The mailing address is only needed for new or change of information certificates, and only if different than the residential address. NOTE: If you need to change the residential address, click the "here" link in the instructions within the green box. It will direct you to your airmen record to make the update. Important to note, if changes are made to this residential address, you will be required to starting a new application.

IACRA - Application Process

Applying For: Flight Instructor Refresher Course - Recency -- (Change)

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

**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](#).

**Personal Information**

Full Name: STRATOSPHERE, SKYLER ABBY

Date of Birth: 10/02/1998

Sex: F

Citizenship Country: UNITED STATES

City of Birth: FREDERICK

Country of Birth: UNITED STATES

State of Birth: MD

Hair Color: BLOND

Eye Color: BLUE

Weight (lbs.): 150

Height (inches): 68

Phone: 301.695.2000

Email Address: SKYFLY@DOMAIN.ORG

**FSDO VISIT REQUIRED TO CHANGE**

**Residential Address (E1. On 8710)**

Any changes to your Residential address must be updated from your user profile. Click [here](#) if you would like to update your Residential address.

Address Line 1: 1234 MAIN STREET

Address Line 2: APARTMENT 3B

(Map or Directions) to Physical Residential Address

City: LIBERTYTOWN

State: MD

ZIP Code: 21701

Country: UNITED STATES

**Residential Address Only**

**UPDATE RESIDENTIAL ADDRESS**  
(Changes will require you to start a new application with the revised address)

Add Mailing Address

Add Special Mailing Address

Save



- C. When you have verified all the information, click **“Save”** at the bottom of the page.
- D. You will then manually have to **click on the “certificate held” header bar** to expand that section. Clicking “save” will not automatically open the next section.

## Certificate Held:

- A. Confirm you read, speak, write and understand the English language by clicking **“Yes”** in Block G.  
 Note, you will see a drug conviction warning box appear, everyone sees this. The question will be answered furthered down the page. You did not miss it.
- B. Verify your certificate held is correct  
**Note:** If you hold both “Airplane Single Engine” and “Airplane Multiengine” ratings, select the third option below where they are listed together, do not select both of the individual options.
- C. Click **“Save CFI Certificate.”**

The screenshot displays the FAA eFIRC application interface. On the left, there is a sidebar with 'Applicant Options' (Console, Start New Application, User Profile, Add Role, Change Role, Remove Role, Edit Preferences, Change Password) and '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). The main content area is titled 'Personal Information (Section I, A-L)' and 'Certificate Held (Section I, G & M-O)'. A red arrow points to a 'Validation Errors' message: 'Drug Conviction question is required.' Below this, the 'English Language (Block G)' section is highlighted with a blue box, containing a question: 'Do you read, speak, write, and understand the English language?' with 'Yes' selected. The 'Airman Certificate (Block M-M3) & Foreign License (if needed) (Section II D)' section is also highlighted with a blue box, containing a checkbox for 'Check here if you now hold or have ever held an FAA Pilot Certificate...' and a 'Flight Instructor Certificate Held' section. The 'Flight Instructor Certificate Held' section is highlighted with a blue box and contains a list of ratings: 'Airplane Single Engine', 'Airplane Multiengine', 'Airplane Single and Multiengine' (checked), 'Glider', 'Rotorcraft Gyroplane', 'Rotorcraft Helicopter', 'Rotorcraft Helicopter and Gyroplane', 'Instrument Airplane' (checked), 'Instrument Helicopter', 'Instrument Airplane and Helicopter', 'Instrument Powered Lift', and 'Powered Lift'. A 'Save CFI Certificate' button is visible at the bottom of the section. A blue arrow labeled 'Scroll Down' points to the bottom of the page.

