

## **08 CA Renewal Process - Overview**

Eligibility must be reviewed for accuracy and current circumstances. The PI must turn in an [official application](#) and be interviewed. This is a renewal, not a reapplication for assistance.

A renewal must be completed by the last calendar day of the renewal month to be considered timely. A renewal month is defined as follows:

- Begins on the first calendar day of the month displayed in the REVIEW DUE DATE field.
- Ends on the last calendar day of the month displayed in the REVIEW DUE DATE field.

Renewal applications must be screened for potential changes, by FAA staff, the same day but no later than the [workday\(g\)](#) following receipt of the application. Review the following AZTECS screens to determine whether changes have been reported on the application:

- CAP1
- CAP2
- CAP3
- EAIN
- UNIN
- EXNS
- SEEI

When a change is discovered, print the screens and see [Changes](#) for procedures required to act on the change.

(See [CA Renewal Procedures](#) for procedures and verification requirements to be completed at renewal)