



**Federal Aviation  
Administration**

## **Important Information for Applicants Pursuing Mechanic, Parachute Rigger, and Dispatcher Certifications**

The Regulatory Support Division (AFS-600) recently awarded a new airman knowledge testing contract called the Airman Certificate Testing Service (ACTS). The ACTS contract is a comprehensive, best-practices approach aimed at enhancing the overall quality of FAA Airman Knowledge Testing. As a result, there are several enhancements going into effect on January 13, 2020, that are changes from current procedures as indicated below.

### **Why the Change?**

The increasing numbers of airmen pursuing FAA certification from all over the world creates a need to make standardization enhancements to the knowledge test portion of the certification process enabling the FAA to better track an airman consistently through their entire certification process and collect better data to support risk-based decision-making.

Currently, when applicants taking a knowledge test provide the knowledge testing center a form of ID that differs from the name they provide on the paper application, it can lead to returned files and lengthy delays in the certification process. These and similar problems can be reduced by utilizing the FAA Tracking Number generated when an applicant creates a profile in the Integrated Airman Certification and Rating Application (IACRA) system. For several years, AFB-720 has issued the FAA Tracking Number (FTN) when the certification package reaches AFB-720, although IACRA won't be used to submit mechanic, parachute rigger, and dispatcher application packages to AFB-720.

Requiring all applicants for FAA certification to obtain an FTN in IACRA prior to taking a knowledge test will allow the FAA to rely on the name in the IACRA profile for all actions associated with that applicant. The registration process takes only a few minutes, and will:

- significantly reduce the number of returned files, saving FAA resources;
- encourage the use of IACRA; and
- allow for future expansion of the electronic application process.

### **What is Changing?**

Beginning January 13, 2020, all applicants must establish an FAA Tracking Number (FTN) within IACRA before taking any FAA airman knowledge test. This identification number will be printed on the applicant's Airman Knowledge Test Report (AKTR) in replacement of the Applicant ID number.

**Note:** *Applicants for FAA certificates such as Mechanic, Parachute Rigger, Dispatcher, etc. that do not yet have an electronic certification path in IACRA will continue to utilize the paper application forms. For those certificate types, IACRA is only used for obtaining an FTN prior to registering for an airman knowledge test.*

**Where to get an FTN**

To register for an FTN in IACRA, applicants will need to visit the [IACRA website](#) and follow the instructions provided.

## Changes to Airman Knowledge Test Reports (AKTRs)

### Why the Change?

An AKTR is produced by the testing center at the conclusion of each knowledge test for reference throughout the remainder of the certification process. The reliance on a piece of paper can be burdensome to all those involved in the certification process when it is lost. It is the information that is important, and testing industry best practice is to rely on data instead of physical test reports to substantiate test results. All knowledge test data will be sent electronically to IACRA immediately after the conclusion of a knowledge test.

The primary purpose of the printed AKTR is to communicate to the applicant the specific subjects which the applicant should study or obtain additional training in prior to the practical test. It is also used by Examiners to determine completion of the appropriate knowledge test within required timeframes.

### What is Changing?

Changes to the AKTR that will occur on January 13, 2020, include:

- No embossment or raised seal
- Printed FTN on AKTR in replacement of the Applicant ID number
- Ability for the applicant to reprint lost/destroyed AKTRs from the testing vendor's website
  - For all knowledge tests taken before January 13, 2020, applicants must contact the FAA Airmen Certification Office (AFB-720) for replacement, embossed copies of lost/destroyed AKTRs.
- Airman Certification Standard (ACS) codes instead of learning statement codes for ACS based tests.

### Where to schedule your exam

Once you have your FTN, you can register to take your FAA Airman Knowledge Test by going to the following registration and scheduling website operated by PSI Services LLC: <https://faa.psiexams.com/FAA/login>.

For more information on ACTS, please visit [https://www.faa.gov/training\\_testing/testing/acts/](https://www.faa.gov/training_testing/testing/acts/).

Questions can be submitted to [AirmanKnowledgeTesting@faa.gov](mailto:AirmanKnowledgeTesting@faa.gov).