- D. Scroll down to the “Medial Certificate (Block N-N-3)”

The screenshot displays the FAA eFIRC application interface. On the left, there are two vertical navigation menus: 'Applicant Options' (with links like Console, Start New Application, User Profile, Add Role, Change Role, Remove Role, Edit Preferences, Change Password) and 'Information & Help' (with links like Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback). The main content area is divided into two sections: 'Medical Certificate (Block N-N-3)' and 'Drug Conviction (Block O)'. The 'Medical Certificate' section has a checked checkbox for 'Check if you now hold or have ever held a Medical Certificate or will be applying under BasicMed'. Below this is a 'Please Note' box for military certificates, followed by radio buttons for 'Select the certificate Type' (FAA, Military, BasicMed), a dropdown for 'Class of Medical Certificate', and input fields for 'Date issued' and 'Name of Examiner'. The 'Drug Conviction' section asks if the applicant has ever been convicted for violations of Federal or State statutes related to narcotics, marijuana, or depressant/stimulant drugs, with radio buttons for 'No' and 'Yes'. A blue arrow points to the 'No' option. A 'Save' button is located at the bottom right of the form. On the right side, there is an 'Application Status' panel with radio buttons for 'Personal Info', 'Certificate Held', 'Basis of Issuance', 'Pilot Time', and 'Review & Submit'. Below that is a 'View Application' button and a thumbnail of the application form. At the bottom right, the 'Application ID: 1234567' is displayed.

- E. **Check the box** to indicate that you **have ever held** a medical certificate. All CFIs have had a medical previously, even if not currently.
- F. If you do currently hold a medical, fill in the information. If your medical has expired, still fill out the information.
- G. Check the “Drug Conviction (Block O)” and answer “No” or “Yes.” *List date of final conviction only if applicable.*
- H. Click **“Save.”**
- I. You will then manually have to **click on the “basis of issuance” header bar** to expand that section. Clicking “save” will not automatically open the next section.



## Basis of Issuance:

No information is required for the Basis of Issuance section.

- Click **“Save.”**
- You will then manually have to click on the **“Pilot Time”** header bar to expand that section. Clicking **“save”** will not automatically open the next section.

The screenshot shows the IACRA Application Process interface. The main content area is titled "IACRA - Application Process" and "Applying For: Flight Instructor Refresher Course - Recency - - (Change)". The "Basis of Issuance (Section II)" section is expanded, showing a list of options: "Completion of Required Test (Block A)", "Military Competence (Block B)", "Graduate of Approved Course (Block C)", "Holder of Foreign License (Block D)", and "Completion of Air Carrier's Approved Training Program (Block E)". A green box with the text "No information needed in this section" and a blue arrow points to the left. A "Save" button is visible at the bottom right of the section. The "Application Status" sidebar on the right shows "Personal Info", "Certificate Held", "Basis of Issuance", and "Pilot Time" as completed, and "Review & Submit" as pending. The "View Application" sidebar is also visible.

## Pilot Time:

Filling times out are **optional for CFI renewal**.

If you would like to, enter pilot hours click the up arrow on the associated tab (“Airplane/Rotorcraft/Powered Lift hours; Glider/Lighter than Air hours; Simulator/Training device”) and enter values. If you have older entries, you can use **“Clear Pilot Hours”** option.

- Click **“Save & Continue”** whether you entered information or not.
- You will then manually have to click on the **“Review and Submit”** header bar to expand that section. Clicking **“save”** will not automatically open the next section.

The screenshot shows the IACRA Application Process interface with the "Pilot Time (Section III)" section expanded. The "Import Hours from application" dropdown is set to "8765432 - 03/03/2020 - FLIGHT INSTRUCTOR" and the "Import" button is visible. A green box contains a "Please Note" message: "IACRA found hours from a previous application started 1/16/2018. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours." Below this is a "Clear Pilot Hours" button. The "Pilot Time" section is divided into three tabs: "Airplane / Rotorcraft / Powered Lift Hours", "Glider / Lighter Than Air Hours", and "Simulator(FFS) / Training Device(FTD) / ATD Hours". Each tab has a "Show Details..." link and an up arrow. A "Save & Continue" button is highlighted with a blue box at the bottom right of the section. The "Application Status" sidebar on the right shows "Personal Info", "Certificate Held", "Basis of Issuance", and "Pilot Time" as completed, and "Review & Submit" as pending. The "View Application" sidebar is also visible.

## Review Before Signing:



**IMPORTANT:** Make sure your pop-up blocker is turned off for this step. The following three items are presented as pop-up windows. If you do not review them and close each one, you will not be able to complete your application.

