



Advisory Circular

Subject: Flight Instructors as Certifying
Officials for Student Pilot and
Remote Pilot Applicants

Date: 6/25/18

AC No: 61-141

Initiated by: AFS-800

Change:

- 1 PURPOSE OF THIS ADVISORY CIRCULAR (AC).** This AC assists flight instructors during their review and acceptance of an application for a Student Pilot Certificate or an application for a Remote Pilot Certificate. This AC applies to submissions of either an Integrated Airman Certification and Rating Application (IACRA) or a paper application.
- 2 AUDIENCE.** This AC is primarily for flight instructors processing an application for either a Student Pilot Certificate or a Remote Pilot Certificate. Anyone authorized to receive these applications on behalf of the Federal Aviation Administration (FAA) is a certifying official. Other certifying officials, such as Designated Pilot Examiners (DPE), Airman Certification Representatives (ACR) associated with a pilot school, or Flight Standards District Office (FSDO) aviation safety inspectors (ASI), may find the information in this AC useful. Persons involved with or interested in the airman certification process may also benefit from information in this AC.
- 3 WHERE YOU CAN FIND THIS AC.** You can find this AC on the FAA's website at http://www.faa.gov/regulations_policies/advisory_circulars.
- 4 RELATED TITLE 14 OF THE CODE OF FEDERAL REGULATIONS (14 CFR) PARTS.** The authority for a flight instructor to accept a Student Pilot or Remote Pilot Certificate application is in 14 CFR part [61](#), § [61.85\(b\)](#) and part [107](#), § [107.63\(b\)\(1\)](#). These sections became effective in 2016, and while the process for acceptance of either of these two applications is similar, separate sections within this AC are used to detail the process differences. Therefore, after reading the introductory material in paragraph 5, a flight instructor may reference the specific paragraph that applies (i.e., paragraph [6](#), [7](#), [8](#), or [9](#)), and conclude by reviewing paragraph [10](#). Table [1](#), Summary of Application Requirements, summarizes application requirements where a flight instructor may be the certifying official.
- 5 BACKGROUND.**
 - 5.1 Applicant/Application Options.** The applicant has the option to meet with any certifying official. The applicant may present either an electronic application or a paper application. A Remote Pilot Certificate applicant who currently holds a part 61 certificate and who is applying using paper forms may want to consider that a flight instructor does not have the ability to issue a temporary Remote Pilot Certificate, while other certifying officials may issue a temporary certificate. When accepting a Student Pilot Certificate

application, however, no certifying official is authorized to issue any applicant a temporary Student Pilot Certificate. Only the Airmen Certification Branch of the Civil Aviation Registry Division may issue a temporary Student Pilot Certificate or any permanent plastic certificate. Student Pilot Certificates are nonspecific to any category and class, and a flight instructor (including a flight instructor with a sport pilot rating) may act as a certifying official regardless of the category and class the student intends to operate.

5.2 Electronic Application. Applicants prepare an application using the IACRA system. A flight instructor is able to access, view, and print an application by entering the applicant's unique FAA tracking number (FTN) and selecting the appropriate application file to review. Flight instructors using IACRA follow a predetermined series of steps to verify the applicant meets the regulatory eligibility requirements. The flight instructor verifies the applicant's identity and inputs data from the applicant's government-issued photo ID documents, when prompted. After all inputs by the applicant and instructor are completed, the instructor electronically signs the completed application, which is transmitted to the Airmen Certification Branch for further processing. Additional information on IACRA, including procedures to be followed for any error correction to an IACRA file after it has been submitted, is available in FAA Order [8900.1, Volume 5, Chapter 2, Section 4](#), Integrated Airman Certification and Rating Application Process.

5.3 Establishing an IACRA Login as a Certifying Officer. In order for a flight instructor to accept electronic applications for a Student Pilot or Remote Pilot Certificate, he or she must be registered in IACRA for the role of "Recommending Instructor." Flight instructors who are unregistered in IACRA, or who are registered as applicants only, should update their IACRA profile at <https://iacra.faa.gov/IACRA/Default.aspx> and click on the "Register" link within the login window to submit credentials. The next screen permits selection of the "Recommending Instructor" role under the "Instructors" heading. Follow the onscreen prompts to complete the registration. The "Instructor Action" section of the electronic documents will reflect instructor signatures when an application is processed, even though the flight instructor is acting as a certifying officer.

5.4 Paper Application. Occasionally, applicants may need to present a paper application. FAA Form [8710-1](#), Airman Certificate and/or Rating Application, is used for a Student Pilot Certificate application. (Note that a student pilot applicant seeking a sport pilot certificate also uses FAA Form 8710-1.) FAA Form [8710-13](#), Remote Pilot Certificate and/or Rating Application, is used for a Remote Pilot Certificate application.

