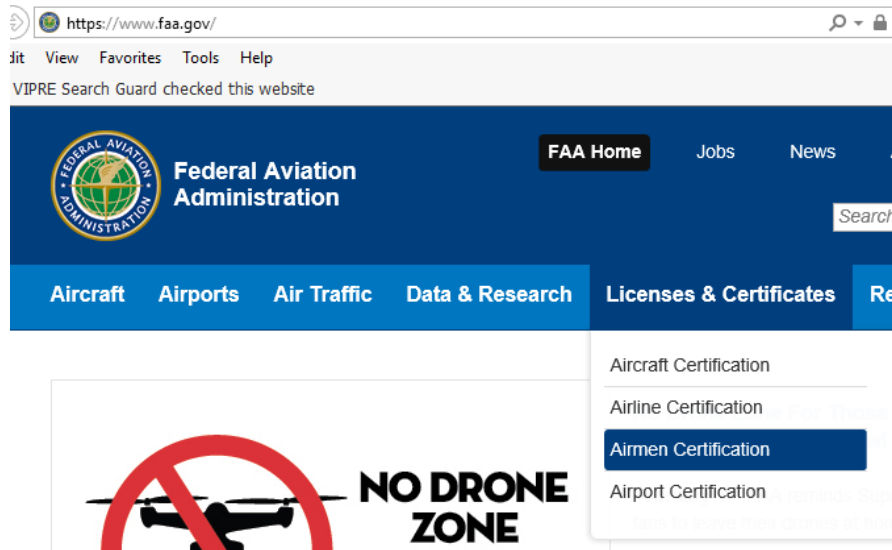


OBTAINING A STUDENT PILOT CERTIFICATE

Background. In April 2016 the FAA began requiring student pilots to obtain a *STUDENT PILOT CERTIFICATE* prior to solo flight. Previously, the student pilot certificate was part of the FAA medical exam. Now it can take up to 3 weeks to obtain such. Thus, it's important to apply for this as soon as possible. This guide walks you thru the steps to apply for such.

STEP #1 Log onto the FAA website www.faa.gov and select airmen certification from the licenses & Certificates drop down.

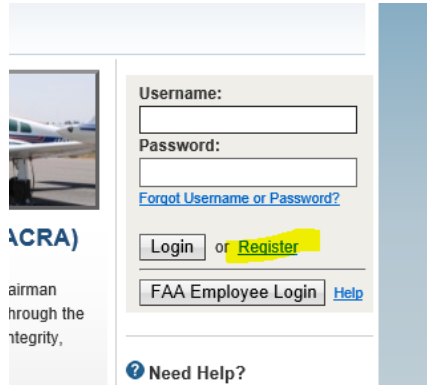


STEP #2. Select the IACRA choice from the Online Services Section.

Online Services

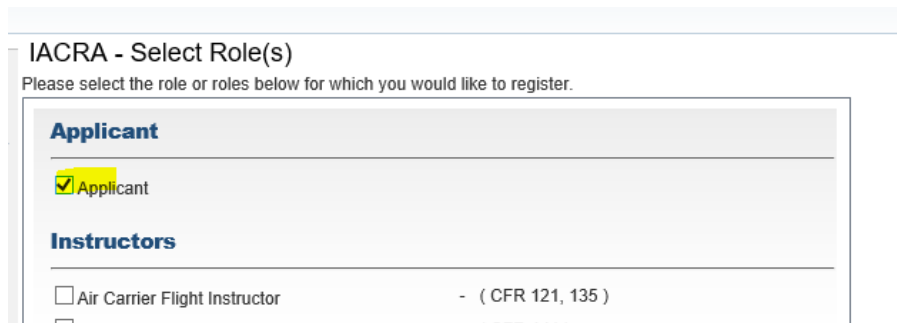
- [Aircraft Type Rating Designators](#)
- [Airmen Services](#)
- [Change Releasability Status of your Mailing Address](#)
- [Download the Airmen Certification Releasable Database](#)
- [Integrated Airmen Certification and/or Rating Application \(IACRA\)](#)
- [Regional Active Airmen Totals](#)
- [Search Airmen Certification Information](#)

STEP #3. Click the Register section in the top, right hand corner.



The screenshot shows the IACRA login and registration interface. On the left, there is a logo for IACRA and a tagline: "airman through the integrity." The main content area contains a login form with fields for "Username:" and "Password:". Below these fields is a link for "Forgot Username or Password?". There are two buttons: "Login" and "Register", with the "Register" button highlighted in yellow. Below the login form, there is a "FAA Employee Login" button with a "Help" link next to it. At the bottom left of the form area, there is a "Need Help?" link with a question mark icon.

STEP #4. Click Applicant and read and accept the TOS button.

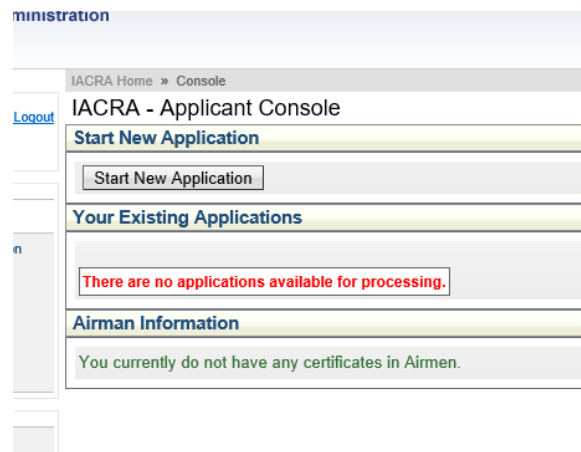


The screenshot shows the "IACRA - Select Role(s)" page. The title is "IACRA - Select Role(s)" and the instruction is "Please select the role or roles below for which you would like to register." There are two main sections: "Applicant" and "Instructors". Under the "Applicant" section, there is a checkbox labeled "Applicant" which is checked and highlighted in yellow. Under the "Instructors" section, there is a checkbox labeled "Air Carrier Flight Instructor" with the text "(CFR 121, 135)" next to it. There is another checkbox partially visible below it.

