

# AIRMAN CERTIFICATION PROCESS

Revision 2.0

August 21, 2015

# Two-Step Process

- Each pilot applicant that is seeking an Airline Transport Rating (ATP) and/or type rating (ERJ-170 & ERJ-190) or (EMB-145) must complete the required application process prior to any checking event administered by the FAA or Company Designee (APD).
- This requires you to submit your application online using the FAA's IACRA website and completing a traditional 8710-1 application
- The following presentation will guide you through the steps that are necessary to prepare for your certification event at the end of your training.

# IACRA

## (Integrated Airmen Certification and Rating Application)

- This process begins by going to the following website:
  - [www.iacra.faa.gov](http://www.iacra.faa.gov)
- Most pilots are familiar with this website and have probably used it for prior rating applications. If you have never used IACRA before, then you must register as a new user before continuing the process.
- Continue to the next page...

# IACRA

(Integrated Airmen Certification and Rating Application)



The screenshot shows the IACRA website interface. At the top left is the Federal Aviation Administration logo. Below it is a navigation menu with links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, and Available Certifications and Ratings. The main content area features a large banner with the text "IACRA" and "Integrated Airman Certification and Rating Application (IACRA)". Below the banner is a description of the application. On the right side, there is a login form with fields for Username and Password, a "Forgot Username or Password?" link, and buttons for "Login" and "Register". The "Login" and "Register" buttons are circled in red. Below the login form is a section for "FAA Employee Login" with a "Help" link. At the bottom right, there is a "Need Help?" section with a link to download the latest version of the software.

**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

## 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.

**What's new in IACRA**

Username:  
Password:  
[Forgot Username or Password?](#)  
 or [Register](#)  
  
[Help](#)

**Need Help?**  
Download the latest version of the

- Log-in with your Username and Password, or
- Register if you are a first-time user
- Continue to the next page...

# IACRA

## (Integrated Airmen Certification and Rating Application)

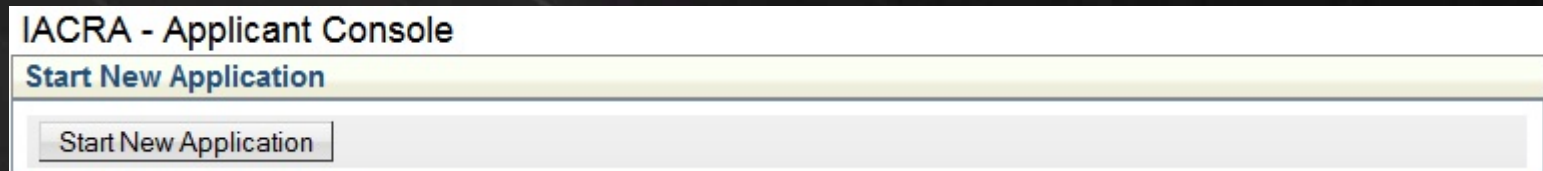
- Once you have logged into the website you will be able to proceed with the application process.
- **It's important to remember your Username and Password**, as you will need this information anytime you need to access this site.
- In addition, you will be assigned, by the FAA, an 'FTN' that will begin with 'A'. Again, **it's important to remember this FTN number**, as you will need this during your certification process with your examiner.



# IACRA

(Integrated Airmen Certification and Rating Application)