5.5 Application Routing Procedures.

5.5.1 After any paper application is completed, flight instructors will forward the application to the responsible FSDO for further review by an ASI or aviation safety technician (AST). FSDO addresses are available via the FSDO web page at https://www.faa.gov/about/office_org/field_offices/fsdo/. Personnel at the FSDO review the application for completeness and accuracy. Following their review, FSDO personnel complete the "Aviation Safety Inspector or Technician Report" section of the application. If the application is found acceptable, it is forwarded to the Airmen Certification Branch

for further processing. If the application contains an error, FSDO personnel will return the application to the flight instructor for a correction. The application will be accompanied by an explanation of what corrections are required.

5.5.2 When IACRA is used to submit an application, the software performs the review in place of the FSDO personnel. Therefore, when a flight instructor successfully submits an electronic application using IACRA, it is immediately available to the Airmen Certification Branch. The likelihood that a flight instructor will have to deal with a returned application is significantly reduced when IACRA is used, and the application will be processed faster.

5.6 The Pilot's Bill of Rights (PBR). The PBR serves as a written notification of investigation conducted by the FAA Administrator to determine if the applicant is qualified for and physically able to perform the duties related to the certificate for which he or she is applying. Information provided may be used as evidence against the applicant, and an applicant may obtain a copy of his or her FAA application file upon request. The applicant, the certifying official, or both attest that the applicant has received these rights during the application process.

5.7 Meeting the FAA Aviation English Language Standard (AELS). A flight instructor determines if an applicant can demonstrate the ability to meet the English language requirements outlined in AC [60-28](#), FAA English Language Standard for an FAA Certificate Issued Under 14 CFR Parts [61](#), [63](#), [65](#), and [107](#). If there is doubt regarding the applicant's ability to meet the FAA AELS, or if the flight instructor believes the applicant does not meet the FAA AELS, the flight instructor refers the applicant to the FSDO so the applicant may meet with an ASI. The ASI will evaluate the applicant in accordance with Order 8900.1, [Volume 14, Chapter 1, Section 1](#), Flight Standards Service Compliance Philosophy, because only an ASI has the authority to determine that an applicant is not able to meet the FAA AELS. If the applicant has a medical disability that affects the applicant's ability to demonstrate that he or she meets the FAA AELS, the flight instructor will discontinue the application process and refer the applicant to the FSDO and an appropriate FAA medical authority, as listed in Order 8900.1, [Volume 5, Chapter 8, Section 1](#), Issuance of a Medical Certificate and/or Statement of Demonstrated Ability, or Letter of Evidence, so that appropriate limitations can be added to the applicant's certificate.

5.8 Discontinue an Application. There are four basic reasons to discontinue an application:

1. The applicant does not have acceptable ID.

Note: Acceptable forms of ID are described in the Knowledge Testing Authorization Requirements Matrix available via the Airman Testing web page at https://www.faa.gov/training_testing/testing/.

2. The applicant is not of sufficient age.
3. The applicant does not have a required attachment for a Remote Pilot Certificate application.

4. The applicant has a medical disability requiring an evaluation by an ASI.

Note: All applications not discontinued are either rejected or accepted.

- 5.9 Reject an Application.** Flight instructors reject and complete an application if the applicant is otherwise qualified but does not demonstrate that he or she meets the FAA AELS for other than medical reasons. For recordkeeping purposes, rejected applications are submitted electronically using the IACRA system or forwarded to a FSDO in the event paper applications are being used.
- 5.10 Accept an Application.** Flight instructors accept an application if the applicant meets the requirements for ID, age, and the FAA AELS, and has the necessary document attachments, as applicable.

6 PROCESSING A STUDENT PILOT CERTIFICATE—IACRA APPLICATION.

- 6.1 Applicant Preparation.** The applicant prepares an application using the IACRA website, <https://iacra.faa.gov/IACRA/Default.aspx>. (Note that this web page has a link to an IACRA New User Guide with system instructions for the applicant.) After the application is accepted into the IACRA system, it is available to be reviewed by the flight instructor.
- 6.2 The Flight Instructor Meets With the Applicant.** The applicant must be present when the recommending flight instructor retrieves and reviews the application. The flight instructor should use the FTN supplied by the applicant to access the specific application under consideration within the IACRA system.
- 6.3 The Flight Instructor Verifies the Applicant's Government-Issued Photo ID.** The flight instructor verifies the applicant's identity and enters information from the applicant's ID. If the applicant cannot present acceptable ID, discontinue the application process. Verify that the applicant has entered a correct date of birth. IACRA will not process an application unless the applicant is within 90 calendar-days of his or her 14th birthday or older. If the applicant is not of sufficient age, discontinue the application.
- 6.4 The Flight Instructor Verifies the Applicant's Ability to Meet the FAA AELS.** A flight instructor determines if an applicant can demonstrate the ability to meet English language requirements. If the applicant has a medical condition affecting his or her ability to demonstrate that he or she meets the FAA AELS, the flight instructor discontinues the process and refers the individual to the FSDO and the appropriate FAA medical authority. Rejection or acceptance of applicants without a medical disability is accomplished by answering the English language questions in IACRA. If the application is rejected, the flight instructor must refer the applicant to the FSDO so that the applicant may have the opportunity to demonstrate his or her ability to meet the FAA AELS to an ASI. A rejected application is always submitted electronically to the Airmen Certification Branch.
- 6.5 The Flight Instructor Verifies That the Applicant Has Reviewed the PBR.**

