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

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

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
  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 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.

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**.
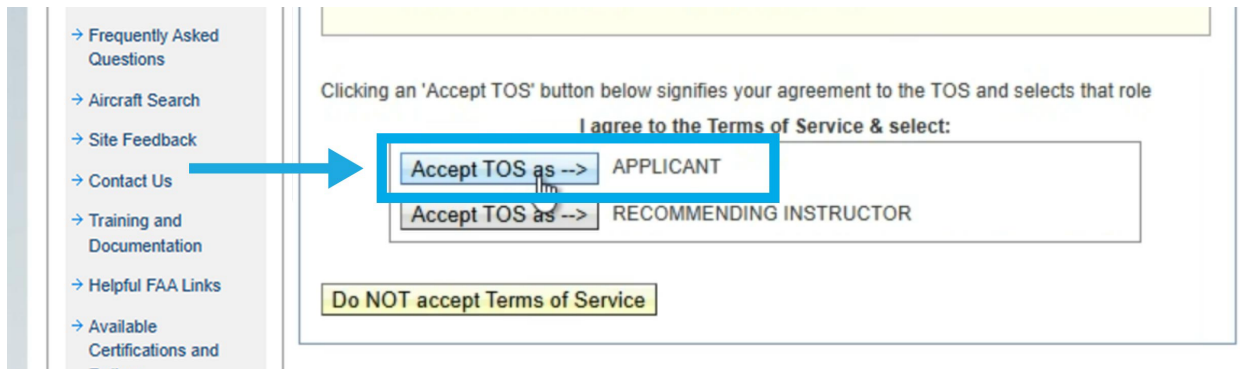
b) You will be directed to the Applicant Console page, click **"Start New Application"**
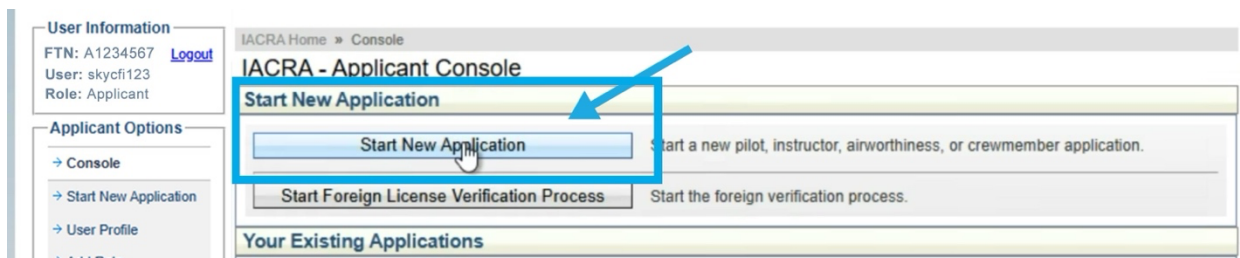
c) Under Application Type, use the pull down to choose **"Instructor"**