- Begin by starting a new application

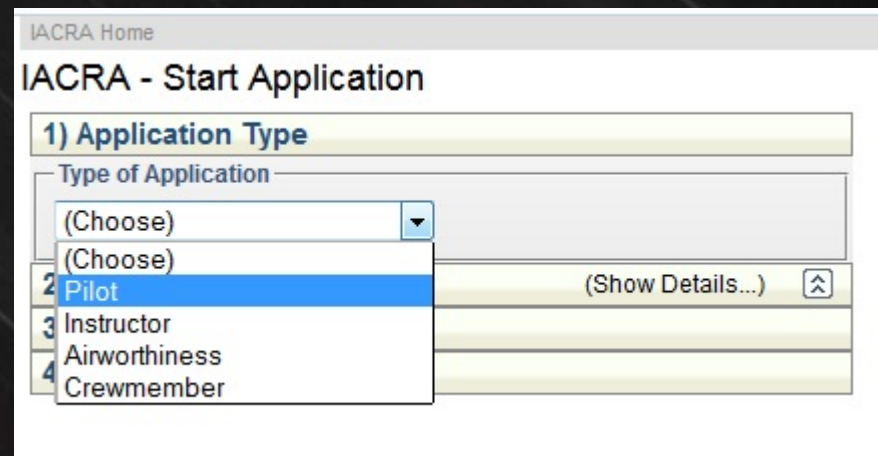


IACRA - Applicant Console

**Start New Application**

Start New Application

- Choose application type



IACRA Home

**IACRA - Start Application**

**1) Application Type**

Type of Application

(Choose) ▼

2 Pilot (Show Details...) ⬆

3 Instructor

4 Airworthiness

Crewmember

# IACRA

## (Integrated Airmen Certification and Rating Application)

- An applicant who complies with FAR 61.159 meets the requirements for an unrestricted ATP:
  - 1500 hours (Total Time)
  - 500 hours (Cross Country)
  - 100 hours (Night)
  - 75 hours (Instrument – Actual or Simulated)
  - 50 hours (In Class – i.e. Multi-Engine)
  
  - If you have the Total Time, but you do not meet the other requirements, please review thoroughly FAR 61.159 to see if you comply with any of the allowable substitutions. It is a good idea to ask a Company Designated Examiner (APD) for assistance prior to your certification event if you have any questions.
  
  - If you **DO NOT** have 1500 hours Total Time, continue to the next slide...

# IACRA

## (Integrated Airmen Certification and Rating Application)

- An applicant who **DOES NOT** comply with FAR 61.159 must comply with FAR 61.160 and **CANNOT USE IACRA**:
  - There are several different restrictions that apply to this section based on:
    - Total Time
    - Military Pilot Experience
    - Semester Hours of Aviation and Aviation-Related Coursework
  - **If you are applying for a restricted ATP, thoroughly review FAR 61.160 to ensure you comply with all of the requirements and that you have all of the necessary documentation. It is a good idea to ask a Company Designated Examiner (APD) for assistance prior to your certification event if you have any questions.**
  - Continue to the next page...
    - \*If you are a restricted ATP, then continue to slide 21 (FAA Form 8710-1)**



# IACRA

## (Integrated Airmen Certification and Rating Application)

- At this point, you must choose the following option:

### Traditional Training

2) Certifications (Hide Details) [v]

Pilot Certifications

- Airline Transport Pilot
  - Standard
    - CFR 61 (Completion of Required Test)
    - CFR 141 (Graduate of Approved Course)
    - CFR 142 (Graduate of Approved Course)
    - Military Competency
    - CFR 121 (Advanced Qualification Program)
      - Second-In-Command
      - Initial
      - Upgrade
      - Transition
    - CFR 121 (Training Program) [Red Box]
    - Second-In-Command
    - Initial [Red Box]
    - Upgrade [Red Box]
    - Transition [Red Box]
  - CFR 135 (Training Program)
  - Restricted (Special Purpose)
- Commercial Pilot
- Private Pilot
- Recreational Pilot
- Sport Pilot
- Student Pilot

If you are an FO enrolled in AQP and getting typed to remove:

ERJ-170; ERJ-190 SIC PRIVILEGES ONLY  
EMB-145 SIC PRIVILEGES ONLY

2) Certifications (Hide Details) [v]

Pilot Certifications

- Airline Transport Pilot
  - Standard
    - CFR 61 (Completion of Required Test)
    - CFR 141 (Graduate of Approved Course)
    - CFR 142 (Graduate of Approved Course)
    - Military Competency
      - CFR 121 (Advanced Qualification Program) [Red Box]
      - Second-In-Command
      - Initial [Red Box]
      - Upgrade
      - Transition
    - CFR 121 (Training Program)
    - Second-In-Command
    - Initial
    - Upgrade
    - Transition
  - CFR 135 (Training Program)
  - Restricted (Special Purpose)
- Commercial Pilot
- Private Pilot
- Recreational Pilot
- Sport Pilot
- Student Pilot

Choose the appropriate selection:

# IACRA

## (Integrated Airmen Certification and Rating Application)

- From this point forward we will follow the menu prompts to complete the application process.
- Note the picture to the right
- Type 'ERJ-170' or 'EMB-145' or DHC-8 for Model
- For Air Operator:
  - UHLA – Shuttle America
  - R61A – Republic Airlines

**3) Other Path Information**

ATP > Standard > CFR 121 > Initial

**Certificate Category/Class**

- AIRPLANE SINGLE ENGINE LAND
- AIRPLANE SINGLE ENGINE SEA
- AIRPLANE MULTIENGINE LAND**
- AIRPLANE MULTIENGINE SEA
- ROTORCRAFT HELICOPTER

**Type Rating**

Model: ERJ-170 (Type at least 1 letter)

Make/Model: ERJ-170 (ERJ-190)

You have selected a dual type rating. Both ratings will be displayed on the forms.