- 6.6 The Applicant Logs Into IACRA and Electronically Signs the PBR.**
- 6.7 The Flight Instructor Logs Back Into IACRA and Signs and Completes the Application.** This step submits the application to the Airmen Certification Branch.
- 6.8 The Applicant May Receive a Temporary Certificate.** A retrievable temporary certificate may be available to the applicant who has applied using IACRA. When the applicant is at least 14 years old, the application has been received by the Airmen Certification Branch, and the applicant has been vetted by the Transportation Security Administration (TSA) (a process managed by the Airmen Certification Branch and transparent to the applicant), the applicant may download a temporary certificate using the IACRA website. The Airmen Certification Branch sends an email to the address on file in the IACRA database once an electronic application has been approved and the applicant is of sufficient age.
- 6.8.1** If the application is submitted prior to the applicant's 14th birthday, the vetting process will still occur, but the temporary certificate will not be available in IACRA until the applicant reaches the age of 14.
- 6.8.2** If a Student Pilot Certificate applicant is planning to solo in a nonpowered category of aircraft on his or her 14th birthday (including a powered glider), a certifying official should review the application for submission as soon as possible, but no more than 90 days prior to that applicant's 14th birthday.
- 6.8.3** For an applicant planning to solo in a powered category of aircraft on their 16th birthday, the application should be submitted at least 60 days prior to that date to allow sufficient time for application processing.
- 6.9 Additional Student Pilot Application Information.** Additional information is available in Order 8900.1, [Volume 5, Chapter 2, Section 6](#), Issue a Student Pilot Certificate.

7 PROCESSING A STUDENT PILOT CERTIFICATE—PAPER APPLICATION.

- 7.1 Applicant Preparation.** The applicant fills out FAA Form 8710-1 in accordance with the instructions included with the form. Obsolete versions of the form are unacceptable, and the latest revision is available via the FAA Forms web page at <https://www.faa.gov/forms/>. When the applicant signs page 1 of the form, it is an acknowledgement that the applicant has received and reviewed the PBR.
- 7.2 The Flight Instructor Reviews Page 1 of the Paper Application With the Applicant Present.** The flight instructor verifies that the "Student" box is checked in section I. The flight instructor should check that all other required information in that section is completed in accordance with the form instructions. Obsolete versions of the form are unacceptable, and the latest revision is available at <https://www.faa.gov/forms/>. Sections II and III on the application are not required to be filled in, but the flight instructor should verify that sections IV and V are filled in completely. The applicant, by signing the form, attests that he or she has received the PBR. The flight instructor should make certain the applicant has received a written copy of the PBR.

7.3 The Flight Instructor Determines if the Applicant Meets the FAA Age Requirement.
 The applicant must be at least 14 years old to receive a Student Pilot Certificate. A flight instructor may review and submit an application up to 90 days prior to the applicant’s 14th birthday. If this requirement is not met, discontinue the application process.

7.4 The Flight Instructor Determines if the Applicant Meets the FAA AELS. If an applicant provides a “No” response for English language ability in section I, item G, due to a medical disability, discontinue the process and have the applicant make an appointment with the FSDO. If the applicant is unable to meet the English language requirements for any other reason, the flight instructor rejects the application and forwards the rejected application to the FSDO. The flight instructor must refer the applicant to the FSDO so that the applicant may meet with an ASI and demonstrate that he or she meets the FAA AELS at a future time.

7.5 The Flight Instructor Fills Out Page 2 of the Paper Application With the Applicant Present.

7.5.1 The “Instructor Action” section at the top of page 2 is filled in following the example shown in Figure 1 below for an accepted application. Figure 1 indicates the applicant has the proper ID and meets the age and English language requirements.

