



Guide to Completing a SPORT CFI Application for Recency

The process for renewing your Sport 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 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.

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:

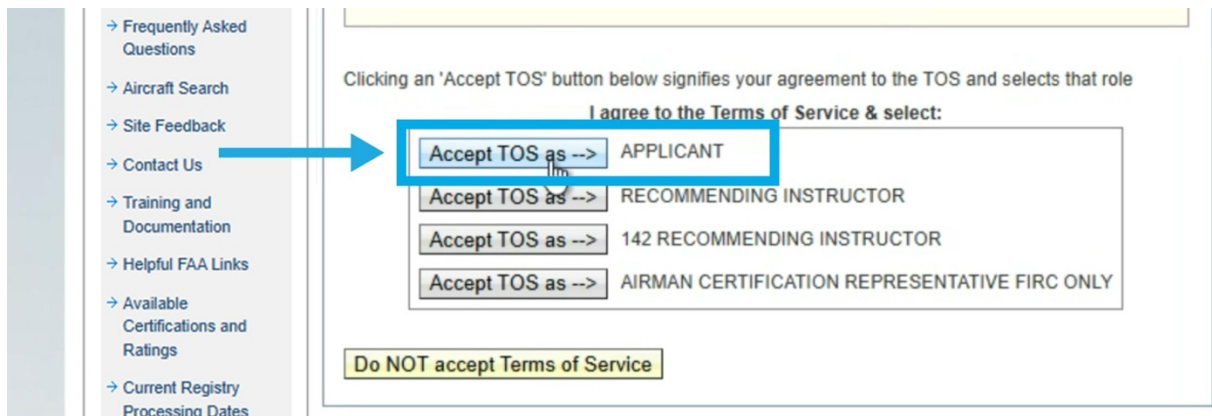
Note Your FTN number:

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.

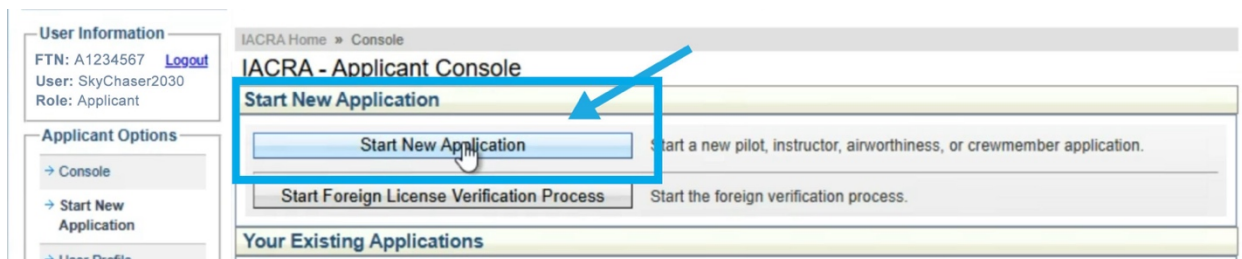


As a CFI, you can register as an applicant and as a recommending instructor. You will need to be registered as an **applicant** for the CFI renewal process.

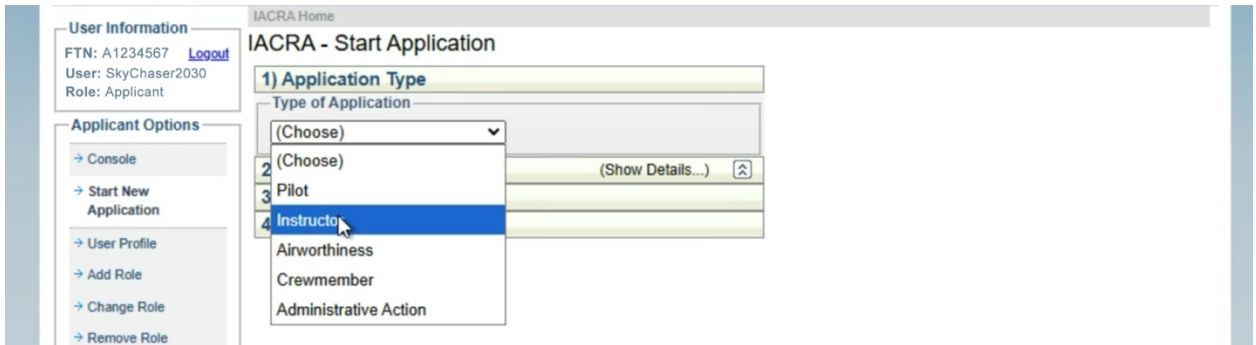
- a) When you login to submit the application for renewal, you must enter the system as an applicant. **Click “Accept TOS as →” next to APPLICANT.**



