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.

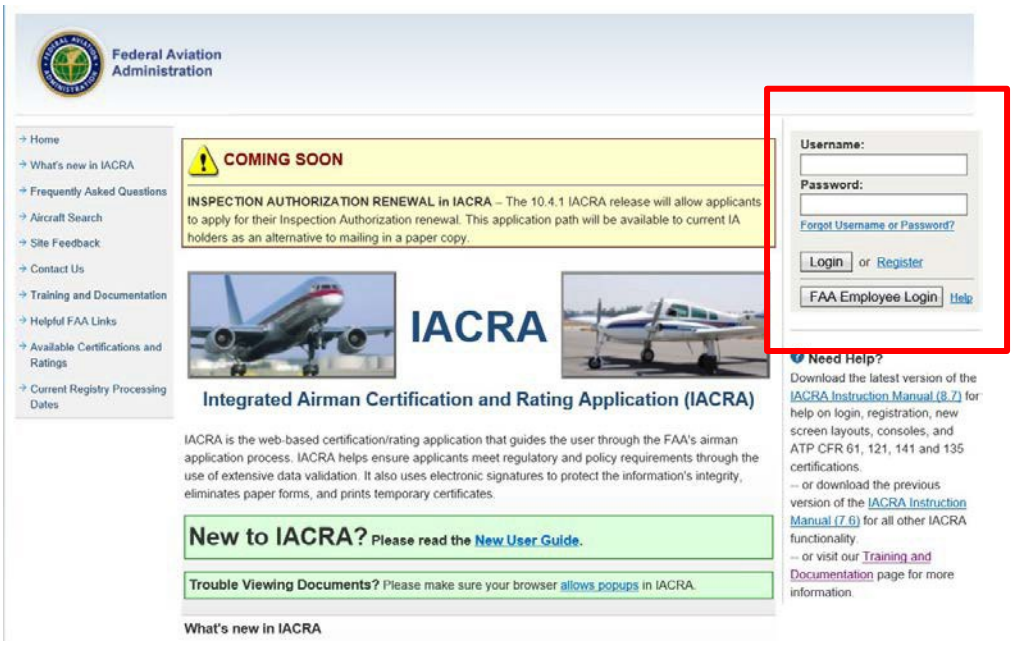
Section 1: Inspection Authorization Renewal in IACRA

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**".

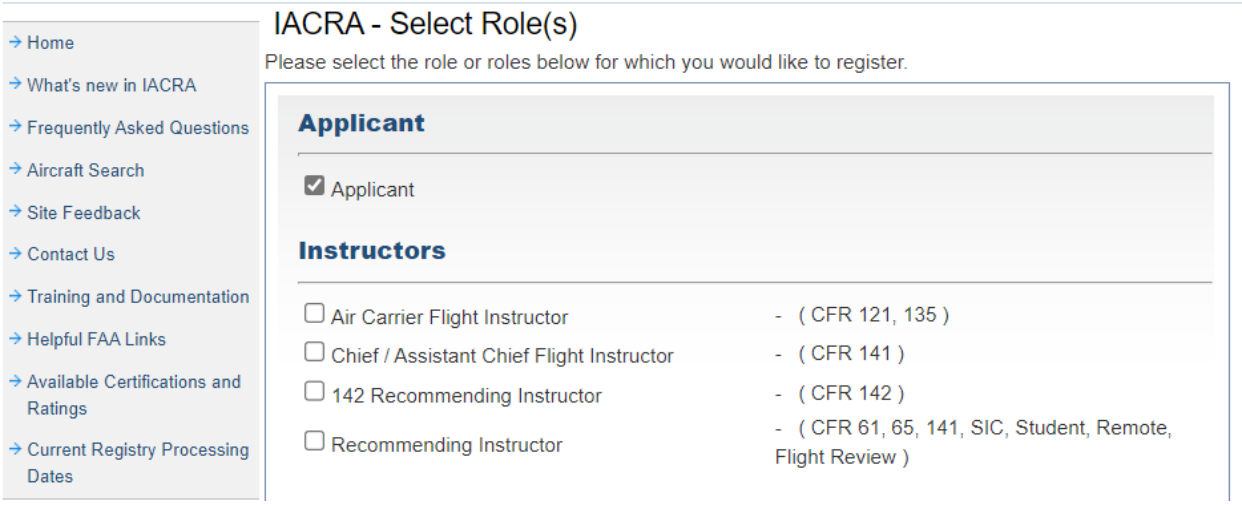
Section 2: Registering for an IACRA account

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

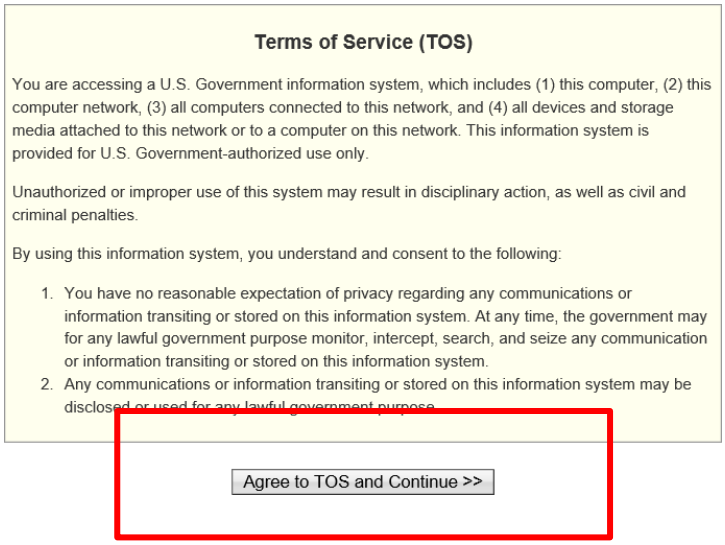
Registering as an Applicant in IACRA

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,



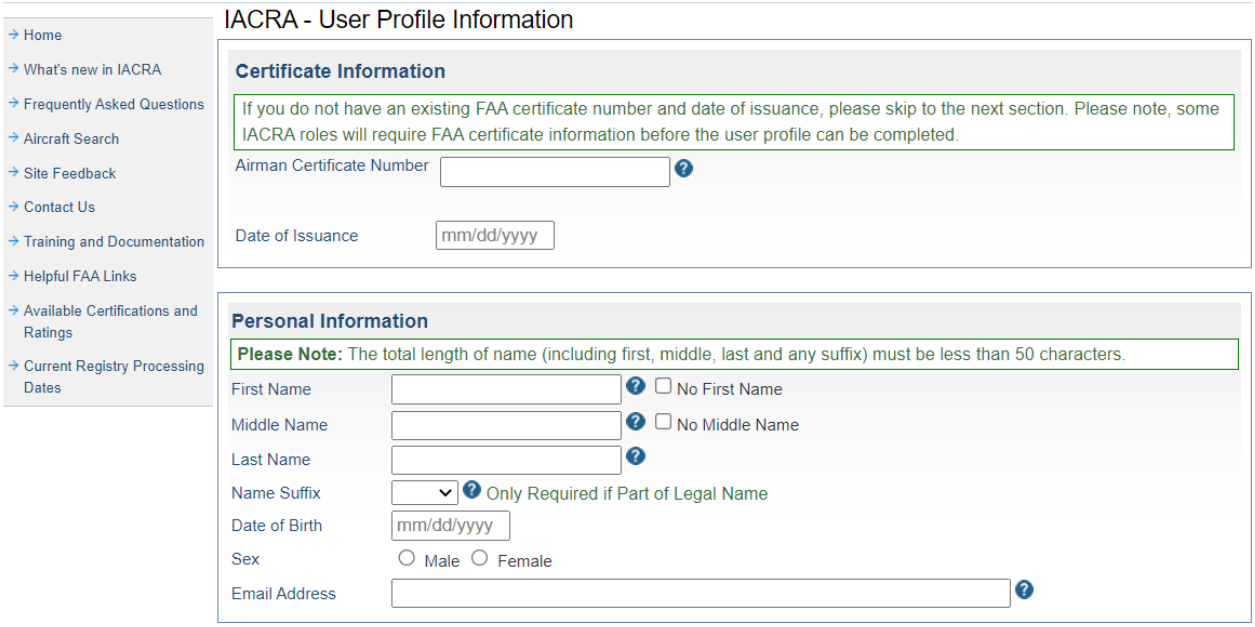
Then, agree to the Terms of Service (TOS) and continue.



