

FAA AKT EXAMS

“HOW TO SCHEDULE”

This Quick Reference Guide will assist applicants on the step 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



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 ?

Date of Issuance

** 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 ? No First Name

Middle Name ? No Middle Name

Last Name ?

Name Suffix

Date of Birth

Sex Male Female

Email Address ?

** 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
 ?

Answer

Security Question 2

Answer

- ✓ 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

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.

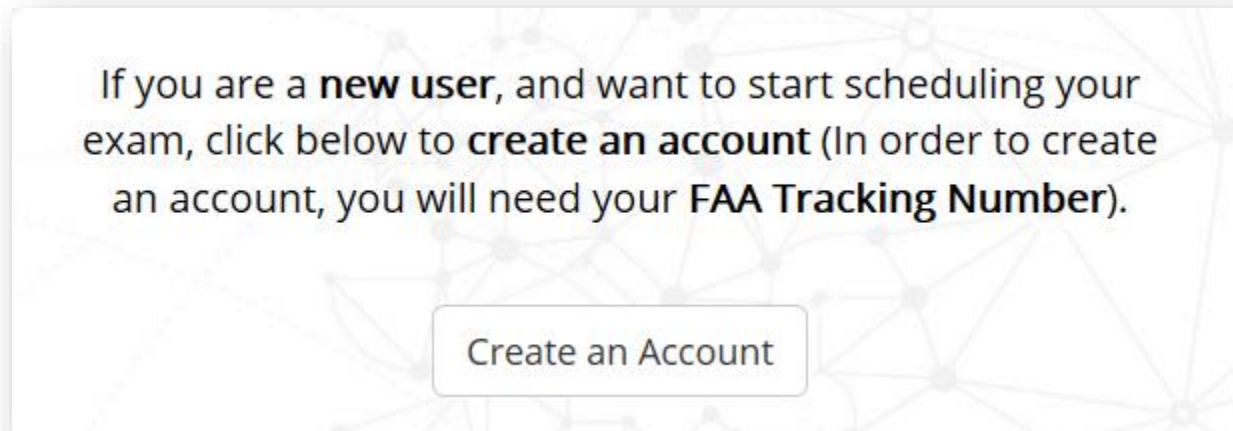
You will need this number to register on the PSI True Talent site for your exam.

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

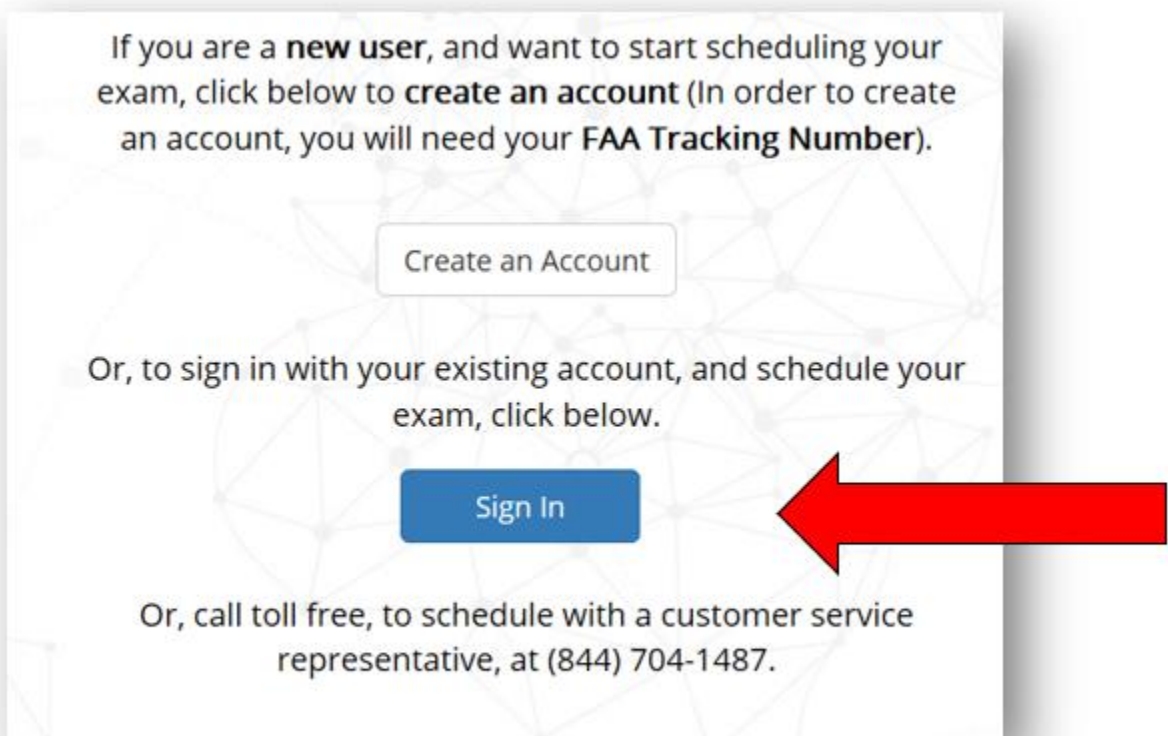
Applicants will now navigate to the PSI True Talent website homepage:

