Integrated Airman Certification and Rating Application (IACRA)

Inspection Authorization Renewal User Guide

(March 2023)

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Introduction:

One of the options for the upcoming Inspection Authorization (IA) renewals in March 2023, is the functionality within Integrated Airman Certification and Rating Application (IACRA). This system will allow IAs to submit electronically their entire renewal package to the FAA and the FAA will have the ability to renew the Inspection Authorization remotely. Once the FAA has processed and approved the application the IA is notified by email to login to IACRA and retrieve the renewal letter.

Numerous enhancements have been made to the IACRA IA renewal program since March 2021.

- IA renewal applications will open in IACRA on February 1, 2023 but will not be processed until the month of March.
- Update of FAA Form 8610-1 application to the newest version which includes embedded Pilot's Bill of Rights (PBR) and Privacy Act Notifications and acknowledgement.
- Updated the Personal Information tab block 4b to include email address or to indicate "None".
- Moved the Supplemental Data tab from Step 5 to Step 3 to match the flow of Form 8610-1.
- Updated the questions on the Supplemental Data tab to match the questions on the updated Form 8610-1.
- Updated the Basis of Renewal tab to request a date of issuance if the applicant answers "Yes" to an issuance within 90 days of March 31st.
- Updated the Basis of Renewal tab requirements for Oral Test to only show the date tested.
- Updated the wording on the Summary tab to reflect the wording on the updated Form 8610-1.

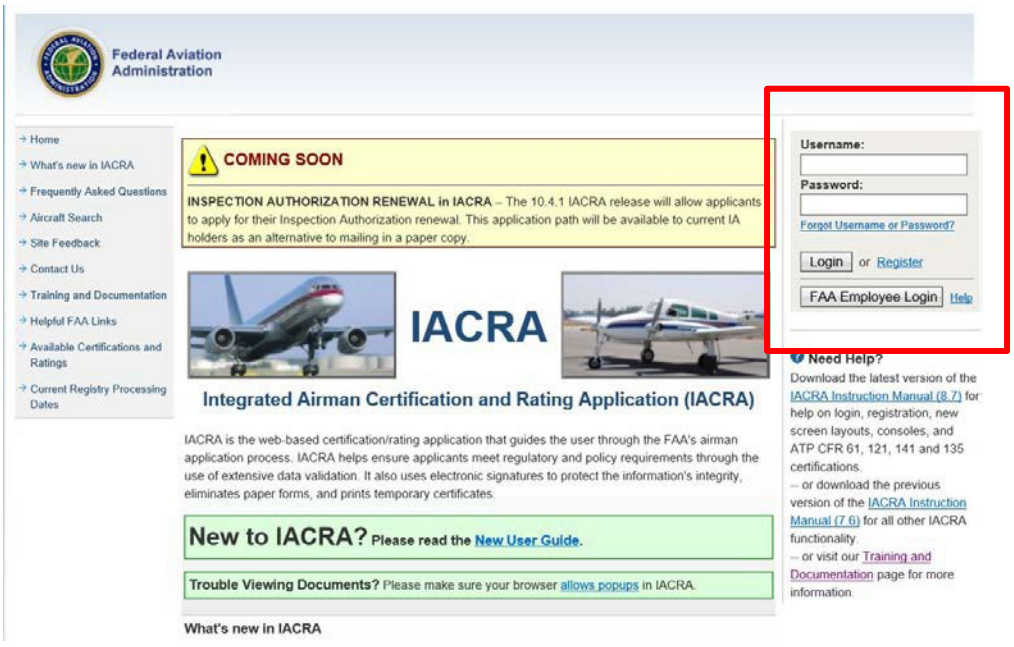
Section 1: Inspection Authorization Renewal in IACRA

IACRA is an FAA website that allows individuals to apply for new Airman Certificates, renew, or upgrade their existing certificates. At this time, IACRA only is active for IA renewals. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all necessary documents will be sent electronically to the Airman Registry. https://iacra.faa.gov/IACRA/Default.aspx

This is the IACRA Home page:

On the left side of the home page there are a series of links to other functionality within IACRA and on the right side a link for the IACRA User Guide.

Also on the right side of the page is where the IACRA login section is located:



Individuals with an existing IACRA account (Username and password) may enter that information in the applicable fields and select "**Login**".

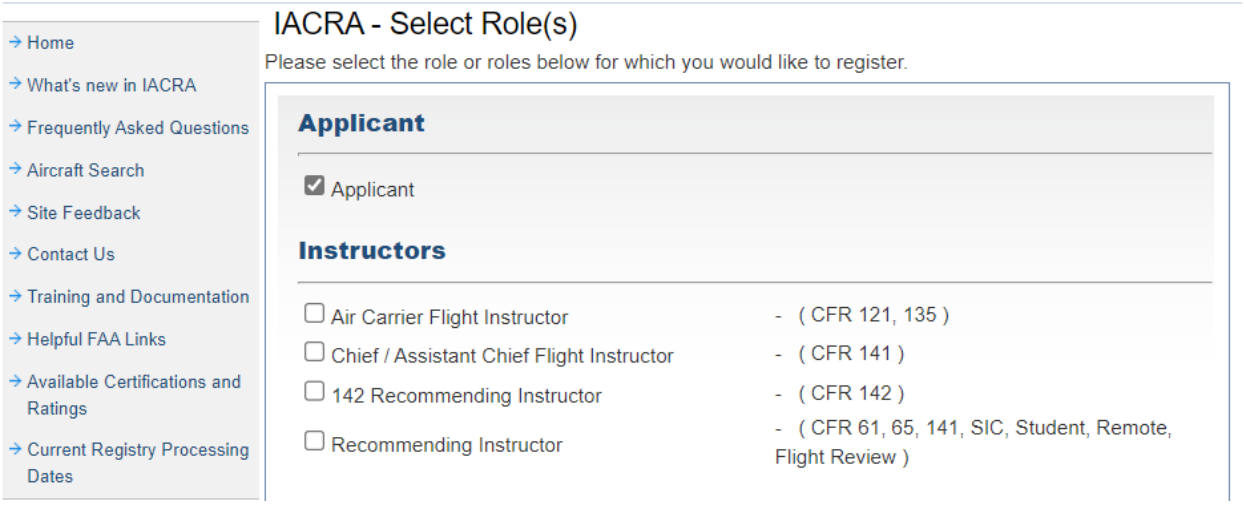
Section 2: Registe ring for an IACRA account

Individuals who do not have an IACRA account, must register prior to utilizing IACRA. To register, begin by selecting the "**Register**" link.

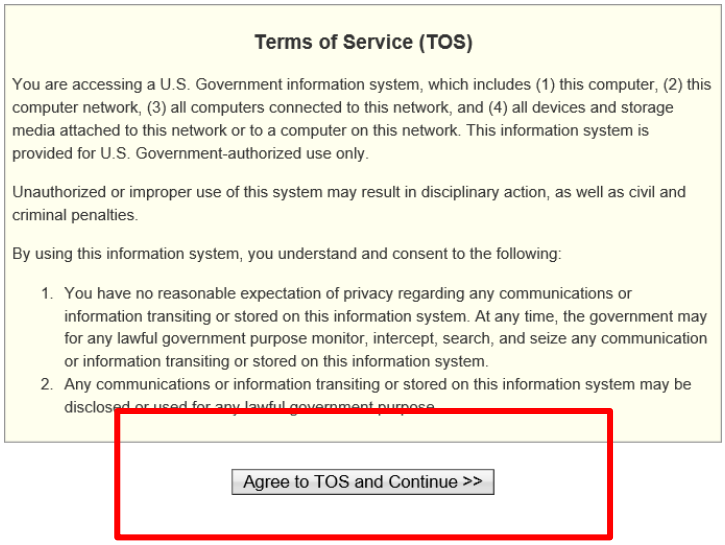
Registering as an Applicant in IACRA

There are many different roles in IACRA, but individuals must use the "Applicant" role to apply for a new certificate, renew, or to modify an existing certificate.

Check the 'Applicant' box,



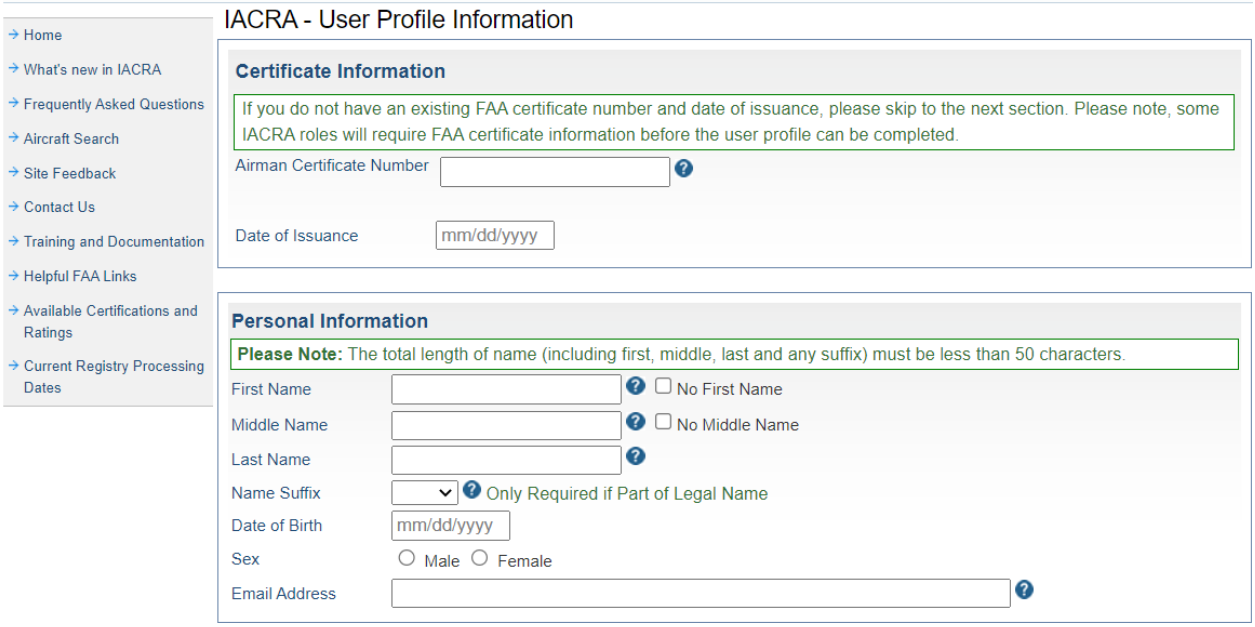
Then, agree to the Terms of Service (TOS) and continue.



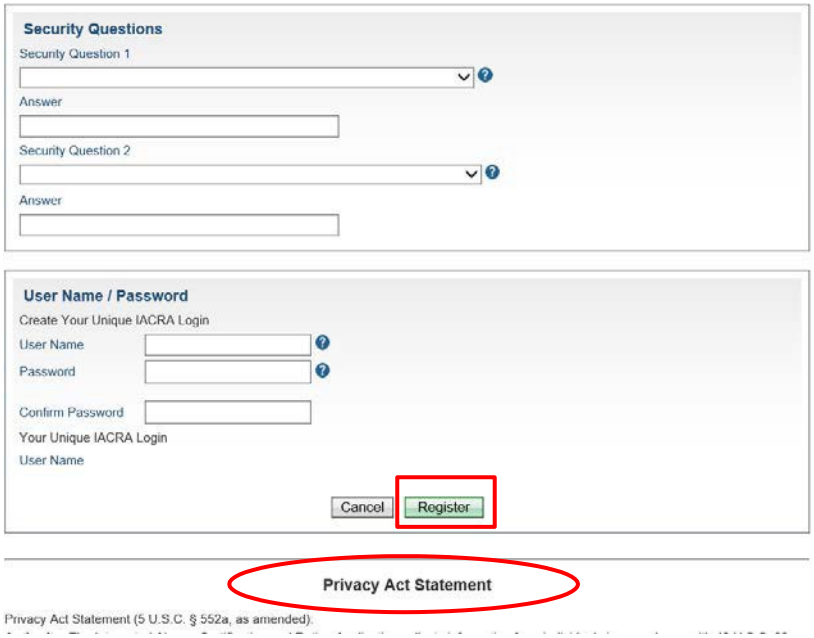
On the IACRA User Profile Information page, please enter all the information.

