

FAA AKT EXAMS

“HOW TO SCHEDULE”

[updated with correct FAA.PSIEXAMS link]

01/13/2020 2:30 pm CST

This Quick Reference Guide will assist applicants on the steps to register for FAA AKT exams
Online Exam Scheduling opens January 2020

Applicant Creation and Assignment

Before being able to register in PSI True Talent, applicants will need to have registered with Integrated Airman Certification and Rating Application (IACRA).

IACRA is the certification/rating application that guides applicants through the FAA's airman application process. It helps ensure applicants meet regulatory and policy requirements. Register here: <https://iacra.faa.gov/IACRA/Default.aspx>

The IACRA website is the only source for creating and/or locating applicant FAA Tracking Numbers.

Requirements: to schedule any exam, the applicant **FAA Tracking Number** is required to verify eligibility.

IACRA Registration – Step by Step Instructions from the New User Guide

✓ Click the '**Register**' link in the top right-hand corner of the IACRA home page

The screenshot shows the IACRA website interface. At the top left is the Federal Aviation Administration logo. Below it is a navigation menu with links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Searches, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, and Available Certifications and Ratings. The central banner features two images of aircraft and the text 'IACRA Integrated Airman Certification and Rating Application (IACRA)'. Below the banner is a paragraph describing IACRA as a web-based certification/rating application. On the right side, there is a login and registration section with fields for Username and Password, a button for 'Forgot Username or Password', and buttons for 'Login or Register', 'FAA Employee Login', and 'Help'. A black arrow points to the 'Register' button.

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, no other boxes need to be selected, then scroll to the bottom of the page, to read the Terms of Service (TOS) highlighted in yellow, and then click on Agree to TOS and Continue>>.
- ✓ On the IACRA - User Profile Information page, please enter all the information.

IACRA - User Profile Information

Certificate Information	
Airman Certificate Number	<input type="text"/>
Date of Issuance	<input type="text" value="mm/dd/yyyy"/>

** If you don't have an existing Airman Certificate Number, leave blank.*

- ✓ Complete the Personal Information section

Personal Information	
Please Note: The total length of name (including first, middle, last and any suffix) must be less than 50 characters.	
First Name	<input type="text"/> <input type="checkbox"/> No First Name
Middle Name	<input type="text"/> <input type="checkbox"/> No Middle Name
Last Name	<input type="text"/>
Name Suffix	<input type="text"/>
Date of Birth	<input type="text" value="mm/dd/yyyy"/>
Sex	<input type="radio"/> Male <input type="radio"/> Female
Email Address	<input type="text"/>

** Name must match the name on your Knowledge Test (if test was required).*

Please enter a valid email address, it will be used for important notifications.

- ✓ Complete the Security Questions section by selecting two (2) separate security questions and provide the answer to each question.

Security Questions	
Security Question 1	<input type="text" value="In what year did you graduate from high school?"/>
Answer	<input type="text"/>
Security Question 2	<input type="text"/>
Answer	<input type="text"/>

- ✓ Create a User Name and a strong Password.

User Name / Password
Create Your Unique IACRA Login
User Name
Password
Confirm Password
Your Unique IACRA Login
User Name
Cancel Register

Enter username between 6 and 50 characters.

Enter a strong password between 12 and 50 characters, which must include:
At least one Upper case letter, numbers and symbols (no & or brackets <, >)

Please remember your username and password!

When finished, Click **Register**

** If there is any required information missing, there will be error messages. Please correct any missing information and click Register again. When successful:

IACRA will now display your FAA Tracking Number [FTN]

IACRA will display your FTN (FAA Tracking Number). Please write this number down. It will also be emailed to you.

This number is your unique identifier, and for most application types you must provide it to your Instructor and/or Certifying Officer to complete an application.

You will need this number to register on the PSI True Talent site for your exam.

Please Note: if you start an Airman application, additional personal information will be required (residential address, height, weight, etc.)

Applicants will now navigate to the PSI True Talent website home page:

<https://faa.psiexams.com/faa/login>

Here the applicants will see the **'Create an Account'** button – Click

If you are a **new user**, and want to start scheduling your exam, click below to **create an account** (In order to create an account, you will need your **FAA Tracking Number**).

Create an Account

If Applicants already have an existing account, they can sign-in to begin scheduling:

If you are a **new user**, and want to start scheduling your exam, click below to **create an account** (In order to create an account, you will need your **FAA Tracking Number**).