d) Under Certifications, choose the instructor certificate you're renewing. For the majority, that means choosing **"Flight Instructor."**
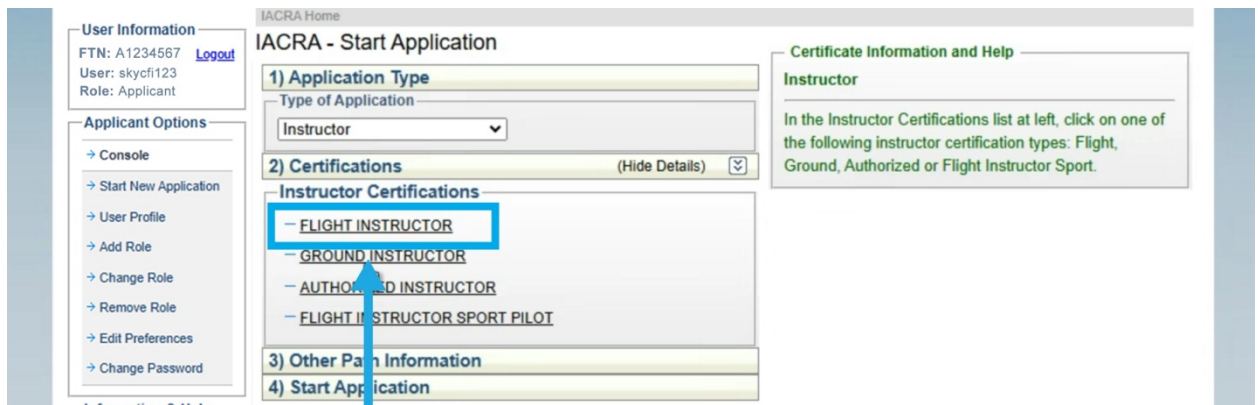
e) Then click **"Standard"**
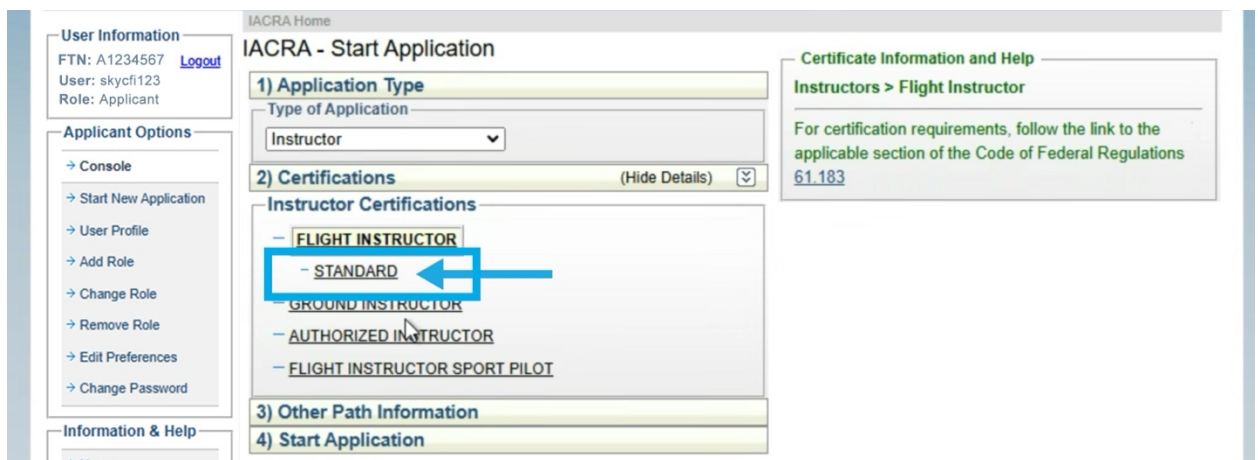
f) Click **"FIRC – Flight Instructor Refresher Course"**