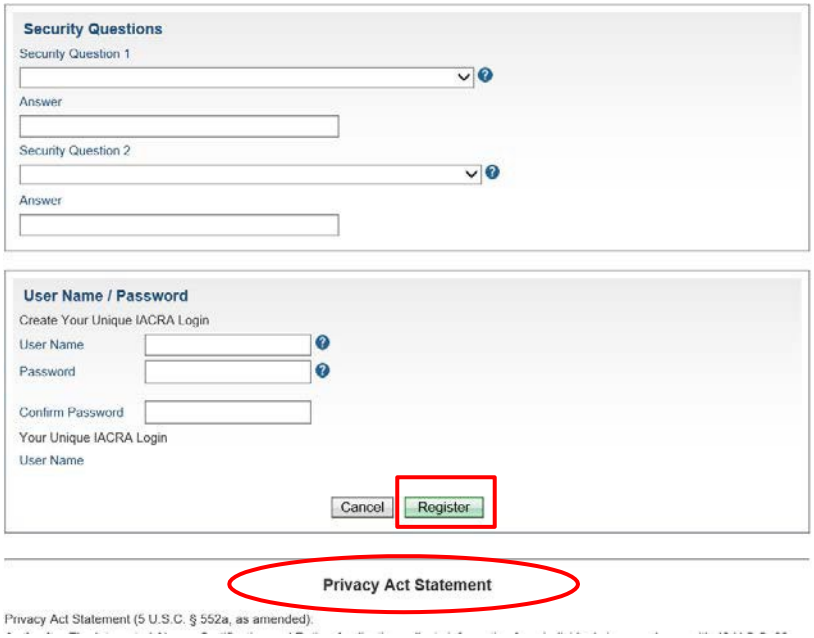
On the IACRA User Profile Information page, please enter all the information.

- 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.



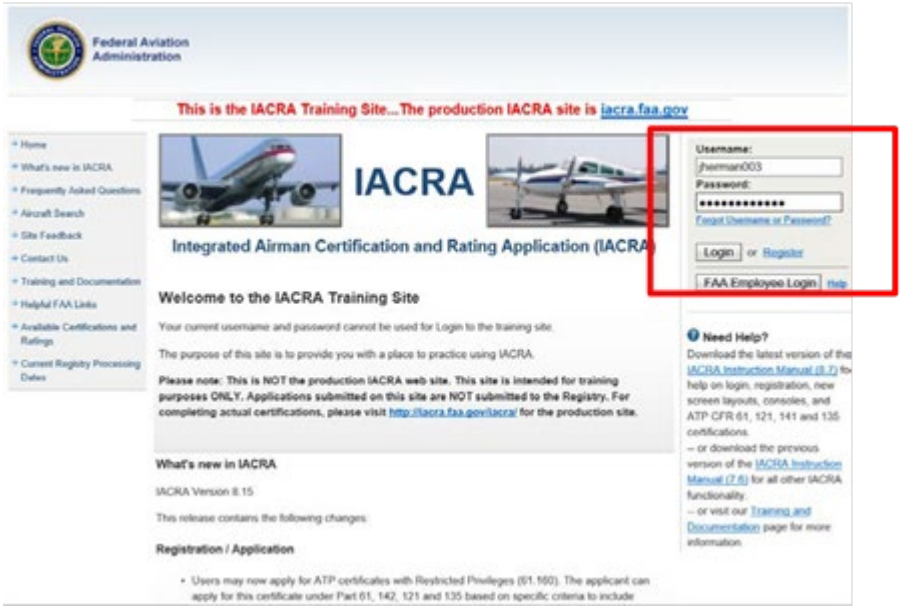
Select Security questions
Create a username and strong password, click “Register”
Note: A copy of the Privacy Act Statement is posted at the bottom of the screen.



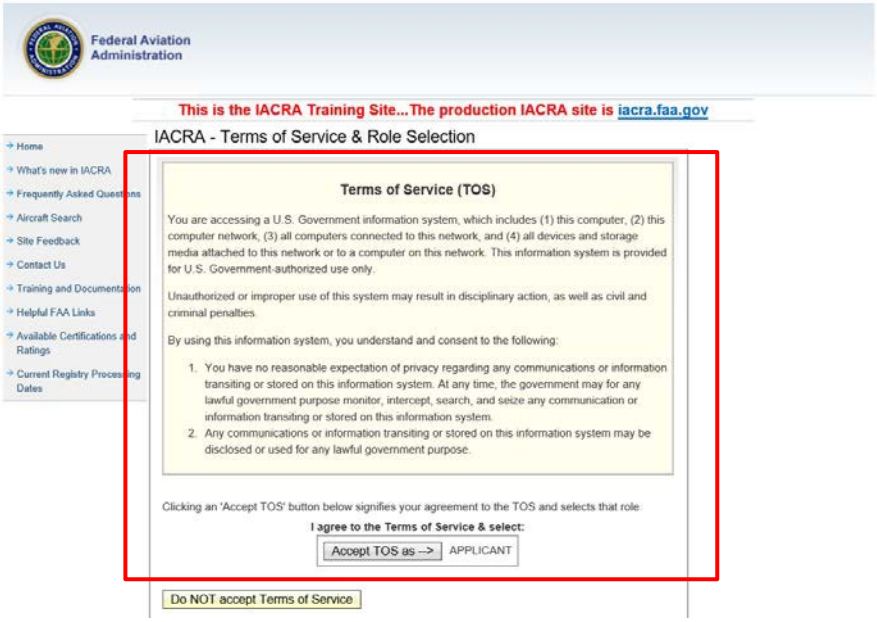
After registering, IACRA will display the applicant’s FTN (FAA Tracking Number). Please write this number down; it will also be emailed to applicant. This number is a unique identifier, and for most application types the applicant must provide it to complete an application.

Section 3: Completing an Inspection Authorization renewal package in IACRA

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

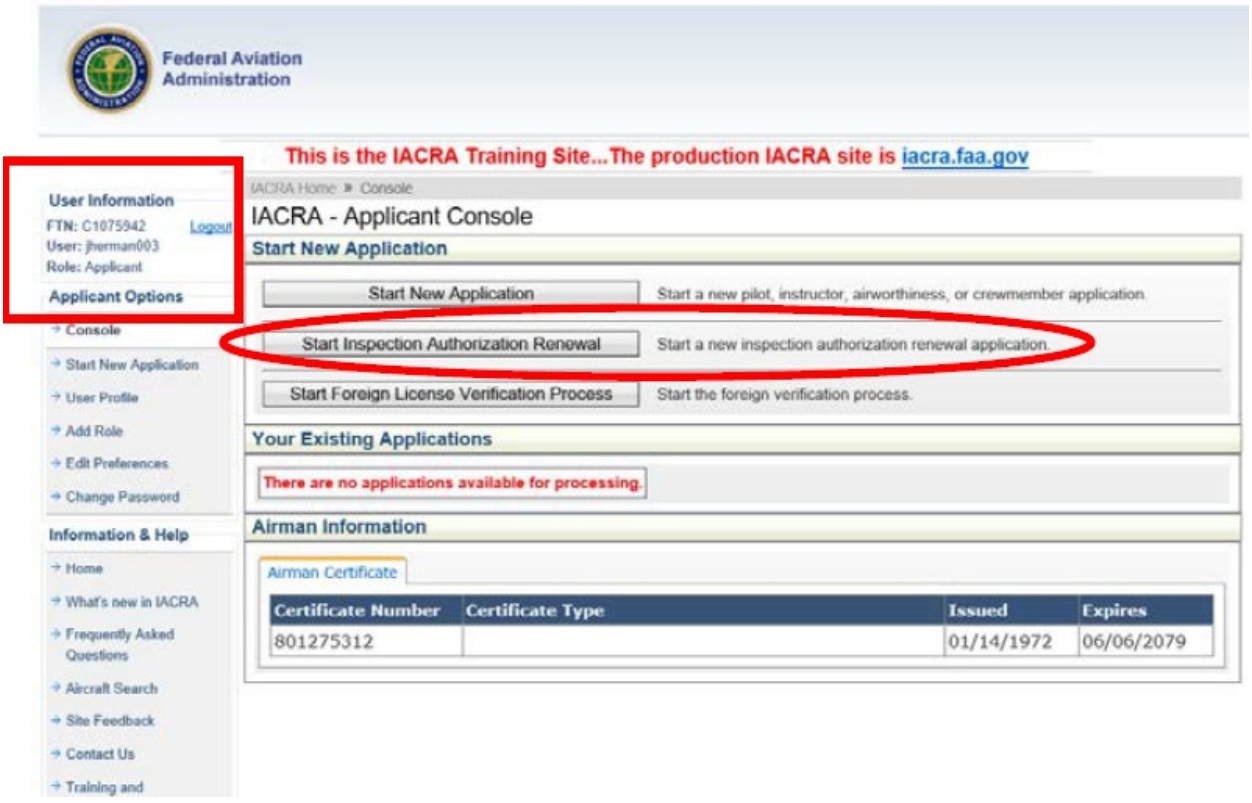


Review the Terms of Service (TOS) and select the “Accept TOS as” button. If applicant chooses not to accept the TOS, then select “Do NOT accept Terms of Service button” and they will be returned to the IACRA Home Page.



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.



