

## **Checklist for Foreign Pilots**

#### TIMEBUILDING IN FLORIDA USING A N-REGISTERED AIRCRAFT

Pilots holding a non-US Pilot certificate have to convert their foreign license to an USA-Restricted License (PPL) first.

#### 1. You should be in possession of:

- a passport that is valid for 6 months after departure of the USA
- valid foreign pilot license
- valid foreign medical

Please make sure that the **name on your license and medical matches the one in your passport** (if you have a middle name, it has to show on your license and medical).

2. Application for an USA-restricted License (based on the credentials of your foreign license)

**Preferred and fastest Method is Electronically in IACRA** (Integrated Airman Certification and Rating Application).

Before you start keep in mind the following tips as you use IACRA:

- If appropriate, have your flight times calculated and ready before starting an application.
- Have your current certificate in front of you while filling in the application. This will help you remember to list your entire certificate held information when prompted by IACRA.
- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files.
   There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call AVS Support Central for help with your issue (see Section 8, Contacting the National AVS IT Service Desk, later in this document) or contact Global Flight Training Solutions

During the registration process, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you. IACRA uses the FTN to



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identify an individual and you must provide that number throughout the airman certification process.

Also make sure you write down your Username and Password and keep it on a secured place.

Link to the IACRA website <a href="https://iacra.faa.gov/IACRA/Default.aspx">https://iacra.faa.gov/IACRA/Default.aspx</a>



• Click the '**Register**' link near the top right of **IACRA** home page. There are many different roles in **IACRA**, but you must use the Applicant role to **apply** for a new certificate, or to modify an existing certificate. Check the 'Applicant' box, then agree to the Terms of Service (TOS) and continue.

ACRA - Select Role(s) ease select the role or roles below for which you wou	Ild like to register.
Applicant	
Applicant	
Instructors	
Air Carrier Flight Instructor	- (CFR 121, 135)
Chief / Assistant Chief Flight Instructor	- (CFR 141)
142 Recommending Instructor	- (CFR 142)
Recommending Instructor	<ul> <li>CFR 61, 65, 141, SIC, Student, Remote, Flight Review )</li> </ul>
Certifying Officers	
Aircrew Program Designee	- (CFR 121, 135)
Airman Certification Representative	- (DMS - DPE, SAE & ADMIN PE )
Airman Certification Representative (FIRC only)	- (FIRC)(DMS-DPE, SAE & ADMIN PE)
Aviation Safety Inspector	- (FAA)
Aviation Safety Technician	- (FAA)
Designated Examiner	- (DMS - DPE & SAE )
Training Center Evaluator	- (CFR 142, 121, 135)
Admin	
School Administrator	- (CFR 141, 142, 121, 135)
Terms of Se	rvice (TOS)
You are accessing a U.S. Government information this computer network, (3) all computers connecte media attached to this network or to a computer or provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may	d to this network, and (4) all devices and storage this network. This information system is
criminal penalties. By using this information system, you understand	
<ol> <li>You have no reasonable expectation of priv information transiting or stored on this infor for any lawful government purpose monitor or information transiting or stored on this in</li> </ol>	acy regarding any communications or mation system. At any time, the government may intercept, search, and seize any communication formation system. or stored on this information system may be
Agree to TOS an	nd Continue >
	Training Solutions, Inc
	l Airpark Blvd
	okalee FL 34142
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200001110110	number 239-651-777 Iflighttrainingsolutio



 A new window opens for your User Profile Information Skip Certificate Information if you are a first-time applicant for an FAA certificate,

Fill out Personal Information, Security Questions, Create Username and Password then click Register,

IACRA will send you an email confirmation,

Adminis	Aviation tration			
10	IACRA - Use	r Profile Informati	tion	
's new in IACRA	Certificate Information			
ently Asked	If you do not have an existing FAA certificate number and date of issuance, please skip to the next section. Please note,			
ations	some IACRA roles will require FAA certificate information before the user profile can be completed.			
raft Search Feedback	Airman Certificate Number			
lact Us	Data di second			
ing and Documentation	Date of Issuance	mm/dd/yyyy		
ul FAA Links				
ble Certifications and s	Personal Infor			
ent Registry	First Name	ne total length of name	(including first, middle, last and any suffix) must be less than 50 characters.	
cessing Dates	Middle Name		No Hist Name     No Middle Name	
	Last Name		0	
	Name Suffix			
	Date of Birth	mm/dd/yyyy		
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	Security Question	1		4
	Security Question Answer Security Question	1	 	
	Security Question Answer	1		
	Security Question Answer Security Question	1		
	Security Question	1 2 Password		•
	Security Question	1 2 Password		•
	Security Question Answer Security Question Answer Security Question Answer Create Your Unique	1 2 Password		•
	Security Question Answer Security Question Answer User Name / I Create Your Uniqu User Name	2 Password Je IACRA Login	@	
	Security Question Answer Security Question Answer Security Question Create Your Uniqu User Name Password	2 Password Je JACRA Login	@	
	Security Question Answer Security Question Answer User Name / I Create Your Uniqu User Name Password Confirm Password	2 Password Je JACRA Login	@	

