

Instructions for Processing Renewal Application

After you've successfully completed all of the lessons, you must submit an application for renewal. This can be done through our ACR Service, either using IACRA or the traditional mail-in method, or through a FSDO. If you choose to use IACRA you can complete your paperwork online, but must submit your application on the IACRA website three days before the expiration date printed on the back of your CFI certificate. If you choose to mail your paperwork to our ACR, drop it off at one of our school locations, or take it to a FSDO, we must receive it prior to your expiration date.

Application Renewal through IACRA ACR Service:

Step 1: Confirm/update your current email address.

Step 2: Complete the course.

Step 3: Go to the IACRA website at least three days before the expiration date printed on the back of your CFI card

(<https://iacra.faa.gov/iacra>), set up your account, and start an application. After submitting the application on IACRA, write down your FAA Tracking Number (FTN) and Application Number.

Step 4: Return to our website, enter the numbers, your identification information, and load copies of the front and back of your CFI certificate.

Step 5: The ACR will approve and sign your application, and will send you an email to download/print your Temporary Certificate.

Step 6: Return to our website and download/print your Temporary Certificate.

Paperwork Renewal through traditional mail-in ACR Service:

If you would like to use the ACR service provided by American Flyers you will need to mail the following forms:

- Your signed Graduation Certificate (date of graduation must fall within three calendar months prior to CFI certificate expiration date)
- Your completed and signed 8710-1 (see below for instructions on

how to fill out)

- Your valid US Driver's License, Passport or Military ID
- Notarized proof of Identity (sample form available on your Main Page)
- Your unexpired Flight Instructor Certificate (hard copy)

Mail all forms together to:

American Flyers -- FIRC Dept.
32535 Wolf Branch Lane,
Sorrento, FL 32776

Paperwork Renewal through FSDO:

Locate your nearest FSDO at

http://www.faa.gov/about/office_org/field_offices/fsdo/

Make an appointment to meet with an Airman Inspector prior to your CFI certificate expiration date. Call to schedule your appointment at least 30 days in advance. Also, use this opportunity to ask if they want you to bring in an 8710-form or apply online through IACRA.

Bring the following:

- Your signed Graduation Certificate (date of graduation must fall within three-calendar months prior to CFI certificate expiration date)
- Your completed and signed 8710-form (unless your FSDO requires IACRA application)
- Your valid US Driver's License, Passport or Military ID
- Your unexpired Flight Instructor Certificate (hard copy)

Please read the following guidelines on how to complete the Airman Certificate and/or Rating

Application form (8710-1).

- Sections I, IV, and V are required to be completed. You may complete section III, if you would like the FAA to have your

updated flight time on record.

- In section I make sure you complete ALL the information requested, if applicable.
- You may fill out the PDF form on your computer and print one or more copies. It is not possible to save the completed form on your computer. Some blocks will already be filled from the information you provide in your FIRC profile. You can edit those blocks if necessary. If you choose to print out the form and complete it by hand, please print legibly with black ink.
- FAA policy requires that you use your permanent mailing address. When a P.O. Box or rural route is used in place of your permanent residence address, justification must be provided on a separate sheet of paper and submitted with the application. This must also include a map and directions to your primary residence.
- Read the instructions provided by the FAA with the form.
- Incomplete forms may delay your revalidation process or result in your certificate being inaccurate.