**Air Operator**

Search By:  Designation Code  Air Operator

UHLA (Type at least 1 letter)

Current Operator Selection

SHUTTLE AMERICA CORPORATION - UHLA

**4) Start Application**

ATP > Standard > CFR 121 > Initial

Please verify all of the information before starting the application.

# IACRA

## (Integrated Airmen Certification and Rating Application)

- Continue filling out the requested information
- Some of this data may be already pre-filled if you are in the data base and have used IACRA in the past
- When you have completed this page, click on Save & Continue

The screenshot shows a web form titled "Personal Information (Section I, A-L)" with a "(Hide Details)" link in the top right corner. The form is divided into two main sections: "Personal Information" and "Residential Address (E1. On 8710-1)".

**Personal Information Section:**

- A green-bordered box contains a "Please Note" message: "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](#)."
- Fields include: Full Name, Date of Birth, Sex, Citizenship Country (dropdown), Hair Color (dropdown), Eye Color (dropdown), Weight (lbs.), Height (inches), City of Birth, Country of Birth (dropdown), State of Birth (dropdown), Phone, and Email Address.

**Residential Address Section:**

- Fields include: Address Line 1, Address Line 2, (Map or Directions) to Physical Residential Address (with a map icon), City, State (dropdown), ZIP Code, and Country (dropdown).
- Buttons: "Add Mailing Address" and "Add Special Mailing Address".
- A "Save & Continue" button is highlighted with a red circle at the bottom right of the form.

# IACRA

## (Integrated Airmen Certification and Rating Application)

- Continue filling out the requested information
- If you already hold an ATP, but you are applying for a type rating, then under Airman Certificate (Block M-M3), click on Select

**Certificate Held** (Section I, G & M-O) (Hide Details)

**English Language (Block G)**

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

**Airman Certificate (Block M-M3)**

Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

**Please Note:** A recently issued temporary certificate might not yet exist at the Airman Registry. If you have such a certificate, enter that information in the 'Add / Modify a Certificate' section below.

**Existing FAA Airman Certificates**

	Certificate #	Certificate Type	Date Issued
<u>Select</u>		AIRLINE TRANSPORT PILOT	

- Continue with the application process...



# IACRA

## (Integrated Airmen Certification and Rating Application)

- Continue filling out the requested information
- You may have to expand to complete additional information
- Again, some data may already exist
- Click Save Certificate and continue...

### Add / Modify a Certificate

**Please Note:** Only enter a certificate here if you do not hold an existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type -  Foreign License  FAA 61.75  Standard

Certificate Number

Date Issued

- US Standard Pilot Certificate
  - ATP Category / Class Ratings
  - Commercial Category / Class Ratings
  - Private Category / Class Ratings
  - Recreational Category / Class Ratings
  - Sport Pilot Category / Class Ratings
  - Vintage Aircraft Ratings
  - STUDENT CERTIFICATE

[Save Certificate](#)

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### All Certificates (Existing or Added/Modified for Blocks M-M3)

Foreign

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FAA 61.75

Certificate Num	Issuance Date	ATP Category/Class Ratings	ATP Type Ratings
		AIRPLANE MULTIENGINE LAND	BA-3100
		Commercial Category/Class Ratings	EMB-145
		AIRPLANE SINGLE ENGINE LAND	ERJ-170
			ERJ-190
			SF-340



# IACRA

(Integrated Airmen Certification and Rating Application)

- Continue filling out the requested information
- Click Save & Continue...

### Medical Certificate (Block N-N-3)

Check here, if you now hold a Medical Certificate?

**Please Note:** Military medical certificates do not require Class of Medical Certificate or Name of Examiner and can be left blank.

Select the certificate Type  FAA  Military

Class of Medical Certificate (Choose) ▾

Date issued 12/10/2014

Name of Examiner

### Drug Conviction (Block O)


Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

Save & Continue

# IACRA

(Integrated Airmen Certification and Rating Application)

- Continue filling out the requested information
- Check the appropriate box

**Basis of Issuance (Section II)** (Hide Details) 

Completion of Required Test (Block A)

Military Competence (Block B)

Graduate of Approved Course (Block C)

Holder of Foreign License (Block D)

**Completion of Air Carrier's Approved Training Program (Block E)**

**Completion of Air Carrier's Approved Training Course (Block E)**

Air Operator	SHUTTLE AMERICA CORPORATION
Designation Code	UHLA
Curriculum	Initial

# IACRA

## (Integrated Airmen Certification and Rating Application)

- Complete the Pilot Time section of the application
- Click Save and continue...