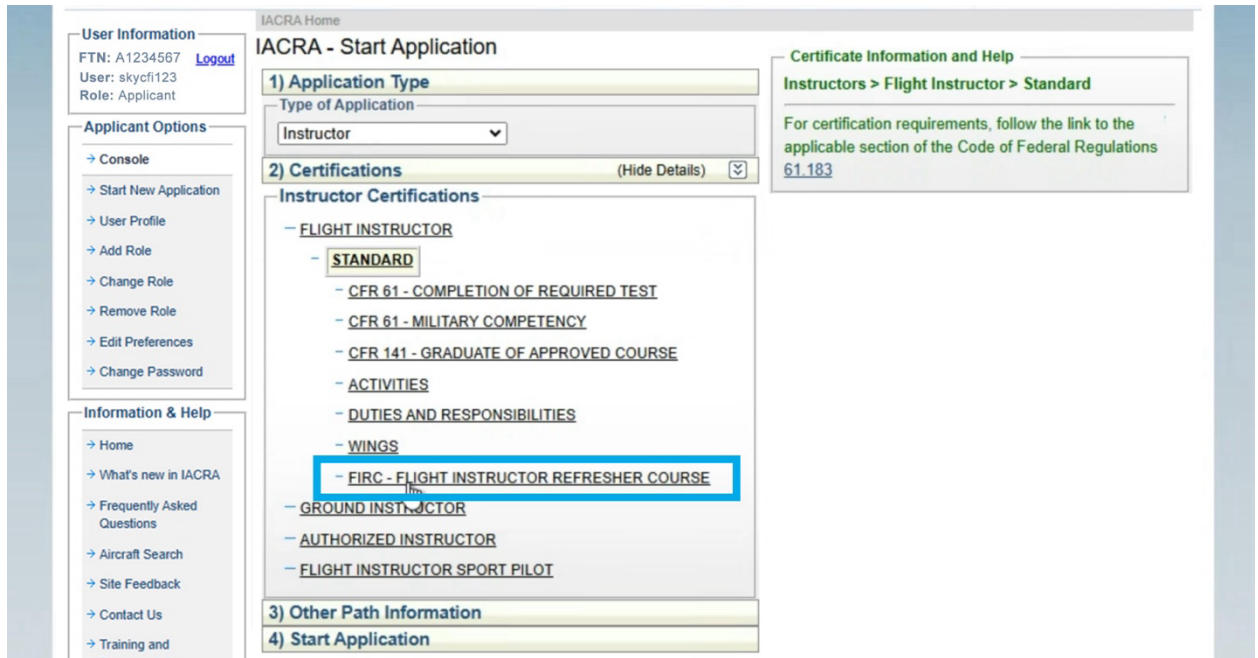
g) And finally, click **"Recency (Also used for 61.199(a)(1) reinstatement). "**
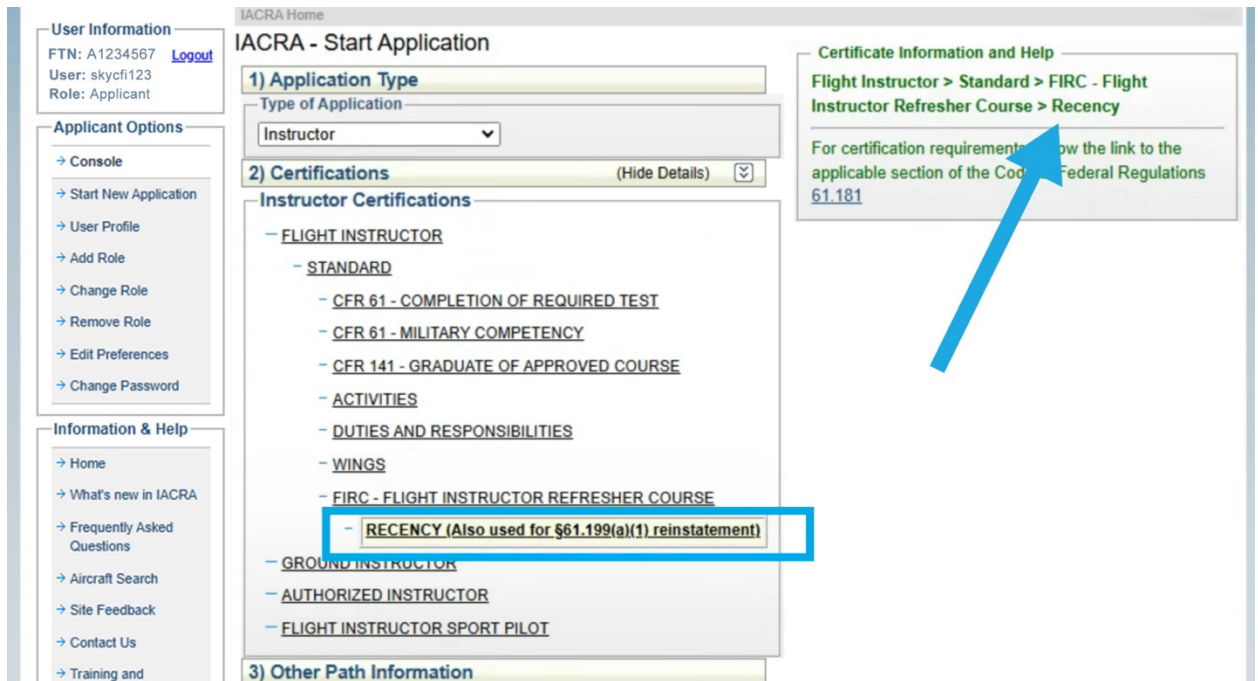
You'll see on the upper right-hand side of the page that the certificate information has filled in based on your selections.

