



Airman Certification Process

- Each pilot applicant seeking an Airline Transport Rating (ATP) and/or type rating (ERJ-170 & ERJ-190) must complete the required application process prior to any checking event administered by the FAA or Company Designee (APD).
- This requires you to –
- 1. Submit your application online using the FAA's IACRA website, and;
- 2. Complete a traditional 8710-1 application.
- BOTH IACRA and the paper 8710-1 must be completed! Failure to do so may result in a training delay as the Examiner or Designee will not be permitted to conduct the oral exam and/or simulator check.
- The following presentation will guide you through the steps that are necessary to prepare for your certification event at the end of your training.



- 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.



- ➤ Log-in with your Username and Password, or;
- Register if you are a first-time user





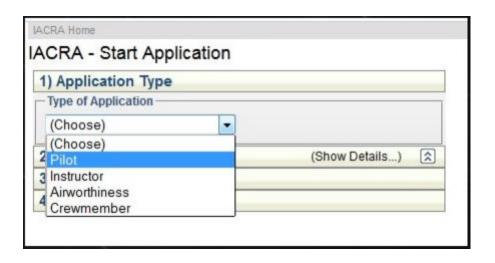
- Once you have logged into the website you will be able to proceed with the application process.
- It's important to remember your Username and Password, as you will need this information anytime you need to access this site.
- In addition, you will be assigned, by the FAA, an 'FTN'. Again, it's important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



Begin by starting a new application



Choose application type





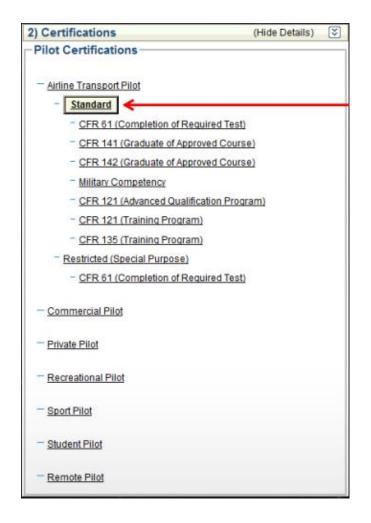
- An applicant who complies with FAR 61.159 meets the requirements for an unrestricted ATP:
- 1500 hours (Total Time)
- 500 hours (Cross Country)
- 100 hours (Night)
- 75 hours (Instrument Actual or Simulated)
- 50 hours (In Class i.e. Multi-Engine)
- If you have the Total Time, but you do not meet the 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.

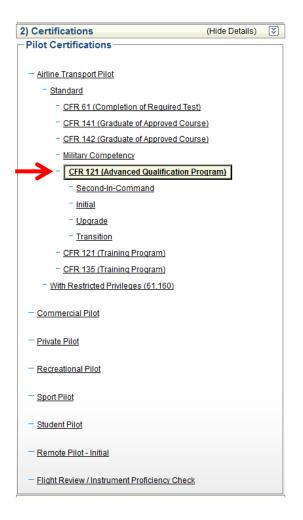


- An applicant who DOES NOT comply with FAR 61.159 must comply with FAR 61.160:
 - There are several different restrictions that apply to this section based on:
 - Total Time and/or Cross Country Time
 - Military Pilot Experience
 - Semester Hours of Aviation-Related Coursework
 - Age
- If you are applying 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.

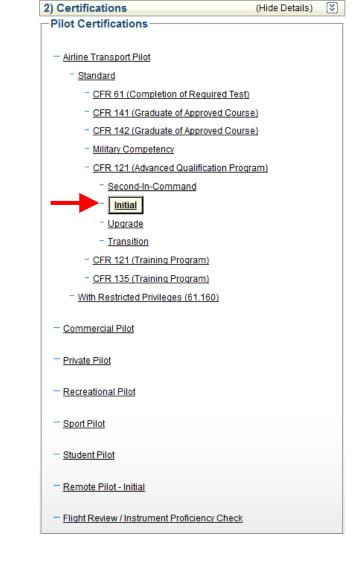


At this point, you must choose the following:



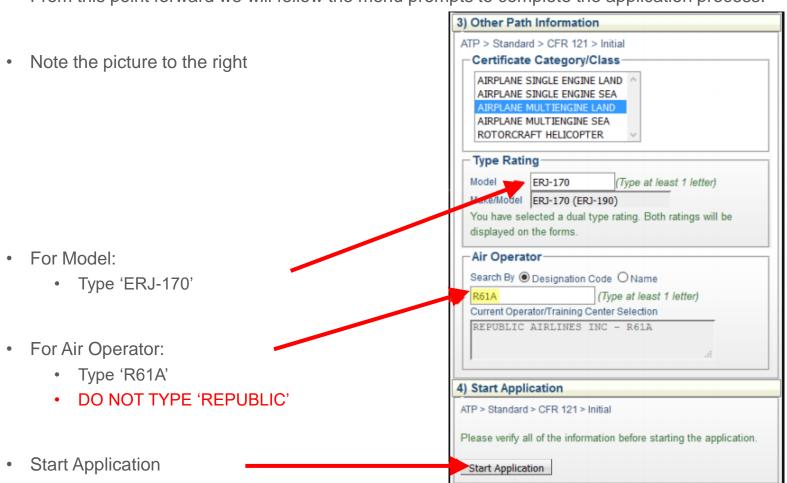






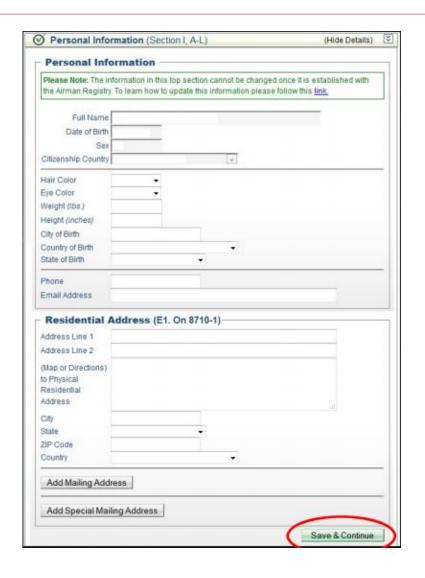


• From this point forward we will follow the menu prompts to complete the application process.



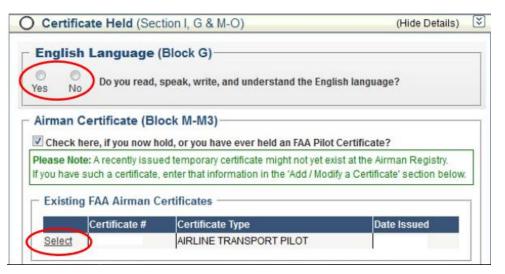


- Continue filling out the requested information
- Some of this data may be already prefilled if you are in the data base and have used IACRA in the past
- When you have completed this page, click on Save & Continue





- 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...