**Pilot Time (Section III)** (Hide Details) [v]

**Hours Question(s) (Section IV)**

Check here if you previously failed the practical test for the certificate or rating for which you are applying?

Import Hours from application: [ ] Import

**Please Note:** IACRA found hours from a previous application started 4/9/2014. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours.

Clear Pilot Hours

**Airplane / Rotorcraft / Powered Lift Hours** (Hide Details) [v]


	Airplane	Rotorcraft	Powered Lift
Total Hours	[ ]	[ ]	[ ]
Instruction Received	[ ]	[ ]	[ ]
Solo	[ ]	[ ]	[ ]
Pilot in Command (PIC)	[ ]	[ ]	[ ]
Second in Command (SIC)	[ ]	[ ]	[ ]
Cross Country Instruction	[ ]	[ ]	[ ]
Cross Country Solo	[ ]	[ ]	[ ]
Cross Country PIC	[ ]	[ ]	[ ]
Cross Country SIC	[ ]	[ ]	[ ]
Instrument	[ ]	[ ]	[ ]
Night Instruction	[ ]	[ ]	[ ]
Night Takeoff Landings	[ ]	[ ]	[ ]
Night PIC	[ ]	[ ]	[ ]
Night SIC	[ ]	[ ]	[ ]
Night Takeoff Landing PIC	[ ]	[ ]	[ ]
Night Takeoff Landing SIC	[ ]	[ ]	[ ]
Class Hours - ASEL	[ ]	[ ]	[ ]
Class Hours - ASES	[ ]	[ ]	[ ]
Class Hours - AMEL	[ ]	[ ]	[ ]
Class Hours - AMES	[ ]	[ ]	[ ]
Class Hours - Helicopter	[ ]	[ ]	[ ]
Class Hours - Gyroplane	[ ]	[ ]	[ ]

Save

# IACRA

## (Integrated Airmen Certification and Rating Application)

- Continue entering all applicable flight time
- Click Save and continue...

Glider / Lighter Than Air Hours <span style="float: right;">(Hide Details) </span>		
	Glider	Lighter Than Air
Total Hours	<input type="text"/>	<input type="text"/>
Instruction Received	<input type="text"/>	<input type="text"/>
Solo	<input type="text"/>	<input type="text"/>
Pilot in Command (PIC)	<input type="text"/>	<input type="text"/>
Pilot in Command (SIC)	<input type="text"/>	<input type="text"/>
Cross Country Instruction	<input type="text"/>	<input type="text"/>
Cross Country Solo	<input type="text"/>	<input type="text"/>
Cross Country PIC	<input type="text"/>	<input type="text"/>
Cross Country SIC	<input type="text"/>	<input type="text"/>
Instrument	<input type="text"/>	<input type="text"/>
Night Instruction	<input type="text"/>	<input type="text"/>
Night Takeoff Landings	<input type="text"/>	<input type="text"/>
Night PIC	<input type="text"/>	<input type="text"/>
Night SIC	<input type="text"/>	<input type="text"/>
Night Take-off/Landing PIC	<input type="text"/>	<input type="text"/>
Night Take-off/Landing SIC	<input type="text"/>	<input type="text"/>
Number of Flights	<input type="text"/>	<input type="text"/>
Number of Aero-Tows	<input type="text"/>	<input type="text"/>
Number of Ground Launches	<input type="text"/>	<input type="text"/>
Number of Power Launches	<input type="text"/>	<input type="text"/>
Class Hours - Balloon	<input type="text"/>	<input type="text"/>
Class Hours - Airship	<input type="text"/>	<input type="text"/>



# IACRA

(Integrated Airmen Certification and Rating Application)

- In some cases simulator time may be used as a substitution for other flight time requirements
- Continue entering all applicable flight time
- Click Save and continue...