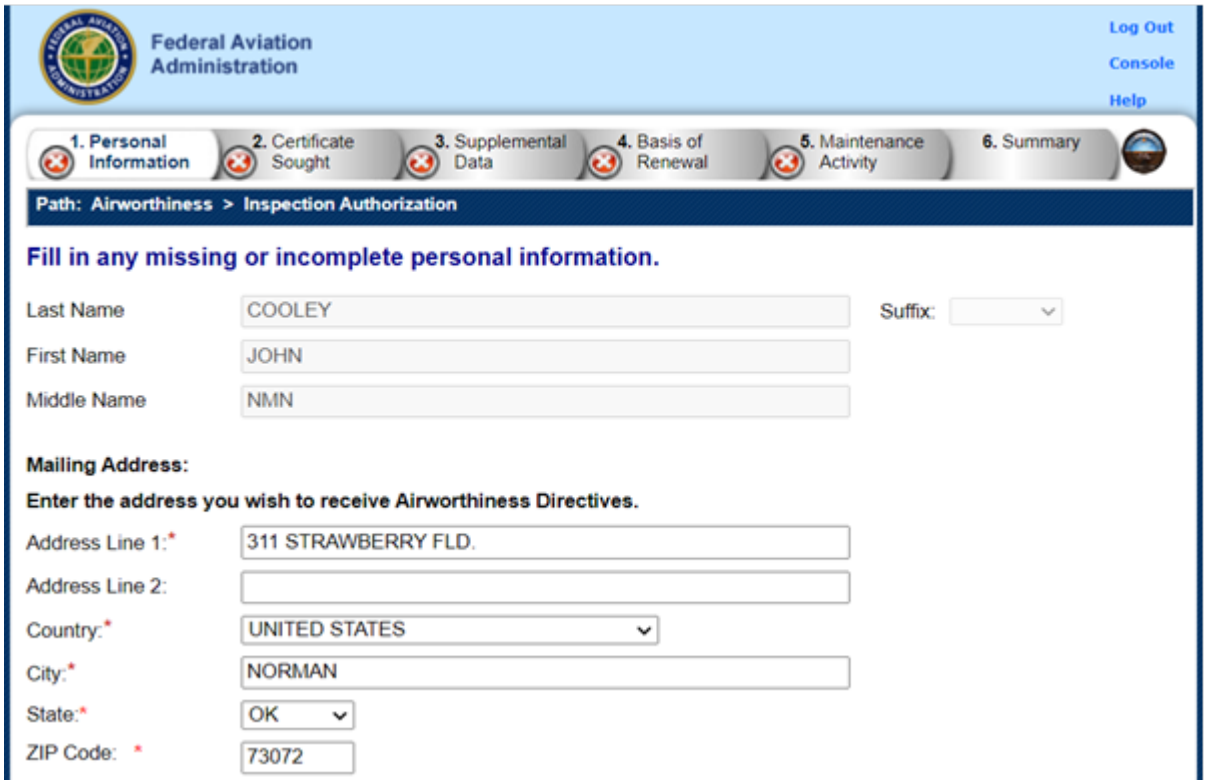
Along the top portion of subsequent screens, the process steps (tabs) can be monitored by the applicant. A Red X indicates that section stills needs to be completed. A Green check mark indicates the section is complete. An applicant can maneuver through the process by selecting one of the sections or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

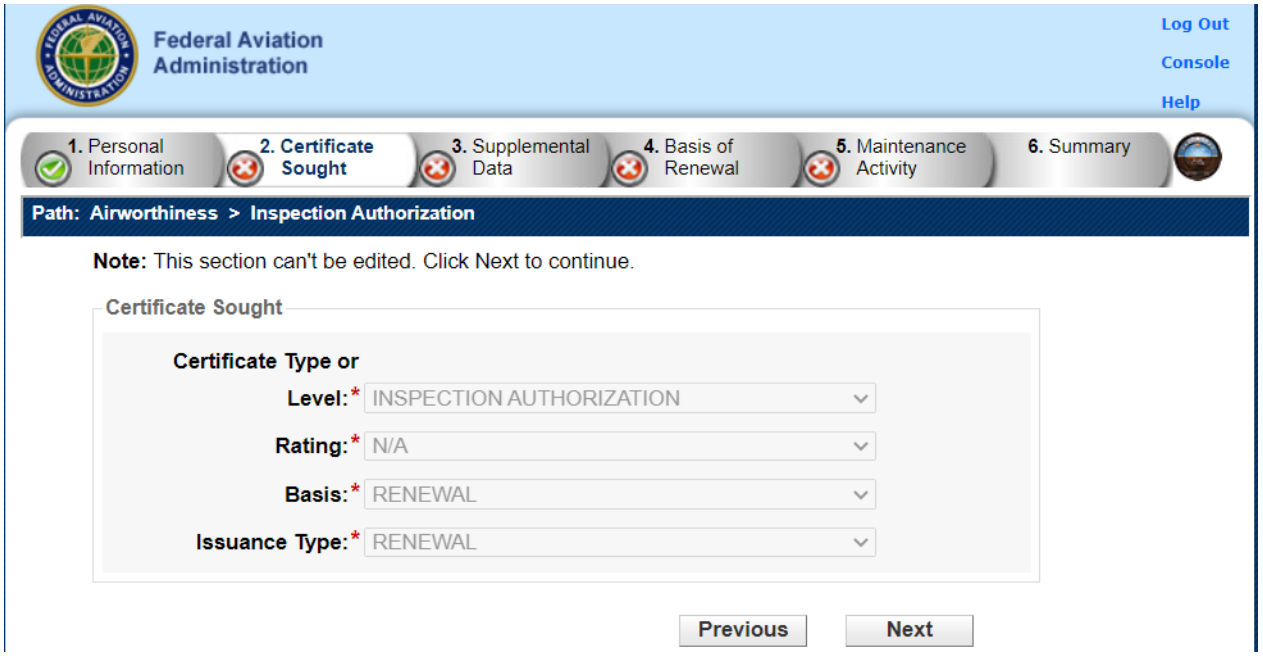
NOTE: Some fields are marked with an asterisk signifying a required field.

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:

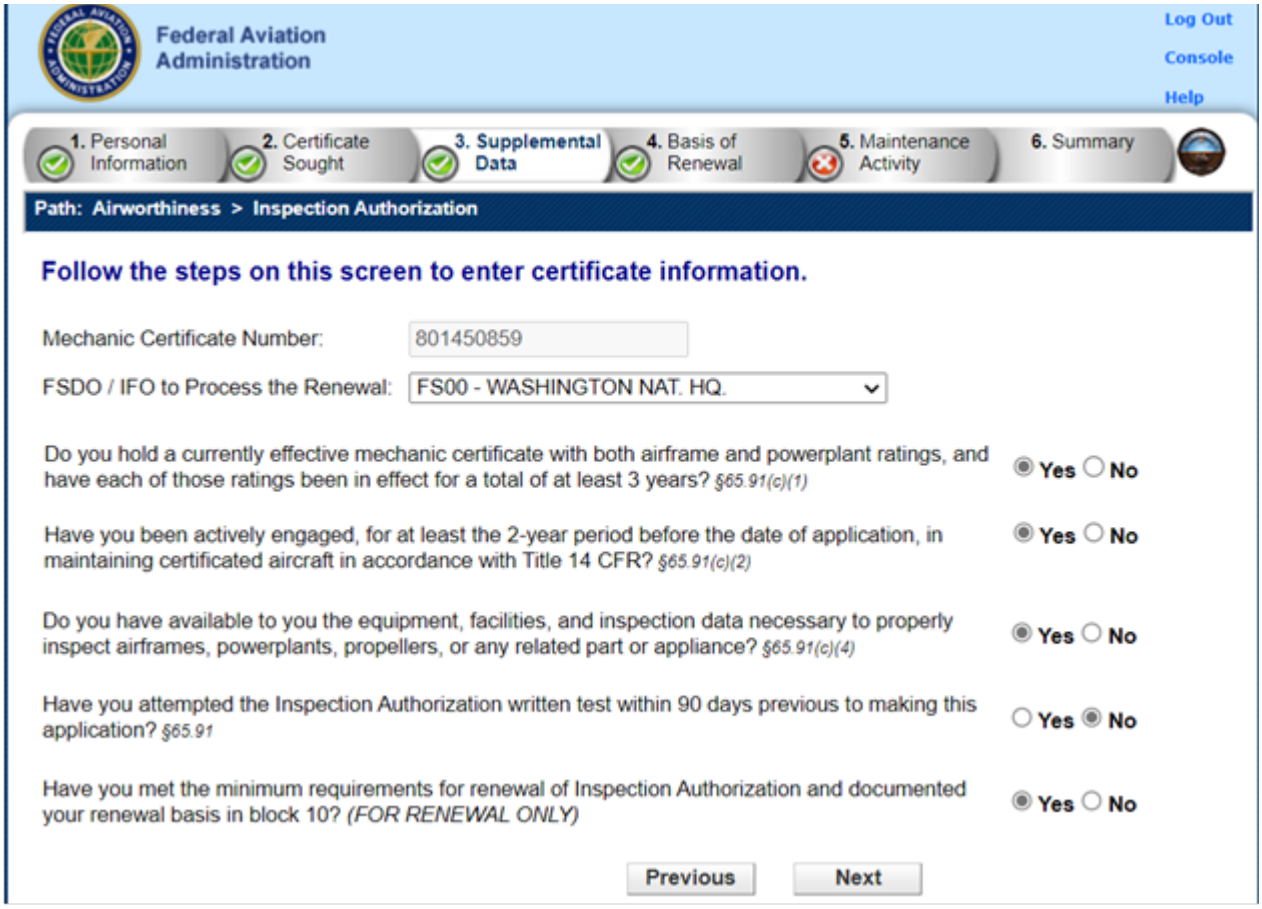


Note: The Green check mark for the completed “Personal Information” section.
After selecting the “Next” button, the succeeding screen displays the certificate action being sought by the applicant. These fields are auto generated and not editable. Review the information and select “Next” button.