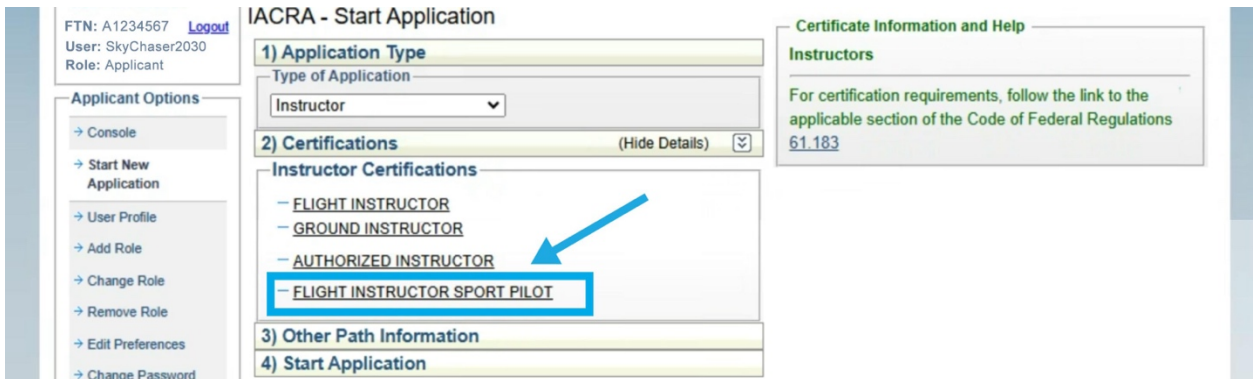
- b) You will be directed to the Applicant Console page, click **“Start New Application”**



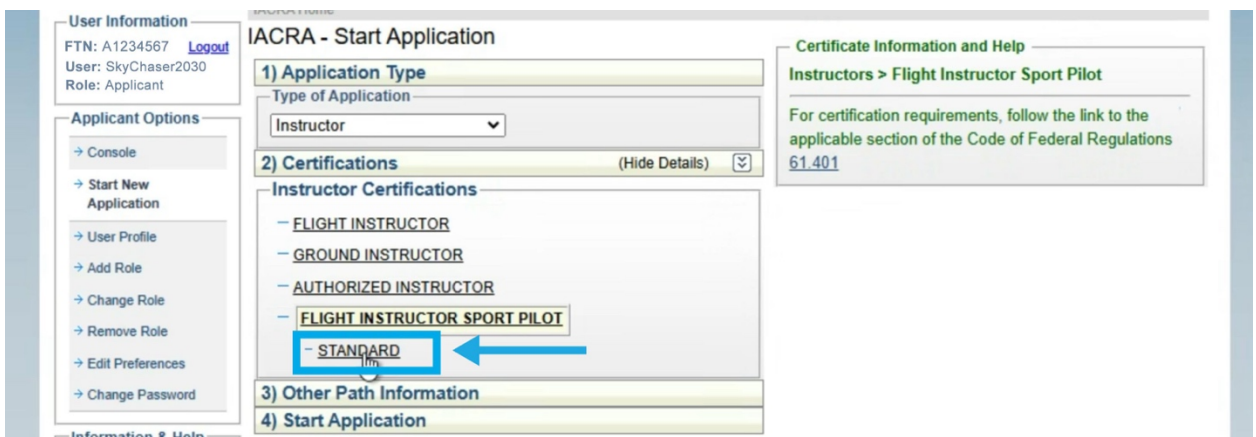
c) Under Application Type, use the pull down to choose **“Instructor”**



d) Under Certifications, choose **“Flight Instructor Sport Pilot.”**



e) Then click **“Standard”**



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

The screenshot shows the 'IACRA - Start Application' page. On the left, there are navigation menus for 'User Information', 'Applicant Options', and 'Information & Help'. The main content area is divided into four sections: '1) Application Type' (with a dropdown set to 'Instructor'), '2) Certifications' (with a 'Hide Details' button), '3) Other Path Information', and '4) Start Application'. Under '2) Certifications', there is a tree view for 'Instructor Certifications' including 'FLIGHT INSTRUCTOR', 'GROUND INSTRUCTOR', 'AUTHORIZED INSTRUCTOR', and 'FLIGHT INSTRUCTOR SPORT PILOT'. Under 'FLIGHT INSTRUCTOR SPORT PILOT', there are sub-categories: 'STANDARD', 'CFR 61 - COMPLETION OF REQUIRED TEST', 'ACTIVITIES', 'DUTIES AND RESPONSIBILITIES', 'WINGS', and 'FIRC - FLIGHT INSTRUCTOR REFRESHER COURSE'. The 'FIRC' option is highlighted with a blue box and a blue arrow points to it. The right sidebar contains 'Certificate Information and Help' with a breadcrumb trail: 'Instructors > Flight Instructor Sport Pilot > Standard' and a link to '61.401'.

g) And finally, click **“Recency (Also used for 61.427(a)(1) reinstatement).”**

This screenshot is similar to the previous one, but the breadcrumb trail in the right sidebar is updated to 'Flight Instructor Sport Pilot > Standard > Activities > FIRC - Flight Instructor Refresher Course'. In the 'Instructor Certifications' tree, the 'RECENCY (Also used for §61.427(a) reinstatement)' option under the 'FIRC' category is now highlighted with a blue box. A blue arrow points from the breadcrumb trail in the sidebar to this highlighted option.