**Simulator / Training Device / ATD Hours** (Hide Details)

Simulator Total	<input type="text"/>
Simulator Instruction	<input type="text"/>
Simulator Instrument	<input type="text"/>
Simulator Night Instruction	<input type="text"/>
Simulator Night	<input type="text"/>
Takeoff/Landing	<input type="text"/>
Simulator Night PIC	<input type="text"/>
Simulator Night SIC	<input type="text"/>
Simulator Night	<input type="text"/>
Take-off/Landing PIC	<input type="text"/>
Simulator Night	<input type="text"/>
Take-off/Landing SIC	<input type="text"/>
Class Hours Simulator	<input type="text"/>

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Training Device Total	<input type="text"/>
Training Device Instruction	<input type="text"/>
Training Device Instrument	<input type="text"/>
Training Device Night Instruction	<input type="text"/>
Training Device Night PIC	<input type="text"/>
Training Device Night SIC	<input type="text"/>
Class Hours Training Device	<input type="text"/>

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ATD Total	<input type="text"/>
ATD Instruction	<input type="text"/>
ATD Instrument	<input type="text"/>
Class Hours ATD	<input type="text"/>



# IACRA

## (Integrated Airmen Certification and Rating Application)

- **READ THIS PAGE CAREFULLY!!!**
- **Correct any Validation Errors**
- You must click on the View Privacy Act button first
- Then click on the Review button and review your application
- When this is done, click on the Submit Application button
- Continue to the next page...

Review and Submit (Section V) (Hide Details)

**Important Information for IACRA Applicants**

1. Your application can not be submitted until all validation errors are corrected.
2. Be sure to review the application **carefully** and make appropriate corrections **before** submitting your application. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**
3. Know your FTN (A2385961), 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.
4. Read and understand the Privacy Act statement by clicking the "View Privacy Act" button below.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Email: [9-NATL-AVS-IT-ServiceDesk@faa.gov](mailto:9-NATL-AVS-IT-ServiceDesk@faa.gov)  
Phone: 1-877-287-6731

**Validation Errors**

Certificate Held - Must be able to read, write, speak and understand the English language.

**Certificate Summary**

Certificate Type:  
Certificate #:  
Ratings:

Limitations:

View Privacy Act Review Submit Application

# IACRA

(Integrated Airmen Certification and Rating Application)

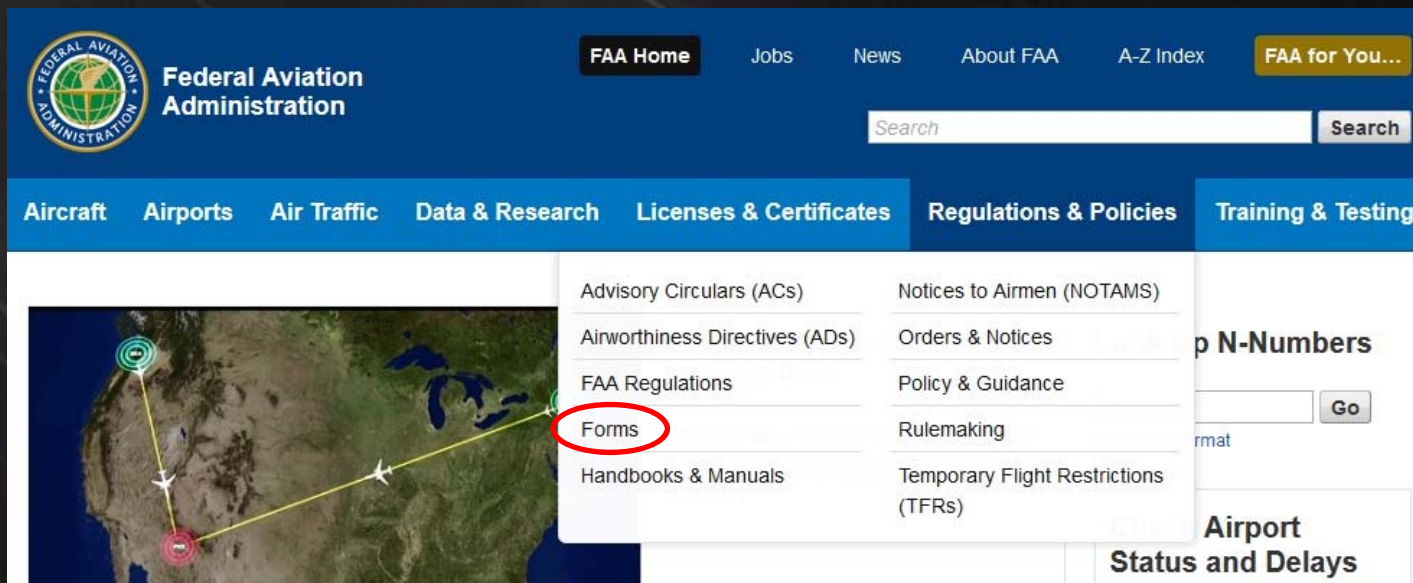
- This completes the IACRA application process for an applicant applying for an unrestricted ATP