h) Click **"Start Application"**
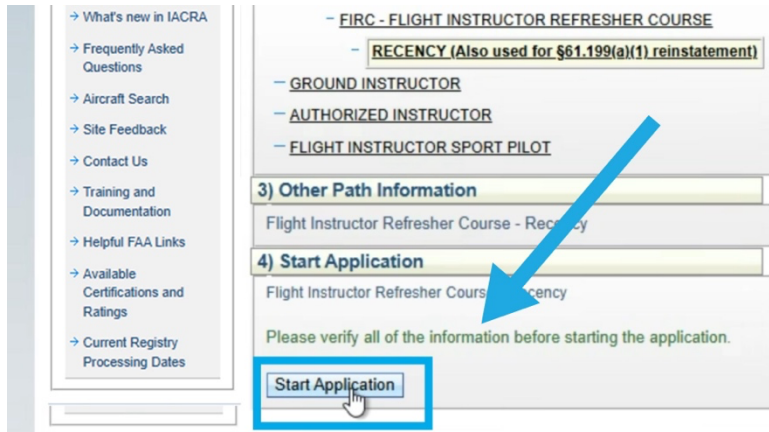
Navigating Between Section Tip:

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.
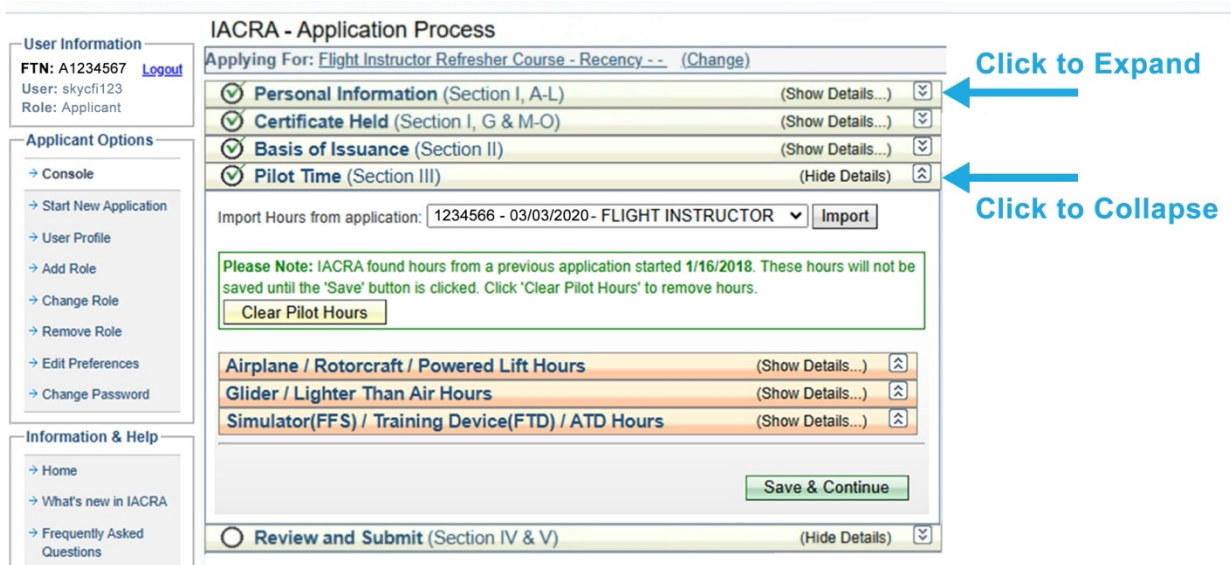
Personal Information Verification:

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.

