

Initial/Recurrent DPE Part I Training



IACRA

Welcome to the Integrated Airman Certification Rating and Application System (IACRA) Lesson, of the Initial DPE Part I Training Course.

This course will provide step-by-step instructions for registering a unique user name for IACRA.

Overview

- In this course we will go over the IACRA process and tools available in IACRA.



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Objective

- On an End-of-Lesson Test, and in accordance with the IACRA system and classroom instruction, you will identify:
 - Certificates issued by IACRA
 - Registration procedures
 - Application review procedures
 - Procedures for using the IACRA:
 - Training Server
 - Defect Tracking System



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IACRA Homepage

The screenshot shows the IACRA homepage with the following elements:

- Header:** Federal Aviation Administration logo and name.
- Navigation Menu:** 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.
- Main Content:** IACRA logo, a callout box with the text "Select register" pointing to the Register button, and a description of the application.
- Right Side:** Login and Register buttons, a "Forgot Password?" link, and a link to the IACRA Instruction Manual (8.5).

What's new in IACRA
IACRA Version 8.5.1 (Release date January 30, 2013)
This release contains the following changes:

Application Section

- Type rating selection - A correction has been made for type ratings containing a "-", specifically Gulfstream: G-IV, G-V, and GVI. Previously, when searching for these type ratings, the wrong type rating was being displayed.

General

- Return Application to Applicant Issue - applications could no longer be retrieved when returned by the recommending instructor or certifying officer. This issue has been corrected in this release.

[..read more](#)

Right Side Text:
version of the [IACRA Instruction Manual \(8.5\) here](#) for help on login, registration, new screen layouts, consoles, and ATP CFR 61, 121, 141 and 135 certifications.
-- or download the previous version of the [IACRA Instruction Manual \(7.8\) here](#) for all other IACRA functionality.
-- or visit our [Training and Documentation](#) page for more information.

This is the IACRA Home Page.

For the purpose of this training lesson, we will assume you are a first time user. On the right side of the screen we see the username and password section. To create a login ID you will first need to register and provide information appropriate to your unique role.

Let's create a username now, by selecting the "register" link.

IACRA - Select Role(s)
Please select the role or roles below for which you would like to register.

Applicant	
<input type="checkbox"/> Applicant	
Instructors	
<input type="checkbox"/> Air Carrier Flight Instructor	- (CFR 121, 135)
<input type="checkbox"/> Chief / Assistant Chief Flight Instructor	- (CFR 141)
<input type="checkbox"/> 142 Recommending Instructor	- (CFR 142)
<input type="checkbox"/> Recommending Instructor	- (CFR 61, 65, 141)
Certifying Officers	
<input type="checkbox"/> Aircrew Program Designee	- (CFR 121, 135)
<input type="checkbox"/> Airman Certification Representative	- (CFR 141)
<input type="checkbox"/> Airman Certification Representative (FIRC only)	- (FIRC)
<input type="checkbox"/> Aviation Safety Inspector	- (FAA)
<input type="checkbox"/> Aviation Safety Technician	- (FAA)
<input type="checkbox"/> Designated Examiner	- (CFR 61, 141)
<input type="checkbox"/> Training Center Evaluator	- (CFR 142, 121, 135)
Admin	
<input type="checkbox"/> School Administrator	- (CFR 141, 142, 121, 135)

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S.

The first page we come to is the “IACRA – Select Role(s)” page.

From this page, you will need to check the box for applicant. Next, you will select the roles for which you would like to register.

Once you have finished selecting the roles that apply to you, scroll to the bottom of the page and read the Terms of Service (TOS). After you have read the Terms of Service, to proceed to the next page you must agree to these terms by selecting the “Agree to TOS and Continue” button at the bottom of the page.

We are now on the “IACRA – User Profile Information” page.

You must successfully complete each section on this page.

