

IACRA Walkthrough: Military Instructor Competency (MIE)

How to build your IACRA application to convert military instructor-pilot qualifications to a civilian CFI certificate per 14 CFR §61.73.

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
- Military instructor pilot certificate or designation letter
- Most recent military instructor evaluation (AF Form 8 in IP slot, NAVAIR equivalent, Army IP recertification, etc.)
- DD Form 214 (or letter from your service confirming current IP status)
- AFI / service-equivalent regulation governing your instructor designation

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.

The screenshot displays the IACRA Applicant Console. At the top, there's a message about starting a new application. Below that, the 'Start New Application' button is prominent. A table titled 'Your Existing Applications' lists several applications with their start dates, certificate types (e.g., FLIGHT INSTRUCTOR, ATP > Standard > CFR 61 > Added Category Class), status (e.g., Transferred to Airman Registry, Airman Registry - Complete), status dates, and available actions (e.g., View/Print, Go, Contact Airman Registry for older applications). Below the table is the 'Airman Information' section, which includes a table with columns for Designee Number, Designee Type, Designator, Expiration Date, FSDO, Airman Cert#, and Authorizations. The Designee Type is listed as DPE, and the Expiration Date is 07/31/2023. The Airman Cert# is SO15. The Authorizations column lists various ratings like DPE-PE-ASEL, DPE-CIRE-ASEL, etc.

IACRA Applicant Console — start point for every new application.

Step 2 — Start a new application: Flight Instructor → Military Instructor



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Page 1

Click **Start New Application**. Set Type of Application to **Flight Instructor**. Under Instructor Certifications, select **FLIGHT INSTRUCTOR** → **CFR 61** → **MILITARY INSTRUCTOR**. Pick the category/class that matches your military IP designation. 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. Field-specific notes:

- **Basis of Issuance (Section II)**: select **Military Instructor**. Enter your branch, military instructor pilot certificate / designation number, and the date of your most recent IP evaluation.
- **Pilot Time (Section III)**: enter your military instructor time and total military pilot time in the appropriate category/class column.
- **Doctor's name** on your current FAA Medical must be entered exactly as printed, including the comma and "MD" — e.g. *John Doe, MD*.

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.