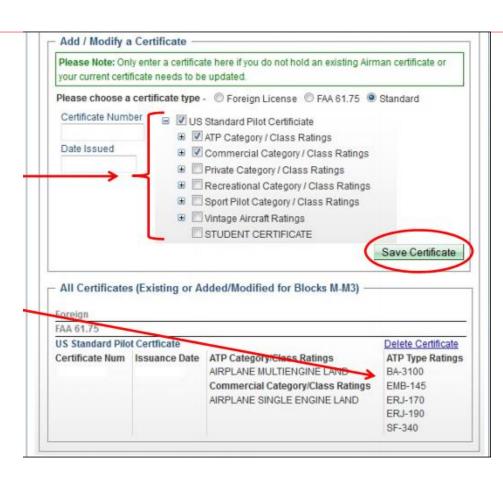


Continue filling out the requested information

 You may have to expand to complete additional information

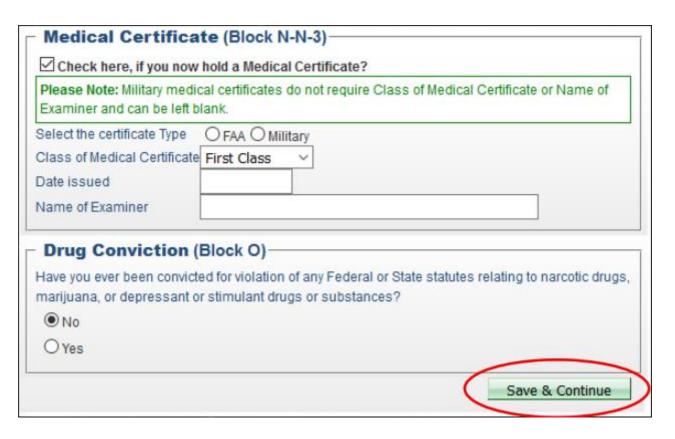
Again, some data may already exist

Click Save Certificate and continue...





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



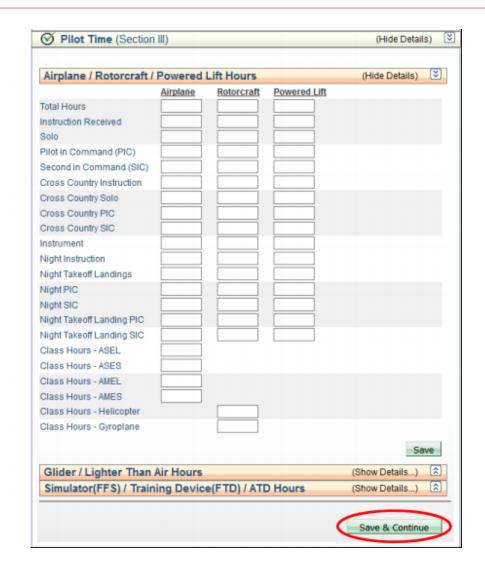


- Continue filling out the requested information
- Check the appropriate box





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



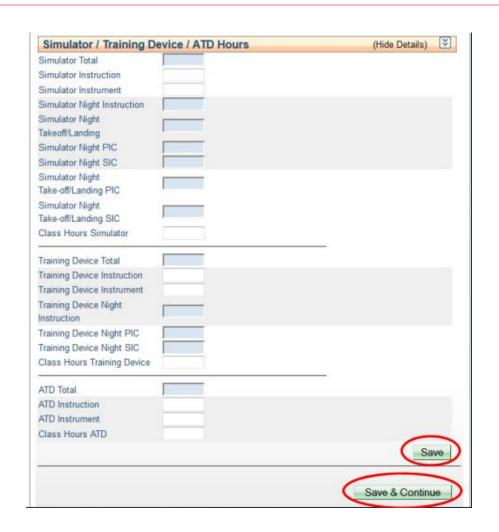


- Continue entering all applicable flight time
- Click Save and continue...

Glider / Lighter Than	Air Hours		(Hide Details)
	Glider	Lighter Than Air	
Total Hours			
Instruction Recieved			
Solo			
Pilot in Command (PIC)			
Pilot 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 Take-off/Landing PIC			
Night Take-off/Landing SIC			
Number of Flights			
Number of Aero-Tows			
Number of Ground Launche	s		
Number of Power Launches			
Class Hours - Balloon			
Class Hours - Airship			

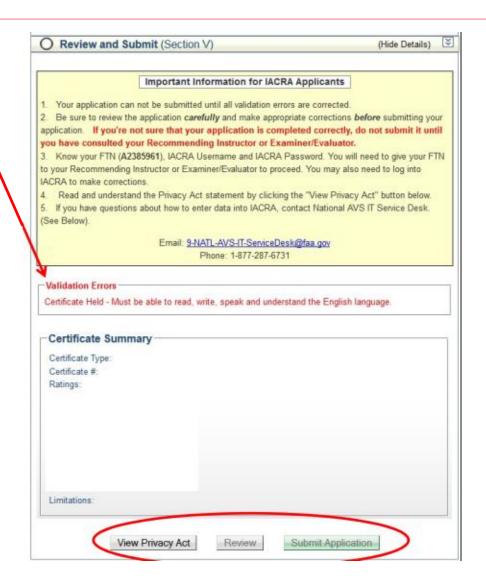


- In some cases simulator time may be used as a substitution for other flight time requirements
- Continue entering all applicable flight time
- Click Save and continue...