Figure 1. Sample Instructor Action: Accepted Student Pilot Application

Instructor Action			
<input checked="" type="checkbox"/> Accepted Student Pilot Application – I have personally reviewed the applicant’s information and verified the person meets the eligibility requirements and verified applicants identification		<input type="checkbox"/> Rejected Student Pilot Application	
<input type="checkbox"/> Flight Review	<input type="checkbox"/> Instrument Proficiency Check	<input type="checkbox"/> Recommendation - I have personally instructed the applicant and consider this person ready to take the test.	
Date 07/31/2018	Authorized Flight Instructor’s Signature (Print Name and Sign) Mary Smith <i>Mary Smith</i>	Flight Instructor Certificate Number 1234567CFI	Certificate Expiration Date 08/31/2019

7.5.2 Follow the example below in Figure 2 for a rejected application. This would indicate the applicant does not meet the English language requirements for reasons other than a medical condition. If the age or identity requirements were not met, or the applicant has a medical disability, the application is discontinued rather than rejected.

Figure 2. Sample Instructor Action: Rejected Student Pilot Application

Instructor Action			
<input type="checkbox"/> Accepted Student Pilot Application – I have personally reviewed the applicant’s information and verified the person meets the eligibility requirements and verified applicants identification		<input checked="" type="checkbox"/> Rejected Student Pilot Application	
<input type="checkbox"/> Flight Review	<input type="checkbox"/> Instrument Proficiency Check	<input type="checkbox"/> Recommendation - I have personally instructed the applicant and consider this person ready to take the test.	
Date 07/31/2018	Authorized Flight Instructor’s Signature (Print Name and Sign) Mary Smith <i>Mary Smith</i>	Flight Instructor Certificate Number 1234567CFI	Certificate Expiration Date 08/31/2019

7.6 The Flight Instructor Fills in the Applicant’s Identity Information and Completes the Form.

7.6.1 The flight instructor fills in the bottom of the form on page 2 with the applicant’s information (see Figure 3 below for an accepted application). The “Remarks” section is also available to the flight instructor. By adding flight instructor contact information in

the “Remarks” section, the responsible FSDO will be able to contact the flight instructor promptly if there is a question.

Figure 3. Sample Applicant Identity Information: Meets Aviation English Language Standard

Attachments: <input type="checkbox"/> Certifying Statement <input type="checkbox"/> College Transcript (Official) <input type="checkbox"/> ATP CTP Graduation Certificate <input type="checkbox"/> Knowledge Test Report <input type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Airman Certificate	Airman's Identification (ID) <i>(US driver's license or passport recommended)</i> Form of ID New York State Driver's License	Applicant Information <i>(required if printed on 2 pages)</i> Name John Roberts
	ID Number <i>(if issued by State, include State)</i> 123 456 789	Date of Birth 05/25/1977
	Expiration Date <i>(must be valid)</i> 05/04/2027	Certificate Number N/A
	Telephone Number 914 555 1234	E-Mail Address john.roberts@email.com
	<input checked="" type="checkbox"/> Meets Aviation English Language Standard <input type="checkbox"/> Does Not Meet Aviation English Language Standard <input type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination	
	REMARKS:	

FAA Form 8710-1 (10-17) Supersedes Previous Edition

Page 2 of 2

7.6.2 An application is rejected because the applicant, otherwise qualified, cannot read, speak, write, or understand the English language for reasons other than a medical disability. The application is filled out as shown in Figure 4 below. The box checked is for a referral to the FSDO, where the applicant’s English language ability and/or medical status will be checked by an ASI. A rejection is not meant to be punishment, but rather to ensure the safety of the National Airspace System (NAS). The flight instructor should never check the box “Does Not Meet Aviation Language Standard.” That box is reserved exclusively for use by an ASI.

Figure 4. Sample Applicant Identity Information: Referred to Flight Standards District Office for Aviation English Language Standard Determination

Attachments: <input type="checkbox"/> Certifying Statement <input type="checkbox"/> College Transcript (Official) <input type="checkbox"/> ATP CTP Graduation Certificate <input type="checkbox"/> Knowledge Test Report <input type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Airman Certificate	Airman's Identification (ID) <i>(US driver's license or passport recommended)</i> Form of ID New York State Driver's License	Applicant Information <i>(required if printed on 2 pages)</i> Name John Roberts
	ID Number <i>(if issued by State, include State)</i> 123 456 789	Date of Birth 05/25/1977
	Expiration Date <i>(must be valid)</i> 05/04/2027	Certificate Number N/A
	Telephone Number 914 555 1234	E-Mail Address john.roberts@email.com
	<input type="checkbox"/> Meets Aviation English Language Standard <input type="checkbox"/> Does Not Meet Aviation English Language Standard <input checked="" type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination	
	REMARKS:	