# FAA Form 8710-1

- Now that you've completed the IACRA requirements you must complete an FAA Form 8710-1
- This is necessary because –
  - If your oral exam is conducted by an APD that is not scheduled to conduct your type rating in the simulator, and there is an issue with IACRA or an inability to get online to access IACRA, then your 8710-1 will serve as a backup and will have the required signature from the APD that conducted your oral exam. **THIS HAS HAPPENED!!!**
  - The following documentation will assist you in properly completing the 8710-1

# FAA Form 8710-1

- Go to [www.faa.gov](http://www.faa.gov)
- Under the Regulations & Policies tab, select Forms



- Continue to the next page...

# FAA Form 8710-1

- Type '8710-1' in the search box
- Under the Regulations & Policies tab, select Forms
- Click on [Airman Certification And/or Rating Application](#)

**FAA Forms** Print Share

[« Back to Forms Main Page](#)

4 results [Export to MS Excel](#)

**Form Metadata Search Results**

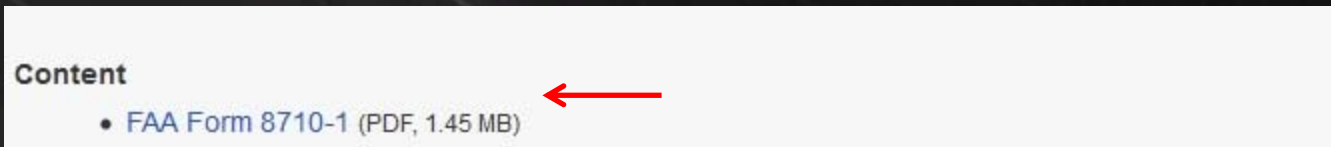
Number	Date	Title	Office
FAA 8710-1	08-01-2014	<a href="#">Airman Certification And/or Rating Application</a> ←	AFS-810
8710-12	09-01-2004	<a href="#">LIGHT-SPORT STANDARDIZATION BOARD-DESIGNATED PILOT EXAMINER CANDIDATE APPLICATION</a>	AFS-610
FAA 8710-11	02-01-2004	<a href="#">Airman Certificate and/or Rating Application-Sport Pilot</a>	
FAA 8710-10	01-01-2000	<a href="#">National Examiner Board —Designated Pilot Examiner Candidate Application</a>	AFS-600

4 results [Export to MS Excel](#)



# FAA Form 8710-1

- Scroll to the bottom of the page and click on [FAA Form 8710-1](#)



- Click on the link to open the form
- You will now be able to complete the form by typing your information directly on the form
- When you are done filling out the form, print the form (make an additional copy)
- It is acceptable to fill out the form by hand (pen), however, *it must be neat and legible* or the examiner/inspector will not accept it for use.

# FAA Form 8710-1

**READ THE FOLLOWING VERY  
CAREFULLY!**

**BE CERTAIN TO LOOK AT THE DETAILED  
INSTRUCTIONS AND NOTES!**

**THIS IS IMPORTANT TO ENSURE THE  
FORM IS COMPLETED CORRECTLY!**

# FAA Form 8710-1

- Under 'Certificates', 'Ratings', & 'Other Information/Requests' check only those boxes which are applicable to the rating you are seeking.