**ASI's guides on *How to turn off Pop-Up Blockers*:** (also found in the eFIRC Resources)

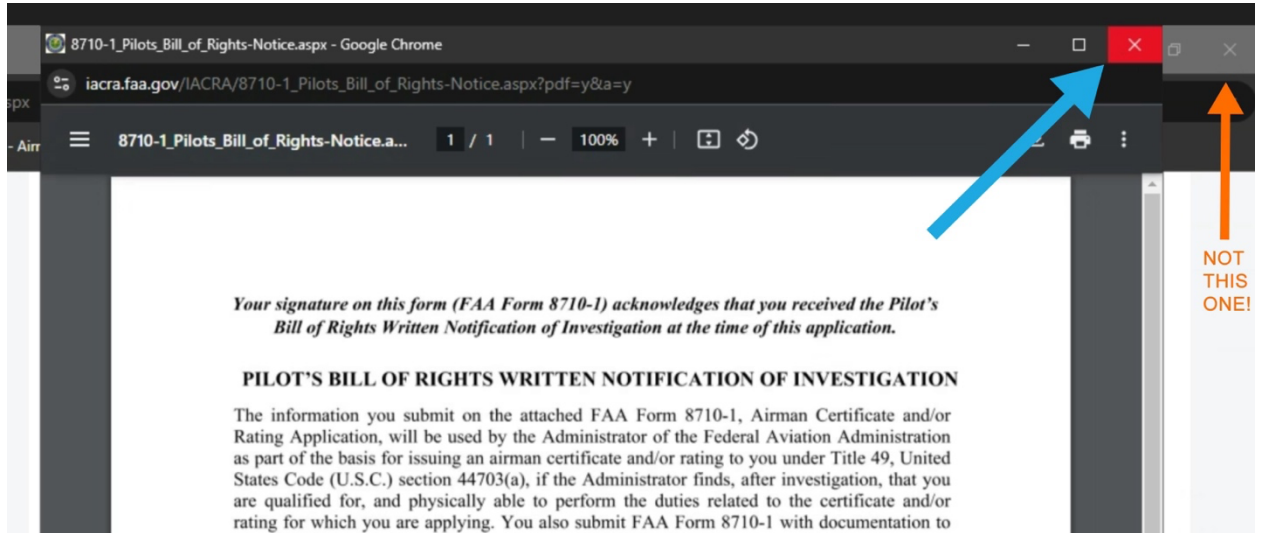
- Google Chrome (PC, Mac and Tablets): [Instruction PDF](#)
- Microsoft Edge & Internet Explorer (PC): [Instruction PDF](#)
- Apple Safari Browser (iPad and Mac): [Instruction PDF](#)
- Mozilla Firefox Browser (PC and Mac): [Instruction PDF](#)

Section IV, make sure “No” is selected for the Notice of Disapproval question.

The screenshot displays the IACRA application review interface. On the left, a sidebar contains navigation options such as 'Console', 'Start New Application', 'User Profile', 'Add Role', 'Change Role', 'Remove Role', 'Edit Preferences', and 'Change Password'. The main content area is titled 'Pilot Time (Section III)' and 'Review and Submit (Section IV & V)'. A 'Section IV' question asks: 'Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?'. The 'No' radio button is selected, and a blue arrow points to it with the text 'Always "No"'. Below this is a yellow box with 'Important Information for IACRA Applicants' containing five numbered instructions. The 'Certificate Summary' section shows 'Certificate Type: FLIGHT INSTRUCTOR', 'Certificate #: 9876543', and 'Applicant holds a Gold Seal'. A gold star icon and an orange arrow point to the 'Gold Seal CFIs' text, which states: 'Indication of your gold seal is displayed in this brief summary.' At the bottom, three buttons are visible: '1 - View Pilot's Bill of Rights', '2 - View Privacy Act', and '3 - Review Application'. On the right, an 'Application Status' sidebar shows 'Personal Info', 'Certificate Held', 'Basis of Issuance', 'Pilot Time', and 'Review & Submit' as checked items, along with a 'View Application' button and 'Application ID: 1234567'.