- Use your name, as it appears on your FAA issued certificate
- Please enter a valid email address. IACRA will use it for important notifications.
- If there is any required information missing, there will be error messages.

Throughout the IACRA website, there will be small blue circles with a question mark inside. These are help features to provide assistance when the applicant is asked to provide information.



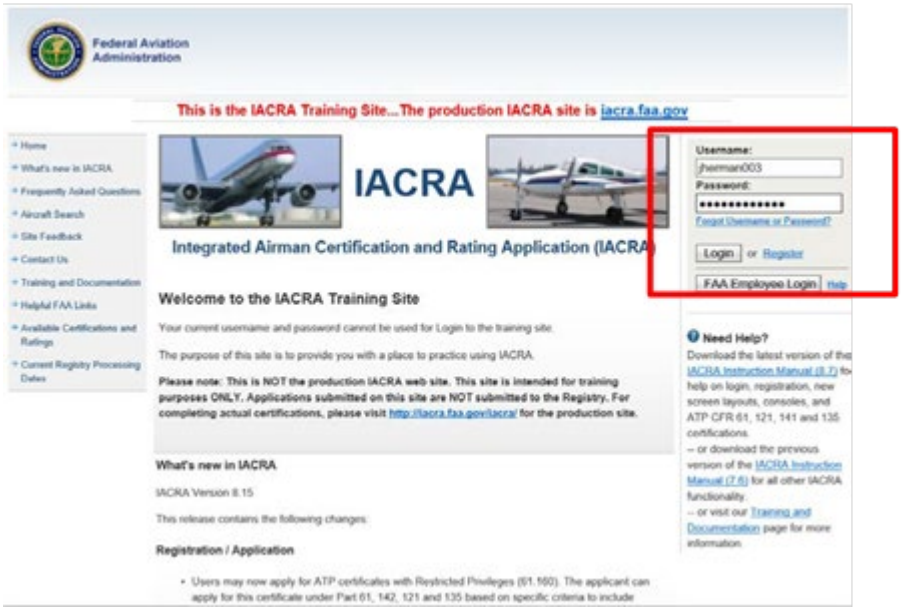
Select Security questions
Create a username and strong password, click “Register”
Note: A copy of the Privacy Act Statement is posted at the bottom of the screen.



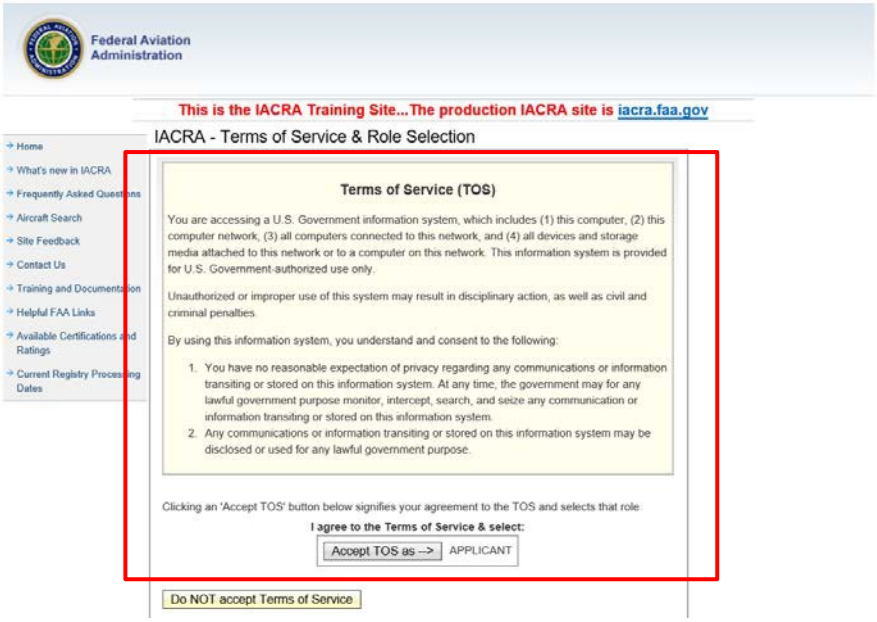
After registering, IACRA will display the applicant’s FTN (FAA Tracking Number). Please write this number down; it will also be emailed to applicant. This number is a unique identifier, and for most application types the applicant must provide it to complete an application.

Section 3: Completing an Inspection Authorization renewal package in IACRA

To access IACRA functionality, applicant enters their Username and password into the login fields.

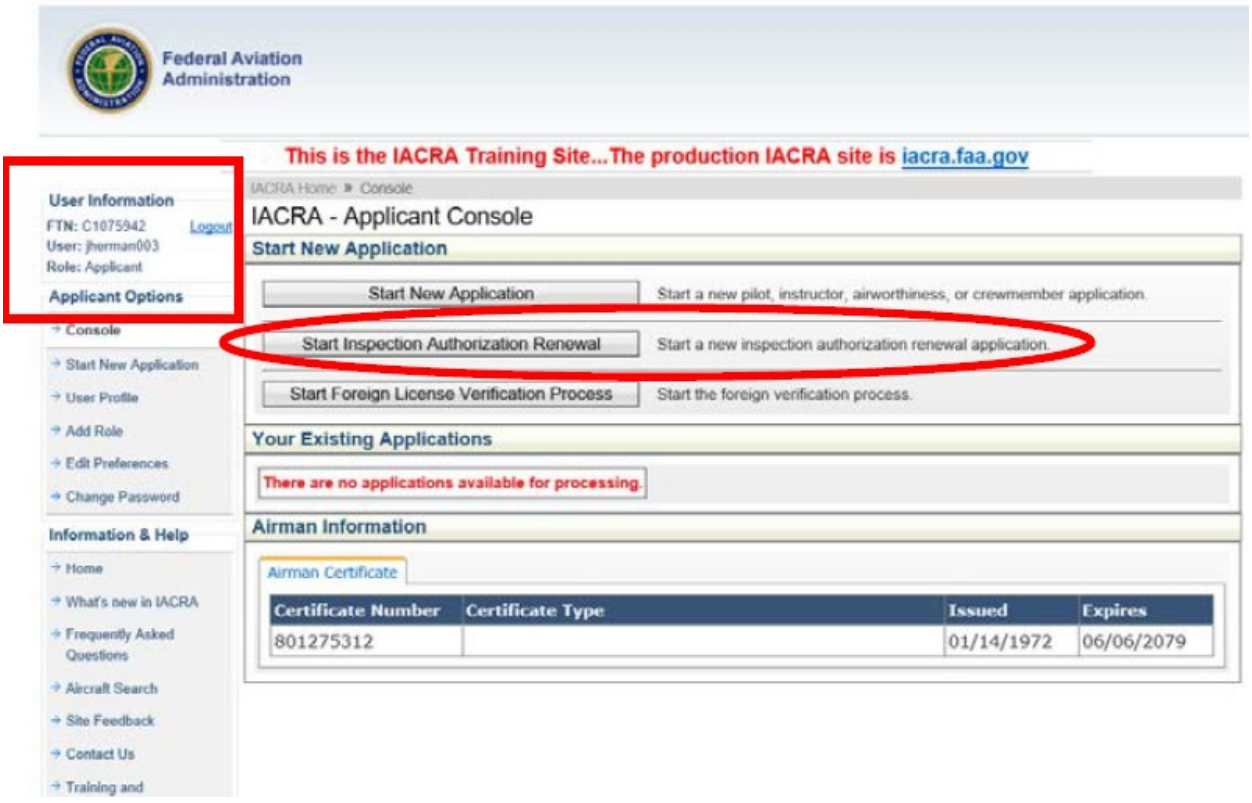


Review the Terms of Service (TOS) and select the “Accept TOS as” button. If applicant chooses not to accept the TOS, then select “Do NOT accept Terms of Service button” and they will be returned to the IACRA Home Page.



After selecting the “Accept” button, the IACRA Applicant Console is displayed. The user’s information will be displayed in the upper left portion of the screen.

To begin an Inspection Authorization Renewal package, select the “Start Inspection Authorization Renewal” button.



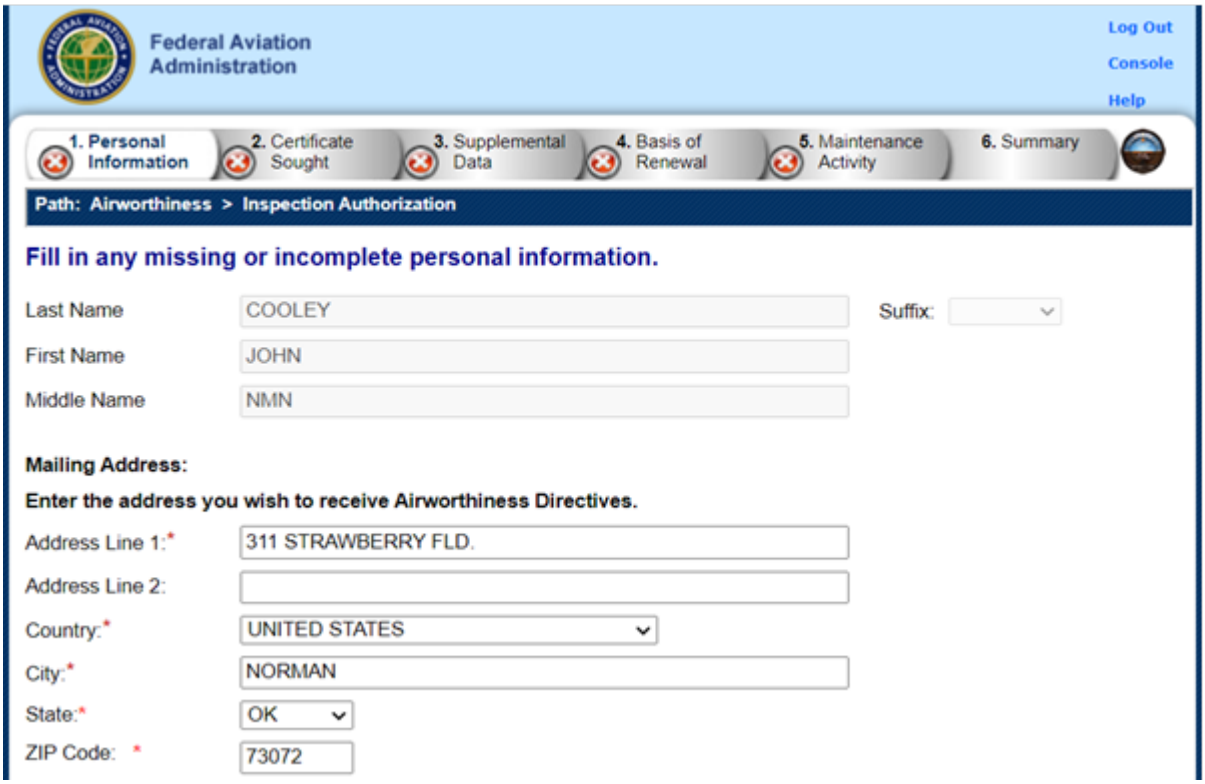
Along the top portion of subsequent screens, the process steps (tabs) can be monitored by the applicant. A Red X indicates that section stills needs to be completed. A Green check mark indicates the section is complete. An applicant can maneuver through the process by selecting one of the sections or by using the “Next” or “Previous” buttons.

The Inspection Authorization renewal automation in IACRA will generate a completed FAA Form 8610-1 at the end of the process. The process steps begin by collecting personal information. The applicant must fill in any missing or incomplete information.