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."**

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

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)" 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.

A. Click **"Save."**
B. 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.

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.

A. **Click "Save & Continue"** whether you entered information or not.
B. 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.

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.

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.
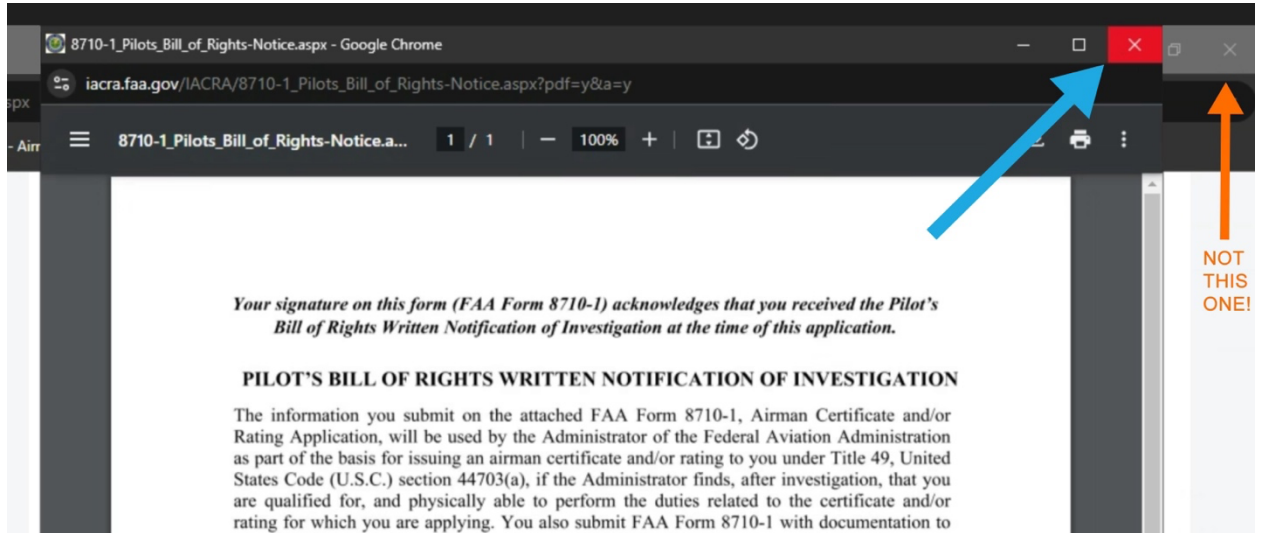