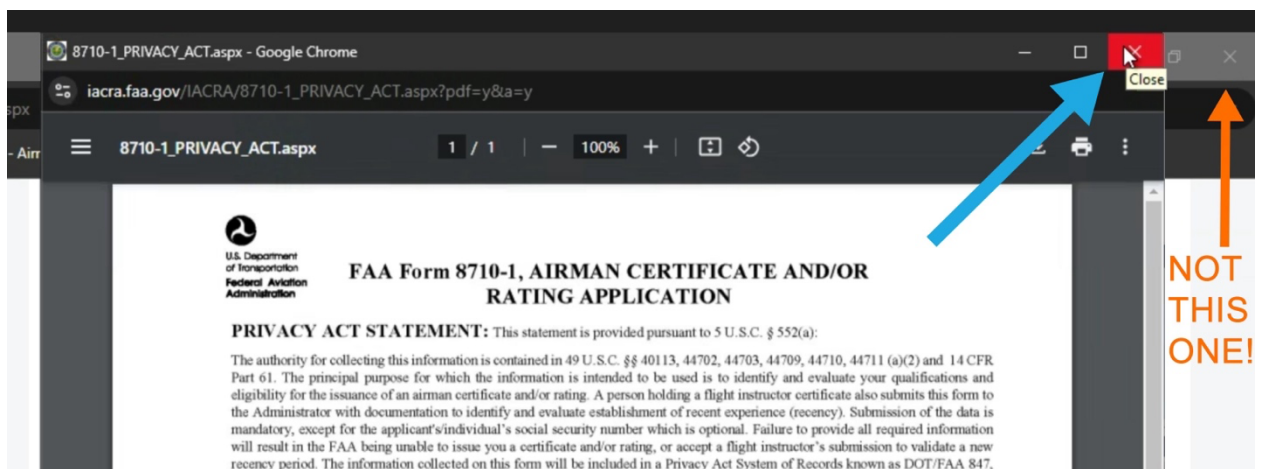
A. Click on “View Pilot’s Bill of Rights”

- C. Click **“Red X (Close)”** box on the pop-up windows after reviewing the content. Make sure to click the close **“X”** on the pop up, not the one for the window/tab that the form is loaded in. Note, some old browsers will display a close button above the text, click that button is showing.



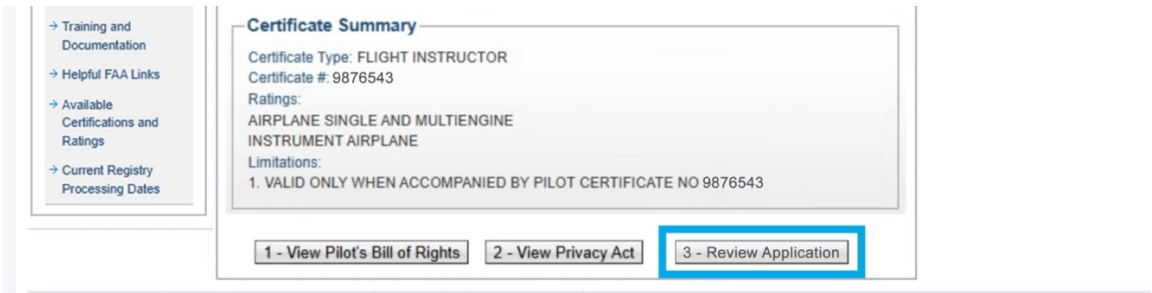
- D. After closing the pop-up, click on **“View Privacy Act”** button.

- E. Click **“Red X (Close)”** box on the pop-up windows after reviewing the content. Make sure to click the close **“X”** on the pop up, not the one for the window/tab that the form is loaded in. Note, some old browsers will display a close button above the text, click that button is showing.



You will see that after the Pilot's Bill of Rights and Privacy Act pop-ups have been viewed that the **“Review Application”** button is now active.

F. Click the “Review Application” button to review your completed 8710 application for any errors.



Pay attention to the **areas highlighted in yellow** to confirm that they are correctly indicated, in addition to your residential address, certificate numbers, and dates. Confirm that your recency or reinstatement is correctly checked.