FAA Form 8710-1 (10-17) Supersedes Previous Edition

Page 2 of 2

7.7 The Flight Instructor Forwards the Completed Application to the Responsible FSDO. Other than discontinued applications, all remaining applications, whether rejected due to the uncertainty of the flight instructor regarding the applicant’s ability to meet the FAA AELS or accepted because the applicant meets all the requirements, should be sent or delivered to the FSDO as the next step in the process. FSDO personnel will review the form and forward it to the Airmen Certification Branch after completing the last line of the “Aviation Safety Inspector or Technician Report” section. If the flight instructor mistakenly mails the form directly to the Airmen Certification Branch, the application will be returned to the flight instructor’s FSDO. The FSDO may contact the flight instructor in order to provide training about proper application routing procedures.

7.8 TSA Security Vetting and Temporary Certificate Availability of the Paper Method. Provided the applicant is not deemed a security risk and is at least 14 years of age, the Airmen Certification Branch issues a permanent Student Pilot Certificate and mails it to the applicant. Applicants must also wait to receive a permanent plastic certificate in the mail.

7.9 Additional Student Pilot Application Information. Additional information is available in Order 8900.1, Volume 5, Chapter 2, Section 6.

8 PROCESSING A REMOTE PILOT CERTIFICATE—IACRA APPLICATION.

8.1 Applicants Without a Current Flight Review. Applicants are able to apply for a Remote Pilot Certificate using IACRA without assistance from a flight instructor or other certifying official. However, a passed FAA Remote Pilot knowledge test report is a required attachment. If there is a name error on the knowledge test report, which will cause the application to fail logic checks within the IACRA software, the applicant may file a paper application with a flight instructor or other certifying official (see paragraph 9 to process a Remote Pilot Certificate paper application). A recurrent knowledge test must not be used for an initial Remote Pilot Certificate application.

8.2 Applicants with a Current Flight Review. The applicant prepares a Remote Pilot application using the IACRA website, <https://iacra.faa.gov/IACRA/Default.aspx>. In order to take advantage of this process, the applicant must hold a pilot certificate (other than a Student Pilot Certificate) issued under part 61.

8.3 The Flight Instructor Meets With the Applicant. The applicant must be present when the recommending flight instructor retrieves and reviews the application. The flight instructor should use the FTN supplied by the applicant to retrieve the application under consideration.

8.4 The Flight Instructor Verifies the Applicant's Government-Issued Photo ID. The recommending flight instructor verifies the applicant's identity and enters information from the applicant's ID using the IACRA software. The certifying official should discontinue the application process if the applicant cannot produce acceptable ID.

8.5 The Flight Instructor Determines That the Applicant's Birth Date is Entered Correctly. The applicant must be at least 16 years old to apply for a Remote Pilot Certificate. In the event the applicant is not at least 16 years old, IACRA will not process the application. If the applicant does not meet the age requirement, discontinue the application process.

8.6 The Flight Instructor Verifies the Applicant's Ability to Meet the FAA AELS. A flight instructor answers the English language questions posed by the IACRA software and indicates whether or not the applicant meets the FAA AELS. When the flight instructor answers the language questions in IACRA, he or she should not be influenced because the applicant holds other FAA pilot certificates. If the flight instructor determines there is uncertainty regarding the applicant's ability to meet the FAA AELS,

IACRA will indicate that the application is rejected. In that case, the flight instructor must contact the FSDO to arrange for additional evaluation by an ASI.

8.7 The Flight Instructor Verifies That the Applicant Meets the Requirements of § 61.56. The flight instructor verifies that the applicant possesses a current flight review or its equivalent.

8.8 The Flight Instructor Verifies That the Applicant Has Reviewed the PBR.

8.9 The Flight Instructor Verifies That the Applicant’s Training Course Document Is Uploaded. The applicant has an opportunity to upload the training course completion document when entering initial data and before submitting the application to IACRA. However, if this has not yet been done, the flight instructor may upload the document. The flight instructor should verify that the correct document has been uploaded by opening it within IACRA. If the applicant does not have the proper training course completion attachment, discontinue the application.

8.10 The Applicant Logs Into IACRA and Electronically Signs the PBR.

8.11 The Flight Instructor Logs Into IACRA and Signs and Completes the Application. This step submits the application to the Airmen Certification Branch.

8.12 The Applicant May Receive a Temporary Certificate. Applicants who do not currently hold an existing FAA certificate will be notified by email when a temporary certificate is available in IACRA. Existing certificate holders receive their temporary certificates through IACRA if the certifying official is a flight instructor. Other certifying officials issue temporary certificates.

9 PROCESSING A REMOTE PILOT CERTIFICATE—PAPER APPLICATION.

9.1 Applicant Preparation. The applicant completes sections of the paper FAA Form 8710-13 in accordance with the included instructions.

