



CER-100: INCOSE Professional Certification Program – October 14, 2009

Objective

This policy defines the structure of the INCOSE Professional Certification Program, including, roles, responsibilities, and terms of office.

The INCOSE Professional Certification Program recognizes individuals who have demonstrated a comprehension of systems engineering principles and proficiency in systems engineering practices. This program does not encompass the legal aspects of chartering, licensing, or registering engineers. The INCOSE organization is the certifying body.

Roles and Responsibilities

The INCOSE Board of Directors approves the budget and provides oversight of the Professional Certification Program.

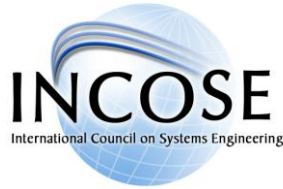
The Certification Program Manager provides contracted services to INCOSE for managing the Certification Program. This includes:

- Marketing the INCOSE Professional Certification Program to the individuals, companies, organizations, and the communities that practice systems engineering.
- Establishing relationships with other organizations for providing certification services and/or cross-recognition of programs.

The President-Elect is the manager for the contract with the Certification Program Manager. The President-Elect is also the manager for contracts and volunteer agreements with Certification Application Reviewers (CARs). The President-Elect may delegate approval authority for CAR contracts and volunteer agreements to the INCOSE Managing Executive.

The Certification Advisory Group (CAG) shall develop procedures to implement the Certification Program, advise the Board of Directors, select Certification Application Reviewers, and grant certifications on behalf of INCOSE. In addition, the CAG shall write and maintain the Operational Plan for the INCOSE Professional Certification Program in cooperation with the Certification Program Manager and President-Elect.

CARs provide contracted or volunteer services to INCOSE for reviewing applications for certification.



Selection and Terms for Participants

The method of selection and terms of office for those participating in the Professional Certification Program are shown in Table 1.

Table 1 - Terms of Office for Certification Program Participants

Title	Method	By Whom	Term
CAG Member	Appointed	Recommended by the CAG, nominated by the CAG Chair, appointed by the INCOSE BoD	3-year terms beginning July 1 through June 30, or as required to fill vacancies, at most two full consecutive terms (Note: must be at least 1 year separation after second term before serving again.)
CAG Chair	Elected	CAG	1 year term beginning the end of the IW through the end of the next IW.
CAG Co-Chair	Elected	CAG	1 year term beginning the end of the IW through the end of the next IW. Co-Chair proceeds to CAG Chair.
CAG Recorder	Elected	CAG	1 year term beginning the end of the IW through the end of the next IW.
Certification Program Manager	Contracted	CAG Chair and the INCOSE President-Elect jointly recommend; approved by the INCOSE BoD	2 years, subject to renewal.
Certification Application Reviewers (CARs)	Agreement or Contracted	Appointed by the CAG, agreement / contract by President-Elect	2 years, volunteer agreement or paid contract, automatically extended unless terminated by either party.

Confidentiality

Confidentiality of certification information shall be maintained in accordance with the INCOSE Confidential Information Policy, ADM-102.

Certification Appeals

The CAG shall maintain a process to handle appeals from applicants dissatisfied with the decision of the CAR or CAG regarding certification.



Certification Complaints

Any INCOSE member or certified systems engineer may file a petition for Wrongful Conduct for substantiated instances of unethical behavior, or submission of false information during the application or renewal processes. This complaint shall be handled in accordance with the INCOSE Whistleblower Policy, ADM-105.

Memoranda of Agreement

The President shall sign any agreements with other parties. These agreements shall preserve the role of INCOSE as the final authority on granting, renewing, and revoking INCOSE certifications and renewals.

INCOSE Professional Certification Nomenclature and Logo Usage

As long as INCOSE certified professionals observe the requirements for maintaining their status, they are permitted to use the appropriate designation (e.g., ASEP, CSEP) immediately after their name on documents such as business cards and correspondence, and on websites. INCOSE does not provide the certification logos for general use without prior written permission.

SUPERSEDES: None

APPROVED BY: INCOSE Board of Directors, October 14, 2009, Laurel, MD, USA

MAINTAINED BY: President-Elect