Certificates		Ratings			Other Information/Requests		
<b>Pilot:</b> <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input type="checkbox"/> Flight <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Ground <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP		<b>Instructor:</b> <input type="checkbox"/> ASE <input checked="" type="checkbox"/> AME <input checked="" type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Helicopter <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship <input type="checkbox"/> Powered-Lift Type Rating: <input type="checkbox"/> ERJ-170; ERJ-190 <input type="checkbox"/> Added Rating			<b>Ground Instructor:</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Reexamination <input type="checkbox"/> Instrument Proficiency Check <input type="checkbox"/> Renewal <input type="checkbox"/> Reissuance <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reinstatement <input type="checkbox"/> Flight Review <input type="checkbox"/> Limitation Removal Specify other: _____ <input type="checkbox"/> IPL		
A. Name (Last, First, Middle)		B. SSN (U.S. Only)	C. Date of Birth	D. Place of Birth (City and State) or (City and Country)			
E1. Residential Address (Including City, State, Zip Code, and Country)		E2. Mailing Address (This address will be printed on the permanent airman certificate, if different than block E1.)		F. Citizenship / Nationality <input type="checkbox"/> USA <input type="checkbox"/> Other specify: _____		G. Do you read, speak, write, & understand the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
M. Do you hold, or have you ever held an FAA certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		M1. Grade of Certificate	M2. Certificate Number		M3. Date Issued		
N. Do you hold a Medical Certificate? <input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input type="checkbox"/> No		N1. Class of Medical Certificate	N2. Name of Medical Examiner		N3. Date Issued		
O. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form. <input type="checkbox"/> Yes <input type="checkbox"/> No					O1. Date of Final Conviction		

- Fill **ALL** applicable boxes and check the appropriate information.
- Select either  ATP – Restricted or  ATP, but **not both**.
- Select both  AME and  Land
- Select  Added Rating only if this is an additional Type Rating: 'ERJ-170; ERJ-190 or 'EMB-145'.
- If your license shows you are a citizen of another country you MUST select other. **THIS IS NOT AN OPTION AND WILL BE REJECTED OTHERWISE EVEN IF YOU HAVE A US PASSPORT!!!**

# FAA Form 8710-1

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:				
<input checked="" type="checkbox"/> A. Completion of Test or Activity	1. Aircraft to be used (If flight test required) ERJ-170 LEVEL D SIM		2. Total time in this aircraft and/or approved FFS or FTD (hours)	a. Flight Time b. As Pilot-in-Command
<input type="checkbox"/> B. Competence or Experience	1. U.S. Military Service		2. Date Rated in U.S. Military	3. Rank or Grade
<input type="checkbox"/> C. Graduate of an Approved Course	4. List Military aircraft for which you have:		a. logged pilot time or provided flight instruction (IP) (make and model)	b. passed an Instrument Proficiency Check (Pilot or CFI) - (make and model)
<input type="checkbox"/> D. Holder of Foreign License	1. Training Agency or Training Center:	1a. Name	1b. Location (City and State)	1c. Certification Number 1d. Part 142? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> E. Air Carrier Training Program	2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating)		3. Date	
	1. Country that Issued the Foreign Pilot License		2. Grade of Foreign Pilot License	3. Foreign Pilot License Number
	4. Ratings Held on Foreign Pilot License (FAA equivalent only - e.g. ASEL, AMEL, Type rating, etc.)			
	1. Name of Air Carrier SHUTTLE AMERICA, UHLA640I		2. Date Training Began	3. Accomplished Training Program <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition <input type="checkbox"/> Recurrent

- Complete Section II as shown above.
- Section II.A.2.a. – Total flight time (including simulator time) in the ERJ-170/ERJ-190 or EMB-145 (as applicable) if flown previously.
- Section II.A.2.b. – Total PIC time in the ERJ-170/ERJ-190 or EMB-145 (as applicable). This will be '0' if you have not flown this aircraft as a captain.
- Section II.E.1. – Type EXACTLY as shown above:
  - SHUTTLE AMERICA, UHLA640I (This is the number '0' and the capital letter 'I', **not the letter 'O' and the number '1'**)
  - REPUBLIC AIRLINES, R61A758X
- Section II.E.2. – You must enter the date that your training began (first day of INDOC).
- Section II.E.3. – Select 'Initial' if you are seeking an initial ATP, ATP-Restricted, or Type Rating. **DO NOT** select 'Upgrade', 'Transition' or 'Recurrent'.



# FAA Form 8710-1

**III. RECORD OF PILOT TIME** (Do not write in the shaded areas)

	Total	Instruction Received	Solo	PIC and SIC	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC/SIC	Instrument	Night Instruction Received	Night Take-Off / Landing	Night PIC/SIC	Night Take-Off/Landing PIC/SIC	Class Totals				Number of			
													STL	MEL	SES	MES	Flights	Aero-Tows	Ground Launches	Powered Launches
Airplanes				PIC			PIC				PIC	PIC								
				SIC			SIC				SIC	SIC								
Rotorcraft				PIC			PIC				PIC	PIC	Helicopter		Gyroplane					
				SIC			SIC				SIC	SIC								
Powered Lift				PIC			PIC				PIC	PIC								
				SIC			SIC				SIC	SIC								
Glanders				PIC																
				SIC																
Lighter-Than-Air				PIC			PIC				PIC	PIC	Balloon		Airship					
				SIC			SIC				SIC	SIC								
FFS																				
FTD																				
ATD																				