9.2 The Flight Instructor Meets With the Applicant. The applicant must be present when the recommending flight instructor reviews the application. If the applicant is unable to provide an acceptable government-issued photo ID, the application should be discontinued and not forwarded to the FSDO. See Figure 5 below for an example of an initial application showing the top of section I.

Figure 5. Sample Remote Pilot Application Information

Form approved OMB No: 2120-0021
Expires: 08/31/2019

TYPE OR PRINT ALL ENTRIES IN INK

U.S. Department of Transportation Federal Aviation Administration		Remote Pilot Certificate and/or Rating Application	
I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying):			
Ratings		Other Information/Requests	
<input checked="" type="checkbox"/> Small Unmanned Aircraft System		<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Recurrent <input type="checkbox"/> Other specify:	

Note: The flight instructor should check that all other personal information in section I is completed in accordance with the application instructions.

- 9.3 The Flight Instructor Verifies the Applicant's Identity.** If the applicant is unable to provide an acceptable government-issued photo ID, the application should be discontinued and not forwarded to the FSDO.
- 9.4 The Flight Instructor Determines if the Applicant Meets the FAA Age Requirement.** The applicant must be at least 16 years old to receive a Remote Pilot Certificate. Discontinue the application if the applicant is not of sufficient age.
- 9.5 The Flight Instructor Reviews the PBR and Verifies That the Applicant Has a Copy.**
- 9.6 The Flight Instructor Verifies That the Applicant Meets the FAA AELS.** A flight instructor marks the application as rejected if an applicant cannot demonstrate the ability to meet FAA English language requirements as outlined in AC 60-28. This language evaluation applies to all applicants, including those who hold other FAA pilot certificates. If the application is rejected due to doubt as to the applicant's ability to meet the FAA AELS for reasons other than a medical disability, the flight instructor must forward the paper application form to the FSDO and refer the applicant to the FSDO for additional evaluation by an ASI. If the applicant does have a medical disability, discontinue the process and refer the applicant to the FSDO. When an application is discontinued or rejected, the applicant should retain any knowledge test report or course completion certificate.
- 9.7 The Flight Instructor Verifies the Basis for the Application in Section II.**
- 9.7.1** The applicant may check box A for completion of the FAA Remote Pilot knowledge test, which is attached to the application. An initial knowledge test report is required for an individual with an FAA Airman Certificate issued in accordance with part 61, but who does not have a current flight review. An initial knowledge test report is also required for an applicant holding no other certificates and who is unable to submit an application through IACRA. If there is a name discrepancy between the application and the knowledge test report, the flight instructor must provide a comment or note to explain the discrepancy. A copy of the applicant's government-issued photo ID must be attached in this case. An applicant who does not have a current flight review and who is seeking to establish an official record of recency for his or her existing Remote Pilot Certificate may use an initial or recurrent knowledge test. See an example in Figure 6 below.

Figure 6. Sample Basis for the Application: Completion of Knowledge Test

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:	
<input checked="" type="checkbox"/>	A. Completion of Knowledge Test <i>(attach knowledge test results with application)</i>
<input type="checkbox"/>	B. Completion of Training Course <i>(attach training course completion certificate with application)</i>

- 9.7.2** If the applicant checks box B as the basis for the application, he or she must supply a training course completion certificate. Verify that the applicant meets the flight review requirement. An initial training course certificate is required for applicants with a current

flight review who do not yet hold a Remote Pilot Certificate. An applicant may use an initial or recurrent course completion certificate to establish an official record of 24-month recency with the FAA. See an example in Figure 7 below.

Figure 7. Sample Basis for the Application: Completion of Training Course

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:	
<input type="checkbox"/>	A. Completion of Knowledge Test <i>(attach knowledge test results with application)</i>
<input checked="" type="checkbox"/>	B. Completion of Training Course <i>(attach training course completion certificate with application)</i>

9.8 The Flight Instructor Completes the Submitting Official’s Report on Page 1.

9.8.1 For a pilot applying on the basis of meeting requirements for a current flight review along with a training course completion certificate, complete the form as shown in Figure 8 below, which is an example of an acceptance of the application.