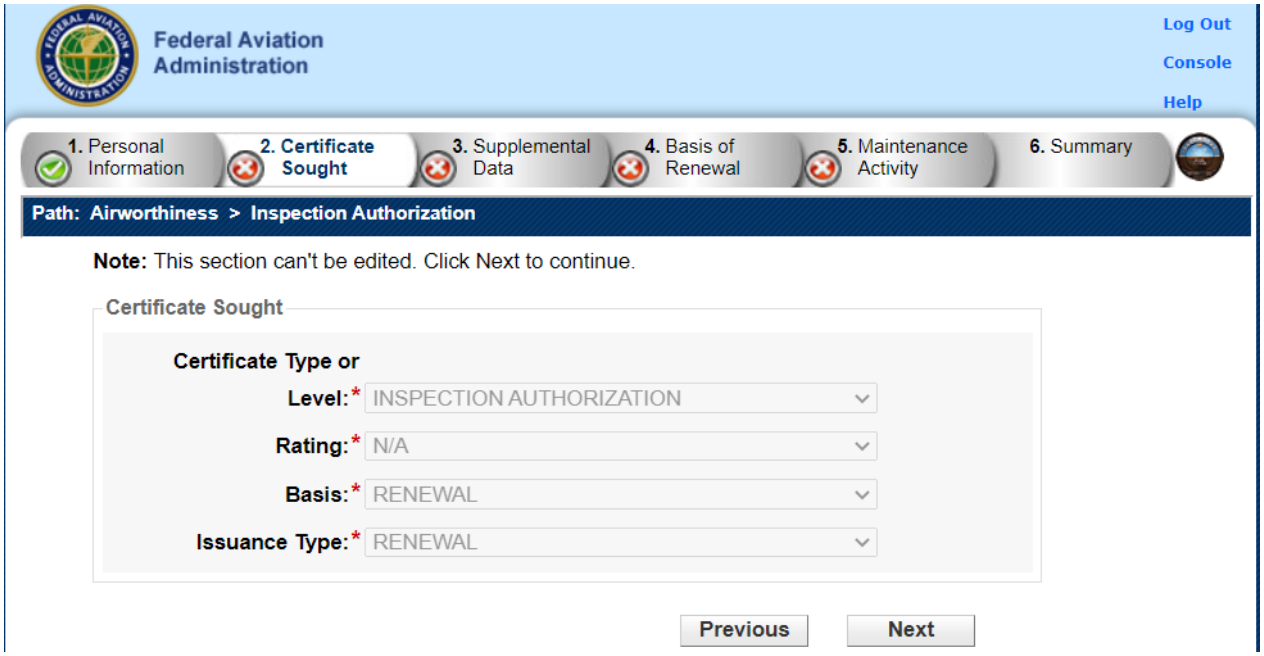
NOTE: Some fields are marked with an asterisk signifying a required field.

After all fields are complete, select the “Next” button.

Note: The information collected is used to complete blocks 1-4 on FAA Form 8610-1:

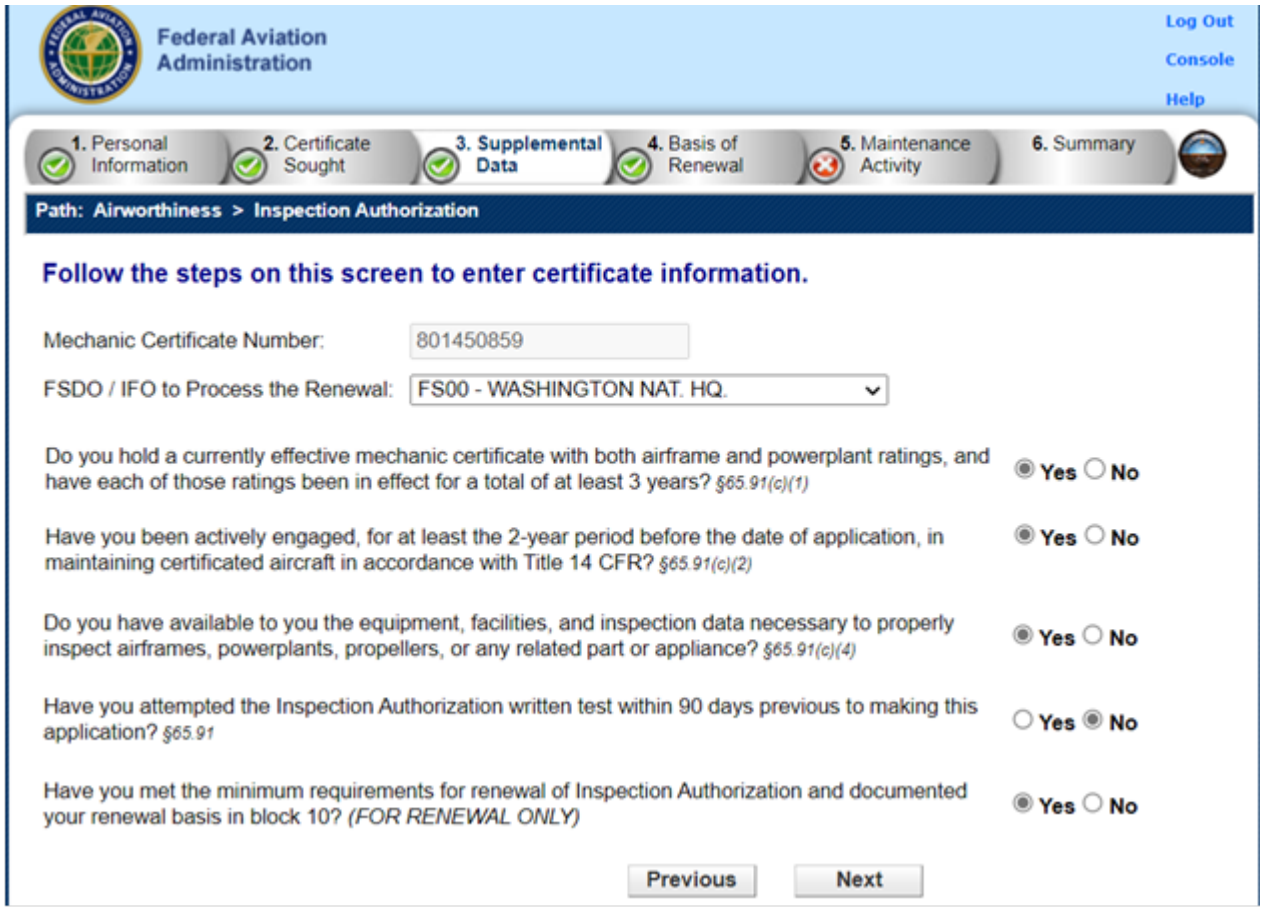


Note: The Green check mark for the completed “Personal Information” section.
After selecting the “Next” button, the succeeding screen displays the certificate action being sought by the applicant. These fields are auto generated and not editable. Review the information and select “Next” button.



The following screen in the process has two sections.
The first is a drop down list for the FAA Office that IACRA will direct the applicant's renewal package. The default FAA office displayed is the office where the applicant's last renewal was performed.

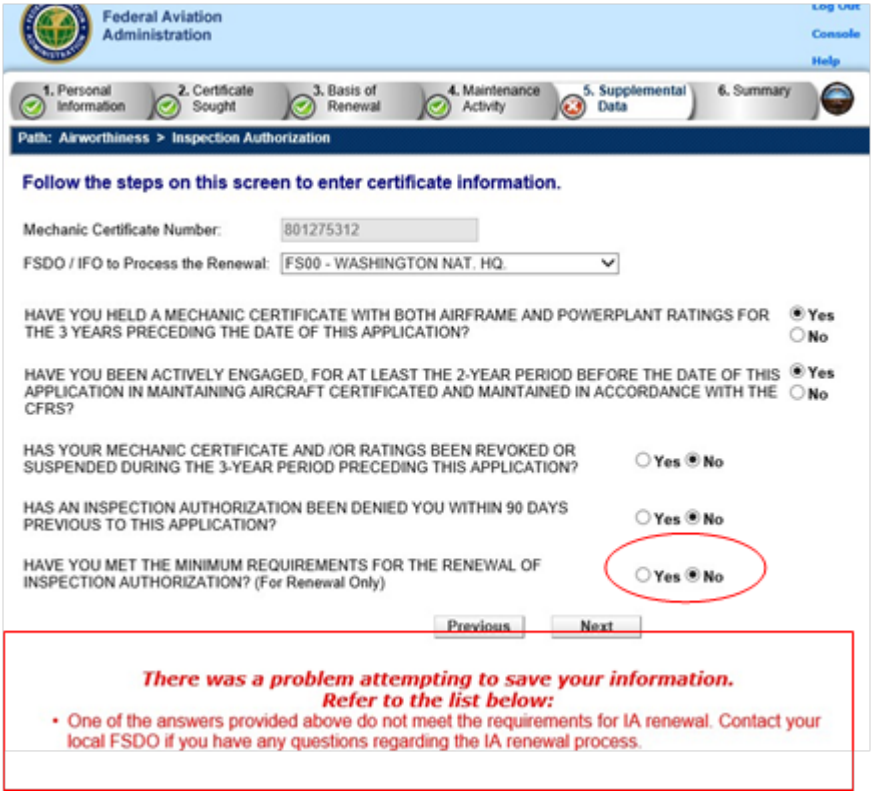
NOTE: It is very important for the applicant to verify that the office in the drop down field is the one that will be approving the renewal application.
The second section of the screen displays a series of questions for the applicant to answer.



Answering these questions completes blocks 5-9 of Form 8610-1.

IACRA has been programmed to accept certain answers for each of the questions. If an applicant answers a question in a different manner, the system will display a message notifying them that there's a problem.

In the example below, the last question was answered in a manner that would preclude IACRA renewal and the message is displayed.



When the questions are responded to appropriately, the system allows the process to move forward. The applicant selects the "Next" button.

OMB Control Number: 2120-0022
Expiration Date: 03/31/2025

TYPE OR PRINT ALL ENTRIES IN DARK INK

U.S. Department of Transportation
Federal Aviation Administration

Mechanic's Application for Inspection Authorization
(14 CFR Part 65)

1. NAME (Last, First, Middle)	2. MECHANIC CERTIFICATE NO.
Martin, Haley, Anita	1234567

3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code)	4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week)	4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week)
456 Rose Crest Circle Oklahoma City, OK 73170	11204 Facility Way Oklahoma City, OK, 74501	555-555-5555
		4b. EMAIL ADDRESS (Enter email address or NONE) ham@email.com

	YES	NO
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? 65.91(c)(1)	X	
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? §65.91(c)(2)	X	
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? §65.91(c)(4)	X	
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? §65.91		X
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)	X	

10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.

☐ RECENT ISSUANCE. Enter Date of Issuance — *Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.*

Enter the # of each type of activity per renewal period. Refer to instructions.	§65.93(a)(1) ANNUAL INSP.	§65.93(a)(2) MAJOR REPAIRS	§65.93(a)(2) MAJOR ALTERS.	§65.93(a)(3) PROG. INSP.	§65.93(a)(4) REFRESHER COURSE *FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.*	§65.93(a)(5) ORAL TEST *Enter date tested*
1ST Year Renewal Period (Apr 1st odd – Mar 31st even)	4					
2ND Year Renewal Period (Apr 1st even – Mar 31st odd)		2	6			

11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS *Continue activity on a separate sheet if needed.*

DATES (MM/YYYY)	FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)	DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)
FROM: 04/2016 TO: PRESENT	Fixaplane LLC, 11204 Facility Way Oklahoma City, OK, 74501	Conduct aircraft maintenance and inspections on single and multi-engine general aviation aircraft.
FROM: TO:		
FROM: TO:		

The next screen addresses block 10.
The first being the question regarding recency of IA issuance.

The next section addresses the basis of IA renewal. IACRA has been programmed to accept the appropriate quantities for annual inspections, major repairs and alterations, and progressive inspections in accordance with 14 CFR 65.93.

There is no requirement to list all activities, just those activities being used for renewal. The applicant must meet the requirement for both the first and second year.