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.

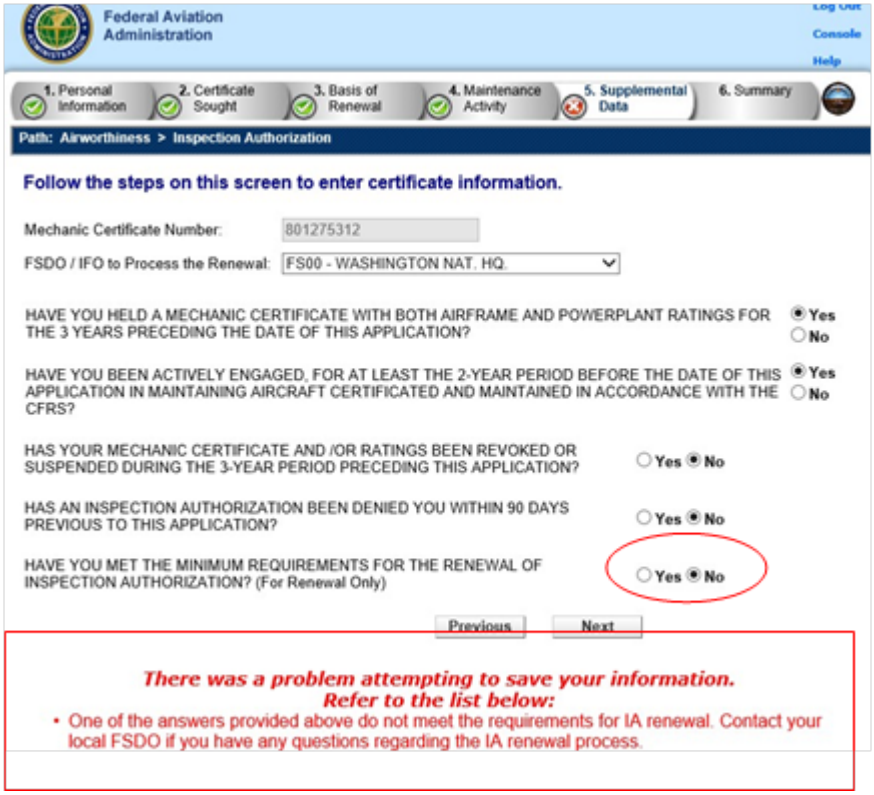
NOTE: It is very important for the applicant to verify that the office in the drop down field is the one that will be approving the renewal application.
The second section of the screen displays a series of questions for the applicant to answer.



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)*

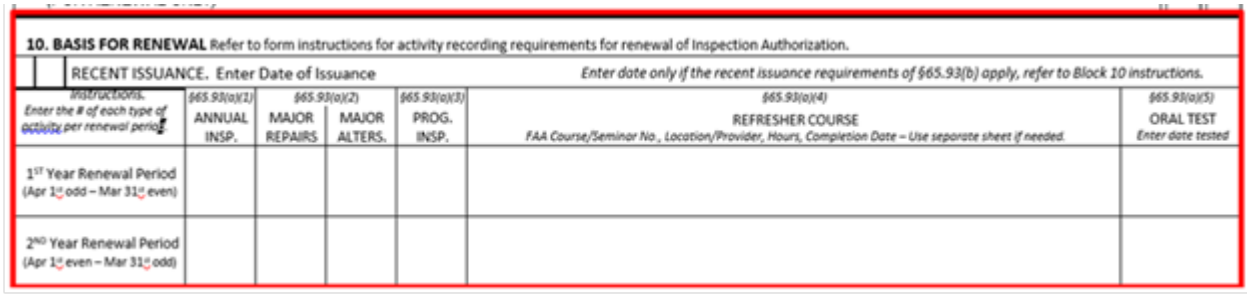
	YES	NO
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? *65.91(c)(1)*		
6. Have you been actively engaged, for at least the 2-year period before the date of application, 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.

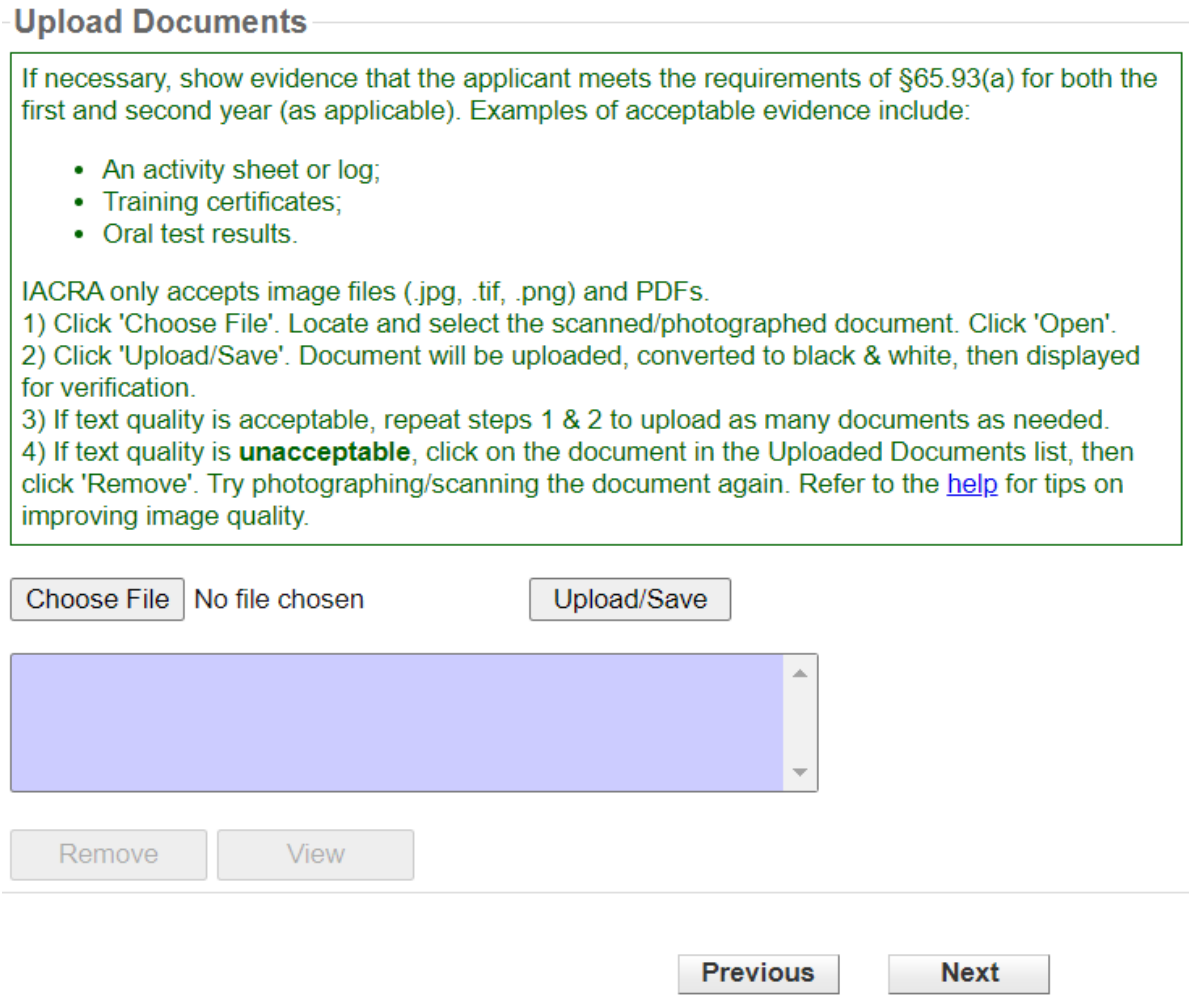
☐ RECENT ISSUANCE. Enter Date of Issuance — *Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.*

Instructions. Enter the # of each type of activity per renewal period.	*§65.93(a)(1)* ANNUAL INSP.	*§65.93(a)(2)* MAJOR REPAIRS	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.