The first section you will need to complete, is the “Certificate Information” box. Provide your:

- Airman Certificate Number
- Date of Issuance
- FSDO
- FSAS Initials

The second section you will need to complete, is the “Personal Information” box. Provide your:

- Full Name (and suffix if applicable), but please note: The total length of your first, middle, and last names must be less than 50 characters.
- You also have the option to provide your SSN. If you choose not to use it please select “Do Not Use”
- Date of Birth
- Hair and Eye Color
- Weight and Height
- Phone number
- Email Address

Citizenship	
Citizenship Country	<input type="text"/> Please select your citizenship country.
Place of Birth	
City of Birth	<input type="text"/>
County of Birth	<input type="text"/>
Country of Birth	<input type="text"/>
State of Birth	<input type="text"/>
Permanent Mailing Address	
StreetLine 1	<input type="text"/>
P.O. Box / Line 2	<input type="text"/>
Physical Description	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Special Mailing Address	
Please Note: Only enter a Special Mailing Address if <i>different</i> from the Permanent Mailing Address	
Street / Line 1	<input type="text"/>
P.O. Box / Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>

The third section you will need to complete, is the “Citizenship” box. Provide your Citizenship Country with place of birth such as:

- City
- County
- Country
- State

The next section is for your “Permanent Mailing Address”. Provide your mailing address with a physical description, if needed.

There is an optional section for a “special mailing address.” Only use this box if your mailing address is different from your permanent mailing address.

You are registering for a role(s) which requires affiliation with a school or air operator. Please add any school(s) or air operator(s) you are associated with.

Affiliated Role -- Choose Role --

Affiliated Schools/Air Operators

<<None>>

Please affiliate yourself with the school(s) or air operator(s) you are associated with. If you are planning to work on applications for a school or air operator with multiple designation codes, please affiliate yourself with each designation code.

Please Note: School/air operator affiliations are validated against the Vital Information Subsystem (VIS). If you cannot affiliate yourself with a school or air operator and believe you should be able to, please contact your local FSDO and ensure that VIS has your current information.

Security Questions

Security Question 1 ?

Answer

Security Question 2 ?

Answer

User Name / Password

Create Your Unique IACRA Login

User Name ?

Password ?

Confirm Password

Your Unique IACRA Login
User Name

Once you have completed the permanent mailing address section, you'll see the section below it for your affiliated role(s). Select the role or roles that apply to you, along with your affiliated schools or air operators.

After you have selected your role(s), continue to the "Security Questions" section. Select two questions and provide two answers. If you forget your password, you will use these questions and answers to either retrieve or reset your current password.

Finally, the last step in the registration process is to create your unique user name and password. Once you have created a user name and password, click "Register".

Now that we have successfully completed the registration process, lets return to the IACRA Homepage.

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→ Home ←
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 → Contact Us ←
 → Training and Documentation ←
 → Helpful FAA Links ←
 → Available Certifications and Ratings ←

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

What's new in IACRA

IACRA Version 8.5.1 (Release date January 30, 2013)

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General

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Need Help?
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 – or download the previous version of the [IACRA Instruction Manual \(7.6\) here](#) for all other IACRA functionality.
 – or visit our [Training and Documentation](#) page for more information.

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If you look at the left hand side of the screen you should see the following helpful links:

- “What’s new in IACRA”
- “Frequently Asked Questions”
- “Aircraft Search”
- “Site Feedback”
- “Contact Us”
- “Training and Documentation”
- “Helpful FAA Links”
- “Available Certifications/Ratings”

Were going to review and discuss each individual link, and explain the benefits of using these tools.

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→ Home **What's New in IACRA**

→ What's new in IACRA ←

→ Frequently Asked Questions

→ Aircraft Search

→ Site Feedback

→ Contact Us

→ Training and Documentation

→ Helpful FAA Links

→ Available Certifications and Ratings

January 30, 2013

IACRA Version 8.5.1 (Release date January 30, 2013)

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General

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January 10, 2013

IACRA Version 8.5

This release contains the following changes:

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First, let's click on "What's new in IACRA".

This page provides information pertaining to all revisions made to the IACRA system. Each time a revision is made, a new date is posted with a newer version of IACRA listed below it. Any changes made to the system should be documented and outlined below the new version of IACRA. Also, any scheduled outages to the IACRA system for updating or management will be posted on this page.

It is important to review this page from time-to-time so you will know the dates and times IACRA will not be available for use in the certification process, and so you are aware of any changes made to the system.