D. After closing the pop-up, click on **"View Privacy Act"** button.

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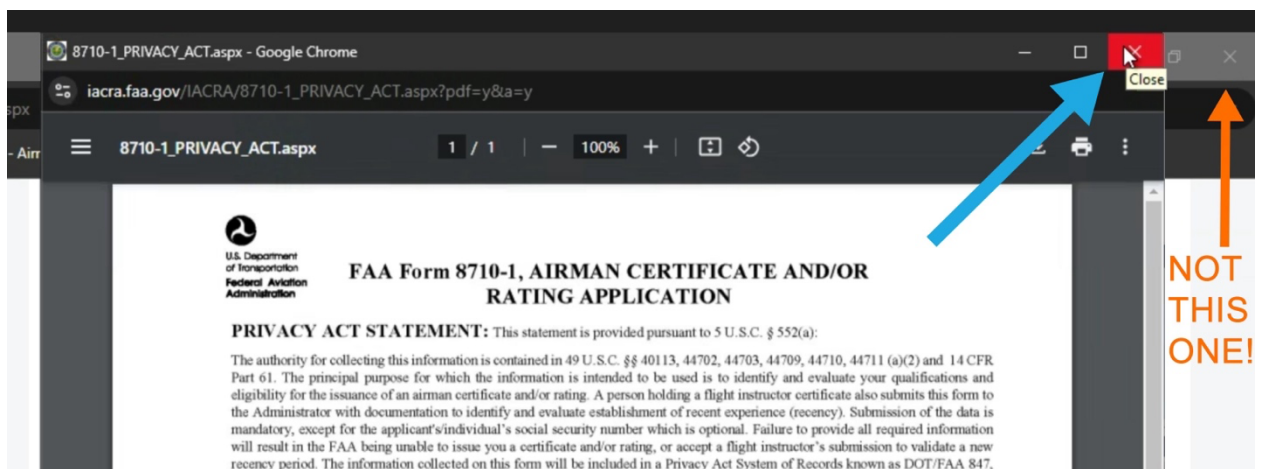
You will see that after the Pilot's Bill of Rights and Privacy Act pop-ups have been viewed that the **"Review Application" button is now active.**

F. **Click the "Review Application"** button to review your completed 8710 application for any errors.
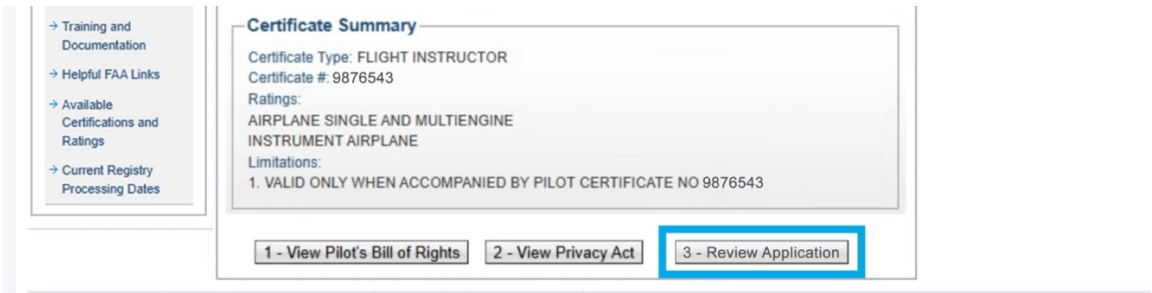
Pay attention to the ==areas highlighted in yellow== to confirm that they are correctly indicated, in addition to your residential address, certificate numbers, and dates. Confirm that your recency or reinstatement is correctly checked.

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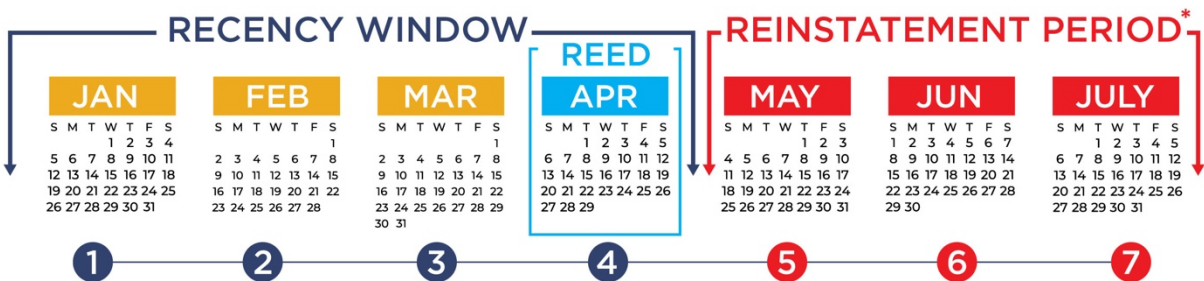
You can start filling out your application early, JUST DON'T SIGN IT! You can return within your recency/reinstatement window and sign the application then. Signing before this period will result in you being assigned a different recency date on your certificate.