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

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



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



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 *

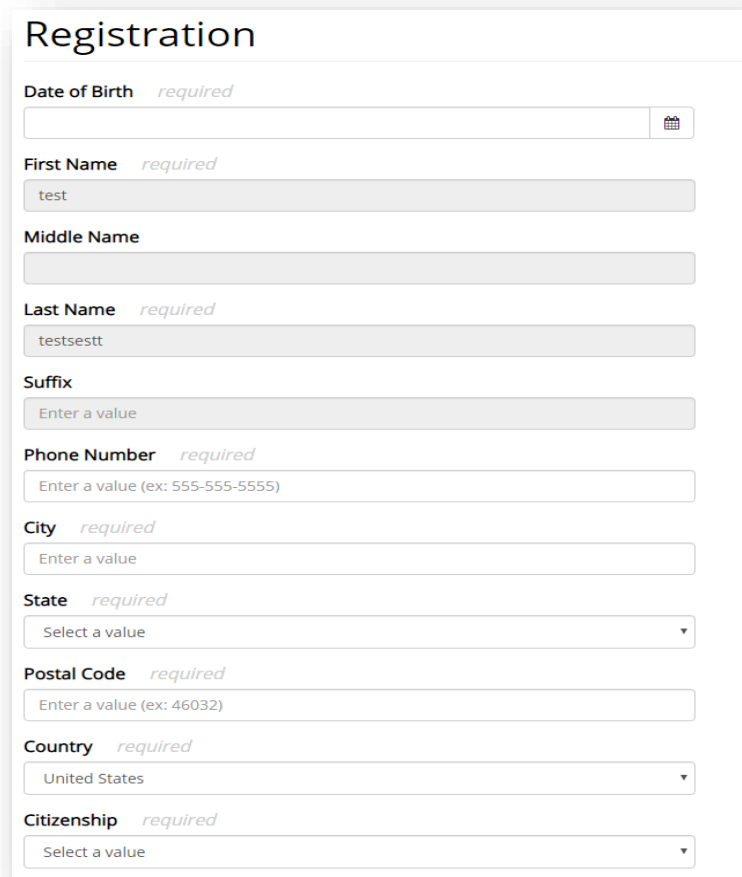
Password Validation Rules

- 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 titled "Registration". The form contains the following fields:

- Date of Birth** *required*: A date picker field.
- First Name** *required*: A text input field containing "test".
- Middle Name**: A greyed-out text input field.
- Last Name** *required*: A text input field containing "testsestt".
- Suffix**: A greyed-out 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" and a downward arrow.
- Postal Code** *required*: A text input field containing "Enter a value (ex: 46032)".
- Country** *required*: A dropdown menu with "United States" and a downward arrow.
- Citizenship** *required*: A dropdown menu with "Select a value" and a downward arrow.

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!

The screenshot shows the 'SELECT' tab in the True Talent application. The navigation bar includes 'psi TRUE TALENT', 'HOME', 'RESULTS', 'PROFILE', and 'SIGNOUT'. Below the navigation bar, there are three tabs: 'ACTIVE', 'COMPLETED', and 'SELECT' (which is underlined). A search bar contains the text 'adx' and a 'Clear' button. Below the search bar, there are two dropdown menus: 'Exam' and 'Category'. The 'Exam' dropdown is currently set to 'Aircraft Dispatcher (ADX)'. The 'Category' dropdown is currently set to 'Aircraft Dispatcher, Airline Transport Pilot, & Flight Navigator'. A blue 'Select' button is located at the bottom right of the search area.

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).

The screenshot shows the 'Exam Data Collection' form. The form has two main sections. The first section is titled 'Number of Exam Attempts' and is marked as 'required'. It contains a text input field with the placeholder 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''. The second section is titled 'Authorization Category' and is also marked as 'required'. It contains a red warning box with the 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 authorization meets the eligibility requirements (https://www.faa.gov/training_testing/testing/media/testing_matrix.pdf) for your exam.' Below the warning box, there is a dropdown menu with the placeholder text 'Select an authorization category'. At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.