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Frequently Asked Questions

View All Answers

General

Q. [How do I obtain assistance with IACRA?](#)

Q. [I've heard that IACRA uses digital signature. What is a digital signature?](#)

Q. [What does IACRA do?](#)

Q. [How do I correct an application through IACRA?](#)

Q. [Will IACRA work with Internet Explorer 8?](#)

Q. [I have an idea to make IACRA even better. How should I notify the IACRA development team?](#)

Q. [What Certifications/Ratings does IACRA currently issue?](#)

Q. [What are the recommended system requirements for using IACRA?](#)

Q. [Why can't I use the BACK and FORWARD buttons in my browser to move through the program?](#)

Q. [What is the FTN?](#)

Q. [Can the FAA Form 8710-1 be printed using IACRA?](#)

Q. [Does the Close Browser Button Save My Information?](#)

Registration / Login / Password

[Top of Page](#)

Q. [What information will I need in order to register as an applicant and complete an IACRA application?](#)

Q. [What do I do if my password has been lost or stolen?](#)

Q. [Can my medical certificate be used as my certificate number in IACRA?](#)

Q. [What are IACRA's password requirements?](#)

Q. [I'm trying to register in IACRA, but IACRA cannot find my record. Why?](#)

Q. [The data on my medical certificate does not match what is in the FAA Airman Registry database, what should I do?](#)

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Next, let's click on "Frequently Asked Questions".

You will find many helpful questions and answers on this page. You can individually select a question and the answer will appear, or you can select the box at the top of the screen "View all Answers", and every answer will appear below its designated question.

Please take the time to review the questions and answers on this page to take advantage of the wealth of information provided to you.



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Aircraft Search

Manufacturer & Model/Name searches by any part of a manufacturer's name, and by model/common name or series number. N-number searches for an aircraft by tail/N-number. Complete N-Numbers are required. If your search does not find an aircraft, try entering less specific information (i.e., '172' instead of 'c-172'), or if more than 200 aircraft are returned try entering more specific information (i.e., '737-3' instead of '737').

Manufacturer OR N-Number

Model or Name

Only first 200 aircraft returned. If needed, narrow your search and try again.

Make/Model/Series	Manufacturer	Manufacturer Full Name	Model	ID	Common Name	IACRA TypeRating
CE-120-120	CESSNA	CESSNA ACFT CORP (GENERAL DYNAMICS)	CE-120	CE-120		(Not type rated)
CE-140-140	CESSNA	CESSNA ACFT CORP (GENERAL DYNAMICS)	CE-140	CE-140		(Not type rated)
CE-140-A	CESSNA	CESSNA ACFT CORP (GENERAL DYNAMICS)	CE-140	CE-140		(Not type rated)
CE-145-145	CESSNA	CESSNA ACFT CORP (GENERAL DYNAMICS)	CE-145	CE-145		(Not type rated)
CE-150-150	CESSNA	CESSNA ACFT CORP (GENERAL DYNAMICS)	CE-150	CE-150	COMMUTER	(Not type rated)
CE-150-A	CESSNA	CESSNA ACFT CORP (GENERAL DYNAMICS)	CE-150	CE-150	COMMUTER	(Not type rated)



Next, let's review "Aircraft Search."

This is a new feature in the IACRA system that allows you to search for a specific make/model/series of aircraft for completing the FAA Form 8710-1.