Figure 8. Sample Submitting Official’s Report: Accepted

Submitting Official's Report			
<input checked="" type="checkbox"/> I have personally reviewed this application and I certify that the individual meets the applicable requirements of 14 CFR Part 107 for the certificate or rating sought.			
<input checked="" type="checkbox"/> I have personally verified the applicant's identification.			
<input checked="" type="checkbox"/> I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.			
Applicant meets FAA Aviation English Language Proficiency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Application Accepted <input type="checkbox"/> Temporary Certificate Issued <input type="checkbox"/> Application Rejected <i>specify:</i>			
Designated Examiner or Airman Certification Representative Signature			
Date	Examiner's Signature <i>(Print Name & Sign)</i>	Certificate Number	Designation Number Designation Expires
Aviation Safety Inspector Signature			
Date	Inspector's Signature <i>(Print Name & Sign)</i>	Certificate Number	FAA Office Code
Authorized Instructor Signature			
Date	Instructor's Signature <i>(Print Name & Sign)</i>	Certificate Number	Certificate Expires
08/03/2017	Mary Smith <i>Mary Smith</i>	1234567 CFI	08/31/2019
Attachments:		Airman's Identification(ID) <i>(US Driver's License or passport recommended)</i>	Applicant Information
<input type="checkbox"/> Knowledge Test Report		Form of ID New York State Driver's License	Name John Roberts
<input checked="" type="checkbox"/> Training Course Completion Certificate		ID Number 123 456 789	Date of Birth 05/25/1977
<input type="checkbox"/> Temporary Certificate		Expiration Date 05/04/2027	Certificate Number 1234567
<input type="checkbox"/> Other <i>specify:</i>		Telephone Number 914 555 1234	E-mail Address john.roberts@email.com
		Remarks Contact Mary Smith at mary.smith@email.com.	

9.8.2 Figure 9 below is an example of a rejected application. A rejection occurs if the flight instructor has any doubt as to the applicant’s ability to meet the FAA AELS. In this case, the knowledge test report or course completion certificate is returned to the applicant. FAA Form 8710-13 is forwarded to the FSDO. The applicant is also referred to the FSDO for a language evaluation by an ASI. A flight instructor never checks the “No” box associated with “Applicant meets FAA Aviation English Language Proficiency,” because the “No” box is reserved for FSDO personnel only. However, the flight instructor should specify the reason for the rejection as in Figure 9.

Figure 9. Sample Submitting Official’s Report: Rejected

Submitting Official’s Report				
<input type="checkbox"/> I have personally reviewed this application and I certify that the individual meets the applicable requirements of 14 CFR Part 107 for the certificate or rating sought. <input checked="" type="checkbox"/> I have personally verified the applicant’s identification. <input checked="" type="checkbox"/> I have personally delivered the Written Notification under the Pilot’s Bill of Rights to the applicant.				
Applicant meets FAA Aviation English Language Proficiency <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Application Accepted <input type="checkbox"/> Temporary Certificate Issued <input checked="" type="checkbox"/> Application Rejected <i>specify: Applicant referred to FSDO for FAA English language evaluation.</i>				
Designated Examiner or Airman Certification Representative Signature				
Date	Examiner’s Signature <i>(Print Name & Sign)</i>	Certificate Number	Designation Number	Designation Expires
Aviation Safety Inspector Signature				
Date	Inspector’s Signature <i>(Print Name & Sign)</i>	Certificate Number	FAA Office Code	
Authorized Instructor Signature				
Date	Instructor’s Signature <i>(Print Name & Sign)</i> Mary Smith	Certificate Number	Certificate Expires	
Attachments:		Airman’s Identification (ID) <i>(US Driver’s License or passport recommended)</i>	Applicant Information	
<input type="checkbox"/> Knowledge Test Report	Form of ID New York State Driver’s License		Name John Roberts	
<input type="checkbox"/> Training Course Completion Certificate	ID Number 123 456 789		Date of Birth 05/25/1977	
<input type="checkbox"/> Temporary Certificate	Expiration Date 05/04/2027		Certificate Number 1234567	
<input type="checkbox"/> Other <i>specify:</i>	Telephone Number 914 555 1234		E-mail Address john.roberts@email.com	
Remarks Contact Mary Smith at mary.smith@email.com				

FAA Form 8710-13 (10-16) Supersedes Previous Edition

Electronic Version Only

9.9 The Flight Instructor Fills in the Applicant’s Information. The flight instructor may also include a remark with contact information in case FSDO personnel would like to contact the flight instructor as shown in Figures 8 and 9 above.

9.10 The Flight Instructor Forwards the Completed Paper Application to the Responsible FSDO. Accepted or rejected paper applications must be sent or delivered to the FSDO as the next step in the process. The FSDO will review the form and forward it to the Airmen Certification Branch after completing the appropriate line of the “Submitting Official’s Report” section. If the flight instructor mistakenly mails the form directly to the Airmen Certification Branch, the application will be returned to the flight instructor’s FSDO. The FSDO may contact the flight instructor in order to provide training on proper application routing procedures.