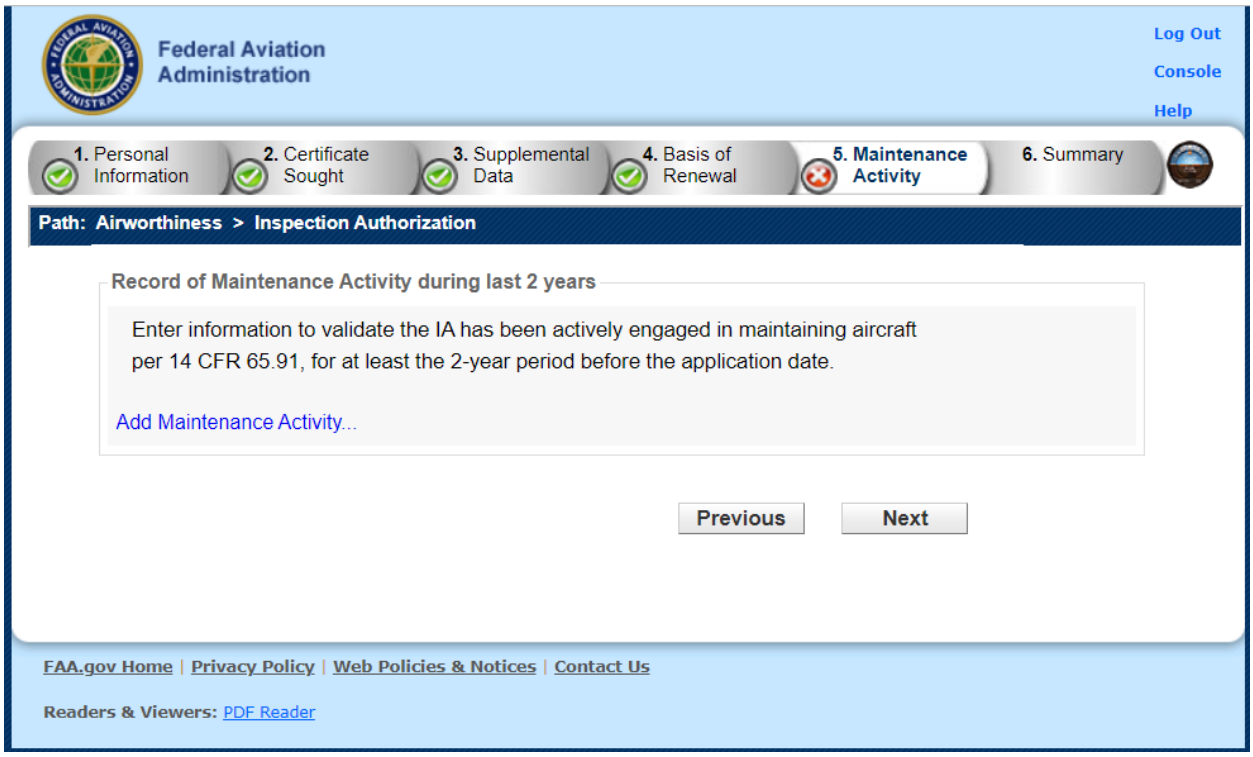


Note: IACRA will only accept image files in .jpg, .tif, .png, and .PDF.

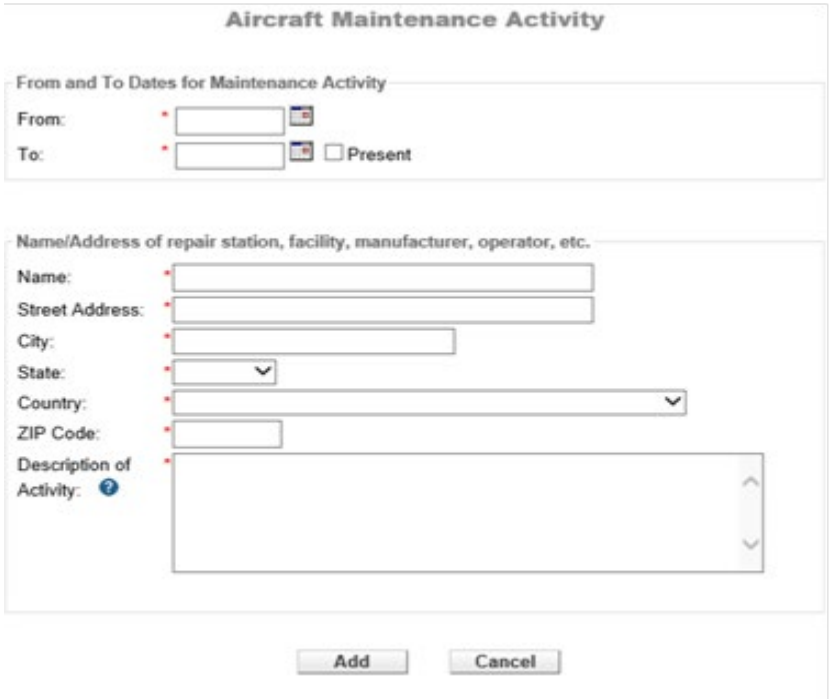
After uploading the documents, applicants may view and verify the image quality before moving forward in the process. By selecting the “View” button, uploaded document quality may be verified.

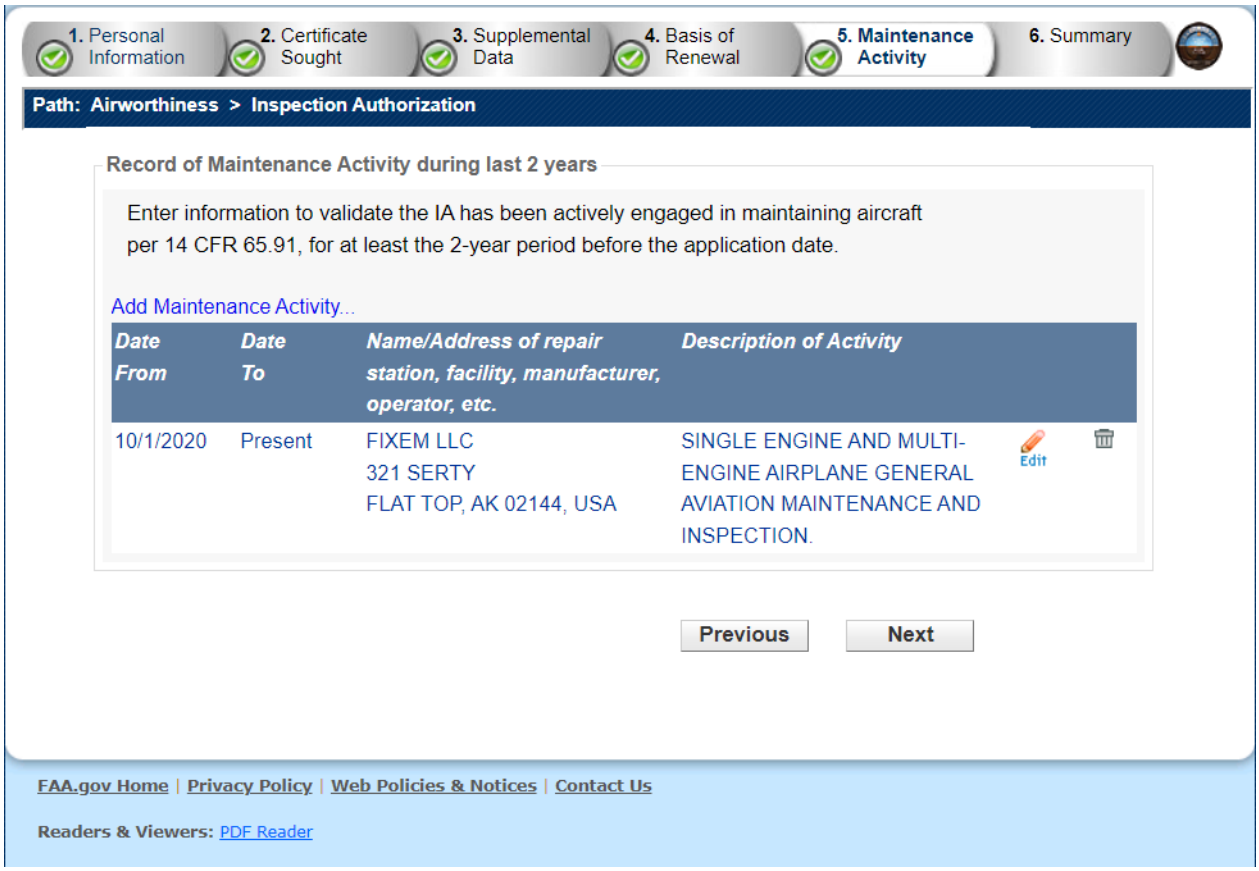
After all documentation has been loaded and verified, select the “Next” button.

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 two documents. The first is the Pilot's Bill of Rights. The applicant selects the "Review 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.

U.S. Department of Transportation
Federal Aviation Administration

FAA Form 8610-1, Mechanic's Application for Inspection Authorization (14 CFR Part 65), Supplemental Information

Your signature on FAA Form 8610-1 acknowledges that you received the Pilot's Bill of Rights Written Notification of Investigation at the time of your application.

PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION

The information you submit on the attached FAA form 8610-1, Mechanics Application For Inspection Authorization (14 CFR Part 65), will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (U.S.C.) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the Pilot's Bill of Rights, the Administrator is providing you with this written notification of investigation of your qualifications for an airman certificate, rating, or inspection authorization:

- The nature of the Administrator's investigation, which is precipitated by your submission of this application, is to determine whether you meet the qualifications for the airman certificate, rating, or inspection authorization you are applying for under Title 14, Code of Federal Regulations (CFR) part 65.