OMB Control Number: 2120-0022
Expiration Date: 03/31/2025

TYPE OR PRINT ALL ENTRIES IN DARK INK

U.S. Department of Transportation
Federal Aviation Administration

Mechanic's Application for Inspection Authorization
(14 CFR Part 65)

1. NAME *(Last, First, Middle)*	2. MECHANIC CERTIFICATE NO.

3. MAILING ADDRESS *(Number/Street/PO Box, City, State, Zip Code)*	4. FIXED BASE OF OPERATIONS *(Address at which you may be located in person during normal working week)*	4a. TELEPHONE NUMBER *(At which you may be contacted during a normal working week)*
		4b. EMAIL ADDRESS *(Enter email address or NONE)*

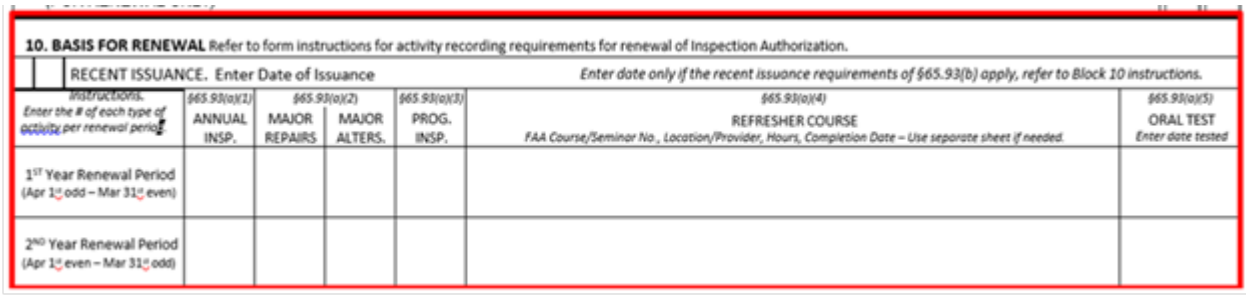
	YES	NO
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? *65.91(c)(1)*		
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? *§65.91(c)(2)*		
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? *§65.91(c)(4)*		
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? *§65.91*		
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. *(FOR RENEWAL ONLY)*		

10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.

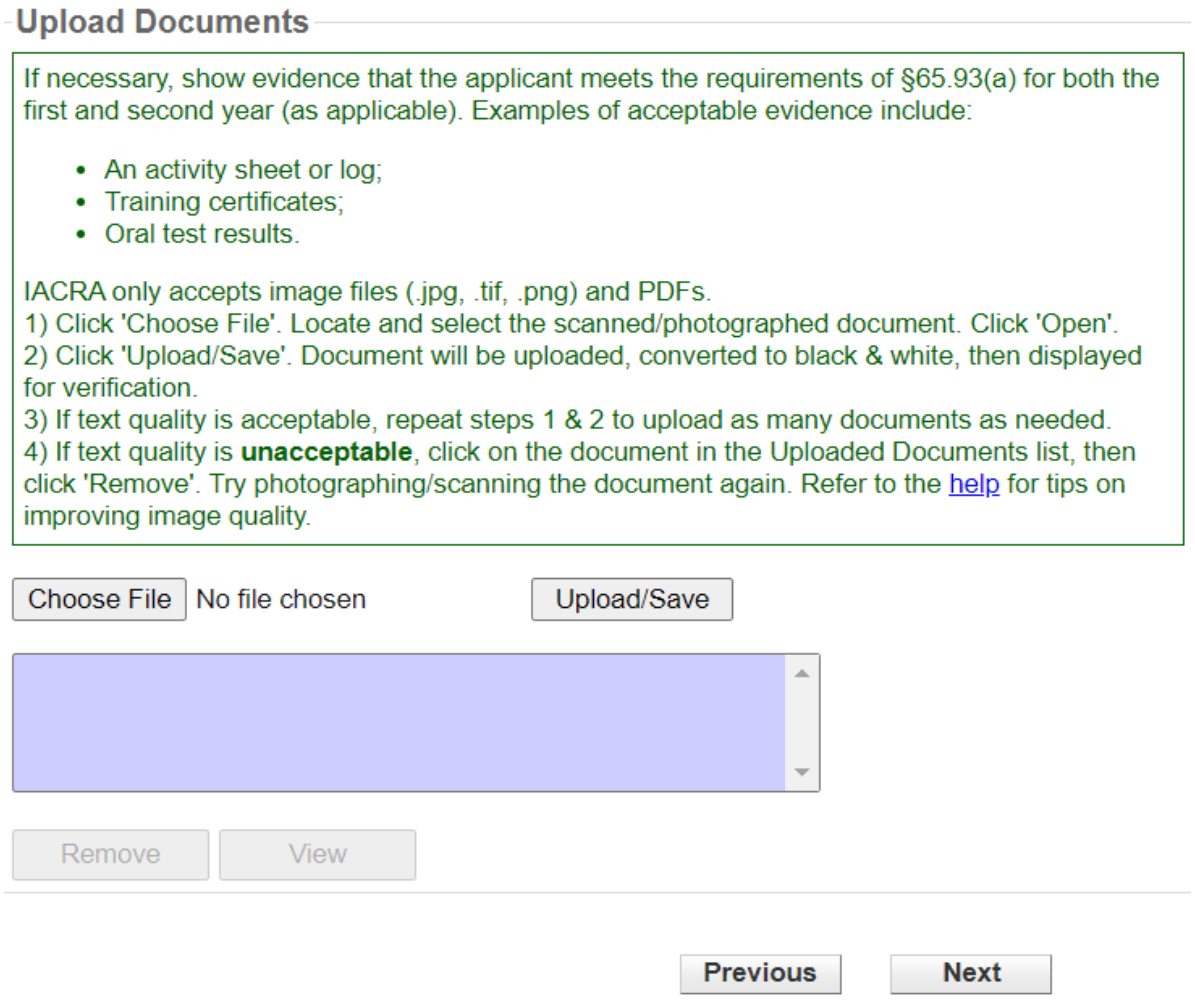
☐ RECENT ISSUANCE. Enter Date of Issuance — *Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.*

Instructions. Enter the # of each type of activity per renewal period.	*§65.93(a)(1)* ANNUAL INSP.	*§65.93(a)(2)* MAJOR REPAIRS	*§65.93(a)(2)* MAJOR ALTERS.	*§65.93(a)(3)* PROG. INSP.	*§65.93(a)(4)* REFRESHER COURSE *FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.*	*§65.93(a)(5)* ORAL TEST *Enter date tested*
1ST Year Renewal Period (Apr 1st odd – Mar 31st even)						
2ND Year Renewal Period (Apr 1st even – Mar 31st odd)						

Oral test information can be recorded, if applicable.



After entering the information for the basis of renewal, the applicant will need to upload the appropriate/applicable supporting documentation. Follow instructions in "Upload Documents" text box. The system will accept multiple uploaded documents.

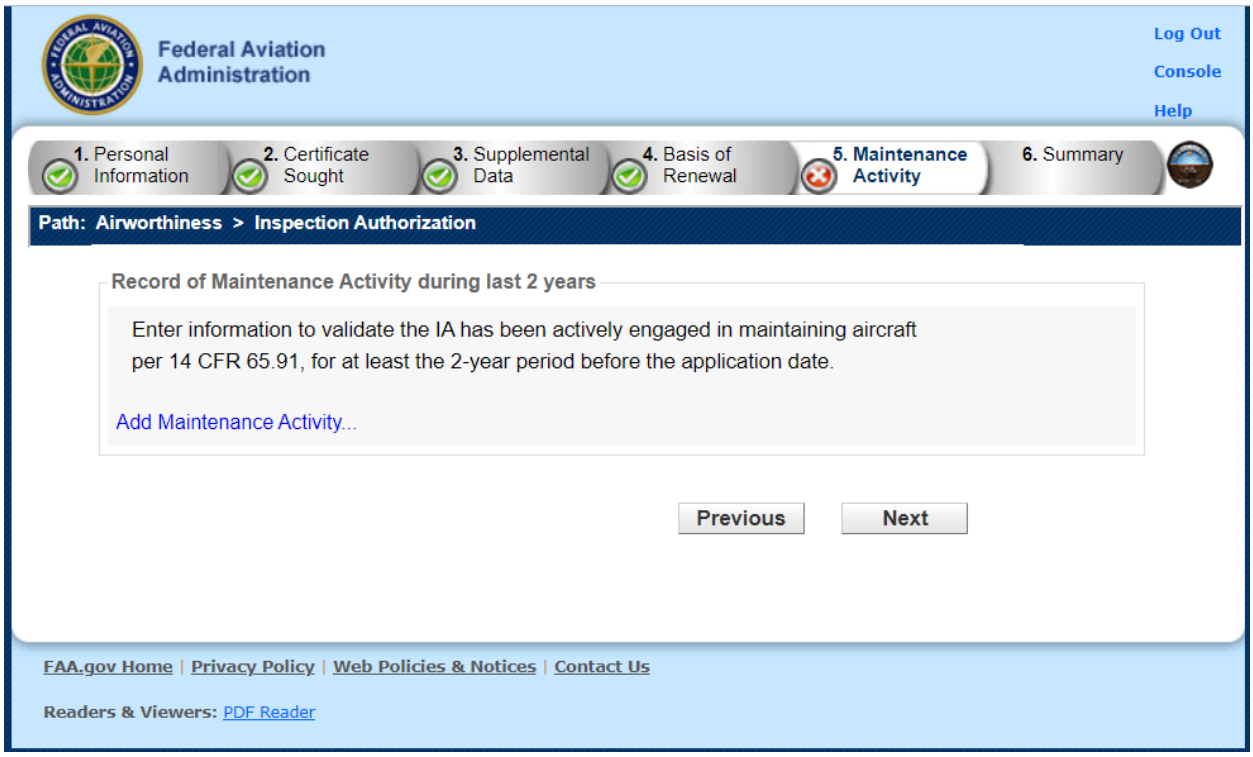


Note: IACRA will only accept image files in .jpg, .tif, .png, and .PDF.

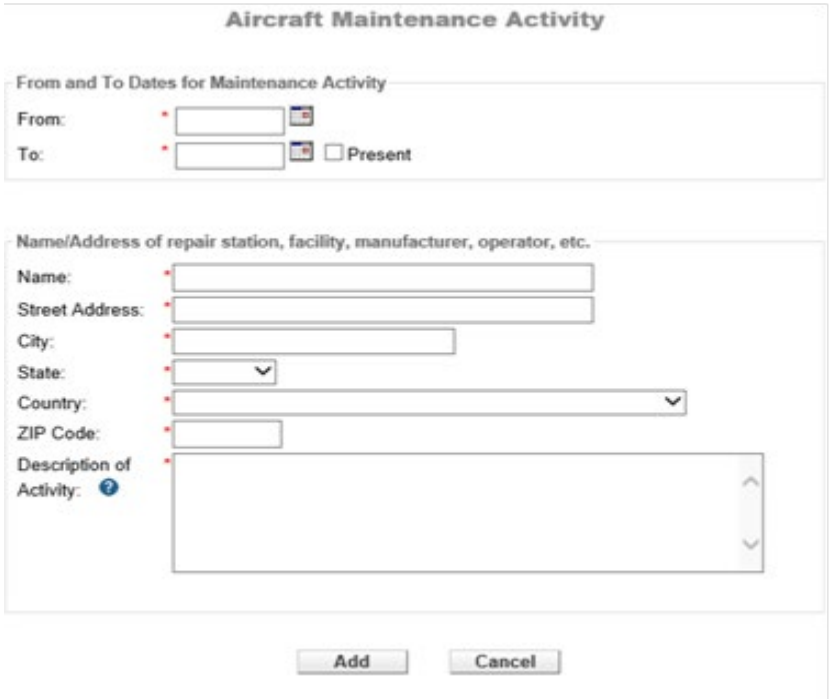
After uploading the documents, applicants may view and verify the image quality before moving forward in the process. By selecting the “View” button, uploaded document quality may be verified.