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

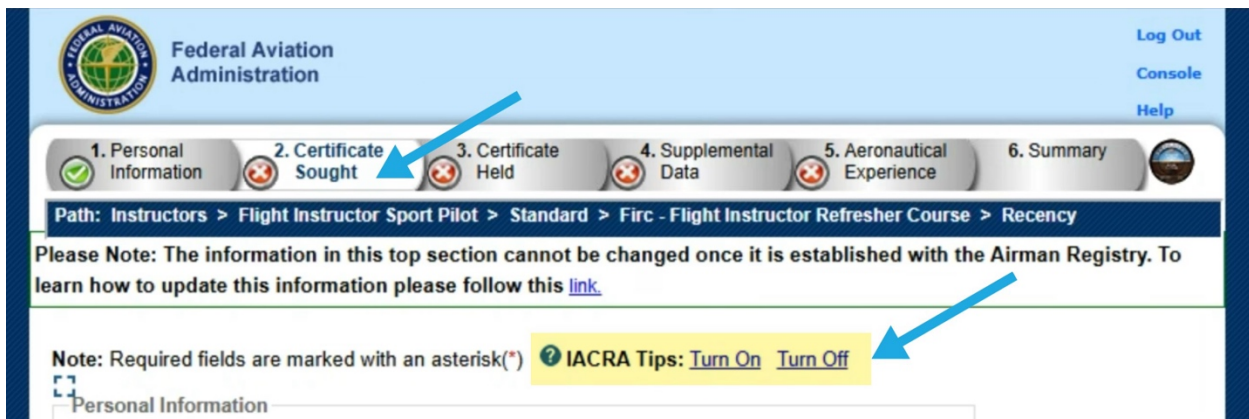
h) Click “Start Application”



Navigating Between Section Tip:

The online application is made of **six tabbed sections across the top of the page that you must review** to complete your application. You will need to review each section. Each section has a “next” button that must be clicked to confirm that you have reviewed every aspect of that section. The tab will display as white to highlight the current section, it will display a green checkmark once it is complete after clicking “next,” and will display a red “X” when you still need to review or complete the information.

In-page IACRA Tips can be turned on for additional help right below the instructions.



Note, some browsers will open the next section after completion, while some will not. Clicking on the tab next tab in the order will move you to the next section.

Tab 1: 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.**

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor Sport Pilot > Standard > Firc - Flight Instructor Refresher Course > Recency

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](#).

Note: Required fields are marked with an asterisk(*) IACRA Tips: [Turn On](#) [Turn Off](#)

Personal Information

First Name: ANNITA
Middle: SAMONE No Middle Name
LastName: MONEY
Name Suffix:
Date of Birth: 02/29/1996
Gender: Male Female
Citizenship: UNITED STATES
Birth Country: UNITED STATES
Birth City: BOULDER
Birth State: CO

SSN: * 1234567890 Do Not Use None
Height: * 69 INCHES
Weight: * 143 POUNDS
Hair Color: * BLOND
Eye Color: * BLUE

Contact Information

Telephone: 987-654-3210
Email: skychaser30@google.com

Permanent Mailing Address

FSDO VISIT REQUIRED TO CHANGE

Not more than 2"

B. You **cannot use a business address**. Only a physical home address will be accepted by the FAA. If you need to change the address, click the “here” link in the instructions within the green boarder box. It will direct you to your airmen record to update.

Permanent Mailing Address

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

Residential Address: 421 AVIATION WAY

PO Box, Rural Route, Commercial:

Physical Description (Map or Directions):

Country * UNITED STATES

City * FREDERICK

State * MD

ZIP Code * 21701

Residential Address Only

[Next](#)

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Readers & Viewers: [PDF Reader](#)

C. When you have verified all the information, click “**Next**” at the bottom of the page.

You should see a green checkmark beside the “personal information” tab indicating it as completed. If you are not automatically moved to the next section, you will need to **click on the “Certificate Sought” tab** to continue the application.

Tab 2: Certificate Sought

- A. Review the 4 steps that you selected upon starting this application, if they match simply click the “**Next**” button

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor Sport Pilot > Standard > Firc - Flight Instructor Refresher Course > Recency

Follow the steps on this screen to enter information about the certificate you are seeking.