Create an Account

Or, to sign in with your existing account, and schedule your exam, click below.

Sign in

Or, call toll free, to schedule with a customer service representative, at (844) 704-1487.



Once logged into the system, applicant will be on the **Verify Your Eligibility** page:

Verify Your Eligibility

An Integrated Airman Certification and Rating Application (IACRA), which includes your FAA Tracking Number (FTN), is required, in order to continue. The information entered must be an exact match with the information in IACRA. The IACRA Website is the only source for creating or locating your FAA Tracking Number. [Click here to go to the IACRA website.](#)

FAA Tracking Number required
Enter FAA Tracking Number

First Name required
Enter First Name

Last Name required
Enter Last Name

Continue

Applicant enters their FTN, First Name and Last Name exactly as they are in IACRA. A link to the IACRA website is also provided.

NEXT: Applicant will be complete the **User Registration** page, entering an email, username, and create a password for their PSI True Talent account.

User Registration

Already a user? [Sign In](#)

First Name *
test ✓

Middle Name

Last Name *
testsestt ✓

Email *

Username *

New Password *

Confirm New Password *

Password Validation Rules

- Password must be at least 12 character(s) long.
- Password must contain at least 1 lower case character(s).
- Password must contain at least 1 upper case character(s).
- Password must contain at least 1 numeric characters.
- Password must contain at least 1 special character(s) (e.g. \$,@,*, etc.)
- Password cannot contain duplicate consecutive characters.
- Password cannot contain an SSN.

Passwords Cannot

- Password cannot contain the username.
- Password cannot contain the first name.

After verifying their email address, applicant will finish the **Registration** process.



The image shows a 'Registration' form with the following fields:

- Date of Birth** *required*: A date picker field.
- First Name** *required*: A text input field containing 'test'.
- Middle Name**: A text input field.
- Last Name** *required*: A text input field containing 'testsestt'.
- Suffix**: A text input field containing 'Enter a value'.
- Phone Number** *required*: A text input field containing 'Enter a value (ex: 555-555-5555)'.
- City** *required*: A text input field containing 'Enter a value'.
- State** *required*: A dropdown menu with 'Select a value'.
- Postal Code** *required*: A text input field containing 'Enter a value (ex: 46032)'.
- Country** *required*: A dropdown menu with 'United States'.
- Citizenship** *required*: A dropdown menu with 'Select a value'.

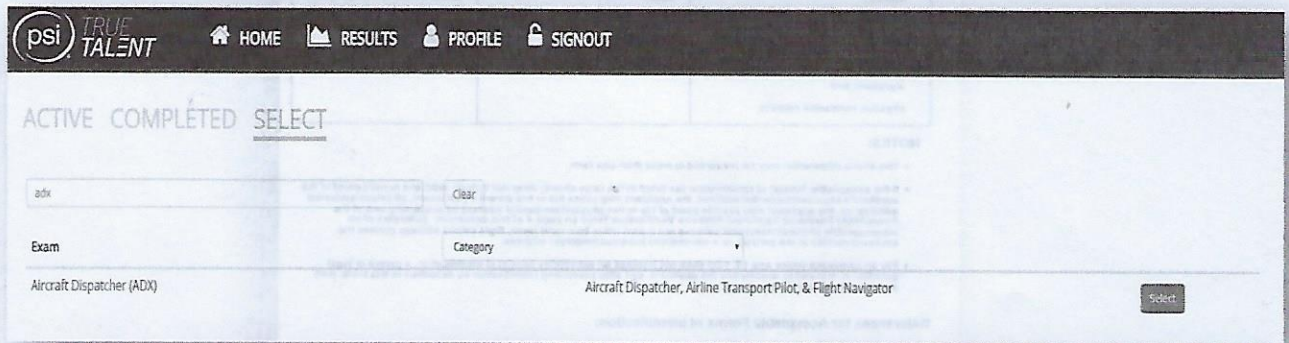
NOTE: Applicant's First Name, Middle Name, Last Name and Suffix fields are greyed out and the Applicant cannot modify them. This is because this information is stored in IACRA and can only be updated there.

After Applicant completes registration, they will be now logged in.

Under the 'Home' tab there will be options of Active, Completed, and Select.

Nothing will be under the Active and Completed tabs for new applicants, and they will be taken directly to the **Select** tab.

Applicants are now ready to search for and select their Assessment!



NEXT: After confirming Assessment Selection, the applicant must verify the **Number of Exam Attempts**, as well selecting an **Authorization Category** (to verify they are authorized to take the exam).