- Any response to an inquiry by a representative of the Administrator by you in connection with this investigation of your qualifications for an airman certificate, rating, or inspection authorization may be used as evidence against you.

- A copy of your airman application file for this date is available to you upon your written request addressed to:

  Federal Aviation Administration
  Airman Certification Branch
  P.O. Box 25082
  Oklahoma City, OK 73125-0082

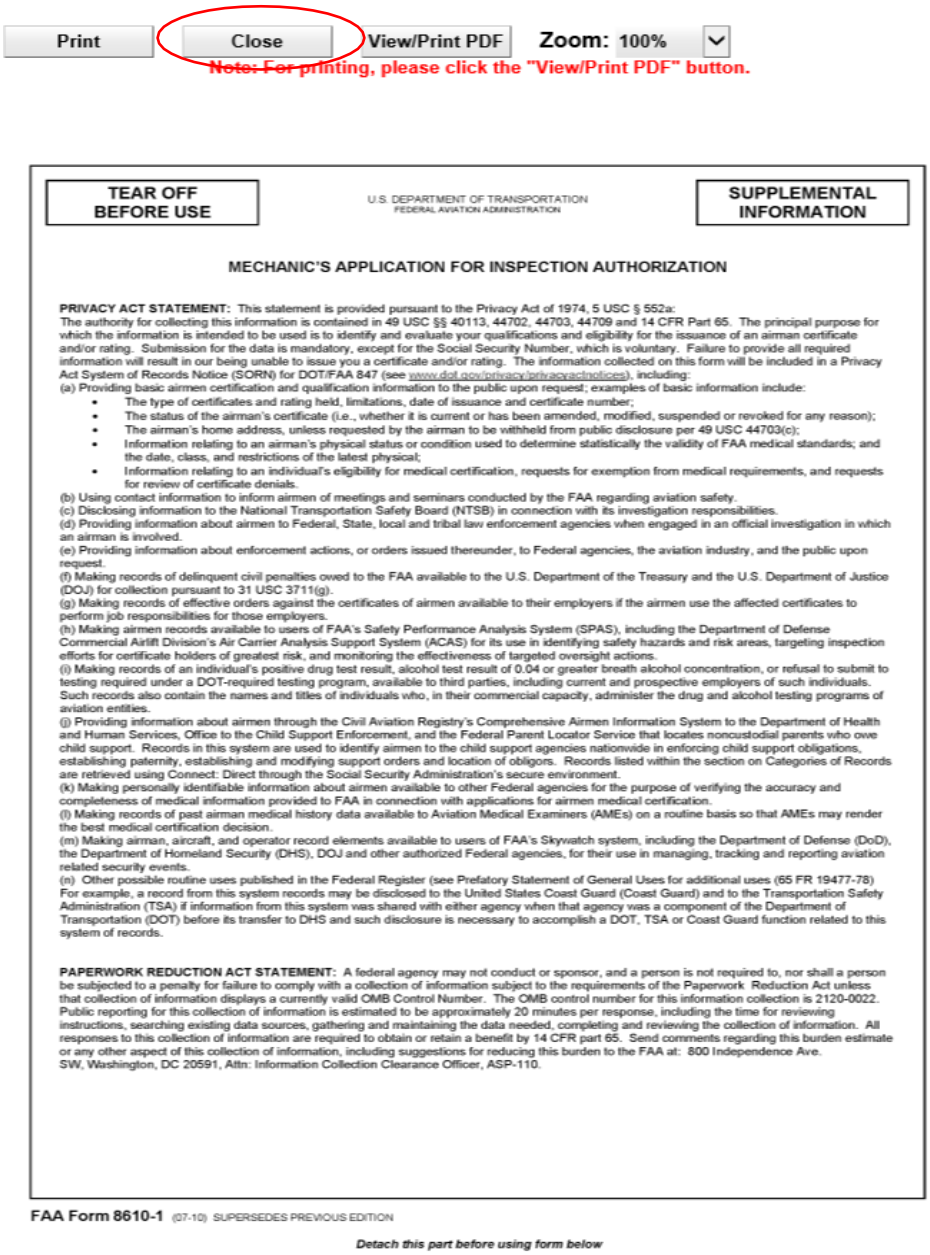
  If you make a written request for your airman application file, please provide the following information in your request:
  - Full name
  - Date of birth or airman certificate number
  - Date of the application

The screen displays a document acknowledging receipt of the Pilot's Bill of Rights.

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.



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

IACRA Generate Form 8610-1

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.
DOE, JOHN DAVID	801459673

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	123456 MAIN STREET OKLAHOMA CITY OK 73107	555-555-5555 **4b. EMAIL ADDRESS** (Enter email address or NONE) GENERALEMAIL@IACRATRAINING.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.	§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)		8				
2ND Year Renewal Period (Apr 1st even – Mar 31st odd)		8				

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: 03/2021 TO: PRESENT	REPAIR STATION; 12345678 MAIN STREET; OKLAHOMA CITY, OK 73112, USA	THIS AREA IS FOR THE DESCRIPTION OF ACTIVITY INFORMATION.
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)
JOHN DAVID DOE Click to Sign Cancel	

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.

Application ID: 227335

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.

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.
DOE, JOHN DAVID	801459673

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	123456 MAIN STREET OKLAHOMA CITY OK 73107	555-555-5555 **4b. EMAIL ADDRESS** (Enter email address or NONE) GENERALEMAIL@IACRATRAINING.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.	§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)		8				
2ND Year Renewal Period (Apr 1st even – Mar 31st odd)		8				

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: 03/2021 TO: PRESENT	REPAIR STATION; 12345678 MAIN STREET; OKLAHOMA CITY, OK 73112, USA	THIS AREA IS FOR THE DESCRIPTION OF ACTIVITY INFORMATION.
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)
JOHN DAVID DOE Click to Sign Cancel	

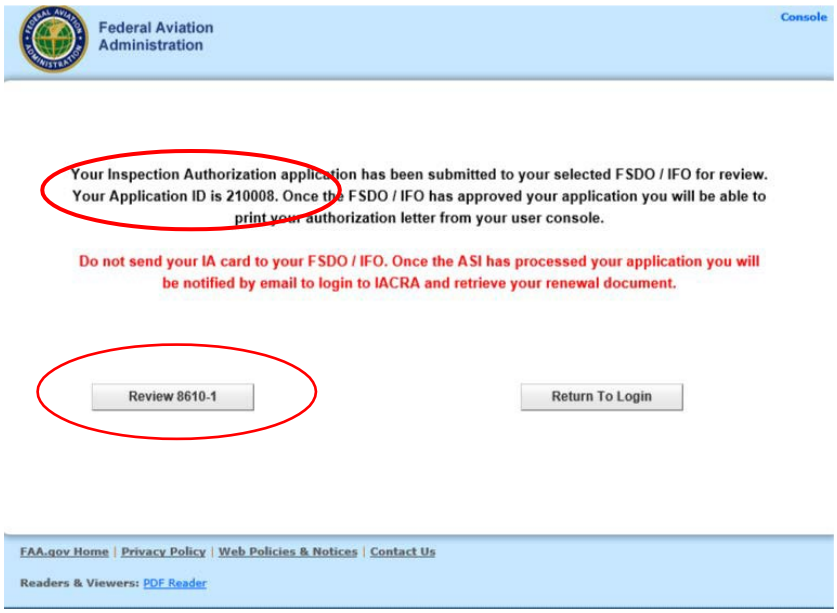
14. RECORD OF ACTION

	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.

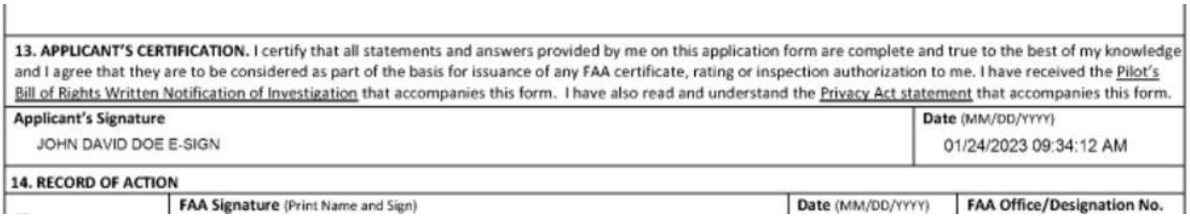
Application ID: 227335

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 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.