- 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





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



- 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

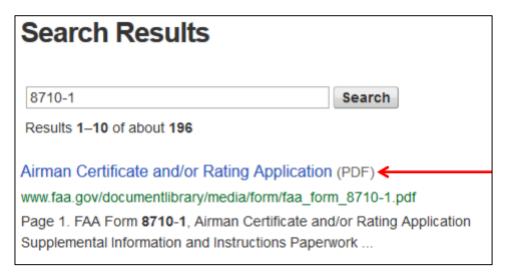


- Go to www.faa.gov
- Type '8710-1' in the search box





Click on Airman Certification and/or Rating Application (PDF)



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 two copies
 - One will be for a backup
- 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.



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!



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

U.S. Department of Transportation Federal Aviation Administration	Airman Certificate and	or Rating Application						
I. APPLICATION INFORMATION (Mark 'X' Certificates	in all the blocks applicable to the certificate or ra Ratings	ting for which you are applying):	olying): Other Information/Requests					
Pilot: Instructor: Student Recreational Flight Private Commercial Ground	Category and/or Class: Instru ASE AME Land Sea Air Helicopter Balloon Glider He	plane Basic Kinitial Renewal Renewal Reinstatement Specify other:	Reexamination Ins	trument Proficiency Check dical Flight Test nitation Removal				
E1. Residential Address (Including City, State, Zip Code, and Country)	E2. Mailing Address (This address airman certificate, if different than block of the property	ADDRESS IN specify: BE PRINTED H. Height I. We	Other spea unde Engli ight J. Hair Color K.	ou read,				
M. Do you hold, or have you ever held an F/	AA certificate? M1. Grade of Certificate N1. Class of Medical Certificate	M2. Certificate Number N2. Name of Medical Examiner		M3. Date Issued N3. Date Issued				
O. Have you ever been convicted for violation of any Fede	MI. Class of Medical Certificate Military No	pressant or stimulant drugs or substances? Do not include		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.
- 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!!!



II. CE	RTIFICATE OR	RATING APPLIED FO	OR ON BASIS OF:						
A.	Completion of Test or Activity	Aircraft to be used	(If flight test required)		Total time in this aircraft and/ or approved FFS or FTD (hours) Time				
	U.S. Military	1. U.S. Military Service	e	2. Date Rated in U.S.	2. Date Rated in U.S. Military				
ШВ.	Competence or Experience	List Military aircraft for which you have:	a. logged pilot time or provided flight in model)	struction (IP) (make and	uction (IP) (make and b. passed an Instrument Proficiency Cl				
Пс	Graduate of an Approved	1.Training Agency or Training Center:	1a. Name	1b. Location (City and State)	1	c. Certification Number	1d. Part 142? Yes No		
L	Course	2. Curriculum From W	hich Graduated (Level, Category, and Class a	nd/or Type Rating)			3. Date		
	Holder of Foreign	Country that Issued	the Foreign Pilot License	Grade of Foreign Pilot	nber				
L	License	4. Ratings Held on Fo	oreign Pilot License (FAA equivalent only – e.g.						
	Air Carrier	1. Name of Air Carrier	r	Date Trainir	ng Began	Accomplished Training Program	am		
XE.	Training Program	REPUBLIC AIRLI	NES, R61A758X			X Initial ☐ Upgrade ☐ Tra	nsition Recurrent		

- Complete Section II as shown above.
- Section II.E.1. Type EXACTLY as shown above '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'.