Exam Data Collection

A screenshot of the 'Exam Data Collection' form. The form has a title 'Exam Data Collection' at the top. Below the title, there is a section for 'Number of Exam Attempts' with a text input field. The input field contains the text 'Enter the number of attempts taking this exam. Be sure to include this attempt in your number.' Below the input field, there is a note: 'If this is your first attempt enter '1''. Below this section, there is a section for 'Authorization Category' with a dropdown menu. The dropdown menu is currently empty. Below the dropdown menu, there is a text box with the following text: 'Your authorization must be valid prior to testing. If your authorization is invalid at the time of testing you will not be able to test and no refunds will be given. Please ensure your authorizations meets the eligibility requirements (https://www.faa.gov/training_testing/testing/media/testing_matrix.pdf) for your exam.' At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.

The FAA AKT Authorization Requirements Matrix information located here:

https://www.faa.gov/training_testing/testing_matrix.pdf

**FAA AIRMAN KNOWLEDGE TESTING
APPLICANT IDENTIFICATION, INFORMATION VERIFICATION, &
AUTHORIZATION REQUIREMENTS MATRIX
JUNE 28, 2019**

GENERAL REQUIREMENTS

Acceptable Forms of Identification:

ALL Applicants	U.S. Citizens & Resident Aliens	Non-U.S. Citizens
Identification information must be - valid; and current. Identification must include the applicant's - photo; date of birth; signature; and physical, residential address.	- Driver permit or license issued by a U.S. state or territory; - U.S. Government Identification Card; - U.S. Military Identification card; - Passport; or - Alien residency card	Passport AND - Driver permit or license issued by a U.S. state or territory; or - Identification card issued by any government entity

NOTES:

- The above information may be presented in more than one form.
- If the acceptable form(s) of identification (as listed in the table above) does not include valid and current proof of the applicant's physical/residential address, the applicant may utilize his or her parent's permanent, physical/residential address; or the applicant may provide proof of his or her physical/residential address by presenting one of the Acceptable Forms of Applicant Address Verification listed on page 4 of this document. Examples of an unacceptable physical/residential address are a post office box, rural route, flight school address (unless the applicant resides at the school), or a commercial business/employer address.
- For an applicant under age 18, who does not possess an acceptable form(s) of identification, a parent or legal guardian is required to accompany the applicant, and after presenting identification as described in this table, may attest to the applicant's identity.

References for Acceptable Forms of Identification:

- Title 14 of the Code of Federal Regulations (14 CFR) Part 61, section (6) 61.35(a)(3)(i), (ii), (iii), and (iv)
- FAA Order 8900.6 (as amended), "Test Procedures-General" Chapter
- FAA Order 8900.1, Volume 5, Chapter 1, Section 3, pars. 5-54 B.1), B.2), B.4), C., and D

LAST STEPS FOR REGISTRATION AND PAYMENT:

After applicant completes the **Authorization Category** and clicks on **CONTINUE**,

- Applicant will be taken to the Schedule Assessment screen where they will search for a Test Center location and select the Time they would like to test.

Pricing: testing at PSI exam centers \$96, testing at third-party centers \$160

If the Applicant selected a branch of service designation when creating their account, they can schedule at a military test center and will not be charged. If they did not receive the free military exam, upon selecting their date and time and selecting the **Schedule** button, they will be taken the Payment screen.

After payment is complete, they are done scheduling.

Applicant arrives on test day!

Thank you for testing with CATS!

What's next?

Congratulations on passing your UAG exam! Please allow 24-48 hours for your results to be uploaded to the FAA.

If you are 16 years of age or older, you may complete the Remote Pilot Certificate and/or Rating Application for a remote pilot certificate (FAA Form 8710-13). You may complete this form online or by submitting a paper application. Apply online using the electronic FAA Integrated Airmen Certificate and/or Rating Application (IACRA) system:

<https://iacra.faa.gov/iacra/>

For additional information and instructions regarding submitting your application, please refer to the following FAA Advisory Circular (pg. 28-29, paragraph 6.4.1):

http://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_107-2.pdf

FAA references regarding UAS certification may be found at:

<http://www.faa.gov/uas>

<http://www.faa.gov/uas/faqs>

http://www.faa.gov/uas/media/Part_107_Summary.pdf

Should you have questions or need additional assistance, you may also contact the FAA's UAS Integration Office via email at UASHelp@faa.gov or by calling 844-FLY-MY-UAS.