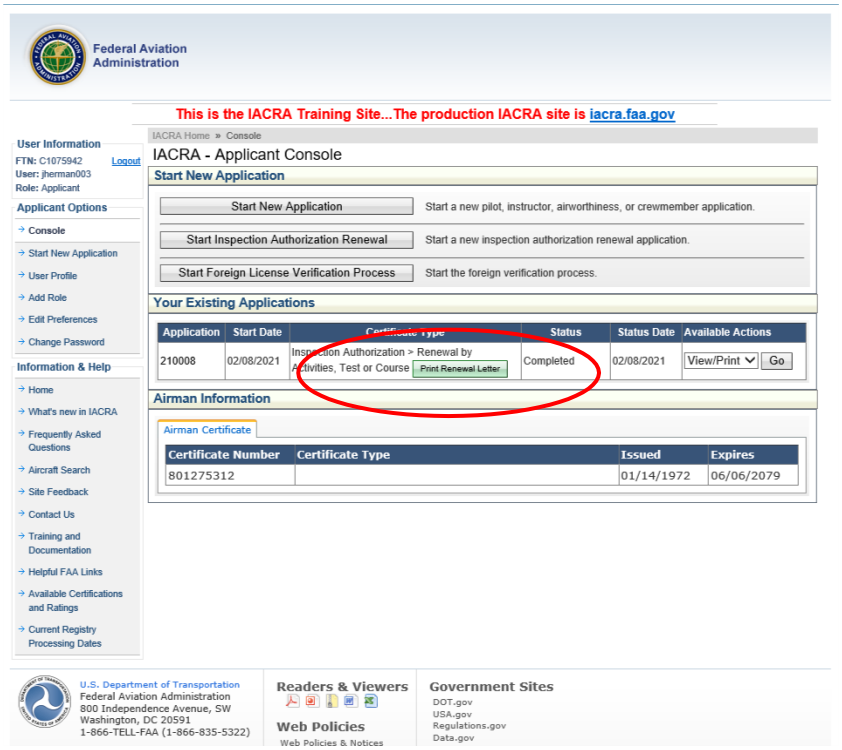


The FAA Form 8610-1 is signed and date stamped.

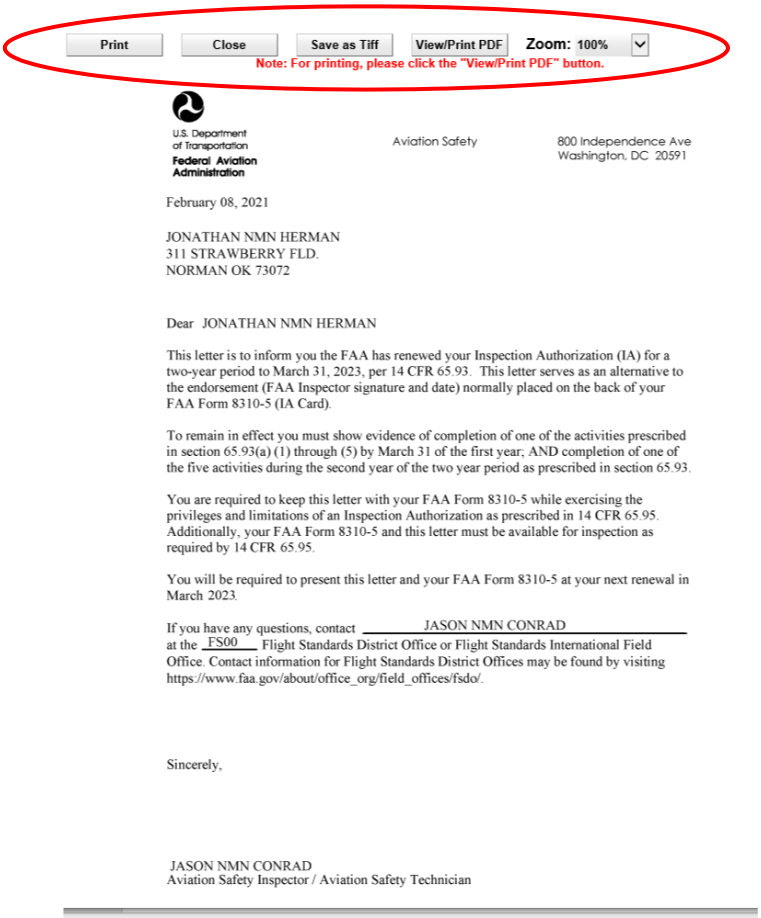


As soon as the Flight Standards office processes the applicant's renewal package, the applicant will receive an email (per the email address provided) informing them that the renewal application has been processed and that a renewal letter is now available for them to download/print. The email message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



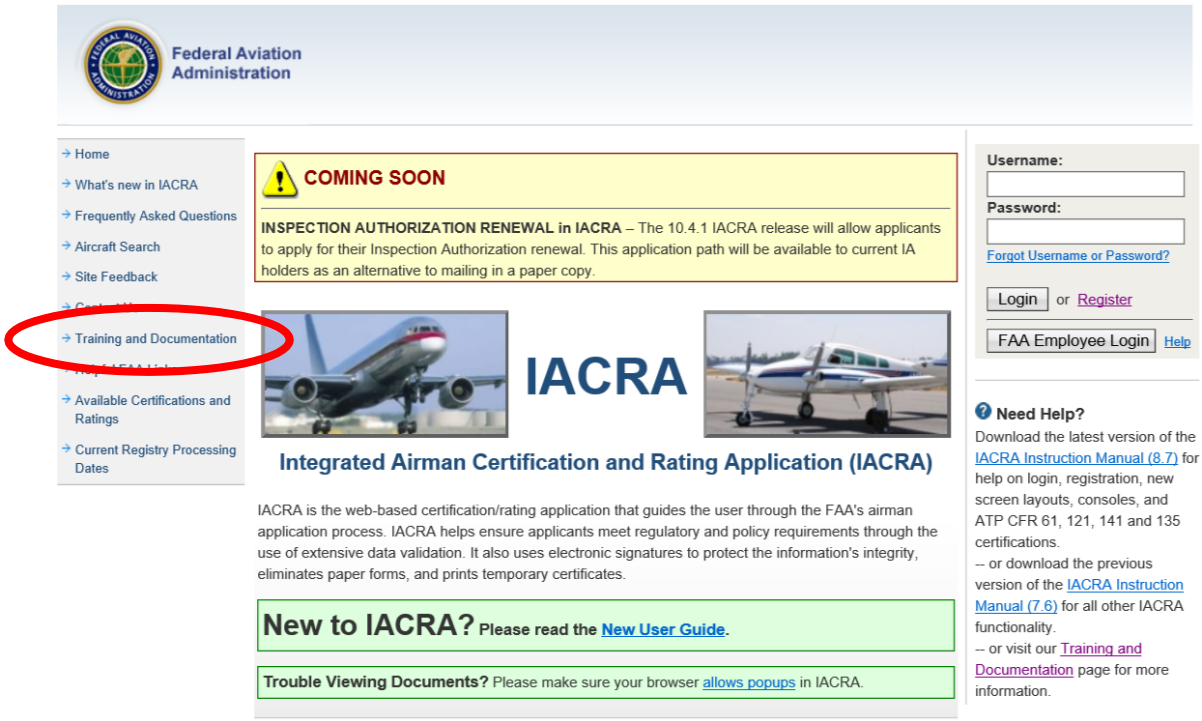
The Inspection Authorization renewal letter is displayed and the applicant can save/print the document. The applicant selects “Close” when complete.



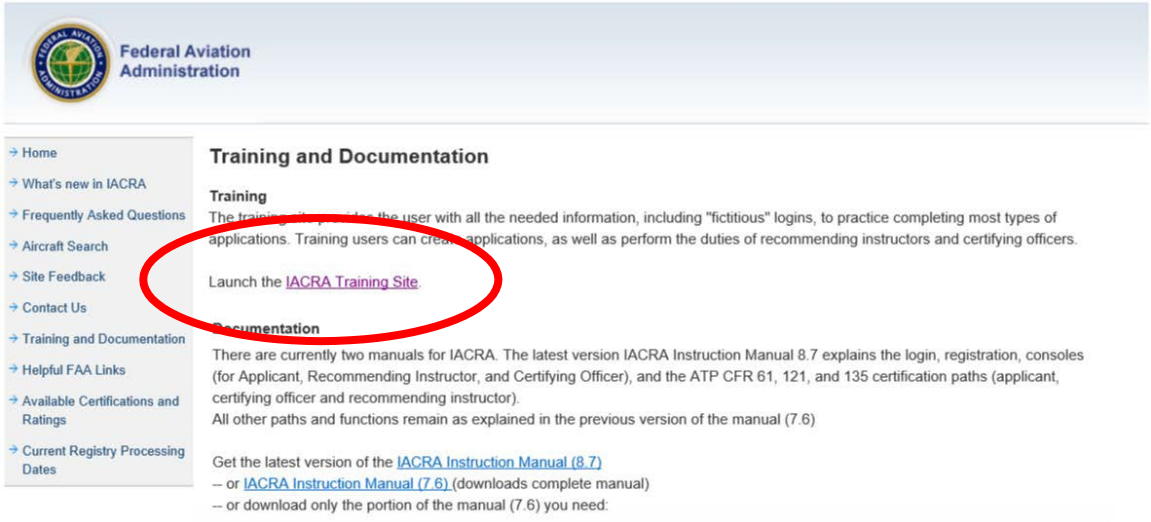
Section 4: IACRA Training site

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.