9.11 TSA Security Vetting and Temporary Certificate Availability of the Paper Method. Certifying officials other than flight instructors issue temporary Remote Pilot Certificates to current part 61 certificate holders. Applicants without existing pilot certificates are not issued temporary certificates. The Airmen Certification Branch issues and mails the permanent certificate to applicants holding no other part 61 pilot certificates, provided the applicant is not deemed a security risk and is at least 16 years of age.

Table 1. Summary of Application Requirements

Requirements	When Applying For:			
	Student Pilot Certificate Using IACRA	Student Pilot Certificate Using Paper FAA Form 8710-1	Remote Pilot Certificate Using IACRA	Remote Pilot Certificate Using Paper FAA Form 8710-13
Minimum Age Required To Apply	Up to 90 days prior to 14th birthday	14	16	16
Language Standard	FAA AELS	FAA AELS	FAA AELS	FAA AELS
ID Requirement	Government-issued photo ID	Government-issued photo ID	Government-issued photo ID	Government-issued photo ID
Other Required Documents	None	None	Proof of a § 61.56 flight review or equivalent and a graduation certificate from a Remote Pilot Training Course; <i>OR</i> if without proof of meeting § 61.56, a valid Remote Pilot Airman Knowledge Test Report.	Proof of a § 61.56 flight review or equivalent and a graduation certificate from a Remote Pilot Training Course; <i>OR</i> if without proof of meeting § 61.56, a valid Remote Pilot Airman Knowledge Test Report.
Application Accepted by	Meeting with a flight instructor or other certifying official.	Meeting with a flight instructor or other certifying official.	Filing application electronically without requiring a certifying official if using a valid Remote Pilot Airman Knowledge Test Report; <i>OR</i> by meeting with a flight instructor or other certifying official if using a course graduation certificate and proof of meeting § 61.56.	Meeting with a flight instructor or other certifying official.
Temporary Airman Certificate	Not issued by the certifying official. The airman will be notified by email when the Temporary Airman Certificate is available in IACRA.	Not issued. A hardcopy certificate will be mailed to the applicant once the paperwork has been processed by the Airmen Certification Branch.	First-time FAA applicant: Not issued by the certifying official. The airman will be notified by email when the temporary certificate is available in IACRA. Existing FAA certificate holder: Temporary issued by certifying official (unless the certifying official is a flight instructor). If the certifying official is a flight instructor, the temporary will be available in the applicant's IACRA account.	First-time FAA applicant: Not issued by the certifying official. A hardcopy certificate will be mailed to the applicant once the paperwork has been processed by the Airmen Certification Branch. Existing FAA certificate holder: Temporary issued by certifying official (unless the certifying official is a flight instructor).

10 COMMON MISTAKES FLIGHT INSTRUCTORS SHOULD AVOID.

- 10.1 Flight Instructors Must Not Accept an Unacceptable ID Document From the Applicant.** Information about acceptable forms of ID is found at in the Knowledge Testing Authorization Requirements Matrix at https://www.faa.gov/training_testing/testing/.
- 10.2 Flight Instructors Must Include an Explanation for Any Name Discrepancy on a Knowledge Test Report.** IACRA will accept some discrepancies, such as a middle name being spelled out on the application while the applicant’s middle initial is used on the test report. However, major discrepancies will require a paper application, and an explanation will need to be given by including a remark or an attached note with the application. A copy of a government-issued photo ID used to explain the discrepancy must also be attached to the application. Flight instructors may include miscellaneous attachments by checking the “Other” box in the attachments section of the paper form.
- 10.3 Flight Instructors Should Not Forward Paper Applications Directly to the Airmen Certification Branch.** All paper applications are forwarded to the appropriate FSDO. The mailing address for a FSDO may be located via the FSDO web page at http://www.faa.gov/about/office_org/field_offices/fsdo/. Mailing an application directly to the Airmen Certification Branch will delay the application processing.
- 10.4 Flight Instructors Must Ensure the Applicant is Physically Present During the Application Acceptance and Review Process.** Processing the application without the applicant circumvents the identification process and the English language verification process. This creates a potential security issue for the NAS and could lead to an investigation of the flight instructor.
- 11 AC FEEDBACK FORM.** For your convenience, the AC Feedback Form is the last page of this AC. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this AC on the Feedback Form.



John S. Duncan
Executive Director, Flight Standards Service

Advisory Circular Feedback Form

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by contacting the General Aviation and Commercial Division at 9-AFS-800-Correspondence@faa.gov or the Flight Standards Directives Management Officer at 9-AWA-AFS-140-Directives@faa.gov.

Subject: AC 61-141, Flight Instructors as Certifying Officials for Student Pilot and Remote Pilot Applicants

Date: _____

Please check all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:

In a future change to this AC, please cover the following subject:
(Briefly describe what you want added.)

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____

Date: _____