The screenshot displays the Federal Aviation Administration's website interface. At the top left is the FAA logo and the text 'Federal Aviation Administration'. A navigation menu on the left includes links such as 'Home', 'What's new in IACRA', 'Frequently Asked Questions', 'Aircraft Search', 'Site Feedback' (highlighted with a black arrow), 'Contact Us', 'Training and Documentation', 'Helpful FAA Links', and 'Available Certifications and Ratings'. The main content area features a 'Site Feedback' form with the following details: Name: David Chadwick; Email: david.chadwick@faa.gov; Phone #: 405-954-3662. A dropdown menu for 'Category' is open, showing 'Please select a Category', 'Suggestion', and 'test'. The comment field contains the text: 'Give as much detail as possible of what you put in, what you wanted and what you got.' Below the comment field is a checked checkbox labeled 'May we contact you regarding this comment?' and 'Send' and 'Cancel' buttons. To the right of the form is a login/register section with fields for 'Username:' and 'Password:', a 'Forgot Password?' link, and 'Login' or 'Register' buttons. Below that is a 'Need Help?' section with text: 'Download the latest version of the IACRA Instruction Manual (8.5) here for help on login, registration, new screen layouts, consoles, and ATP CFR 61, 121, 141 and 135 certifications. -- or download the previous version of the IACRA Instruction Manual (7.6) here for all other IACRA functionality. -- or visit our Training and Documentation page for more information.' At the bottom of the page, there is a footer with the FAA logo, the text 'Federal Aviation Administration', and the page number '13'. The page title is 'Initial/Recurrent DPE Part I IACRA'.

Now, let's click on "Site Feedback". As you can see a small white box appears titled "Site Feedback".

This is a great tool to provide any suggestions you feel can improve the IACRA system. Also, if you have noticed any errors in the system, this is your opportunity to report any errors you have found so that those errors or problems can be corrected.

If you would like a response to your comment, please be sure to check the box at the bottom that reads "May we contact you regarding this comment?".

For this training lesson, I have no comments. But please be sure to use this feature if you experience any difficulties with the IACRA system.

Let's move on to our next topic.

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Contact Information

The Help Desk is available 24 hours a day, 7 days a week.

Important Note:

- Please do not call the help desk if you forgot your password. Your password can be reset by using the [recover password](#) page.
- For policy related questions please contact your local [FSDO](#).

If you have an IACRA support-related question not found in our [frequently asked questions](#) page, contact National AVS IT Service Desk at
Phone - 1-877-287-6731
Email - 9-NATL-AVS-IT-ServiceDesk@faa.gov

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“Contact us”

This page provides a phone number and email for the national AVS IT service desk. All IACRA **support**-related questions, need to be directed to the national AVS IT service desk, so please use the toll free number or use the email link provided for any questions or concerns.

All policy related questions must be directed to your local FSDO. Use the “FSDO” link provided on this page to find your local FSDO.



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→ Aircraft Search

→ Site Feedback

→ Contact Us

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Training and Documentation

Training

The training site provides the user with all the needed information, including "fictitious" logins, to practice completing most types of applications. Training users can create applications, as well as perform the duties of recommending instructors and certifying officers.

Launch the [IACRA Training Site](#).

Documentation

There are currently two manuals for IACRA. The latest version IACRA Instruction Manual 8.5 explains the login, registration, consoles (for Applicant, Recommending Instructor, and Certifying Officer), and the ATP CFR 61, 121, and 135 certification paths (applicant, certifying officer and recommending instructor).

All other paths and functions remain as explained in the previous version of the manual (7.6)

Get the latest version of the [IACRA Instruction Manual \(8.5\)](#)

-- or [IACRA Instruction Manual \(7.6\)](#) (downloads complete manual)

-- or download only the portion of the manual (7.6) you need:

[Air Agency](#)

[Airworthiness](#)

[Certifying Officer](#)

[Crew Member](#)

[Instructor](#)

[Pilots](#)

[Recommending Instructor](#)



Now let's review the "Training and Documentation" page.

Please use this page to print out the most current IACRA Instruction Manual.

There is also a link that will launch you to the IACRA Training Site, which gives you the opportunity to perform hands-on training.

Whether you prefer to look at a printed version of the IACRA process, or you'd like to experiment with hands-on training, this page will assist you with your training needs.



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Helpful FAA Links

- [Practical Test Standards \(pilots\)](#)
- [Flight Standards District Offices \(FSDO\)](#)
- [Temporary Flight Restrictions](#)
- [Designee Locator](#)
- [FAA Form Search](#)
- [Airman Services](#)
- [International Flight Plan \(7233-4\)](#)



Let's move on to the "Helpful FAA Links."

