

# Student Pilot Certificate Application Process

The FAA has changed the process for getting a student pilot certificate. A student pilot certificate is required to solo if you don't already have an FAA rating (i.e. already an airplane pilot, helicopter, etc.). For those students that are "ab initio" (starting from scratch), you need a student pilot certificate.

If you already have a paper student pilot certificate, you don't have to do anything.

Otherwise, you should apply now because it will take at least three weeks to receive the plastic student pilot certificate in the mail. The timer on the three starts after both you AND YOUR INSTRUCTOR does each part of the application process. In other words, you need to start early, expect problems and be patient while you work through this new system.

The plastic student pilot certificate is required to solo (unless you already have a paper student pilot certificate). It would be unfortunate to be ready to solo but can't because you are missing this piece of plastic.

## Student Pilot Certificate Application Process (if you are the student)

1. If you haven't done so already, create an IACRA account by going to their website [iacra.faa.gov](http://iacra.faa.gov). IACRA is the FAA's web based certification/rating application that "**guides**" the user through the FAA's airman application process. You can setup the account yourself but **it's very important that the information entered is accurate and correct. It's difficult but not impossible to make corrections, so take time to do it right the first time.** If in doubt, ask an instructor for help.
2.
  - Choose "Register" near the top right.
  - Check "Applicant" near the top.
  - Select "Agree to TOS and Continue" near the bottom
  - You don't have an "Airman Certificate Number" yet so skip that but fill in all the personal information, user name, password, etc. Please don't lose your password and bring it with you for the next step.
3. Login to your new account and APPLY
  - Select "Start New Application"
    - 1) Application Type - Pilot
    - 2) Certifications - Student Pilot
    - 3) Should say "Student Pilot" with no options
    - 4) Select "Start Application"
  - Review Personal Information. Select "Save & Continue"
  - "Certificate Held"
    - "yes" for "English Language (Block G)"
    - Leave unchecked for "Airman Certificate (Block M-M3)"
    - Leave unchecked for "Medical Certificate (Block N-N-3) if it is true that you don't have a medical certificate. A medical is not required for flying gliders.
    - Check or leave unchecked as required for "Drug Conviction (Block O)"
    - Select "Save & Continue"
  - "Basis of Issuance"
    - leave all the boxes unchecked

- "Pilot Time"
    - Select Glider/Lighter Than Air Hours
    - Fill in numbers that are accurate for your training so far. It is OK to leave blanks where you have no hours for that category. It is also OK to leave everything blank if you haven't started taking instruction yet.
    - Select "Save and Continue"
    - If in doubt, ask an instructor for help, rather than guessing at the right answer. Before selecting the "Submit Application" at the bottom, you can always save and come back to finish the application later.
  - "Review and Submit (Section IV & V)"
    - Answer Section IV
    - **Unintuitive Step:** You have to select the "View Privacy Policy" and "Review Application" before you can select "Submit Application"
    - If you are confident that everything is correct, select "Submit Application"
4. Last Steps....
- You need to be in front of the same computer with your instructor.
  - Your instructor will need your "FTN".
  - Your instructor logs in and then does a few things with your online application. The instructor needs to confirm that you meet the English speaking requirements and they will also need to see a valid ID.
  - The student needs to login again, from within the system while the instructor is logged in. The student will electronically "sign" a few things.
  - Your instructor logs in again and finishes it off.