08 CA Renewal Process - Overview

Eligibility to continue receiving CA after the current approval period must be reviewed for accuracy and current circumstances. The PI must turn in an official FAA application and be interviewed.

The CA 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 RENEWAL DUE DATE field on CAP2.

- Ends on the last calendar day of the month displayed in the RENEWAL DUE DATE field on CAP2.

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, see Effecting Changes for procedures required to act on the change.

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