**IACRA Generated Copy**

OMB CONTROL NUMBER: 2120-0021  
EXPIRATION DATE: 08/31/2025

TYPE OR PRINT ALL ENTRIES IN INK

U.S. Department of Transportation  
Federal Aviation Administration

### Airman Certificate and/or Rating Application

**I. APPLICATION INFORMATION** (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying or for the information you submit to validate certain certification requirements):

Certificates	Ratings	Flight Instructor Recency/Other Information/Requests
Pilot: <input type="checkbox"/> Student <input type="checkbox"/> Private <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP	Instructor: <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Recreational <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ASE <input type="checkbox"/> AME <input type="checkbox"/> Helicopter <input type="checkbox"/> Gyroplane Category and/or Class: <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Added Rating	<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Recency <input type="checkbox"/> Reinstatement <input type="checkbox"/> Reexamination <input type="checkbox"/> Reissuance <input type="checkbox"/> Flight Review <input type="checkbox"/> Instrument Proficiency Check <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Limitation Removal
A. Name (Last, First, Middle) <b>STRATOSPHERE, SKYLER ABBY</b>		B. SSN (U.S. Only) <b>0010020003</b>
E1. Residential Address (Including City, State, Zip Code, and Country) <b>1234 MAIN STREET APARTMENT 3B LIBERTYTOWN, MD 21701</b>		C. Date of Birth (MM/DD/YYYY) <b>03/11/2000</b>
E2. Mailing Address (This address will be printed on the permanent airman certificate, if different than block E1.)		D. Place of Birth (City and State) or (City and Country) <b>FREDERICK, MD USA</b>
F. Citizenship / Nationality <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other		G. Do you read, speak, write, & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
H. Height (inches) <b>68</b>		I. Weight (pounds) <b>150</b>
J. Hair Color <b>BLOND</b>		K. Eye Color <b>BLUE</b>
L. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
M. Do you hold, or have you ever held an FAA pilot certificate, including revoked certificates? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Note: A student pilot certificate is a pilot certificate.)		M1. Grade of Certificate <b>COMMERCIAL</b>
N. Do you hold, or have you ever held a Medical Certificate? <input checked="" type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input type="checkbox"/> No		M2. Certificate Number <b>9876543</b>
O. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form.		M3. Date Issued <b>11/02/2024</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		N1. Class of Certificate <b>FIRST CLASS</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		N2. Name of Medical Examiner
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		N3. Date Issued
O1. Date of Final Conviction		

**II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:**

<input type="checkbox"/> A. Completion of Test or Activity	1. Aircraft to be used (if flight test required)	2. Total time in this aircraft and/or approved FFS or FTD (hours):	a. Flight Time	b. As Pilot-in-Command
<input type="checkbox"/> B. U.S. Military	1. U.S. Military Service	2. Date Rated in U.S. Military		3. Rank or Grade
<input type="checkbox"/> C. Competence or Experience	4. List Military aircraft for which you have:	a. logged pilot time or provided flight instruction (IP) (make and model)	b. passed an Instrument Proficiency Check (Pilot or CFI) - (make and model)	
<input type="checkbox"/> D. Graduate of an Approved Course	1. Training Agency or Training Center:	1a. Name	1b. Location (City and State)	1c. Certification Number
	2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating)			1d. Part 147? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**\*Form trimmed for presentation only**

**IV. Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying?**  Yes  No

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

Signature of Applicant / Individual \_\_\_\_\_ Date MMDDYYYY \_\_\_\_\_

FAA Form 8710-1 (12/24) Supersedes Previous Edition Page 1 of 2

Note the form above has been cropped to fit on the page.



If there are any errors, close the pop-up window with your 8710, scroll back up the page and expand the related section, by clicking on the header, of the application. There you can make the required updates. Make sure to **save the changes** within that section and return to lower portion of the page and click the **“Review Application”** again to confirm the changes.