This page provides helpful links for DPEs such as;

- Practical Test Standards for pilots
- A shortcut to the FAA's Flight Standards District Offices page where you can search for your local FSDO
- FAA Form Search; and
- The Airman Services shortcut to the Airmen Certification on-line services site

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IACRA Certification Application List

Expand All

- Airworthiness
- Crewmembers
- Pilots
 - Student
 - Sport Pilot
 - Recreational
 - Private Pilot
 - Standard
 - CFR 61 – Completion of Required Test
 - Original Issuance
 - Added Category / Class Rating
 - Added Type Rating
 - Added Instrument Rating
 - Vintage Aircraft
 - Second-In-Command Type Rating Privileges
 - CFR 141 – Graduate of Approved Course
 - CFR 142 – Graduate of Approved Course
 - Restricted (Foreign-based - CFR 61.75)
 - Restricted (Added US Test Passed Rating)
- Commercial
 - ATP
 - Instructors

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And finally, let's review the "Available Certifications/Ratings" link.

This is the IACRA Certification Application list for Airworthiness, Crewmember, Pilot, and Instructor Applicants.

This page provides a list for each certificate type, the step-by-step application process, and what is available for each certificate as well as the regulation for obtaining the certificate.

You should now have a basic understanding of how to use IACRA, or at least know how to use some of the tools we discussed earlier.

We will now review some examples of the IACRA Training site for a Private Pilot Applicant.

DPE Review



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This is the IACRA Training Site... To visit the production IACRA site, go to iacra.faa.gov

User Information

FTN: A9063893 [Logout](#)
User: awolff004
Role: Designated Examiner

CO Options

- Console
- User Profile
- Add Role
- Edit Preferences
- Change Password

Information & Help

- Home
- What's new in IACRA
- Frequently Asked Questions

IACRA - Search Results

Applicant Information

FTN C1023703
First Name WARREN
Last Name CLEVELAND

Existing Applications

Search for Current Applications Completed Applications

Application	Start Date	Certificate Type	STATUS	Status Date	Available Actions	
20264	03/12/2013	Private Pilot > Standard >	CFR 61 > Original	Signed by RI	03/12/2013	Continue <input type="button" value="Go"/>

[Return to Console](#)

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After entering the applicant's FTN number you should see the Applicant Information page.

In this example, you see we have a Private Pilot "**Standard**" CFR 61 original applicant, and it has been signed by the Recommending Instructor (**RI**).

Search for the applicant's most current application and click the "Go" button.

DPE Review

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

Certifying Officer's Checklist

[Click here to Review the Application Status](#)

[Click here to Verify Airman Identification](#)

Letter of Lessee is not Required for this Applicant

[Click here to Enter / Review Airman Knowledge Test](#)

[Click here to Review 8710-1 Application](#)

[Click here to Review Privacy Act Statement](#)

[Click here to Review the Pilot's Bill of Rights](#)

Click here to have Applicant Sign Application

Click here to Enter Practical Test Results

Click here to Enter Limitations

[Click here to Enter Aircraft Authorizations](#)

FIRC Information not Required

Click here to View Applicant's Certificate Summary

Click here to Sign the Pilot's Bill of Rights if applicant chose not to sign.

Click here to Sign 8710-1 Application

[Click here to Process Another Application](#)



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Next, you will select "Click here to Enter / Review Airman Knowledge Test", to review written test results.

DPE Review

Print Close Save as Tiff View/Print PDF Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.

UNOFFICIAL COPY
U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration

Airman Knowledge Test Report

NAME: WARREN CLEVELAND

APPLICANT ID: 999999999

EXAM: IACRA TRAINING TEST

EXAM ID: 8765432100018205

EXAM DATE: 2/12/2013

EXAM SITE: TRAIN001

SCORE: 90

GRADE: PASS

TAKE: 0

Below are subject matter knowledge codes in which questions were answered incorrectly. For code descriptions see the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: <http://afs600.faa.gov>. A single code may represent more than one incorrect response.
A20, B34, B52, C34, H21

EXPIRATION DATE: 2/12/2018

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This is an unofficial copy of the Airman Knowledge Test Report.

When reviewing the written test results you should make certain that the name is correct, it is for the proper practical exam you are giving, and that it hasn't expired. Prior to the applicant arriving for the practical exam you can pull up the written test results and review the subject matter codes where the applicant had incorrect responses.