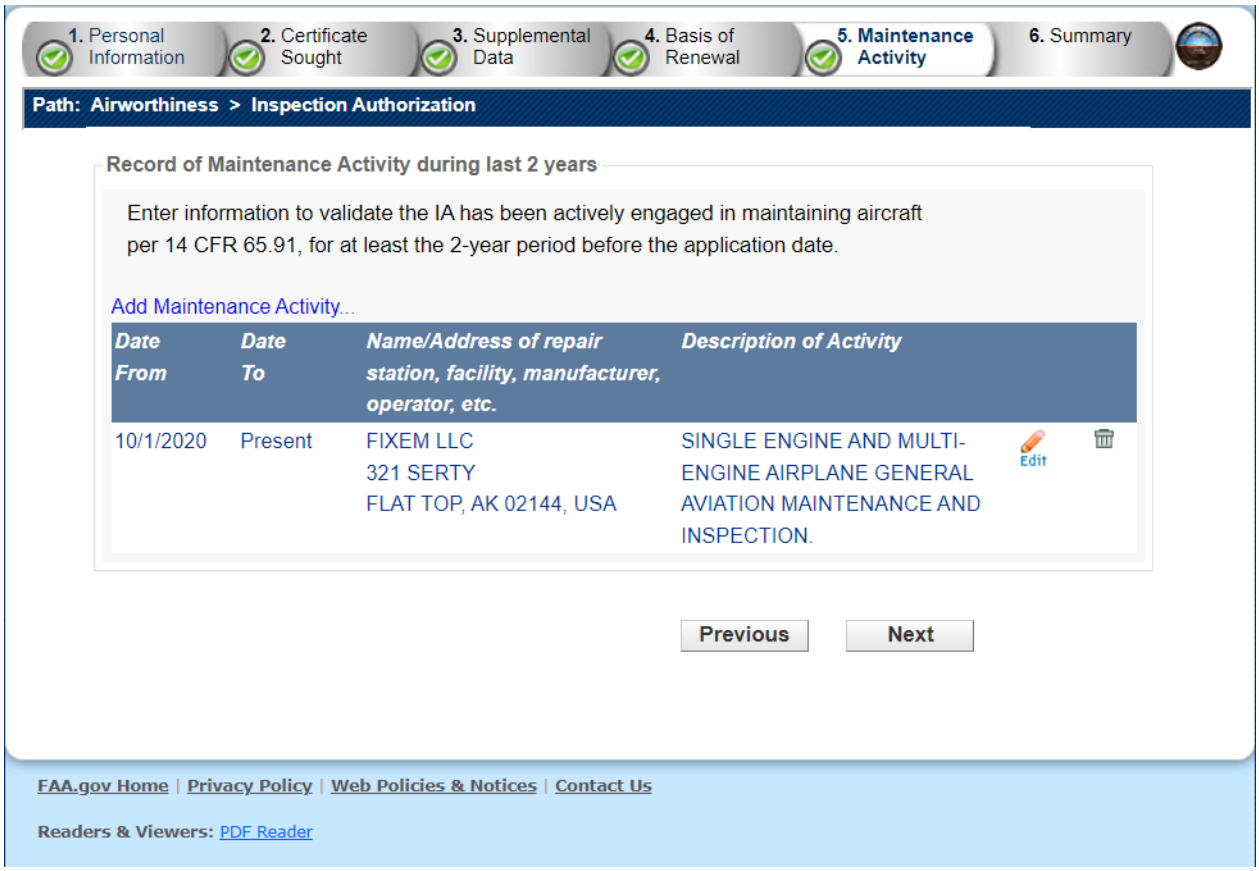
After all documentation has been loaded and verified, select the “Next” button.

The next screen in the process is where the applicant provides their maintenance activity during the last two-year period.



By selecting the "Add Maintenance Activity" button, the applicant will be able to enter their maintenance activity during the last two-year period. Applicants will be able to make multiple entries, if needed. Select the "Add" button when all applicable information is entered.





After all entries for the required two-year period have been made, select “Next”.
The information collected in this section completes block 11 of the IACRA generated FAA Form 8610-1.

IACRA Generated Copy

TYPE OR PRINT ALL ENTRIES IN DARK INK

OMB No. 2120-0022 Exp 03/31/2025

U.S. Department of Transportation
Federal Aviation Administration

Mechanic's Application for Inspection Authorization
(14 CFR Part 65)

1. NAME *(Last, First, Middle)*	2. MECHANIC CERTIFICATE NO.
YOUNG, DEAN NMN	801449194

3. MAILING ADDRESS *(Number/Street/PO Box, City, State, Zip Code)*	4. FIXED BASE OF OPERATIONS *(Address at which you may be located in person during normal working week)*	4a. TELEPHONE NUMBER *(At which you may be contacted during a normal working week)*
311 STRAWBERRY FLD. NORMAN OK 73072	321 DFRT ERT DEC AK 23111	800-867-5309 **4b. EMAIL ADDRESS** *(Enter email address or NONE)* DYOUNG008@IACRATRAIN.GOV

	YES	NO
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? *65.91(c)(1)*	X	
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? *§65.91(c)(2)*	X	
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? *§65.91(c)(4)*	X	
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? *§65.91*		X
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. *(FOR RENEWAL ONLY)*	X	

10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.

☐ RECENT ISSUANCE. Enter Date of Issuance _____ *Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 Instructions.*

Enter the # of each type of activity per renewal period.	*§65.93(a)(1)* ANNUAL INSP.	*§65.93(a)(2)* MAJOR REPAIRS	*§65.93(a)(2)* MAJOR ALTERS.	*§65.93(a)(3)* PROG. INSP.	*§65.93(a)(4)* REFRESHER COURSE *FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.*	*§65.93(a)(5)* ORAL TEST *Enter date tested*
1ST Year Renewal Period (Apr 1st odd – Mar 31st even)	4					
2ND Year Renewal Period (Apr 1st even – Mar 31st odd)		2	6			

11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS *Continue activity on a separate sheet if needed.*

DATES (MM/YYYY)	FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)	DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)
FROM: 10/2020 TO: PRESENT	FIXEM LLC; 321 SERTY; FLAT TOP, AK 02144, USA	SINGLE ENGINE AND MULTI-ENGINE AIRPLANE GENERAL AVIATION MAINTENANCE AND INSPECTION.
FROM: TO:		
FROM: TO:		

12. REMARKS.

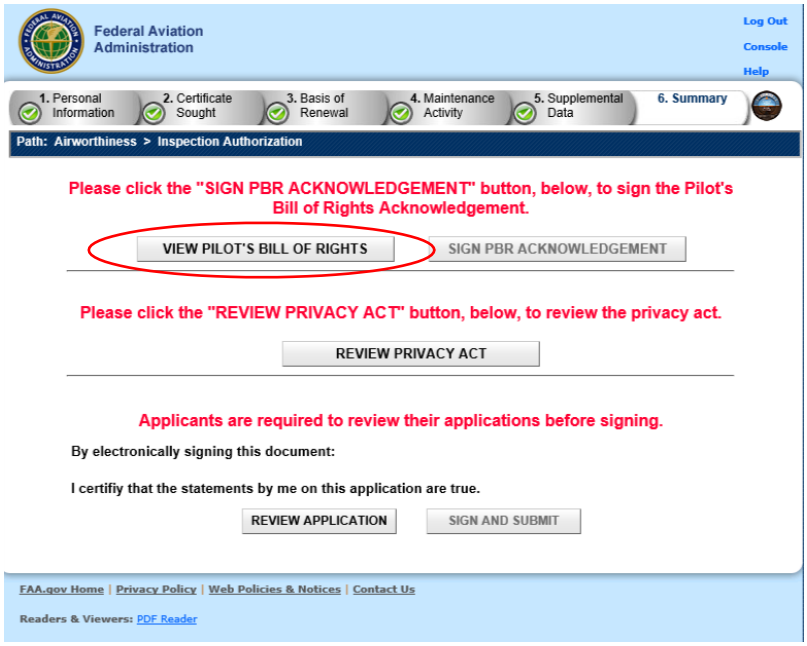
13. APPLICANT'S CERTIFICATION. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to 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.

Applicant's Signature	**Date** (MM/DD/YYYY)
DEAN NMN YOUNG	

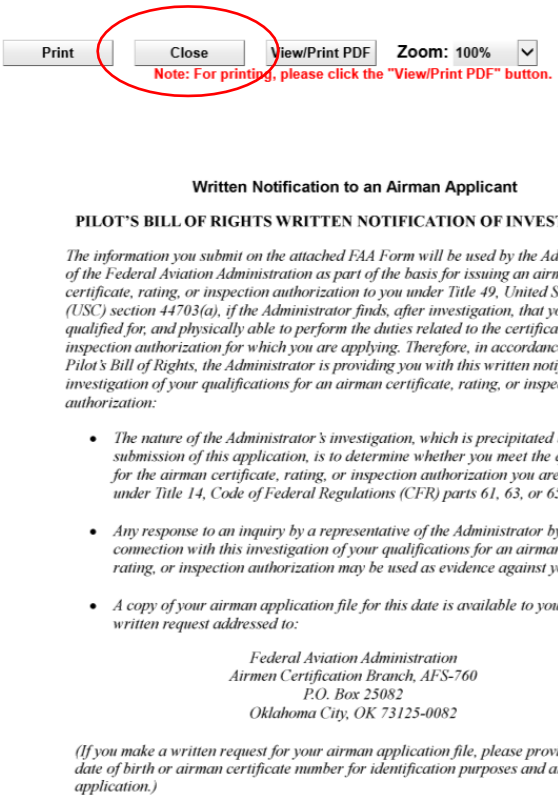
14. RECORD OF ACTION

	FAA Signature (Print Name and Sign)	**Date** (MM/DD/YYYY)	**FAA Office/Designation No.**
☐ **ENDORSEMENT** (Expires in 30 Days)			
☐ **ISSUANCE** ☒ **RENEWAL** ☐ **VOLUNTARY SURRENDER**	**FAA Signature** (Print Name and Sign)	**Date** (MM/DD/YYYY)	**FAA Office/Designation No.**

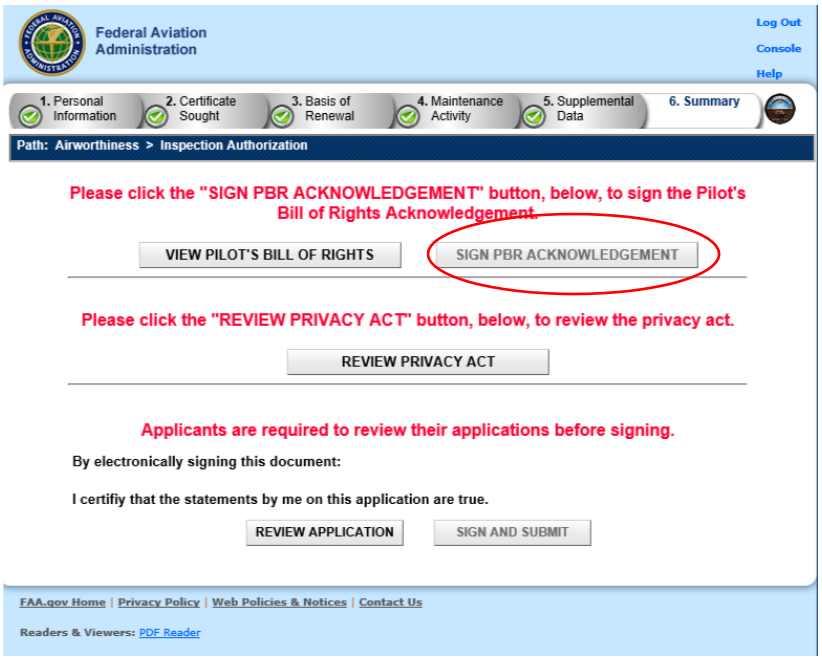
The final step in the applicant's renewal package is the review and signing of a series of documents. The first is the Pilot's Bill of Rights. The applicant selects the "View Pilot's Bill of Rights" button.



A copy of the Pilot's Bill of Rights is displayed for review. The applicant then selects "Close" to return to the previous screen.



After review, the applicant selects “Sign the Pilot’s Bill of Rights” button.



The screen displays a document acknowledging receipt of the Pilot’s Bill of Rights. The applicant then selects “Click here to Sign”.

ACKNOWLEDGMENT OF RECEIPT OF
PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION

I acknowledge that I received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application.

