To schedule a Federal Aviation Administration (FAA) exam at MCAS Cherry Point, please follow the below instructions.

1. Visit https://iacra.faa.gov/IACRA/Default.aspx, and either register or login and acquire your FTN (FAA Tracking Number).

If you have an account, but do not remember your password, you can call their Help Desk- 1-844-FAA-MYIT (322-6948) and ask to have your password reset.

IACRA is an FAA web site that allows people to apply for new Airman Certificates, or to upgrade their existing certificates. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all the necessary documents will be sent electronically to the Airman Registry.
The following steps will walk you through registering as an Applicant.

Registering as an Applicant in IACRA

- 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.
- On the IACRA User Profile Information page, please enter all the information.
    - *If you don't have an existing certificate, leave that section blank*.
    - Use your full legal name, including any suffix.
      IMPORTANT NOTE : This name must match the name on your Knowledge Test (if test was required).
    - Please enter a valid email address. IACRA will use it for important notifications.
    - Create a user name and strong password. Please remember your password.
    - Click Register.
    - If there is any required information missing, there will be error messages.
- 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.
- If you start an Airman application, additional personal information will be required (residential address, height, weight, etc.)

2. Visit https://faa.psiexams.com/FAA and register for an account or login. Be sure to view the Test Authorization Requirements so you are aware of what will be needed in order to take your elected test.

Once you login, select your desired test. You will then be able to search for available test centers. Input the area code: 28533, and search within a 10 mile radius. You will see Testing Center of Personal and Professional Development appear for MCAS Cherry Point. A message will appear warning that access is restricted. If you are authorized to access

DoD Installations, check yes. You will then see our seat availability times. Select the date you desire and follow the on screen instructions to complete your registration. You will need your FTN number in order to complete this process.

- After you receive a message stating you are registered, you are finished until your testing day and time. Please check in at least five minutes before your testing time in Room 109 at the Jerry Marvel Training & Education Center, located on C Street in Building 4335 aboard Marine Corps Air Station Cherry Point (From the front gate at MCAS Cherry Point, proceed to the first stoplight and turn right onto C Street. Our building is the first building on the right).

If you have any questions, please feel free to call our office at 252-466-3500.