Application Signed

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Certifying Officer's Checklist

- ✓ [Click here to Review the Application Status](#)
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Letter of Lessee is not Required for this Applicant
- ✓ [Click here to Enter / Review Airman Knowledge Test](#)
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- ✓ [Click here to Review Privacy Act Statement](#)
- ✓ [Click here to Review the Pilot's Bill of Rights](#)
- [Click here to have Applicant Sign Application](#) 
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- [Click here to Enter Limitations](#)
- [Click here to Enter Aircraft Authorizations](#)
- FIRC Information not Required
- [Click here to View Applicant's Certificate Summary](#)
- [Click here to Sign the Pilot's Bill of Rights if applicant chose not to sign.](#)
- [Click here to Sign 8710-1 Application](#)
- [Click here to Process Another Application](#)

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Now let's take a look at the "Pilot's Bill of Rights."

It's use is mandatory whether the application is completed using IACRA or a written paper application.

Select "Click here to Review the Pilot's Bill of Rights", to review.

DPE Review

Written Notification to an Airman Applicant

PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION

The information you submit on the attached FAA Form will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (USC) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the Pilot's Bill of Rights, the Administrator is providing you with this written notification of investigation of your qualifications for an airman certificate, rating, or inspection authorization:

- *The nature of the Administrator's investigation, which is precipitated by your submission of this application, is to determine whether you meet the qualifications for the airman certificate, rating, or inspection authorization you are applying for under Title 14, Code of Federal Regulations (CFR) parts 61, 63, or 65.*
- *Any response to an inquiry by a representative of the Administrator by you in connection with this investigation of your qualifications for an airman certificate, rating, or inspection authorization may be used as evidence against you.*
- *A copy of your airman application file for this date is available to you upon your written request addressed to:*

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

- *Please provide your full name, date of birth or airman certificate number for identification purposes and the date of application.*

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This is the Pilot's Bill of Rights.

Due to the legal definition by FAA attorneys the practical exam that you will be conducting is considered an investigation because of the review of their application and their skills.

This is a MUST do.

Application Signed

Please click the "SIGN PBR ACKNOWLEDGEMENT" button, below, to sign the Pilot's Bill of Rights Acknowledgement.

SIGN PBR ACKNOWLEDGEMENT



(The applicant is not required to sign the Pilot's Bill of Rights Acknowledgement. If the applicant chooses not to sign the Acknowledgement, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

Applicants are required to review their application before signing.

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. I have also read and understand the Privacy Act statement that accompanies this form.

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

REVIEW APPLICATION

SIGN APPLICATION

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First the applicant will sign the Pilot's Bill of Rights.

Click on the button "SIGN PBR ACKNOWLEDGEMENT" to sign the Pilot's Bill of Rights Acknowledgement.

Application Signed

IMPORTANT NOTE: The IACRA program transmits all necessary documentation electronically. DO NOT mail any certification documentation to the FAA unless requested to do so. Failure to follow this instruction may result in the certification package being rejected by the FAA.

Certifying Officer's Checklist

- ✓ [Click here to Review the Application Status](#)
- ✓ [Click here to Verify Airman Identification](#)
Letter of Lessee is not Required for this Applicant
- ✓ [Click here to Enter / Review Airman Knowledge Test](#)
- ✓ [Click here to Review 8710-1 Application](#)
- ✓ [Click here to Review Privacy Act Statement](#)
- ✓ [Click here to Review the Pilot's Bill of Rights](#)
- ✓ [Click here to have Applicant Sign Application](#) 
- [Click here to Enter Practical Test Results](#)
- [Click here to Enter Limitations](#)
- [Click here to Enter Aircraft Authorizations](#)
- FIRC Information not Required
- [Click here to View Applicant's Certificate Summary](#)
- [Click here to Sign the Pilot's Bill of Rights if applicant chose not to sign.](#)
- [Click here to Sign 8710-1 Application](#)
- [Click here to Process Another Application](#)

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To sign both the Pilot's Bill of Rights and to sign the Application, select "Click here to have Applicant Sign Application".