1) Type of Certificate you are applying for

2) Select Restricted or Standard

3) Select the certificate Basis

4) Select the type of Issuance

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Readers & Viewers: [PDF Reader](#)

You should see a green checkmark beside the “Certificate Sought” tab indicating it as completed. If you are not automatically moved to the next section, you will need to click on the “**Certificate Held**” tab to continue the application.



IMPORTANT: Make sure your pop-up blocker is turned off for this section. A few of the following items are presented as pop-up windows.

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](#)

Tab 3: Certificate Held

- A. Select **“Yes”** to indicate you have held a FAA pilot Certificate.
- B. Review the certificate information carefully to make sure it matches your current certificate. If edits are needed, use the link **“click here to EDIT US Standard Pilot Certificate information”** to make the corrections. This will open a pop-up.
- C. To enter your CFI certificate information, click the **“Click here if you hold a US CFI Certificate.”** This will open a pop-up.

Note: This will open a pop-up, make sure your pop-up blockers are turned off. Guides to help you do so are available in the [eFIRC Resources](#).

TIP: If your pop-up blockers are on, it may look like the links are not working.

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor Sport Pilot > Standard > Firc - Flight Instructor Refresher Course > Recency

Follow the steps on this screen to input information about the certificate(s) you now hold.

1) Do you now hold or have you ever held an FAA pilot Certificate, including revoked certificates? (Note: A student pilot certificate is a pilot certificate.) Yes No

2) Click on the link(s) below to enter data about the certificate(s) you currently hold. (Enter data for all of the certificates you currently hold.)

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

[Click here to EDIT US Standard Pilot Certificate information](#) [Delete This Certificate](#)

Certificate Number: 1234567	Date of Issuance: 7/20/2018	Commercial Category/Class Ratings AIRPLANE SINGLE ENGINE LAND AIRPLANE MULTIENGINE LAND INSTRUMENT AIRPLANE	
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[Click here if you hold a US CFI Certificate](#) [Delete This Certificate](#)

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- D. In the pop-up window, review your certificate number, issuance date, and ratings. If you need to update your ratings, click **“Click here to Edit Certified Flight Instructor category/class ratings”** link to make those changes.

IACRA - Certificate Held Information

iacra.faa.gov/IACRA/CertificateHeldDataChildren.aspx?FarTypeId=4&RestrictionTypeID=1&Type=CFI

U.S. Standard Certificate

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

Enter your CFI certificate number

Enter the CFI Date of Issuance (mm/dd/yyyy)

[Click here to EDIT Certified Flight Instructor category/class ratings.](#)

AIRPLANE SINGLE AND MULTIENGINE, INSTRUMENT AIRPLANE

Are you adding an Initial Gold Seal? Yes No

Do you hold a Gold Seal on your current certificate? Yes No

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- a. In the new pop-up “Category/Class Ratings”, select your ratings, you will see them appear in the “selected list” lower in the window. You can click on any of the lower list to remove old or incorrect ratings.

CRITICAL NOTE: If you are only a Sport Pilot CFI you should only select “Sport Pilot.” Aircraft categories that you hold will be entered by the certifying officer under the limitations section when they process your application.

If there’s any question look at the back of your certificate or give us a call at 800-USA-AOPA (872-2672), Mon-Fri, 8:30 a.m. to 6:00 p.m., ET.

- b. Once the updates are complete, click the “OK” button to close this second pop-up. Do not use the “X” to close the pop-up, you must click “OK” to confirm your changes or your record will not reflect your review of the information.

The screenshot displays a web browser window with two tabs. The active tab is titled "IACRA - Multi Search/Selection" and shows a search interface. The browser address bar contains the URL: `iacra.faa.gov/IACRA/RDLmultiSelectionSearch.aspx?fieldName=document.forms%5b%27frmLicense%27%5d.txtCFIC`.

The main content area is titled "Category/Class Ratings". It features a search section with the text "Select search criteria" and "Enter 1 or more Characters and click Search". There are two radio buttons: "Type" (selected) and "Description". A search input field and a "Search" button are present.

Below the search section, there are two lists:

- Click items below to Add to the Selected List**: A list of aircraft categories including AIRPLANE MULTIENGINE, AIRPLANE SINGLE AND MULTIENGINE (highlighted with a blue arrow), AIRPLANE SINGLE ENGINE, GLIDER, INSTRUMENT AIRPLANE, INSTRUMENT AIRPLANE AND HELICOPTER, INSTRUMENT HELICOPTER, ROTORCRAFT GYROPLANE, and ROTORCRAFT HELICOPTER.
- Click items below to Remove from the Selected List**: A list containing "SPORT PILOT".

At the bottom of the interface, there are three buttons: "OK" (highlighted with a blue box), "CANCEL", and "HELP".