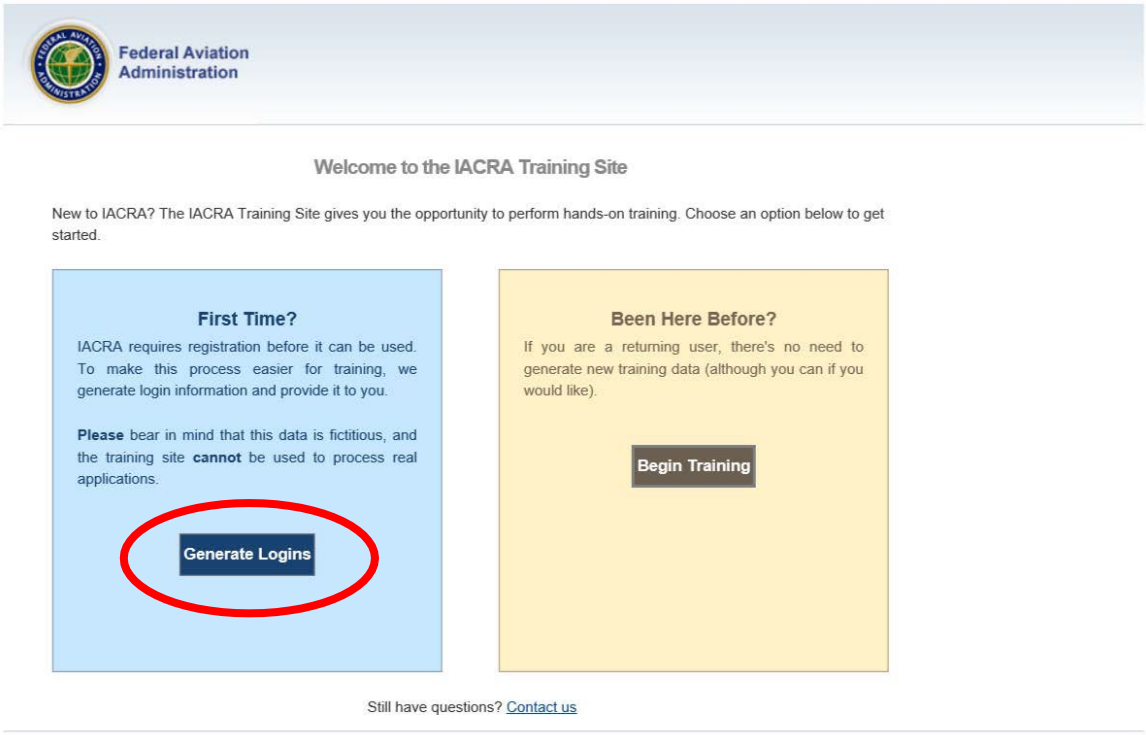
To access the IACRA Training site from the Home page, select “Training and Documentation”.



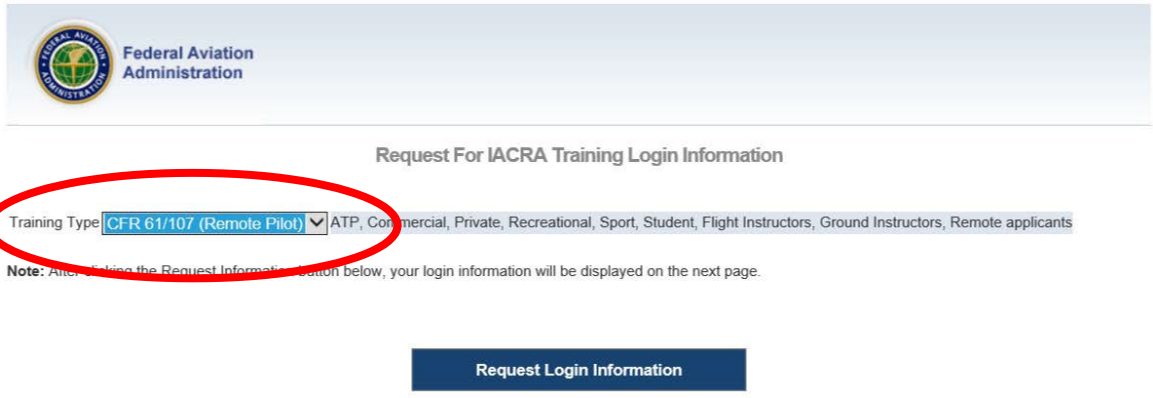
Select the “IACRA Training site” link.



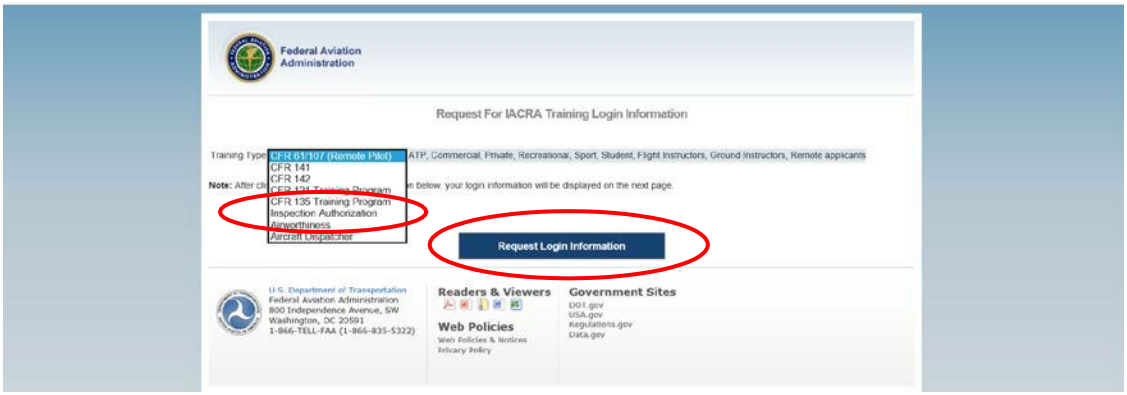
If you are new to the training site, you'll need "training" user names and passwords. Select the "Generate Logins" link under "First Time". If you are returning user and already have training site usernames and passwords, you can select "Begin Training" under "Been Here Before?"



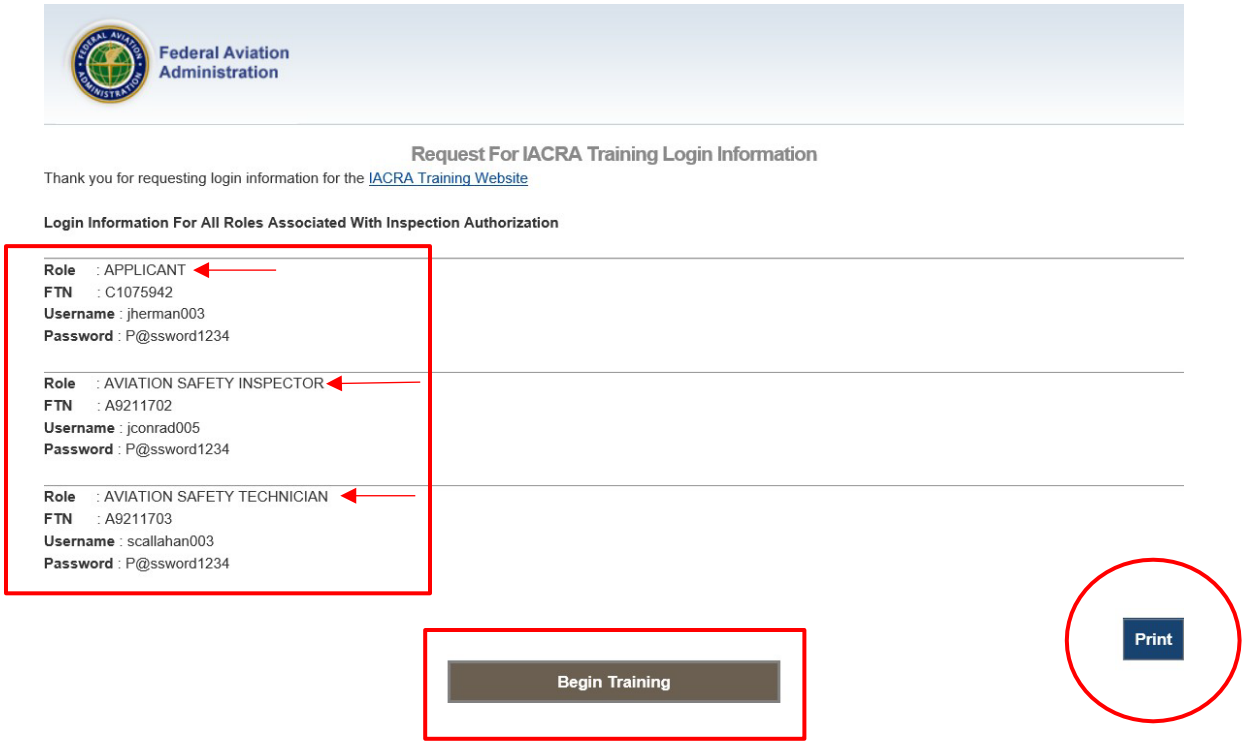
IACRA will require the type of training you are searching for within the site. Select the dropdown arrow.



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.