Application signed

IACRA Home » Console

IACRA - Applicant Console

Start New Application

[Start New Application](#)

Your Existing Applications

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
20287	03/13/2013	Private Pilot > Standard > CFR 61 > Original	Ready for Applicant Signature	03/13/2013	Sign <input type="button" value="Go"/>

Airman Information

Airman Certificate

Certificate Number	Certificate Type	Issued	Expires
801083444	PRIVATE PILOT	01/14/1972	06/06/2079

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Identify the proper application for the practical exam that you will be conducting, select "Sign" for available actions, and then click on the "Go" button, to sign the application.

Application Signed

Please click the "SIGN PBR ACKNOWLEDGEMENT" button, below, to sign the Pilot's Bill of Rights Acknowledgement.

SIGN PBR ACKNOWLEDGEMENT

(The applicant is not required to sign the Pilot's Bill of Rights Acknowledgement. If the applicant chooses not to sign the Acknowledgement, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.)

Applicants are required to review their application before signing.

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. I have also read and understand the Privacy Act statement that accompanies this form.

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

REVIEW APPLICATION

SIGN APPLICATION



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Next the applicant needs to review the application and then click "Sign Application".

Application Signed

Rotocraft			PIC		PIC		PIC	PIC										
			SIC		SIC		SIC	SIC										
Powered Lift			PIC		PIC		PIC	PIC										
			SIC		SIC		SIC	SIC										
Glders																		
Lighter Than Air																		
Simulator																		
Training Device																		
PCATD																		

IV Have you failed a test for this certificate or rating? Yes No

V. Applicant's Certification - 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. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant **ALFRED HARRELL** [Click to Sign](#) [Cancel](#) Date _____

FAA Form 8710-1 (4-00) Supersedes Previous Edition IACRA Equivalent Application ID: 20287 FTN: C1023773 NSN: 0052-00-682-6007

Instructor's Recommendation			
I have personally instructed the applicant and consider this person ready to take the test.			
Date	Instructor's Signature (Print Name & Sign)	Certificate No:	Certificate Expires
03/13/2013 10:30:27 AM	ALFRED MCMAHON E-SIGN	801083446	3/13/2015
Air Agency's Recommendation			
This applicant has successfully completed our _____ Course, and is recommended for certification or rating without further _____ test.			
Date	Agency Name and Number	Official's Signature	
		Title	
Designated Examiner or Airman Certification Representative Panel			

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Now you should see a copy of the 8710-1 application, select "Click to Sign" to successfully sign the application.

Application Signed

Signature Successful. Click the 'Return To Login' to return to the login page.

Review 8710-1

Return To Login

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IACRA now shows that the applicant's signature was completed successfully.

The DPE can now conduct the practical exam.

The exam will come to some type of conclusion before the DPE logs back into IACRA.

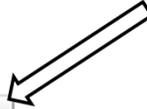
DPE Signed

By electronically signing this document I certify that:

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.

SIGN APPLICATION



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Remember that the DPE is signing a legal document verifying that they completed the test in accordance with FAA standards.

A DPE that is conducting a practical exam improperly is making a false statement when they sign the application.

DPE Signed

Thank you for submitting your application, it has been sent to Airman Registry. Your Application ID is 20287. Please print this page for your records. If you have any questions or concerns please contact the IACRA Help Desk and refer to your Application ID.

Signature Successful. Click the link below to print the appropriate document. Click the 'Review 8710-1' button to display and/or print an unofficial copy of the application. Click the 'Return To Login' button to return to the log-in page. Click 'Sign Another' to process another application.

[Review/Print Temporary Certificate](#) [Review/Print Compact Temporary Certificate](#)

[Review/Print Pilot Bill of Rights Acknowledgment](#)

Review 8710-1

Return To Login

Sign Another

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This is an example of an application, once a DPE has signed.

In this case the applicant has successfully completed the practical exam and is being issued a **Temporary Airman Certificate**.

The applicant could have been issued a **Notice of Disapproval** or a **Letter of Discontinuance**, if they did not successfully complete the practical exam.

Remember that you the DPE must be capable of printing any of these documents.

Review

- In this course we covered the IACRA process and tools available in IACRA.



In this course we discussed the IACRA process and tools available in IACRA.

This concludes the lesson.