- E. Back in the first pop-up for “U.S. Standard Certificate,” you can enter if you have earned a Gold Seal or currently hold one using the radio buttons.

IACRA - Certificate Held Information

iacra.faa.gov/IACRA/CertificateHeldDataChildren.aspx?FarTypeId=4&RestrictionTypeID=1&Type=CFI

U.S. Standard Certificate

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

Enter your CFI certificate number

Enter the CFI Date of Issuance (mm/dd/yyyy)

[Click here to EDIT Certified Flight Instructor category/class ratings.](#)

AIRPLANE SINGLE AND MULTIENGINE, INSTRUMENT
AIRPLANE

Are you adding an Initial Gold Seal? Yes No

Do you hold a Gold Seal on your current certificate? Yes No

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- F. Once confirmed, click the “OK” button to close the pop-up and return to the Certificate Held tab. **Do not use the “X”** to close the pop-up, you must click “OK” to confirm your changes or your record will not reflect your review of the information.

G. Back on the main browser page you will see your edits reflected. After verifying the updates, click the “Next” button.

You should see a green checkmark beside the “Certificate Held” tab indicating it as completed. If you are not automatically moved to the next section, you will need to click on the “**Supplemental Data**” tab to continue the application.

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: [Instructors](#) > [Flight Instructor Sport Pilot](#) > [Standard](#) > [Firc - Flight Instructor Refresher Course](#) > [Recency](#)

Follow the steps on this screen to input information about the certificate(s) you now hold.

1) Do you now hold or have you ever held an FAA pilot Certificate, including revoked certificates? (Note: A student pilot certificate is a pilot certificate.) Yes No

2) Click on the link(s) below to enter data about the certificate(s) you currently hold. (Enter data for all of the certificates you currently hold.)

ATTENTION: IACRA has located and pre-filled some certificate information for your convenience. Please review this information and make any additions or corrections as needed.

[Click here to EDIT US Standard Pilot Certificate information](#) [Delete This Certificate](#)

Certificate Number: 1234567	Date of Issuance: 7/20/2018	Commercial Category/Class Ratings AIRPLANE SINGLE ENGINE LAND AIRPLANE MULTIENGINE LAND INSTRUMENT AIRPLANE	
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[Click here to EDIT US CFI Certificate information](#) [Delete This Certificate](#)

Certificate Number: 1234567CFI	Date of Issuance: 1/6/2023	SPORT PILOT	
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Tab 4: Supplemental Data

- A. Check the radio button yes or no to indicate that you **have ever held** a medical certificate.

If you do currently hold a medical, fill in the information. If your medical has expired, still fill out the information. If you've never held a medical, select "no".

- B. Answer the three questions.
- For Drug Conviction answer **"Yes" or "No."** List date of final conviction only if applicable.
 - Confirm you read, speak, write and understand the English language by clicking **"Yes"**
 - Make sure "No"** is selected for the Notice of Disapproval question.

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor Sport Pilot > Standard > Firc - Flight Instructor Refresher Course > Recency

Answer the following questions required on the Airman Certificate and/or Rating Application.

Do you hold a Medical Certificate? Yes No

Enter the date of issue of your Medical Certificate. (mm/dd/yyyy) 08/07/2017

Select the certificate class. First Second Third

Enter the Examiners name.

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Yes No

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

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

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- C. Click **"Next."** You should see a green checkmark beside the "Supplemental Data" tab indicating it as completed. If you are not automatically moved to the next section, you will need to click on the **"Aeronautical Experience"** tab to continue the application.

Tab 5: Aeronautical Experience

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

If you would like to, enter pilot hours enter values in the associated table cell. (“Airplane, Rotorcraft (Gyroplane Only), Glider, Lighter than Air Weight-shift Control, Powered Parachute”).

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor Sport Pilot > Standard > Firc - Flight Instructor Refresher Course > Recency

Answer any questions that appear below, then enter any flight hours for this application into the Aeronautical Experience Grid, if applicable.

Aeronautical Experience Grid

	Airplanes	Rotorcraft (Gyroplane Only)	Glider	Lighter than Air	Weight-Shift Control	Powered Parachute
Total						
Instruction Received						
Solo						
Pilot in Command	PIC SIC	PIC SIC				
Cross Country Instruction Received						
Cross Country Solo						
Cross Country Pilot in Command	PIC SIC	PIC SIC				
Instrument						
Night Instruction Received						
Night Take-off / Landing						
Night Pilot in Command	PIC SIC	PIC SIC				
Night Take-off / Landing Pilot in Command	PIC SIC	PIC SIC				
Number of Flights						
Number of Aero-Tows						
Number of Ground Launches						
Number of Powered Launches						

Class Hours

LTA - Balloon: LTA - Airship:

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B. Click the **“Next”** button to indicate the page was reviewed whether you entered values or not.

