AIRMAN CERTIFICATION PROCESS

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

- ➢ 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)

- ➢ 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)
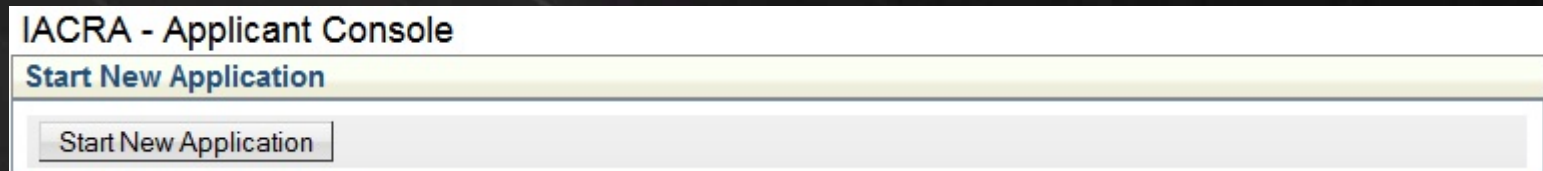
➢ Once you have logged into the website you will be able to proceed with the application process.

➢ **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)

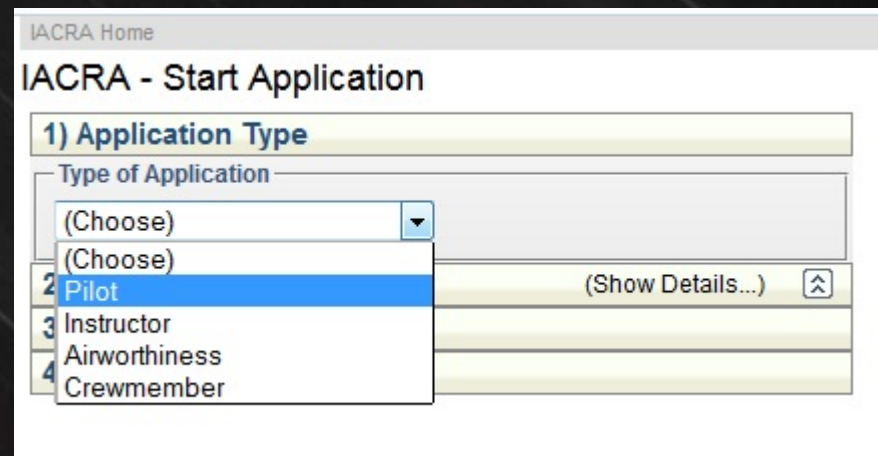➢ Begin by starting a new application

IACRA - Applicant Console

Start New Application

| Start New Application |

➢ Choose application type

IACRA Home

IACRA - Start Application

1) Application Type

Type of Application

(Choose) ▼

(Choose)
Pilot
Instructor
Airworthiness
Crewmember

(Show Details...) ⌃

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:

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

Traditional Training

2) Certifications (Hide Details)

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)**
      — 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:

2) Certifications (Hide Details)

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)
      — Second-In-Command
      — Initial
      — Upgrade
      — Transition
    — CFR 135 (Training Program)
  — Restricted (Special Purpose)
— Commercial Pilot
— Private Pilot
— Recreational Pilot
— Sport Pilot
— Student Pilot

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

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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.

Start 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

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

➢ 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…

IACRA

(Integrated Airmen Certification and Rating Application)

➤ Continue filling out the requested information

➤ Click Save & Continue…

IACRA
(Integrated Airmen Certification and Rating Application)

➢ Continue filling out the requested information

➢ Check the appropriate box

IACRA
(Integrated Airmen Certification and Rating Application)

➢ Complete the Pilot Time section of the application

➢ Click Save and continue…

IACRA
(Integrated Airmen Certification and Rating Application)

➢ Continue entering all applicable flight time

➢ Click Save and continue…

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…

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
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