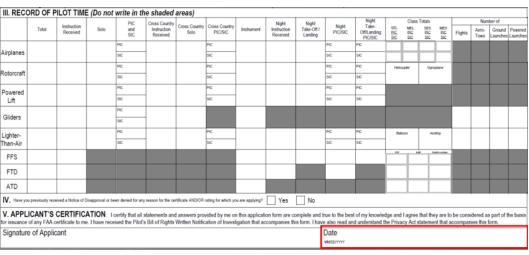


II. CERTI	FICATE OR	RATING APPLIED FO	OR ON BASIS OF:								
Cor	Completion of 1. Aircraft to be used (If flight test required)				I time in this air	b. As	s Pilot-in-				
	t or Activity	ERJ-170 LEVEL D	or ag	pproved FFS or	C	ommand					
	,	1. U.S. Military Service	2 Date	Rated in U.S.	3 P	ank or Grade					
U.S. Military			0	Z. Date	rated in 0.5.	Willitton y		0.10	allk of Orace		
	npetence or	A Liet Military aircraft	a. logged pilot time or provided flight in:	etruction /II	D) (make and	h naeen	ed an Instrument Proficiency	Chock (D)	let as CER (make and model)		
	xperience		Su ucuon (ii) (make and	D. passe	an instrument Prondertcy	Official (Pil	ot or CFI) - (make and model)			
	фолото	for which you have:	model)								
		1.Training Agency 1a. Name		1b. Locati	On (City and State)		1c. Certification Number	- 1	1d. Part 142?		
	duate of an	or Training Center:						ľ	Yes No		
_	pproved	2. Curriculum From W	/hich Graduated (Level, Category, and Class a	ndior Type Ra	fina)		3. Date				
	Course	Thorr Ordudated (Estat, Calagory, and Cass a	na or rype ria	ung)		o. Date					
		1. Country that Issued	the Foreign Pilot License	2 Crado o	of Foreign Pilot I	Liconco	3. Foreign Pilot License	Number			
H	Holder of	1. Country that issued	the Foreign Pilot License	Z. Grade d	r Foreign Pilot i	Number					
	Foreign										
	License	Ratings Held on Fo	reign Pilot License (FAA equivalent only – e.g.	g. ASEL, AMEL, Type rating, etc.)							
	ir Carrier	 Name of Air Carrier 			2. Date Trainin	rogram	_				
X E. 1	Training	REPUBLIC AIRLI	NES R614758Y				▼ Initial Upgrade	Transitio	n Recurrent		
F	Program	INC. ODLIO AINLI	NEO, NOTATOON								

Military Pilots

For those pilots applying for a Restricted ATP under the Military Experience exemption, you
must also complete II.B. in it's entirety.





- 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



III. ICEOC	JAD OI' F	LOT TIME	וטוו טען		e shaded				NT-14	Mint		Night		Class	Totals		Number of				
	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	Take- Off/Landing PIC/SIC	SEL ESC SEC	MEL BIC SIC	SES ESC SEC	MES ESC SIC	Flights	Aero- Tows	Ground	Powered Launche	
				PIC			PIC				PIC	PIC									
Airplanes				sic	1		sic				sic	sic									
Rotorcraft				PIC			PIC				PIC	PIC	Helio	opter	Gyro	plane					
Rotorcraft				sic	1		SIC				SIC	sic									
Powered				PIC			PIC				PIC	PIC									
Lift				sic			SIC				SIC	sic									
Gliders				PIC																	
Gliders				sic	1																
Lighter-				PIC			PIC				PIC	PIC	Ball	oon	Ain	ship					
Than-Air				SIC			sic				SAC	SIC									
FFS													es	T.		eliconter					
FTD														Т							
ATD														Т	\top						
IV. Have you	u previously rece	ived a Notice of 0	Disapproval or be	en denied for any	reason for the cer	tificate AND/OR	rating for which yo	ou are applying?	Yes	No											
V. APPL for issuance	ICANT'S of any FAA o	CERTIFIC ertificate to me	ATION: 10 e. I have rece	certify that all sived the Pilot's	statements and s Bill of Rights	l answers pro Written Notific	vided by me or ation of Invest	n this applicati figation that ac	on form are o	omplete and t is form. I hav	true to the bes e also read an	t of my knowled and understand t	dge and he Priva	Lagree cy Act s	that the	y are to nt that a	be cons	idered as	s part of t form.	the basis	
								Date MMCD7777													

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 landings 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



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



- · A checklist is included in your Welcome email.
- This is a handy checklist that should be used prior to showing up for your LOE/Type Rating Ride.
- 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!