• Once you registered you will need to log in again from the IACRA website in order to start your application for a Verification of Authenticity of Foreign License and Medical Certification



- The certificate you are apply for is a Private Pilot Foreign Based License
- Once again, your name on the application has to match your passport, foreign license as well as medical certificate,
- The Flight Standards District Office (FSDO) you are using is:
   S. Florida (Miramar), 2895 SW 145 Ave, Suite 120, Miramar, Florida 33027
- Make sure that whenever there is a date specification the US standard is **Month/Date/Year**,
- You will be asked to download your foreign license and your medical
- Please do not forget to write down you FTN,
- If you are sure that you filled out everything proper and attached your certificates you can submit your application,

#### You will also need to contact your Aviation Authority to authorize release of your information to the FAA (Federal Aviation Administration) for both License and medical information.

Inform us once you received your FAA Verification Letter and send us a copy. (FAA will send you an email notification and your Verification Letter will be uploaded in your IACRA)

# 3. Study upfront while waiting for the FAA Letter of Verification

You can download the following manuals for free.

Pilot's Handbook of Aeronautical Knowledge (it has a section for Aviation Weather which is helpful.

https://www.faa.gov/regulations\_policies/handbooks\_manuals/aviation/phak/media/pilot\_ handbook.pdf

### Airplane Flying Handbook

https://www.faa.gov/regulations\_policies/handbooks\_manuals/aviation/airplane\_handbooks\_

This is the Aeronautical Chart User's guide, with a lot of information (131 pages). Can be downloaded free from the FAA.gov page.

https://www.faa.gov/air\_traffic/flight\_info/aeronav/digital\_products/aero\_guide/media/editi ons/cug-complete.pdf

Like to listen to live ATC radio communication click on this link <a href="https://www.liveatc.net/search/?icao=KMIA">https://www.liveatc.net/search/?icao=KMIA</a>



- 4. Once you receive the FAA Verification Letter (valid for 6 months from the date it was issue), book your flight and let us know your arrival date. Please fill out the Global Flight Training Solutions Customer Registration Form and send us the following copies of your documents and we start to schedule you.
  - Foreign Pilot License
  - Foreign Medical
  - FAA Verification Letter
  - Passport

#### 5. Arrival at Global Flight Training Solutions Facility

Our Team will welcome you and go through GFTS's Terms and Conditions. You receive our GFTS Safety Policies and Procedures and meet your FAA Certified Flight Instructor. He will set you up in IACRA (**Integrated Airman Certification and** Rating application) and schedule the appointment with the FAA examiner who issues you the US restricted Private Pilot License.

6. All first-time customers who are getting their US-restricted Private Pilot License and committed to do Flight Time Building in US-Airspace with Global Flight Training Solutions have to attend our TBI-RPPL61 course. This course is 10 Hours Ground and 12 Hours Flight instruction. This course not only activates your US-restricted Private Pilot License, but it will also familiarize you with the FAA requirements, flight procedures, as well as flying in different Air-Spaces. The TBI-RPPL61 course covers the following Topics:

Ground Unit:

- Responsibility
- Cautions
- Airworthiness
- Maintenance
- Inspections
- Airports
- Airspace
- Air Traffic Control and Procedures
- Weather



Flight Unit:

- Area's of Operation (PTS)
- Preflight Preparation
- Preflight Procedures
- Airport Operations
- Take-Off landing and go-around, Holding Pattern
- Performance maneuvers
- Navigation
- Slow Flight and Stalls
- Emergency Operations
- Basic Instrument Maneuvers
- Post Flight Procedures
- Flying in different Airspaces

C-172 System

Outline is: Airframe – Flight Controls – Landing Gear – Powerplant – Fuel System – Weight & Balance – Heat & Ventilation – Vacuum System – Lighting Systems – Safety Equipment – Performance Charts