JONATHAN NMN HERMAN — Print Name of Applicant
801275312 — Certificate Number
6/15/1981 — Date of Birth

Inspection Authorization > Renewal by Activities, Test or Course
Purpose of Application

JONATHAN NMN HERMAN Click to Sign Cancel DATE
Signature of Applicant MM/DD/YYYY
(Applicant is not required to sign)

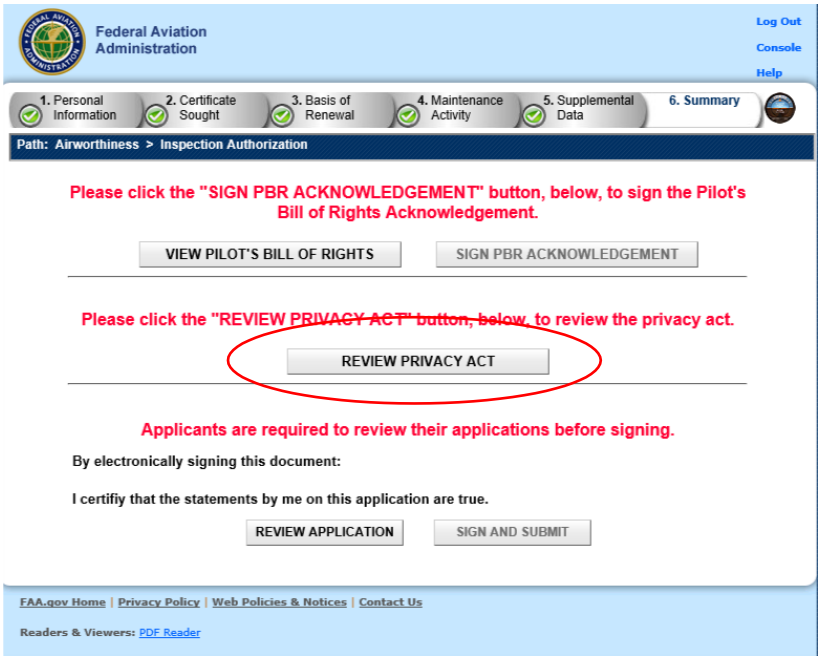
Print Name of Designee

Designee's Airman Certificate Number

Signature of Designee DATE MM/DD/YYYY

(Designee's signature signifies the applicant received a written copy of the Pilot's Bill of Rights Notification)

The applicant is then returned to the previous screen. The applicant now must review the Privacy Act. The applicant selects "Review Privacy Act" button.



The Privacy Act is displayed for review. After reviewing, the applicant selects the “Close” button.

TEAR OFF BEFORE USE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SUPPLEMENTAL INFORMATION

MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION

PRIVACY ACT STATEMENT: This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a:
The authority for collecting this information is contained in 49 USC §§ 40113, 44702, 44703, 44709 and 14 CFR Part 65. The principal purpose for which the information is intended to be used is to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission for the data is mandatory, except for the Social Security Number, which is voluntary. Failure to provide all required information will result in our being unable to issue you a certificate and/or rating. The information collected on this form will be included in a Privacy Act System of Records Notice (SORN) for DOT/FAA 847 (see www.dot.gov/privacy/privacyactnotices), including:
(a) Providing basic airmen certification and qualification information to the public upon request; examples of basic information include:

- The type of certificates and rating held, limitations, date of issuance and certificate number;
- The status of the airman's certificate (i.e., whether it is current or has been amended, modified, suspended or revoked for any reason);
- The airman's home address, unless requested by the airman to be withheld from public disclosure per 49 USC 44703(c);
- Information relating to an airman's physical status or condition used to determine statistically the validity of FAA medical standards; and the date, class, and restrictions of the latest physical;
- Information relating to an individual's eligibility for medical certification, requests for exemption from medical requirements, and requests for review of certificate denials.

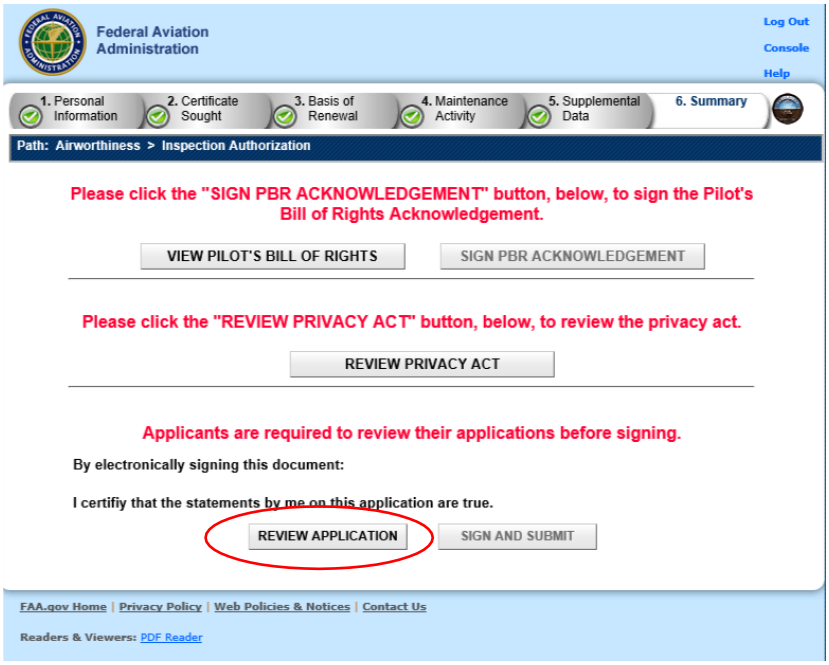
(b) Using contact information to inform airmen of meetings and seminars conducted by the FAA regarding aviation safety.
(c) Disclosing information to the National Transportation Safety Board (NTSB) in connection with its investigation responsibilities.
(d) Providing information about airmen to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.
(e) Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.
(f) Making records of delinquent civil penalties owed to the FAA available to the U.S. Department of the Treasury and the U.S. Department of Justice (DOJ) for collection pursuant to 31 USC 3711(g).
(g) Making records of effective orders against the certificates of airmen available to their employers if the airmen use the affected certificates to perform job responsibilities for those employers.
(h) Making airmen records available to users of FAA's Safety Performance Analysis System (SPAS), including the Department of Defense Commercial Airlift Division's Air Carrier Analysis Support System (ACAS) for its use in identifying safety hazards and risk areas, targeting inspection efforts for certificate holders of greatest risk, and monitoring the effectiveness of targeted oversight actions.
(i) Making records of an individual's positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including current and prospective employers of such individuals. Such records also contain the names and titles of individuals who, in their commercial capacity, administer the drug and alcohol testing programs of aviation entities.
(j) Providing information about airmen through the Civil Aviation Registry's Comprehensive Airmen Information System to the Department of Health and Human Services, Office to the Child Support Enforcement, and the Federal Parent Locator Service that locates noncustodial parents who owe child support. Records in this system are used to identify airmen to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of obligors. Records listed within the section on Categories of Records are retrieved using Connect: Direct through the Social Security Administration's secure environment.
(k) Making personally identifiable information about airmen available to other Federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA in connection with applications for airmen medical certification.
(l) Making records of past airman medical history data available to Aviation Medical Examiners (AMEs) on a routine basis so that AMEs may render the best medical certification decision.
(m) Making airman, aircraft, and operator record elements available to users of FAA's Skywatch system, including the Department of Defense (DoD), the Department of Homeland Security (DHS), DOJ and other authorized Federal agencies, for their use in managing, tracking and reporting aviation related security events.
(n) Other possible routine uses published in the Federal Register (see Prefatory Statement of General Uses for additional uses (65 FR 19477-78) For example, a record from this system records may be disclosed to the United States Coast Guard (Coast Guard) and to the Transportation Safety Administration (TSA) if information from this system was shared with either agency when that agency was a component of the Department of Transportation (DOT) before its transfer to DHS and such disclosure is necessary to accomplish a DOT, TSA or Coast Guard function related to this system of records.

PAPERWORK REDUCTION ACT STATEMENT: A federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subjected to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB control number for this information collection is 2120-0022. Public reporting for this collection of information is estimated to be approximately 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain or retain a benefit by 14 CFR part 65. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

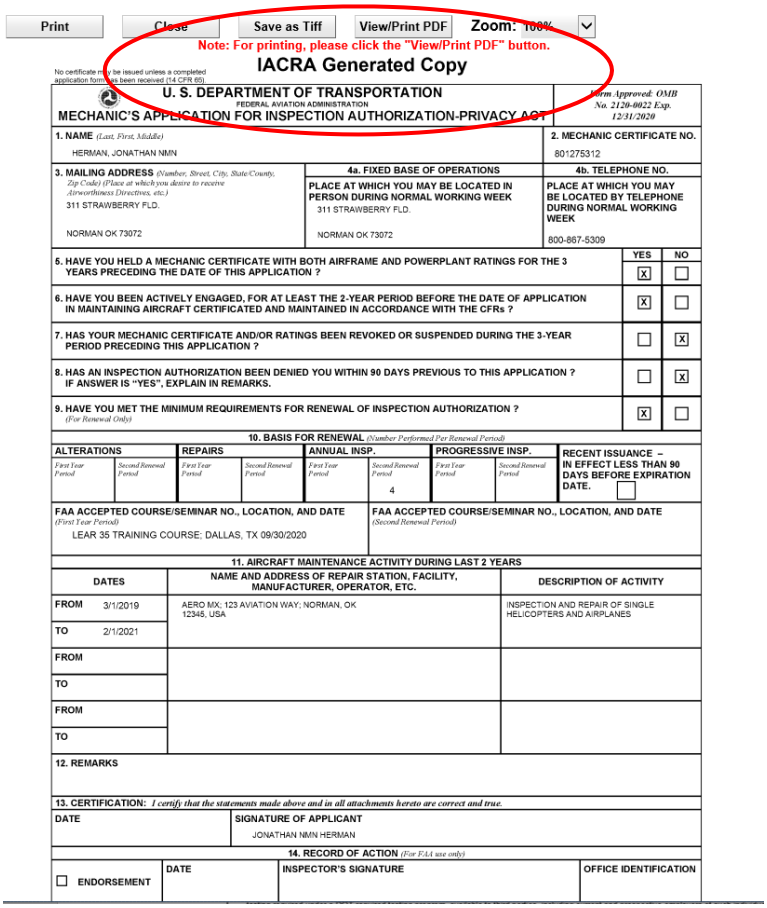
FAA Form 8610-1 (07-10) SUPERSEDES PREVIOUS EDITION

Detach this part before using form below

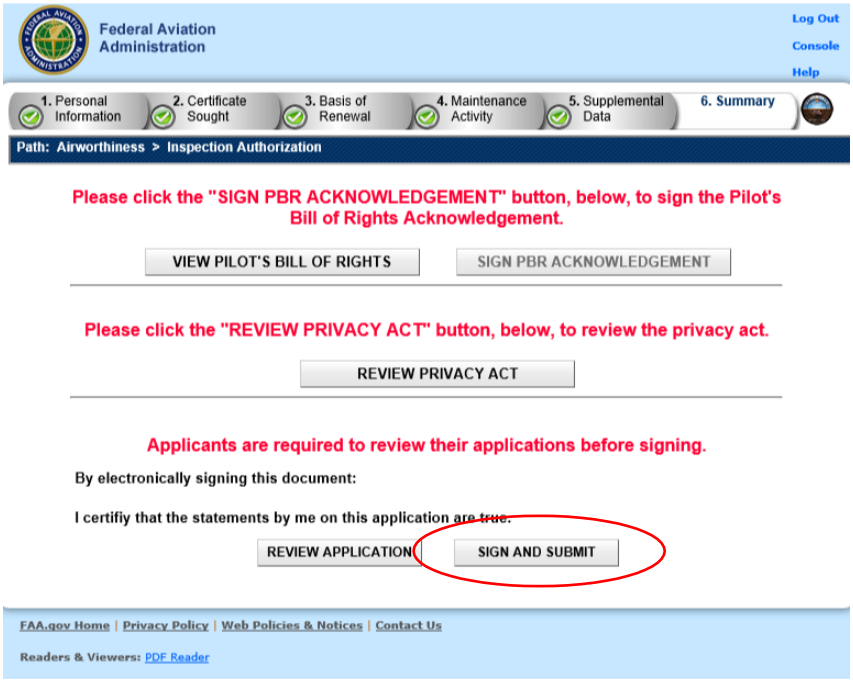
Next, the applicant must review the completed IACRA generated FAA Form 8610-1 renewal application. The applicant selects the “Review Application” button.