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.

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.

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.
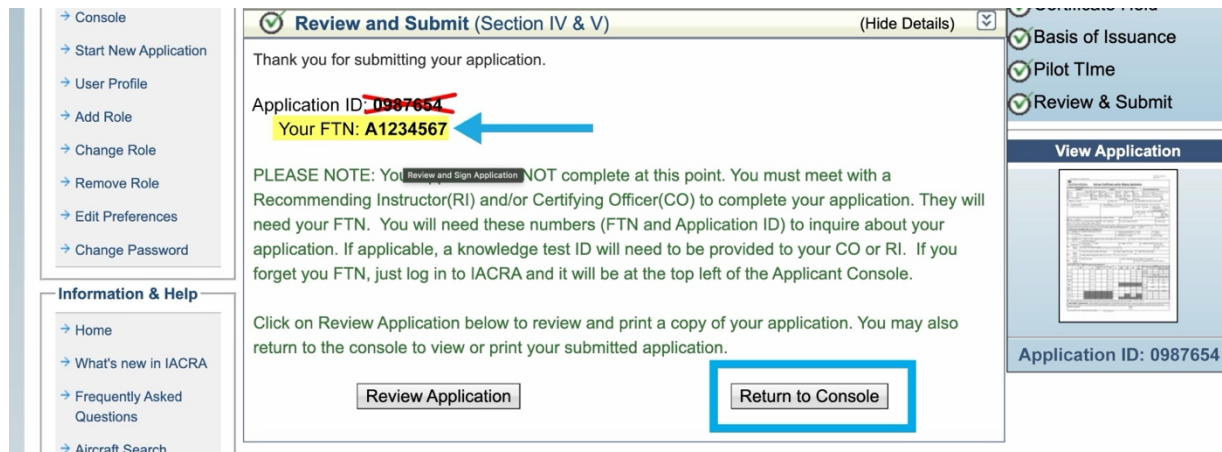
If you **"Return to the Console,"** either by clicking the button or returning later, you can see your applications progress. Right after submission, you should see a message "Partially Complete – Ready for Next Action." That action is sending AOPA your FTN.
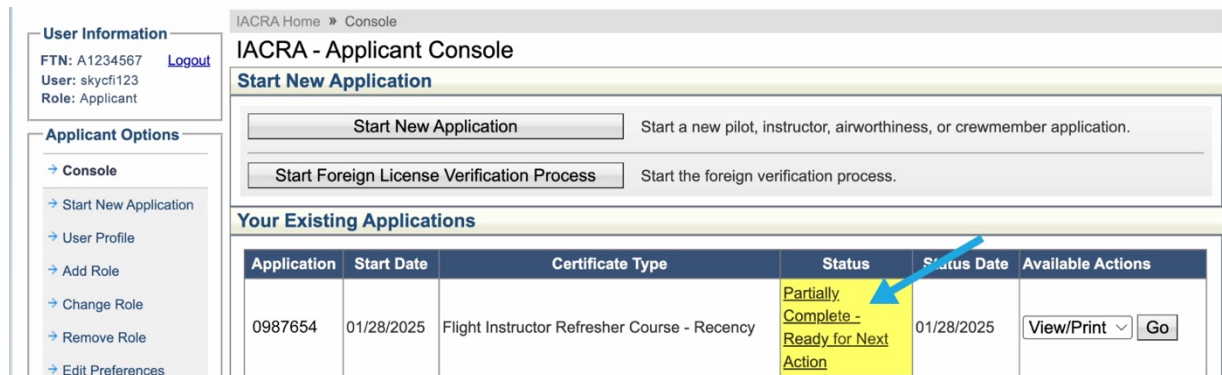
Return to the eFIRC course and complete the **"Submit Your Application and IDs for CFI Renewal"** lesson to submit your FTN and upload the required credentials if you have not done so already.

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!