



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Aviation Safety  
Grand Rapids Flight  
Standards District Office

3196 Kraft Avenue SE, Suite 103  
Grand Rapids, MI 49512-2065  
(616) 954-6657

November 5, 2024

To: All Grand Rapids FSDO Holders of Inspection Authorizations.

In accordance with CFR part 65.92(a) each inspection authorization expires on March 31 of each odd-numbered year. The current inspection authorizations are set to expire on March 31, 2025.

To be eligible for renewal of an Inspection Authorization for a 2-year period, an applicant **MUST** present evidence during the month of March of each odd-numbered year, at an FAA Flight Standards District Office that the applicant still meets the requirements of §65.91(c)(1) through (4). In addition, during the time the applicant held the Inspection Authorization, the applicant must show completion of one of the activities in §65.93(a)(1) through (5) by March 31 of the first year of the 2-year inspection authorization period, and completion of one of the five activities during the second year of the 2-year period.

For your convenience, the Grand Rapids FSDO is offering several options for local and national IA refresher training, links are found at our [GRR FSDO Website](#). This includes local training seminars as well as webinars and online courses.

Holders of an Inspection Authorizations under the jurisdiction of the Grand Rapids District Office are encouraged to use the [IACRA](#) online system to renew, however there is still an option to renew by mail. It is incumbent upon each IA to ensure they meet the required submission deadlines and not the responsibility of the FAA to notify applicants of these deadlines.

**To avoid unnecessary delays, it is important that you submit ALL required documentation ONLY during the month of March 2025, and no later than March 31, 2025.** Please visit the [Grand Rapids FSDO Website](#) for more detailed information and instructions.

Sincerely,

Kenneth D. Hinzman  
Office Manager  
Grand Rapids FSDO