You should see a green checkmark beside the “Aeronautical Experience” tab indicating it as completed. If you are not automatically moved to the next section, you will need to click on the **“Summary”** tab to continue the application.

Tab 6: Summary



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](#)
- A. With pop-up blockers turned off, click the first button “**Review Applicant’s Certificate Summary.**” If your pop-up blockers are still on, it may look like the buttons are not working.

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Instructors > Flight Instructor Sport Pilot > Standard > Firc - Flight Instructor Refresher Course > Recency

Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button.

You are required to review the Certificate Summary before reviewing the application.

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

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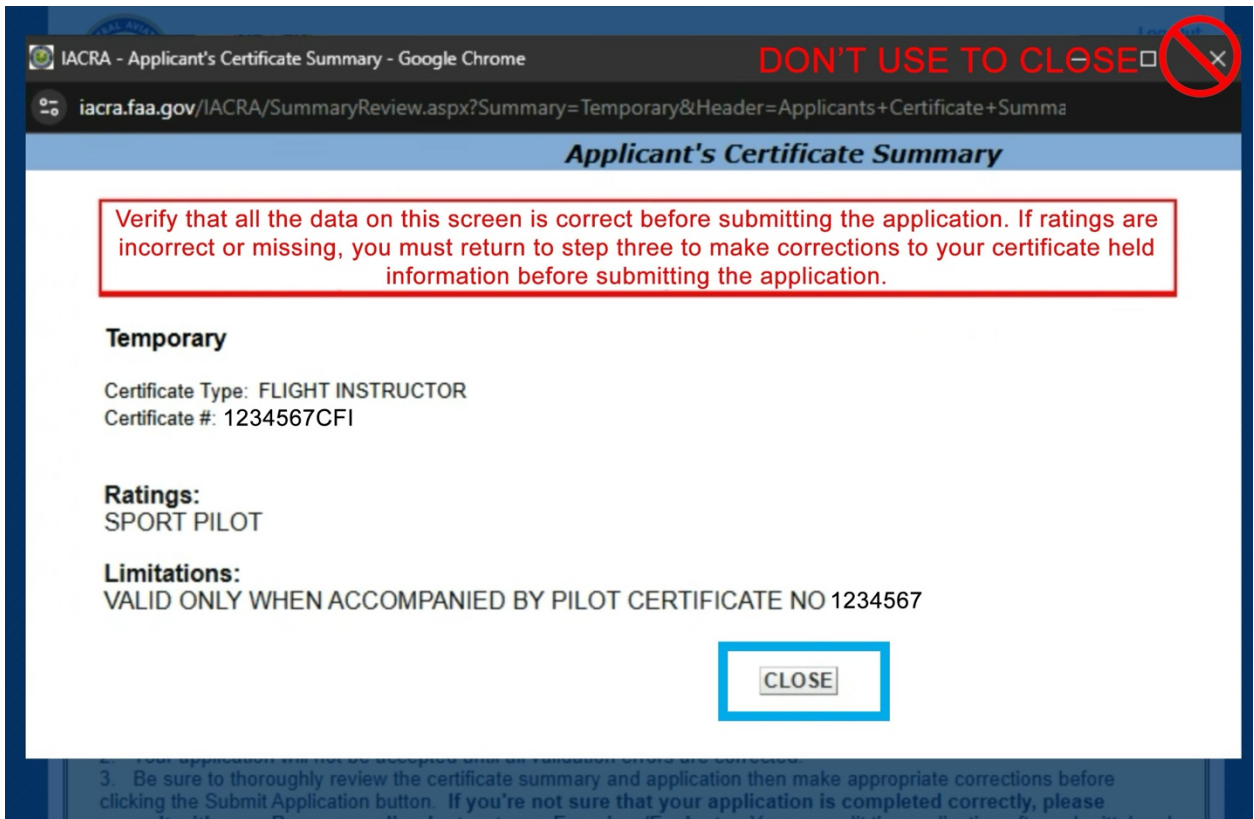
Tips for IACRA Applicants

1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. Be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, please consult with your Recommending Instructor or Examiner/Evaluator.** You may edit the application after submittal and resubmit if necessary.
4. Know your FTN, IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Phone - 1-844-FAA-MYIT (322-6948)
Email - helpdesk@faa.gov

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- B. Review the information on the screen. If the **information is correct**, proceed to the next bullet point instruction, if not see the note below.



- **If there is an error**, click the **“close”** button on the pop-up. Use the top navigation tabs to return to **Step 3 “Certificate Held.”** Enter the correct information. Make sure to click the **“next”** at the bottom of the page to save your updates.

