

IACRA/LOGBOOK CHECKLIST FOR INSTRUCTORS TO FILL OUT

- PLEASE HAVE YOUR INSTRUCTOR VERIFY THAT EACH LINE IS COMPLETED BY INITIALING EACH BOX
- PLEASE VERIFY YOUR IACRA & GRADUATION DATE ARE SIGNED
- PLEASE VERIFY YOUR ENDORSEMENTS ARE SIGNED
- PLEASE VERIFY YOUR ADDRESS IS CORRECT ON YOUR IACRA INCLUDING THE STATE
- PLEASE VERIFY THE NAME IS THE SAME ON THE WRITTEN TEST RESULTS/ID & IACRA
- PLEASE VERIFY & **INITIAL** THESE IACRA BOX AREAS ARE CORRECT IN THE BOXES BELOW
- VERIFY THE NAME AND SPELLING ARE THE SAME ON THE IACRA, ON THE ID, & ON THE PILOT CERTIFICATE**
- I.A. D. CHECK CITY STATE/COUNTRY IS CORRECT
- I.M. USE CURRENT & LATEST CERTIFICATE
- I.N. & MOST RECENT MEDICAL DATE ISSUED AND DOCTOR WHO ISSUED IT**
- I.O. USE NO OR EXPLAIN
- IF YOUR AIRPORT ISN'T LISTED: MAKE A FLIGHT PLAN THAT IS FARTHER THAN 200 for PRIVATE; FARTHER THAN 250 for INSTRUMENT; AND FARTHER THAN 300 for COMMERCIAL CROSS-COUNTRY CHECKRIDES**
- IF DOING A COMMERCIAL CHECKRIDE, VERIFY THAT YOUR NIGHTTIME AND INSTRUMENT TIME ARE LOGGED AS 61.129 ONLY**
- II.2B MAKE SURE ALL 4 PIC TIME ENTRIES ARE CORRECT AND LINE III AND IN II.2B TOTAL TIME IS NOT MORE THAN YOUR TOTAL AIRCRAFT TIME.**
- II. C. NO IS CORRECT IF 141 GRADUATE
- II.C.3 VERIFY GRADUATION DATE IS CORRECT IF 141 GRADUATE
- III. CHECK THAT CLASS TOTALS ARE CORRECT & ALL BOXES CHECKED
- III. NOTIFY DPE IF YOU HAVE A DUAL CITIZENSHIP
- III. VERIFY ATD/FTD INSTRUCTION RECEIVED _____**
- III. VERIFY ATD/FTD INSTRUMENT INSTRUCTION RECEIVED _____**
- III. MAKE SURE INSTRUMENT TIME **IN THE SIMULATOR** IS FILLED IN UNDER ATD
- III. AIRPLANE INSTRUCTION TIME DOES NOT INCLUDE ATD TIME
- III. IF YOU ARE A PRIVATE PILOT APPLICANT WITH AN INITIAL CHECK-RIDE YOUR PIC/SOLO TIME PLUS YOUR INSTRUCTION TIME WILL ADD UP TO YOUR TOTAL TIME
- III. IF YOUR PRIVATE PILOT RETESTS, ONLY YOUR PIC TIME PLUS YOUR INSTRUCTION TIME WILL ADD UP TO YOUR TOTAL TIME.
- III. IF YOU ARE A COMMERCIAL OR INSTRUMENT OR CFII APPLICANT YOUR PIC TIME PLUS YOUR INSTRUCTION TIME WILL BE MORE THAN YOUR TOTAL TIME.
- IV. NO INITIAL OR YES IF A RETEST IS CHECKED CORRECTLY
- VERIFY ADDRESS **STATE & ZIP** CODE COMPLETE AND CORRECT ON PAGE 1 PAGE 3.
- ALSO USE CHECKLIST IN THE BACK OF THE ACS OF WHAT TO BRING
- MAKE SURE YOU BRING YOUR PASSWORD AND USERNAME FOR IACRA WITH YOU

I, INSTRUCTOR _____

&

I, APPLICANT _____

Verify that each section and each block of this applicant's IACRA is complete, checked, and correct.