

# IACRA Walkthrough: CFI Recent Experience (Renewal)

How to build your IACRA application to re-establish CFI recent experience under the Dec 2024 rule (14 CFR §61.197 — REED / recent-experience method).

Before your appointment, scan and email the following to **thomas@daytonadpe.com**:

- Pilot Certificate (front and back, clear scan)
- Current FAA Medical Certificate
- Current Photo ID (passport, Driver's License, or Military ID preferred)
- FTN Number from IACRA
- Evidence of the recent-experience method you used (FIRC graduation certificate, FAA WINGS Phase award, recent CFI checkride, new instructor rating, or 80% PIC pass rate documentation)

## Step 1 — Log in to IACRA and open the Applicant Console

Sign in at **iacra.faa.gov**. The Applicant Console is your starting point. Personal identifiers in this screenshot have been redacted; yours will display your information.

If you start a new application, pay special attention to the place of birth showing on your application. If correct, no further action is needed. If the information is incorrect, please delete that application, update the place of birth in your user profile, then restart a new application.

IACRA Home » Console

### IACRA - Applicant Console

**Start New Application**

Start a new pilot, instructor, airworthiness, or crewmember application.

Start Foreign License Verification Process Start the foreign verification process.

#### Your Existing Applications

| Start Date         | Certificate Type                               | Status                         | Status Date | Available Actions                              |
|--------------------|------------------------------------------------|--------------------------------|-------------|------------------------------------------------|
| 3/08/2023          | FLIGHT INSTRUCTOR                              | Transferred to Airman Registry | 04/10/2023  | ViewPrint Go                                   |
| 6/04/2021          | FLIGHT INSTRUCTOR                              | Airman Registry - Complete     | 07/12/2021  | ViewPrint Go                                   |
| 6/10/2020          | ATP > Standard > CFR 61 > Added Category Class | Airman Registry - Complete     | 07/01/2020  | Contact Airman Registry for older applications |
| 2469820 06/08/2020 | ATP > Standard > CFR 61 > Added Category Class | Airman Registry - Complete     | 07/01/2020  | Contact Airman Registry for older applications |
| 2376259 02/18/2020 | ATP > Standard > CFR 121 > Initial             | Airman Registry - Complete     | 04/29/2020  | Contact Airman Registry for older applications |

1 2 3 4 5

#### Airman Information

| Designee Number | Designee Type | Designator | Expiration Date | FSDO | Airman Cert# | Authorizations                                                                                                                                      |
|-----------------|---------------|------------|-----------------|------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | DPE           |            | 07/31/2023      | SO13 |              | DPE-PE-ASEL, DPE-CIRE-ASEL, DPE-ATPE-ASEL, DPE-PE-AMEL, DPE-CIRE-AMEL, DPE-ATPE-AMEL, DPE-FPE, DPE-MCE, DPE-GIE, DPE-FIRE, DPE-FIE-ASE, DPE-FIE-AME |

*IACRA Applicant Console — start point for every new application.*

## Step 2 — Start a new application: Flight Instructor → Renewal

Click **Start New Application**. Set Type of Application to **Flight Instructor**. Under Instructor Certifications, select **FLIGHT INSTRUCTOR → RENEWAL**. Pick the recent-experience method you're using (FIRC graduate, WINGS Phase award, instructor checkride, new rating, or 80% pass-rate qualification). Click **Start Application**.



(Screenshot of this step coming in a future revision — the field names and dropdown choices below match what you'll see on screen.)

## Step 3 — Complete the remainder of the application

Work through the application as prompted. Three field-specific notes:

- **Doctor's name** must be entered exactly as it appears on your medical, including the comma and "MD" — e.g. *John Doe, MD*. A medical is not required to hold a CFI, but if one is on file it must match.
- Under **Basis of Issuance (Section II)**, select the method you chose in Step 2 and attach (or list) the supporting document — e.g., FIRC completion certificate number, FSDO-issued WINGS letter, or the checkride application ID.
- Leave **Pilot Time (Section III)** blank unless the recent-experience method specifically requires hours (most do not).

## Step 4 — Submit and schedule your virtual appointment

Save and submit. Email Thomas your FTN and IACRA application ID along with the intake documents above. Your appointment will be scheduled within 24 hours and entered into the FAA Designee Management System (DMS) at least 24 hours in advance, per FAA policy. Questions? Submit the contact form at [daytonadpe.com](https://daytonadpe.com) or reply to the intake email above.