IV. Have you previously failed the practical test for the certificate or rating for which you are applying?  Yes  No If Yes, enter date of last disapproval

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 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 Date  
MM/DD/YYYY

- Complete Section III. as appropriate.
- If you already hold an ATP, then you are not required to complete the flight times section.
- Section IV. should be completed as appropriate. This applies only to the current rating for which you are seeking (ERJ-170/ERJ-190 or EMB-145 Type Rating).
- Section V. – **This MUST be dated on or prior to the date of your oral exam.**
- Sign the application



# FAA Form 8710-1

**III. RECORD OF PILOT TIME** (Do not write in the shaded areas)

	Total	Instruction Received	Solo	PIC and SIC	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC/SIC	Instrument	Night Instruction Received	Night Take-Off / Landing	Night PIC/SIC	Night Take-Off/Landing PIC/SIC	Class Totals				Number of			
													STL	MEL	SES	MED	Flights	Aero-Tows	Ground Launches	Powered Launches
Airplanes				PIC			PIC				PIC	PIC								
				SIC			SIC				SIC	SIC								
Rotorcraft				PIC			PIC				PIC	PIC								
				SIC			SIC				SIC	SIC								
Powered Lift				PIC			PIC				PIC	PIC								
				SIC			SIC				SIC	SIC								
Glanders				PIC																
				SIC																
Lighter-Than-Air				PIC			PIC				PIC	PIC								
				SIC			SIC				SIC	SIC								
FFS																				
FTD																				
ATD																				

IV. Have you previously failed the practical test for the certificate or rating for which you are applying?  Yes  No If Yes, enter date of last disapproval

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 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 \_\_\_\_\_ Date \_\_\_\_\_

## ★★★IMPORTANT★★★

- While it is permissible to substitute some criteria (i.e. – sim time, night takeoffs & landings, etc.) in order to meet the ATP requirements you must show that time in the required blocks or the FAA will not accept the application
  - For example you may substitute up to 25 hours of night takeoffs and landings beyond the first 20 hours in order to meet the 100 hours of Night. However, you must show 100 hours of Night in the 'Night PIC/SIC' block
  - All times must be validated by an FAA inspector or examiner

# FAA Form 8710-1

(Back of Form)

The back side of the 8710-1 shall be completed by an FAA Inspector or his Designee only.

# AIRMAN CERTIFICATION PROCESS (CONCLUSION)

- The last page of this document will be handed out to you during systems class.
- This is a handy checklist that should be used prior to showing up for your oral exam and again for your simulator evaluation.
- This will ensure that you come to your events as prepared as possible.
- Again, should you have any questions or require any assistance, don't be afraid to speak up and ask for help.
- We're here to assist you in any way that we can.
- **GOOD LUCK** with your training!

## Oral and Checkride Checklist

Applicant's Name: \_\_\_\_\_  
Print Name

Applicant's FTN: \_\_\_\_\_

I will bring the following with me to the oral examination:

Pilots that currently hold an ATP:

- Current pilot's license
- Valid first class medical
- Photo I.D. or passport
- My IACRA form has been completed and **submitted**
- A completed and legible FAA form 8710-1 (NOT THE UNOFFICIAL COPY FROM IACRA)
- Company EFB (Comply365 and Jepps up-to-date)

Pilots that do not hold an ATP

- Current pilot's license
- Valid first class medical
- Photo I.D. or passport
- My IACRA form has been completed and **submitted**
- A completed and legible FAA form 8710-1 (NOT THE UNOFFICIAL COPY FROM IACRA)
  - Section III Record of Pilot Time must be completed including multiengine time
- Logbooks that can validate your flight time (printed copies of electronic logbooks are approved, but the examiner will not accept the actual electronic version of the logbook)
- Transcripts, Diploma, and other documents to validate your compliance with FAR 61.159 or 61.160 as applicable, ***no exceptions***
- Company EFB (Comply365 and Jepps up-to-date)

- By signing this form and presenting this form to the examiner I am validating that I have complied with the above instructions. I understand that if any of these items are not complete or missing that my oral will not be administered by the examiner and I will have to contact the Manager of Training to reschedule. This may cause a delay in my training and completion of the program.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date