Then return to Step 6 “Summary” by clicking the tab and click the **“Review Applicant’s Certificate Summary”** button again to confirm that changes have been recorded properly. Once confirmed it is correct proceed to the next bullet point instruction

- C. Click the **“close”** button on the pop-up. **Do not use the “X”** to close the pop-up, you must click **“OK”** to confirm your record has been reviewed. The **“Review Application”** button should now be active.

If the **“Review Application”** button looks grayed out and not clickable, click the **“Review Applicant’s Certificate Summary”** again and click the **“close”** button within the pop-up again.

D. Click the “**Review Application**” button.

The screenshot shows a web application interface for reviewing an application. At the top, there is a progress bar with six steps: 1. Personal Information, 2. Certificate Sought, 3. Certificate Held, 4. Supplemental Data, 5. Aeronautical Experience, and 6. Summary. Each step has a green checkmark icon. Below the progress bar, a breadcrumb path reads: Path: Instructors > Flight Instructor Sport Pilot > Standard > Firc - Flight Instructor Refresher Course > Recency. A blue instruction box states: "Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button." Below this, a green message says: "You are required to review the Certificate Summary before reviewing the application." In the center, there are three buttons: "Review Applicant's Certificate Summary", "REVIEW APPLICATION" (highlighted with a blue border), and "SUBMIT APPLICATION". At the bottom right, there is a "Previous" button. A yellow box at the bottom contains "Tips for IACRA Applicants" with the following text: "1. Your application will be validated and any error messages will be displayed above."

- E. Review the information displayed on your application and make sure it matches your CFI certificate. It is critical that the application not have 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.

DON'T USE TO CLOSE

IACRA Generated Copy Form Approved OMB No: 2120-0690
Expiration Date: 12/31/2025

Airman Certificate and/or Rating Application - Sport Pilot

U.S. Department of Transportation
Federal Aviation Administration

I. Application Information

Student Flight Instructor Reexamination Additional Privilege: Airplane Gyroplane
 Sport Initial Reissuance of _____ certificate Airship Powered Parachute
 Private Recent Experience Other _____ Balloon Weight Shift Control
 Reinstatement Proficiency Check Glider

A. Name (Last, First Middle) MONEY, ANNITA SAMONE B. SSN (US only) 1234567890 C. Date of Birth (MM/DD/YYYY) 02/29/1996 D. Place of Birth (City & State or City & Country) BOULDER CO USA

E. Residential Address 421 AVIATION WAY F. Citizenship Specify USA Other G. Do you read, speak, write, & understand the English language? Yes No

FREDERICK MD 21701 H. Height (inches) 69 I. Weight (Pounds) 143 J. Hair Color BLOND K. Eye Color BLUE L. Sex Male Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate including revoked certificates? (Note: A student pilot certificate is a pilot certificate) Yes No N. Grade of Certificate COMMERCIAL PILOT O. Certificate Number 1234567 P. Date Issued 7/20/2018

Q. Do you hold, or have you ever held, a Medical Certificate? Yes No R. Class of Certificate S. Date Issued T. Name of Medical Examiner

U. Do you hold a US Driver's License? Yes No V. License Number W. State of Issuance X. Date Issued Y. Expiration Date

Za. 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? Yes No Zb. Date of Final Conviction

II. Certificate, Privilege or Rating Applied For on Basis of:

A. Completion of Required Test 1. Aircraft to be used (if flight test required) 2a. Total Time in this aircraft SIM/FTD 2b. Pilot in Command

B. Graduate of Approved / Accepted Course 1. Name and Location of Training Agency or Training Center 1a. Certification Number

2. Curriculum From Which Graduated 3. Date

C. Holder of Foreign License Issued By 1. Country 2. Grade of License 3. Number

4. Ratings

III. Record of Pilot Time (Do not write in the shaded areas)

	Total	Instruction Received	Solo	Pilot In Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Takeoff Landings	Night PIC	Night Takeoff Landing PIC	Number of			
Airplanes				PIC			PIC				PIC	PIC	Flights	Aero-Tows	External Landings	Powered Landings
Balloons				SIC			SIC				SIC	SIC	Glider	Par	Star	
Powered Parachutes				PIC			PIC				PIC	PIC	Other			
Weight Shift Controls													Class	Totals		

