

# IACRA Guide

**INSTRUCTOR ONLY:** After you earn your CFI, you will have to log into IACRA and select “Add Role” found on the left hand column of the website. Select the checkbox for “Recommending Instructor” and follow the instructions. This allows you to recommend people for practical tests in the IACRA system.

Time saving tip: Prior to logging into IACRA, have the applicant print out FAA Form 8710-1 and fill out the aeronautical experience table on paper.

## Part 61 Applicant (submit and instructor signs)

1. Applicant fills out application, submits it, and sends FTN number to recommending instructor.
2. Recommending instructor reviews application, inputs written exam code, and signs application.
3. Applicant brings login information, FTN, and original written exam results to the practical test.
4. Commercial Applicants Only: Any time logged as “performing the duties of PIC (PDPIC)” needs to be inputted as solo time within IACRA.

## Part 141 Applicant (application, affiliation, submit, instructor signs)

1. Applicant fills out application.
2. Graduation date, last name, and FTN is sent to a school administrator (or anyone with privileges to affiliate an application with a 141 course).
  - a. **Date on 141 Graduation Certificate and IACRA must match.**
3. Applicant submits application and sends FTN to recommending instructor.
4. Recommending Instructor reviews application, inputs written exam code, and signs application.
5. Applicant brings login information, FTN, and original written exam results to the practical test.

## CFI Applicants

1. CFI applicants must fill out an application (but do not submit), print out the application, hand-sign it, and send a scanned copy to the FSDO to assign a DPE for the checkride.
2. Once the FSDO responds, the application can be submitted and you will follow the above steps, respective to part 61 or 141.

## Notes:

- A failed practical requires a new application, a discontinued one does not.
- Completion of Required Test Page:
  - Do not put 2nd Aircraft, FTD or Simulator time in unless test will be completed in a 2nd Aircraft, FTD or Simulator.

## Aircraft:

Type	IACRA ID
Robinson R22 Beta, Beta II	R-22-BETA
Robinson R44 Raven II	R-44-II
Guimbal Cabri G2	CABRI-G2-G2
Bell 206	BHT-206