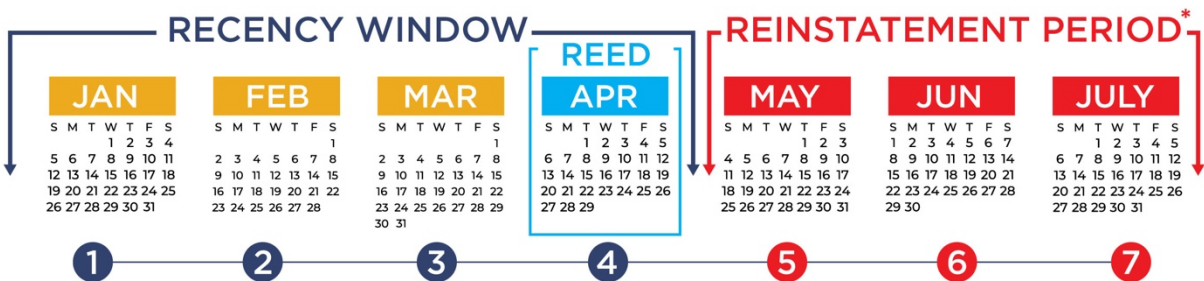
- G. After reviewing the Pilot’s Bill of Rights, Privacy Act, and reviewing your application, the **“Sign and Submit”** section appears on the web page.

**Troubleshooting Tip:** If you missed reviewing any of the three documents, you will not see the **“Sign and Submit”** section. Make sure your pop-up blockers are off and review the application again, making sure to use the red close button or the “Close” button featured at the top of the pop-ups that display in older browsers.

**CRITICAL BEFORE SIGNING YOUR APPLICATION:**

Remember to sign your IACRA application within the seven-month period that includes your recency window or reinstatement period, **not before!**

Your recency window is your recent experience end date (REED)’s month and the 3-calendar months before it. Your reinstatement period is the 3-calendar month period after your REED. Confirm your REED on the [Airmen Registry](#) website.



**\*You CANNOT ACT AS A CFI during the reinstatement period until all recency requirements are completed\***

© 2024 Aircraft Owners and Pilots Association

You can start filling out your application early, **JUST DON’T SIGN IT!** You can return within your recency/reinstatement window and sign the application then. Signing before this period will result in you being assigned a different recency date on your certificate.

Remember, if you do not complete your **IACRA application and FIRC course** before the end of your reinstatement period, you will expire.

## Signing and Submission to FAA:

To ensure smooth paperwork processing, **complete both your application in IACRA and your eFIRC coursework within the same time frame**, either your recency window or reinstatement period. Not doing so may result in the need for a new application in IACRA.

**Certificate Summary**

Certificate Type: FLIGHT INSTRUCTOR  
Certificate #: 9876543  
Ratings:  
AIRPLANE SINGLE AND MULTIENGINE  
INSTRUMENT AIRPLANE  
Limitations:  
1. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO 9876543

1 - View Pilot's Bill of Rights   2 - View Privacy Act   3 - Review Application

**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.

4 - 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.

5 - Sign & Submit Application

**Application Status**

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

**View Application**

Application ID: 1234567

- A. Click the **“Sign the Pilot’s Bill of Right Acknowledgement”** button. Click the **“click to sign”** link midway down the pop-up PDF. It will electronically sign the form, once the progress indicator is done, and **click “close”** to return to the application.

Flight Instructor Refresher Course - Recency

Purpose of Application

Signing Document, please wait...

SKYLER ABBY STRATOSPHERE   [Click to Sign](#)   [Cancel](#)   DATE

Signature of Applicant  
(Applicant is not required to sign)