➢ Under the Regulations & Policies tab, select Forms
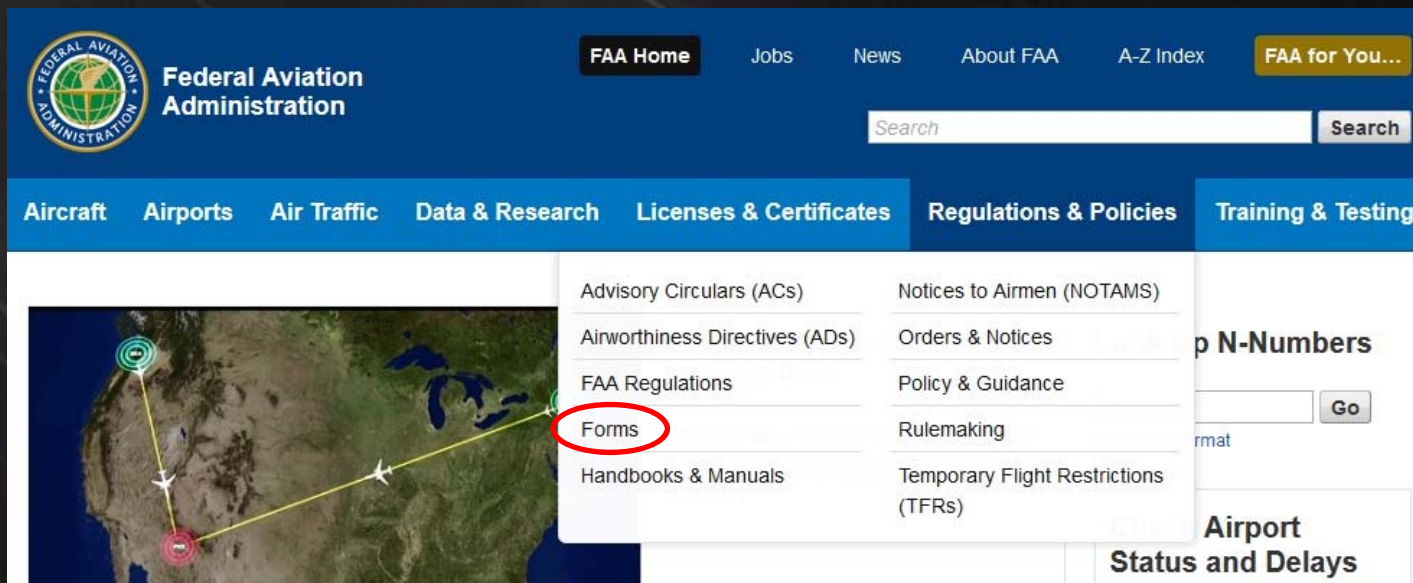
➢ Continue to the next page…

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 Form 8710-1

➢ Scroll to the bottom of the page and click on FAA Form 8710-1

Content
- FAA Form 8710-1 (PDF, 1.45 MB)
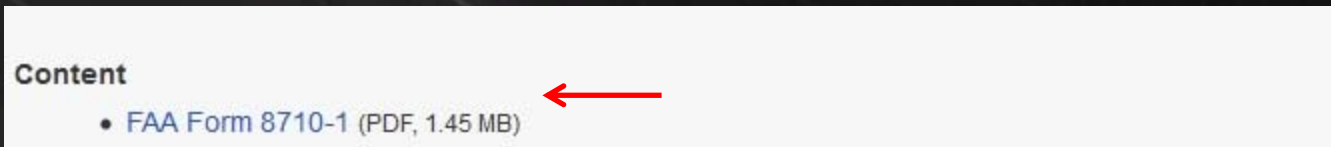
➢ Click on the link to open the form

➢ 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 <u>VERY</u> 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.

- 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:

[X] **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
[ ] **B.** U.S. Military Competence or Experience	1. U.S. Military Service	2. Date Rated in U.S. Military		3. Rank or Grade
	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)*	
[ ] **C.** Graduate of an Approved Course	1. Training Agency or Training Center:	1a. Name	1b. Location *(City and State)*	1c. Certification Number 1d. Part 142? [ ] Yes [ ] No
	2. Curriculum From Which Graduated *(Level, Category, and Class and/or Type Rating)*			3. Date
[ ] **D.** Holder of Foreign License	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.)*			
[X] **E.** Air Carrier Training Program	1. Name of Air Carrier **SHUTTLE AMERICA, UHLA640I**	2. Date Training Began	3. Accomplished Training Program [X] Initial [ ] Upgrade [ ] Transition [ ] 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				Flights	Aero-Tows	Ground Launches	Powered Launches
Airplanes				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC	SEL	MEL	SES	MES				
Rotorcraft				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC	Helicopter		Gyroplane					
Powered Lift				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC								
Gliders				PIC / SIC																
Lighter-Than-Air				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC	Balloon		Airship					
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

★★★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: _____
<div align="center">Print Name</div>

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.

_____   _____
<div align="center">Applicant's Signature   Date</div>