STEP #5. Complete the User Profile Section. Note that you will not have Certificate Number at this time. You also will have to click the verify address before continuing. It is important to click DO NOT USE under SSN. When you click Register you will be given a Federal Tracking Number (FTN). Write this down as you will need it whenever applying for a certificate or rating throughout your flying career. If you have obtained a log book write your FTN, UserID and Password in the front of it.

STEP #6. Log into IACRA.

STEP #7. Click START NEW APPLICATION.



The screenshot shows the "IACRA - Applicant Console" page. The page title is "IACRA - Applicant Console" and there is a "Logout" link. Below the title, there is a "Start New Application" button highlighted in yellow. Below that, there is a section titled "Your Existing Applications" which contains a message: "There are no applications available for processing." Below this, there is a section titled "Airman Information" which contains the text: "You currently do not have any certificates in Airmen."

STEP #8. Select Pilot in the Application Type. Click Student Pilot in the Certifications section. Then click Start Application.

IACRA Home

IACRA - Start Application

1) Application Type

Type of Application
Pilot

2) Certifications (Hide Details)

Pilot Certifications

- Airline Transport Pilot
- Commercial Pilot
- Private Pilot
- Recreational Pilot
- Sport Pilot
- **Student Pilot**
- Remote Pilot

3) Other Path Information

Student Pilot

4) Start Application

Student Pilot

Please verify all of the information before starting the application.

Start Application

STEP #9. The Application Process screen will appear with your personal information for you to review. Once having done so click the SAVE & CONTINUE button.

STEP #10. Answer the questions for certificate held. Since this is a student pilot certificate request you won't answer anything but English Language (Block G) and Drug Conviction (Block O). Then click Save & Continue.

IACRA - Application Process

Logout Applying For: Student Pilot (Change)

Personal Information (Section I, A-L) (Show Details...)

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?

Medical Certificate (Block N-N-3)

Check here, if you now hold a Medical Certificate?

Drug Conviction (Block 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?

No Yes

Save & Continue

STEP #11. Click Save & Continue for Basis of Issuance (do not click any of the checkboxes)

IACRA - Application Process

Applying For: [Student Pilot](#) (Change)

- Personal Information** (Section I, A-L) (Show Details...)
- Certificate Held** (Section I, G & M-O) (Show Details...)
- 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)

No information needed in this section

[Save & Continue](#)

Pilot Time (Section III) (Show Details...)

STEP #12 Click Save & Continue for Pilot Time.

IACRA - Application Process

Applying For: [Student Pilot](#) (Change)

- Personal Information** (Section I, A-L) (Show Details...)
- Certificate Held** (Section I, G & M-O) (Show Details...)
- Basis of Issuance** (Section II) (Show Details...)
- Pilot Time** (Section III) (Hide Details)

Airplane / Rotorcraft / Powered Lift Hours (Show Details...)

Glider / Lighter Than Air Hours (Show Details...)

Simulator(FFS) / Training Device(FTD) / ATD Hours (Show Details...)

[Save & Continue](#)

Review and Submit (Section IV & V) (Show Details...)

STEP #13. Click No for the Notice of Disapproval question under the Review and Submit section. The screen will refresh. Click View Privacy Act.

Review and Submit (Section IV & V)

Section IV

Have you previously received a Notice of Disapproval or been denied for any reason AND/OR rating for which you are applying?

No

Yes

Important Information for IACRA Applicants

- Your application can't be submitted until all validation errors are corrected.
- Be sure to review the application *carefully* and make appropriate corrections *before* application. **If you're not sure that your application is completed correctly, do not submit your application until you have consulted your Recommending Instructor or Examiner/Evaluator.**
- Know your FTN (C1093814), IACRA Username and IACRA Password. You will need to provide your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may contact your Recommending Instructor or Examiner/Evaluator to make corrections.
- Read and understand the Privacy Act statement by clicking the "View Privacy Act" button.
- If you have questions about how to enter data into IACRA, contact the FAA MyIT Helpdesk (Below).

Email: helpdesk@faa.gov
Phone: 1-844-FAA-MYIT (322-6948)


Certificate Summary

Certificate Type: Student Pilot
Certificate #: PENDING

Limitations:
1. CARRYING PASSENGERS IS PROHIBITED

[View Privacy Act](#) [Review Application](#) [Submit Application](#)

Once the Privacy act comes up you can read it and click close. Now click the Review Application button. Read everything there and you can click the view/print button as well if you wish to print a copy for your records. Once having reviewed it click CLOSE. By now you're exhausted. The FAA undoubtedly makes this such a trying process to get you use to the bureaucracy that is inherent with the government. Now click the SUBMIT APPLICATION button and you're done. It will provide you an appID but it's not necessary to write that down.

 **Review and Submit (SECTION IV & V)** (HIDE DETAILS)

Thank you for submitting your application.

Application ID : 1377684
Your FTN : C1093814

PLEASE NOTE: Your application is NOT complete at this point. You must meet with a Recommending Instructor(RI) and/or Certifying Officer(CO) to complete your application. They will need your FTN. You will need these numbers (FTN and Application ID) to inquire about your application. If applicable, a knowledge test ID will need to be provided to your CO or RI. If you forget your FTN, just log in to IACRA and it will be at the top left of the Applicant Console.

Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application.