MM/DD/YYYY

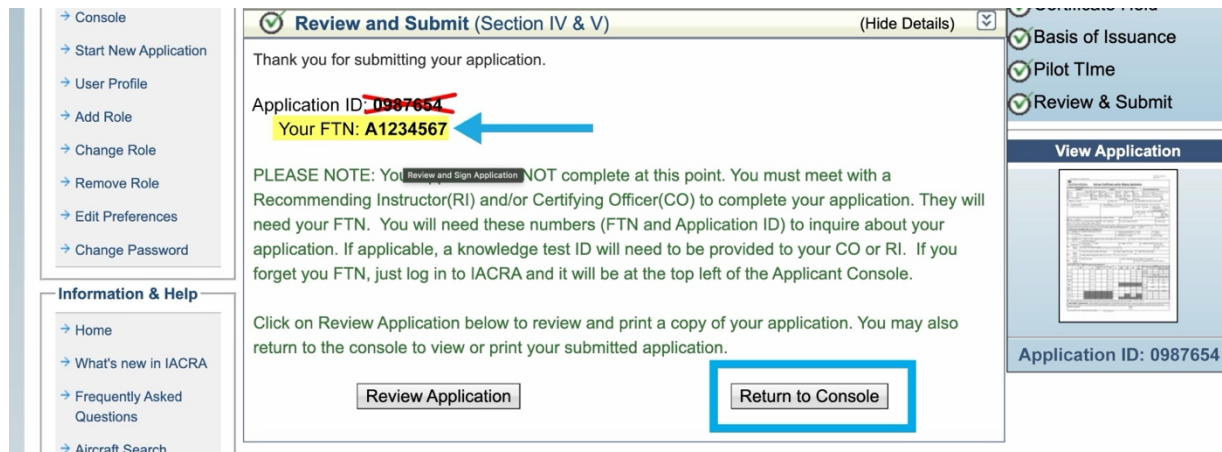


- B. Click **“Sign & Submit Application”** button. Click the **“click to sign”** link midway down the pop-up PDF. It will electronically sign the form, once the progress indicator is done, and **click “close”** to return to the application.

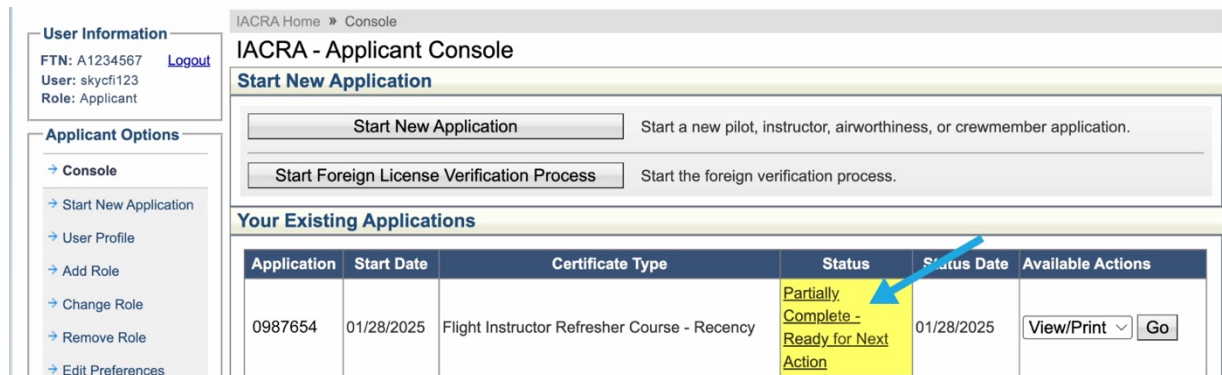


## Your application is now complete in IACRA!

Make sure to note **“Your FTN Number,”** **not the application ID number**, you will need to submit it as part of your submission to AOPA as part of the ACR processing. We can’t look up your application with the application number.



If you **“Return to the Console,”** either by clicking the button or returning later, you can see your applications progress. Right after submission, you should see a message **“Partially Complete – Ready for Next Action.”** That action is sending AOPA your FTN.



Return to the eFIRC course and complete the “**Submit Your Application and IDs for CFI Renewal**” lesson to submit your FTN and upload the required credentials if you have not done so already.

**Remember, to have AOPA’s ACRs process your eFIRC recency, please follow this timeline**

- **CFIs within their recency window:**  
No later than [12pm Eastern on the last business day](#) of the month, you must;
  - Sign and submit your IACRA application and upload required IDs  
**AND**
  - Complete the eFIRC course
- **CFIs within their reinstatement period:**  
No later than **5 business days** before the end of their certificate reinstatement period, you must;
  - Sign and submit your IACRA application and upload required IDs  
**AND**
  - Complete the eFIRC course

**Thank you for choosing to renewal with AOPA Air Safety Institute!**