*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 MM/DD/YYYY

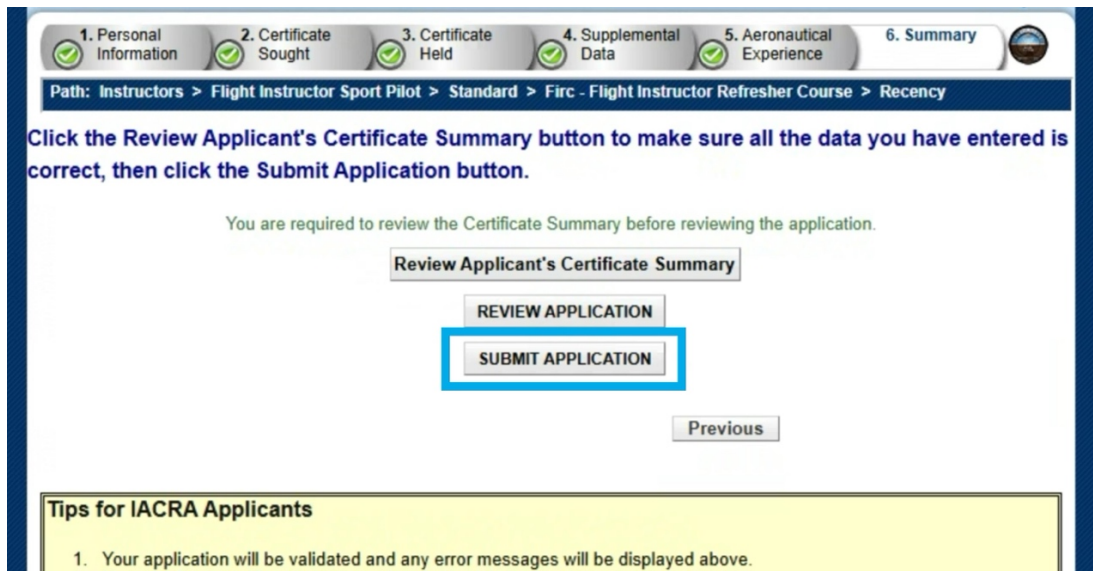
Note the form above has been cropped to fit on the page.

If there are any errors, close the pop-up window with your 8710-11, select the related section, by clicking on the navigation tab at the top of the page. There you

can make the required updates. Make sure to click the **“next”** button on that tab to **save the changes** within that section. Then return to **Step 6 “Summary”** tab and click the **“Review Application”** again to confirm the changes.

- F. With all the information verified, scroll down to the bottom of the pop-up and click **“OK”** button below the application.

The “Submit Application” button should now be active. Remember to only click this when you are in your recency or resentment window. **See the next page for further explanation before you submit.**



- G. When in your recency window, click **“Submit Application.”**

Troubleshooting Tip: If the “Submit Application” button looks grayed out and not clickable, review the interface for clues on anything that might have been missed.

- Make sure your pop-up blockers were off and review the application again, making sure to use the **“OK”** button featured within pop-ups and not the pop-ups “X”. There are pop-ups on both tab 3 Certificate Held and tab 6 Summary. Start by reviewing these first.
- Make sure all the five navigation tabs are displaying a green checkmark.



If not, review that section again, making sure to click the **“Next”** button within that section to confirm that it has been reviewed.

H. If you have not done so already, return to the eFIRC and click on the **“Submit Your Application and IDs for CFI Recent Experience.”**

- i. **Check the box** for IACRA application submission (even though your application has not been signed just yet) and **“enter your FTN”**
- ii. **Upload images** of your CFI Certificate (front and back) and Government ID, full color is preferred.

I. Once you have submitted your application in IACRA and uploaded your IDs **watch your email inbox.**



- i. You will receive an email from ASI ACR staff when your IDs have been verified and your application is ready for you to go back into IACRA and sign your application digitally.

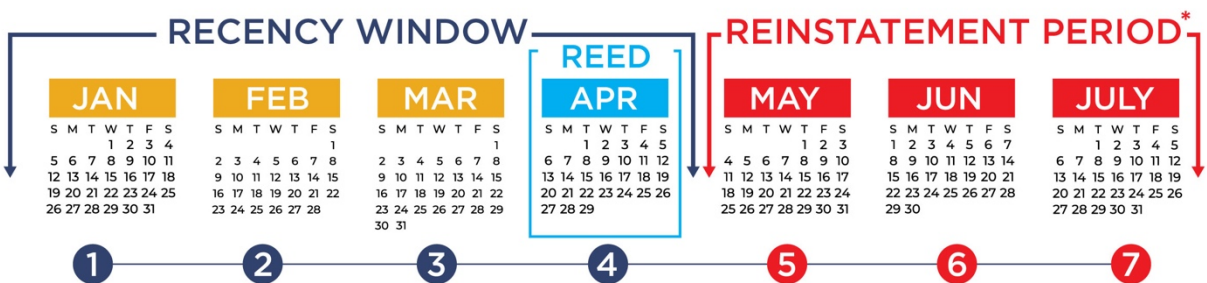
J. Once your application is signed, **email us** to notify us your application is ready at eFIRCprocessing@aopa.org.

- i. Once you’ve signed your application in IACRA our ACRs will be able to go back into IACRA and submit your application for recency to the FAA.
- ii. You will receive an email when this process has been completed and your graduation certificate is available for download.

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

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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.

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!