

Obtaining your Student Pilot License and FAA Medical Certificate

There has been a recent change to obtaining the FAA Medical Certificate and the Student Pilot License implemented by the United States Government. This document has now been split into two parts which have to be obtained separately effective April 1, 2016. Part 1 is registering with the Integrated Airman Certification and Rating Application (IACRA) section of the FAA's website. Part 2 is obtaining your FAA 1st Class Medical Certificate.

PART 1: Obtaining A Student Pilot Certificate - Have your Passport ready

Must submit Student Pilot Certificate application and provide IACRA details to FlightSafetyAcademy.

- Access the following website: IACRA.FAA.GOV
- Click on *register* on the upper right side of the screen under the log-in section on the initial screen.
- The next page is titled *IACRA Select Role(s)* – applicant. Then scroll to the bottom and click *Agree to the Terms of Service (TOS) and Continue*.
- At this time the information requested in the Certificate Information section will be left blank. You begin by completing the sections Personal Information/Citizenship/Place of Birth/Residential Address. **It is imperative that you ensure that you enter your name, date of birth, gender and country of citizenship correctly and as it appears on your passport, before you save as you cannot make corrections to this information in the future.**
 - You must use your permanent address always. If you would like to have the certificate mailed somewhere differently, please see below for the Special Mail Address directions. Please remember if you are using a P.O. Box address, you must provide directions of how to get from the HOME address to the P.O. BOX.
 - If you want to have your FAA documents mailed to an address that is different than your residential address you would select: *Check here if your Special Mailing Address is different from your Residential Address*. This would be used in instances that you need your information sent to you before you would have the ability to access it at your home. In some instances this would be your on-campus address (2805 AIRPORT DRIVE, APT. 101 VERO BEACH, FL 32960) or local Vero Beach address.
- The next section on this page requires you to select 2 security questions and provide the answers to them. Be sure to select questions that you will remember the answers.
- The last section requires you to create a USER ID and Password. Please make note of this information as you need to access it again in the future.
- Click on the *Register* button at the bottom of the page.
- Once completed correctly – the next page will give you your specific FTN number and your User Name. *Please take careful note of your FTN, username and password. You will need your username and password to sign in to your IACRA account. Your FTN will be required by your ACO or instructor when completing applications in IACRA. If you have entered a valid email address, your username and FTN will be emailed to you.*
- You will now log back into IACRA.FAA.GOV using the log-in location. You will then need to accept the TOS as an applicant.
- On the next page in the Start New Application section you select *Start New Application*.

FlightSafety Academy

2805 Airport Drive • Vero Beach 32960 • www.flightsafety.com • academy@flightsafety.com

Tel: 772.564.7600 • 800.800.1411 • Fax: 772.564.7660

A Berkshire Hathaway company

ISO 9000 2015 FS 72832 Registered

REV 2/18

FlightSafety
international

Obtaining your Student Pilot License and FAA Medical Certificate

- On the next page, in the Application section, you will select Pilot. In the Certification section you will select *Student Pilot*. Sections 3 and 4 will automatically complete for you. Next you select *Start Application* at the bottom of the page.
- On the next page you will see the information that you entered when registering on IACRA as well as the information that you just provided. You will need to review this information and **then select Submit**.
- **Please provide your FTN number, your User ID and password via email to the following persons to avoid any delays in training:**
 - ACO: kimberly.boykin@flightsafety.com
 - Admissions Department: admissions@flightsafety.com

PART 2: Obtaining FAA 1st Class Medical Certification

- Access the FAA.gov website.
- Roll your mouse over the Licenses & Certifications tab.
 - Select Medical Certification
- On the medical Certification page you can locate an FAA medical examiner in your area as well as complete the required paperwork for your exam.
 - Select Locate an Aviation Medical Examiner
 - Follow the instruction provided to you.
 - You must also complete the required paperwork PRIOR to your Aviation Medical Exam.
 - Return to the Medical Certification page and select FAA MedXPress (use to complete FAA Form 8500 -8)
 - Please take note of any User ID or password created for this process.
 - Upon completion you will be provided a confirmation number. You **must** print this information and take it to your Aviation Medical Examination. The exam cannot be performed without this information.
 - **A copy of your FAA 1st Class medical certificate must be sent to the Admissions Department via email to the following persons:**
 - admissions@flightsafety.com

FlightSafety Academy

FlightSafety
international

2805 Airport Drive • Vero Beach 32960 • www.flightsafety.com • academy@flightsafety.com

Tel: 772.564.7600 • 800.800.1411 • Fax: 772.564.7660

A Berkshire Hathaway company

ISO 9000 2015 FS 72832 Registered

REV 2/18