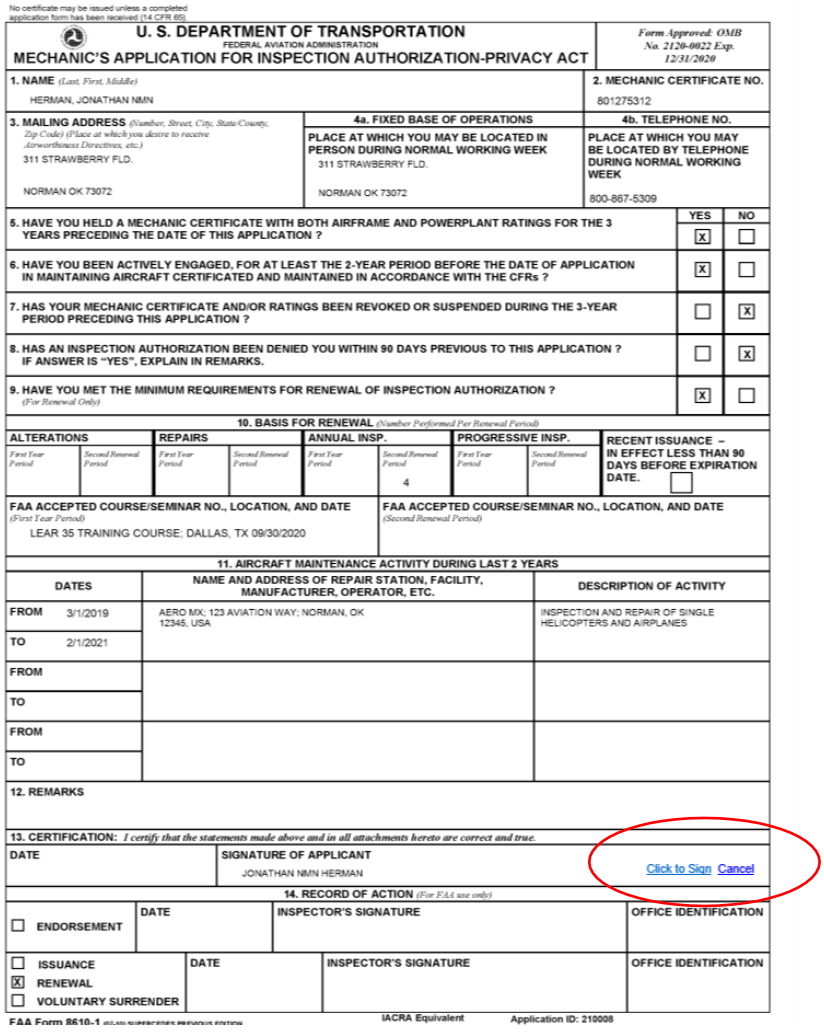
The copy of the IACRA generated FAA Form 8610-1 is displayed. The applicant reviews t application for accuracy. Then selects “Close” to return to the previous page.



If there are corrections that needed to be made to the application at this point, the applicant can select the applicable section from the top menu items or choose the “Previous” button. After changes are made, another review will be required.
If no corrections are needed, the applicant selects “Sign and Submit” button.

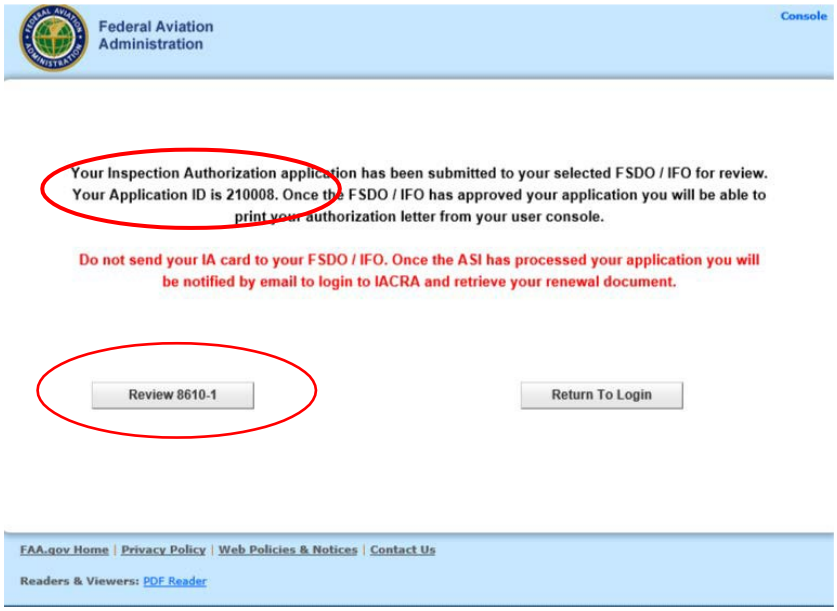


The system displays the completed FAA Form 8610-1. The applicant selects “Click to Sign” button.

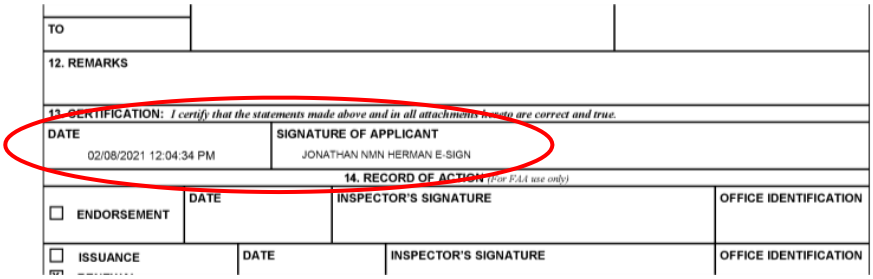


After signing the application, the applicant is returned to a screen indicating the renewal package has been submitted to the previously identified Flight Standards office. The applicant is also provided an Application ID for tracking purposes. The applicant is also reminded NOT to send their IA card (FAA Form 8310-5) to the office. An email notification that the letter is waiting for them in IACRA is emailed to the applicant. A renewal letter will be available in IACRA after the FAA has processed and approved their application.

The applicant is also provided the opportunity to review the signed FAA Form 8610-1 by selecting the "Review 8610-1" button.

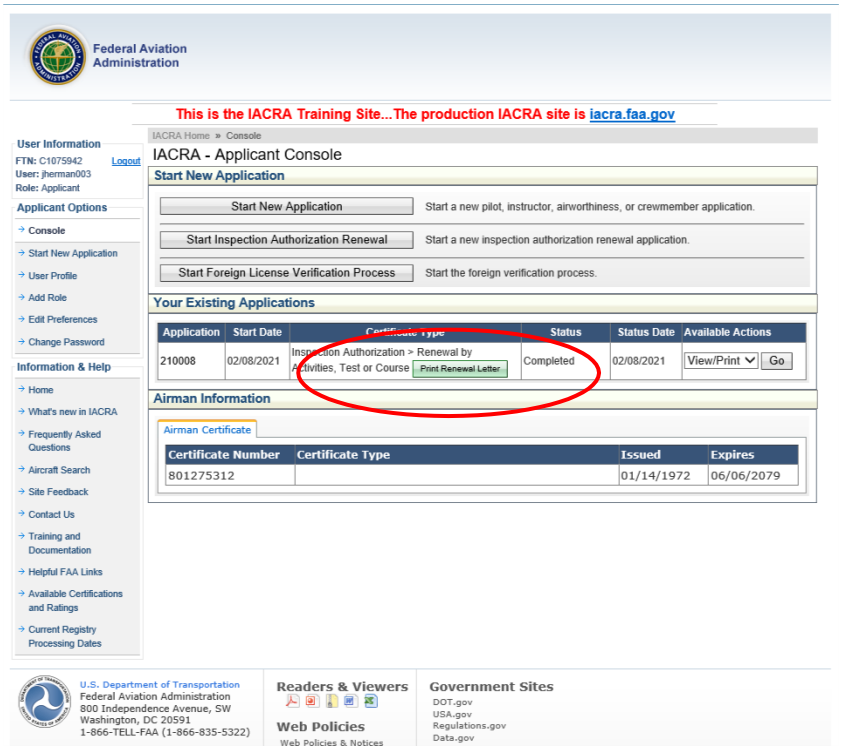


The FAA Form 8610-1 is signed and date stamped.

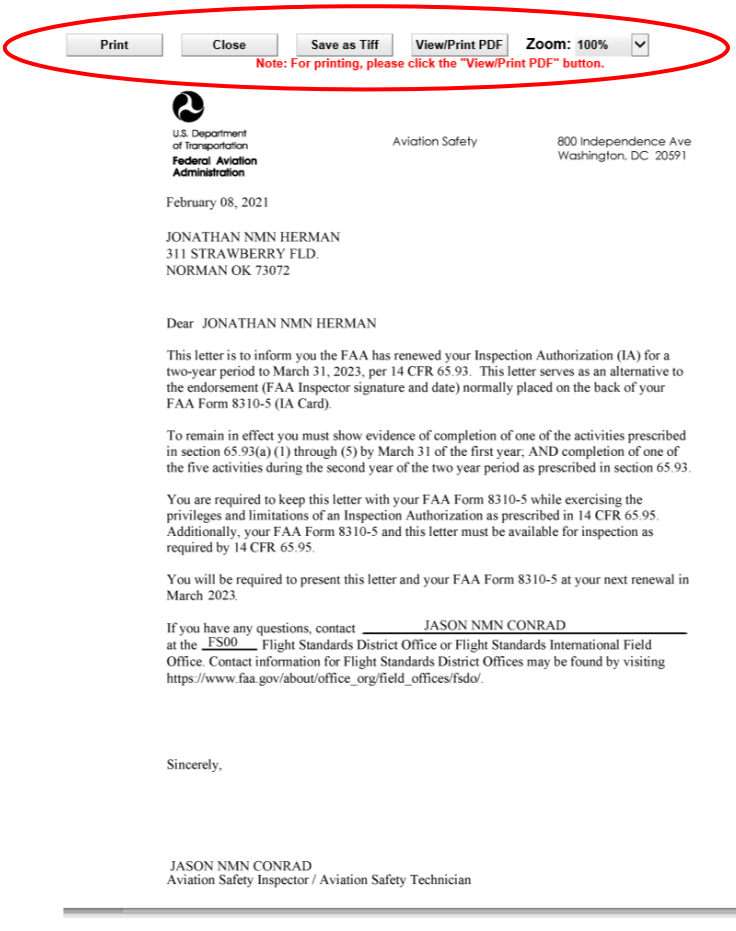


As soon as the Flight Standards office processes the applicant's renewal package, the applicant will receive an email (per the email address provided) informing them that the renewal application has been processed and that a renewal letter is now available for them to download/print. The email message will have a link to the IACRA home page.

The applicant accesses IACRA and logs into their account to see their application. The applicant selects the “Print Renewal Letter” button.



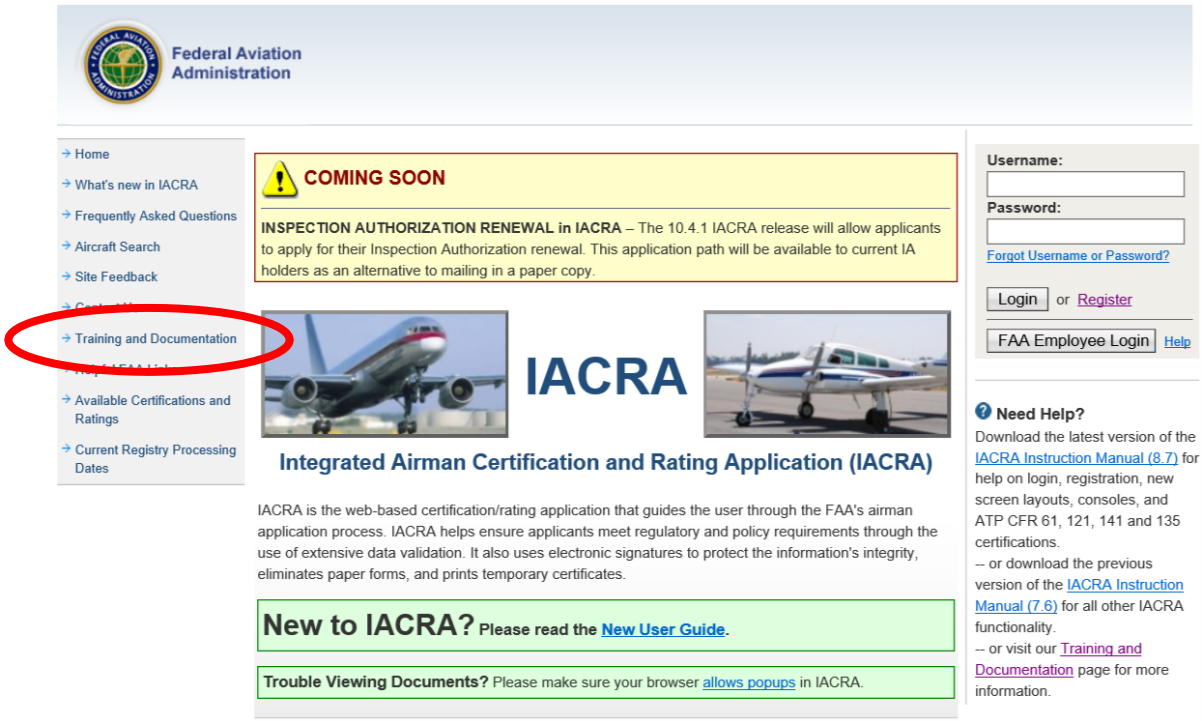
The Inspection Authorization renewal letter is displayed and the applicant can save/print the document. The applicant selects “Close” when complete.



