

IACRA Walkthrough: Ground Instructor Certificate

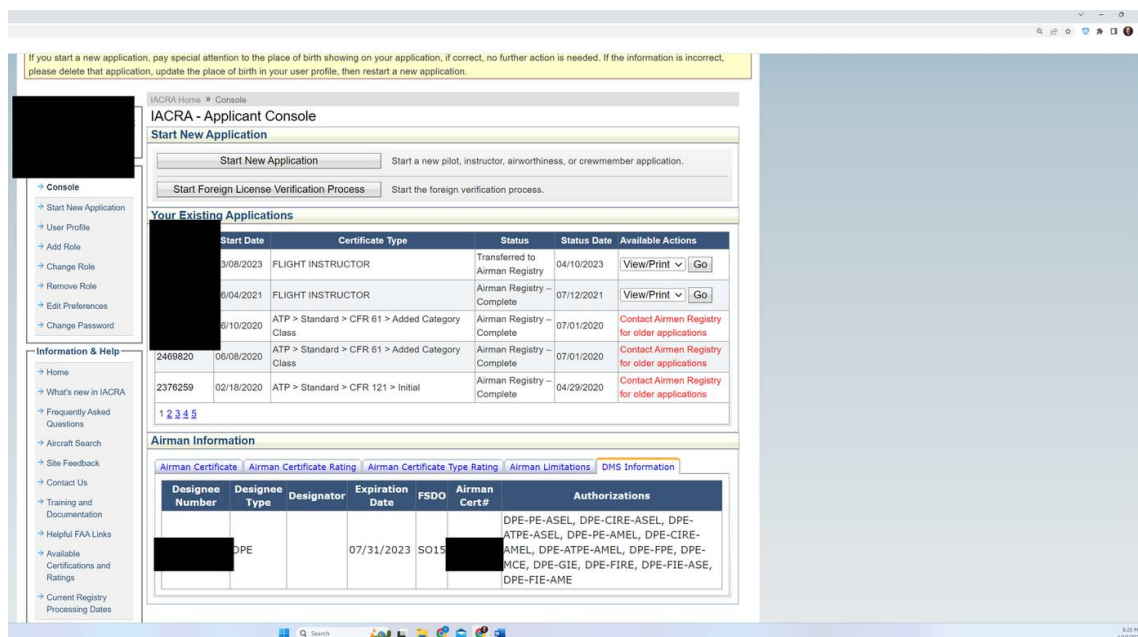
How to build your IACRA application for a Ground Instructor certificate (BGI, AGI, or IGI).

Before your appointment, scan and email the following to **Thomasdowellcfi@gmail.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

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.

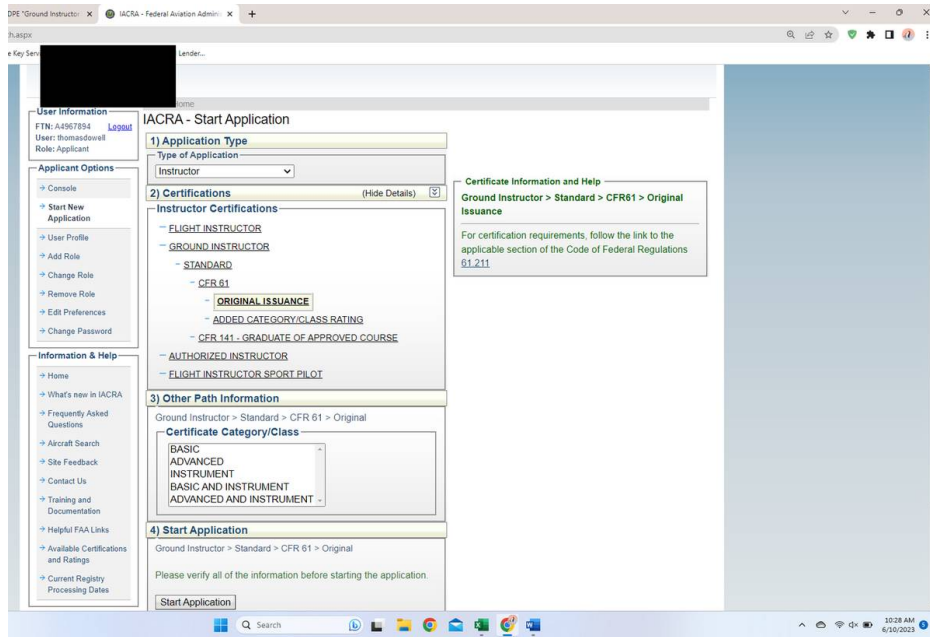


IACRA Applicant Console — start point for every new application.

Step 2 — Start a new application: Instructor → Ground Instructor → Original Issuance

Click **Start New Application**. Set Type of Application to **Instructor**. Under Instructor Certifications expand **Ground Instructor**, then expand **CFR 61** and choose **Original Issuance**. Pick the Certificate Category/Class that matches your endorsement (Basic / Advanced / Instrument / Basic and Instrument / Advanced and Instrument), then click Start Application.





Start Application page — Ground Instructor → CFR 61 → Original Issuance.

Step 3 — Complete the remainder of the application

Work through the application as prompted. Two important notes:

- **Doctor's name** must be entered exactly as it appears on your medical, including the comma and "MD" — e.g. *John Doe, MD*.
- **Do NOT enter hours** on your 8710. Leave the flight-time section blank even if the system prompts you for it.

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 or reply to the intake email above.