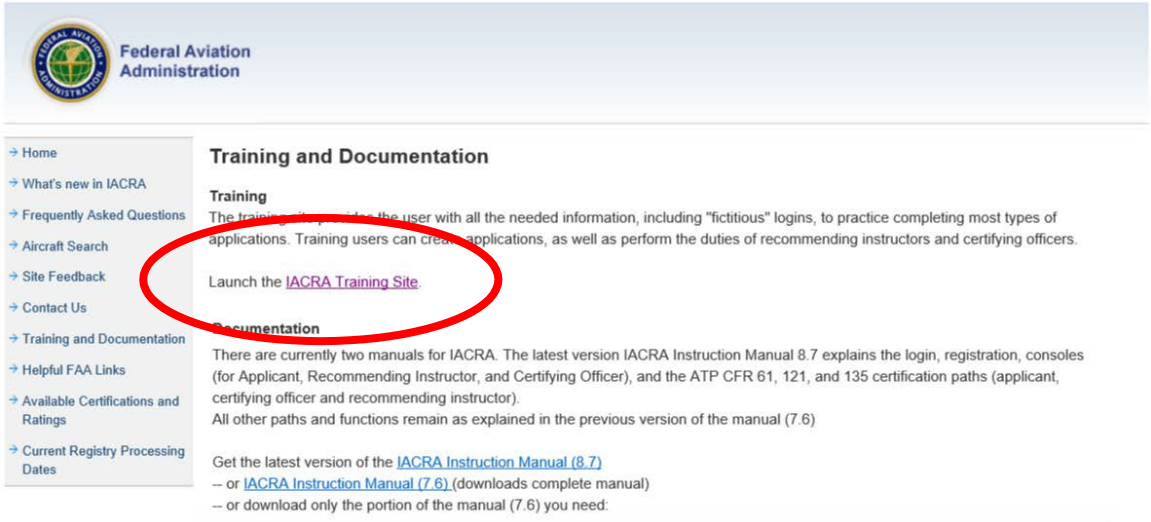
Section 4: IACRA Training site

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 certifying officers. Applicants can utilize the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.

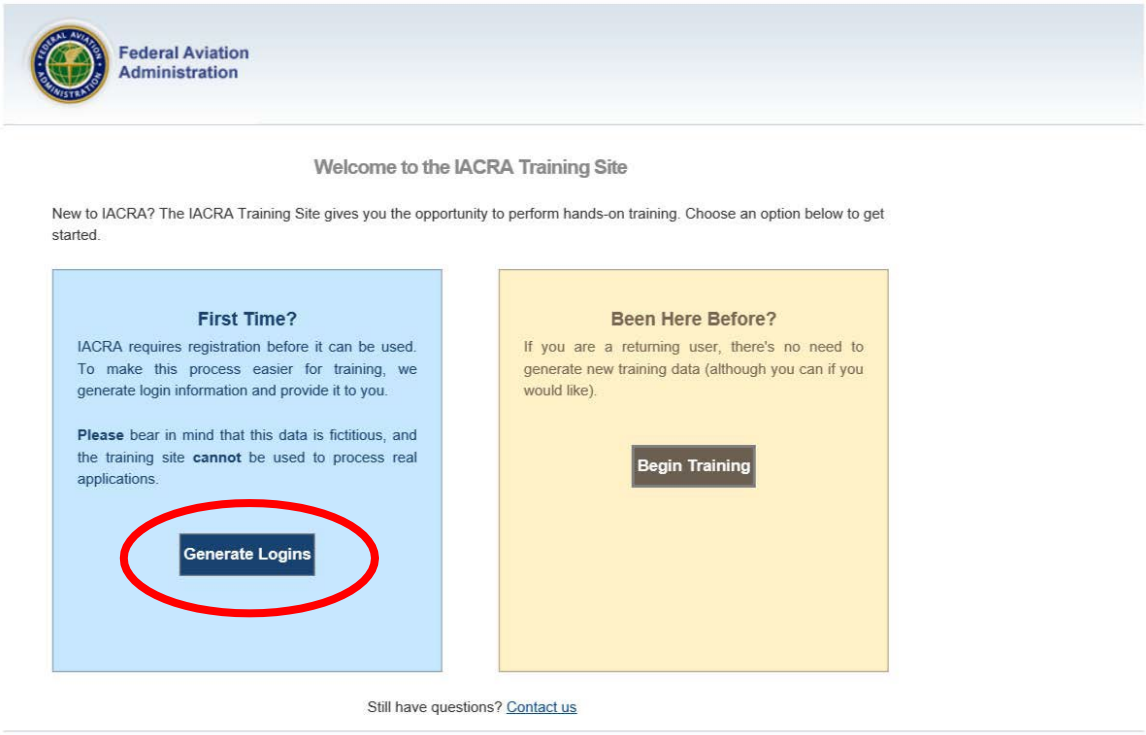
To access the IACRA Training site from the Home page, select “Training and Documentation”.



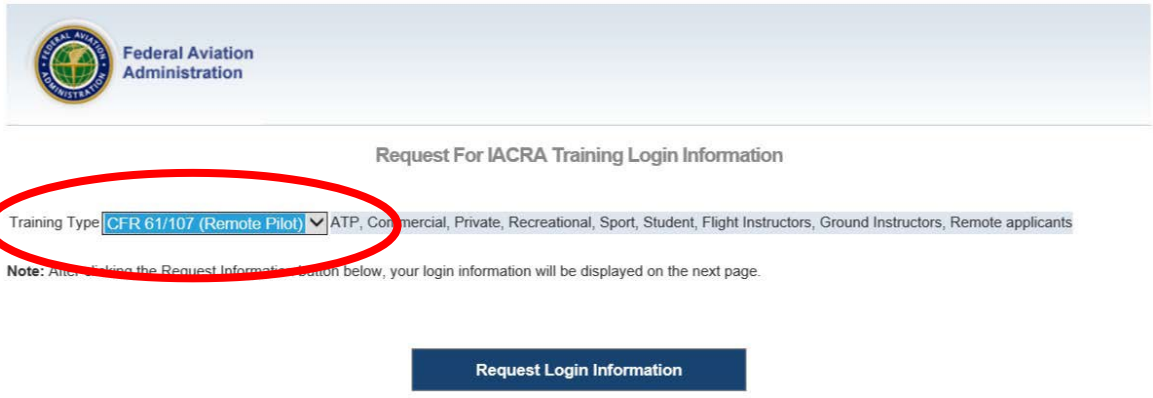
Select the “IACRA Training site” link.



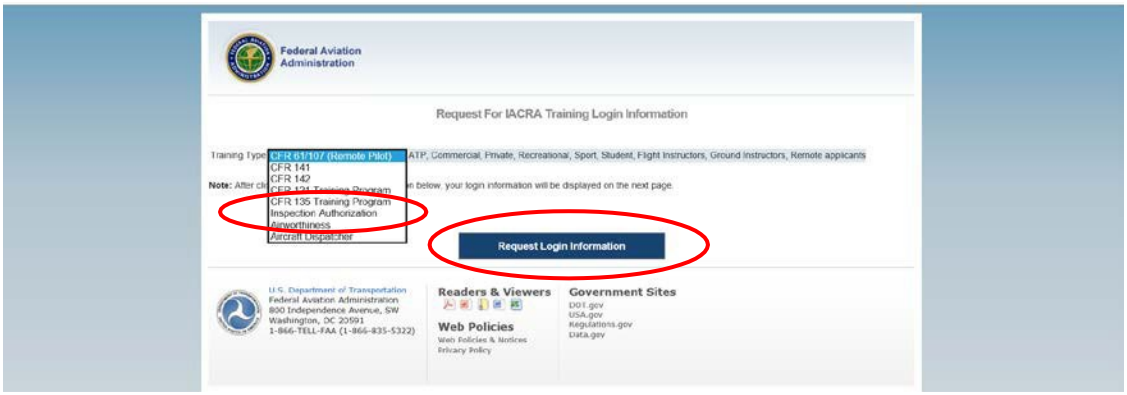
If you are new to the training site, you'll need "training" user names and passwords. Select the "Generate Logins" link under "First Time". If you are returning user and already have training site usernames and passwords, you can select "Begin Training" under "Been Here Before?"



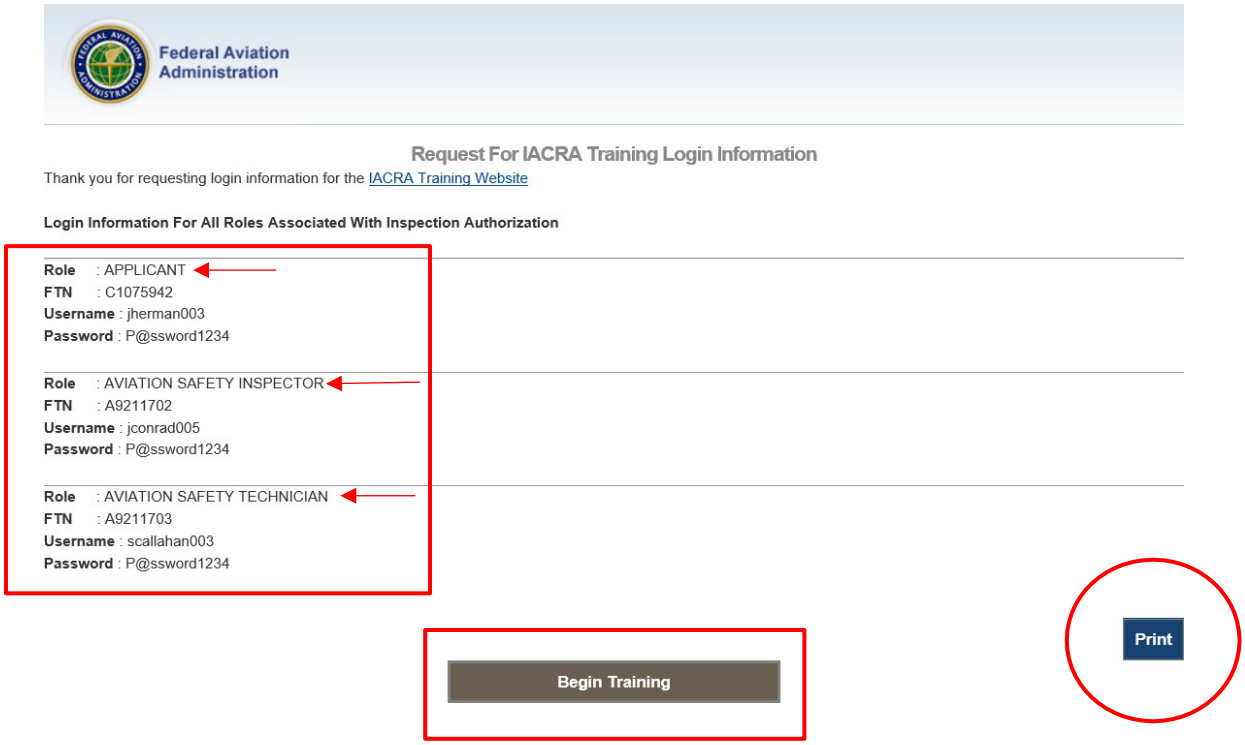
IACRA will require the type of training you are searching for within the site. Select the dropdown arrow.



From the dropdown list, select “Inspection Authorization”. Then, select “Request Login Information” to generate the training usernames and passwords.



The system will generate usernames and passwords for the applicant and the approving officials (both Aviation Safety Inspector and Aviation Safety Technician). Some individuals may want to print this page for ease of use during the training. If so, select the “Print” button in the lower right portion of the page.



Again, IACRA users can follow the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.