

How To: Apply For Certification

SEP Application Costs

- ASEP:
 - \$150 application fee
 - Individual, Student, or Senior Membership required
 - Knowledge exam will also be an additional cost paid directly to testing center.
- CSEP:
 - \$300 application fee
 - Individual, Student, or Senior Membership required
 - Knowledge exam will also be an additional cost paid directly to testing center.
- ESEP:
 - \$550 application fee
 - Individual, Student, or Senior Membership required

1. Log into www.incose.org. Click on Profile Home.

The screenshot shows a user profile page for Courtney E. Wright. At the top, there is a navigation bar with a folder icon, the text "ID: [redacted]", a user icon, the name "Courtney E. Wright" with a link to "(back to Console)", and a "Logout" button with printer and monitor icons. Below the navigation bar is a large blue heading: "Welcome to International Council on Systems Engineering".

The main content area is divided into three sections:

- My Profile:** Features a profile picture of Courtney E. Wright. To the right of the picture, it displays "Your Customer ID: [redacted]", "Courtney E. Wright", "V1 Decisions", and "1 [redacted] 12". Below the picture, it shows "Preferred Co [redacted]", "Email: [col\[redacted\]@v1decisions.com](mailto:col[redacted]@v1decisions.com)", and "Login ID: courtneywright@v1decisions.com (change)".
- My Account:** Displays financial information: "Outstanding Balance: \$0.00" and "Last Payment: 1/12/2017 for \$125.00". It includes two links: "[Manage Saved Payment Options](#)" and "[View Account History](#)".
- Donations:** Shows "Last Donation: 3/25/2017 for \$25.00". It includes two links: "[Make a Donation](#)" and "[View My Giving History](#)".

2. Scroll down to the Certification Section.

Click on Submit "ASEP/CSEP/ESEP" Application



Certification *(Application or renewal payment is made here as the last step of the application or renewal process. Membership is required for ALL certification levels.)*

- [View My Certification History](#)
- [Submit an ASEP Application](#)
- [Submit a CSEP Application](#)
- [Submit an ESEP Application](#)
- [Submit Supporting Documents](#)

3. Upload Application Form. Then click Continue.

Forms can be found here: <https://www.incose.org/certification/certforms>

ASEP Application Form: Form 1A Individual Application for ASEP

CSEP Application Form: Form 1 Individual Application for INCOSE CSEP

ESEP Application Form: ESEP Individual Application Form 41

*Make sure to type a title for you application into the text box to the right of the uploaded form.

[Home >](#)

Form(s): *

No file chosen

Any attempt to upload a file larger than 10MB will result in a system error!
Please name your file: lastname_firstname_app.

You must be an INCOSE Individual Member to finalize the submission of an application. CAB Limited Access Account are not an INCOSE Individual membership.

Click "Continue" to submit and pay for your application as the final submission step.
"Save" allows you to complete later, but does not complete the submission process.
NOTE: You Must be an INCOSE Individual Member to complete the payment process.
CAB Limited is not an individual membership, but may qualify for a discount. Contact: certification@incose.org

Save

Continue

Cancel



4. Enter Billing information

Make sure to fill out billing address. Click Continue to process payment.

[Home >](#)

Enter Billing Information

Amount Due: **\$100.00** ←

Subjective to which program you applying for. Refer to beginning of guide for prices.

How would you like to pay?

Use Your Saved Payment Options

Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

All sales are final. Payment is in US Dollars.

Pay With a New Credit/Debit Card

We accept American Express, Visa, MasterCard, and Discover

Card Number: *
Name on Card: *
Security Code: *
Expiration Date: *

Save this credit card so that I can use it for future orders

Which Billing Address Should We Use?

The payment method you have selected requires a billing address. Please select from a list below, or enter a new address.

5. A confirmation email will be sent to you and to INCOSE Central.

If applied for ASEP:

- Your application will be reviewed, and then an Eligibility ID and exam information will be sent to you in order for you to schedule your Knowledge exam. This can take up to 5 business days after application has been submitted.

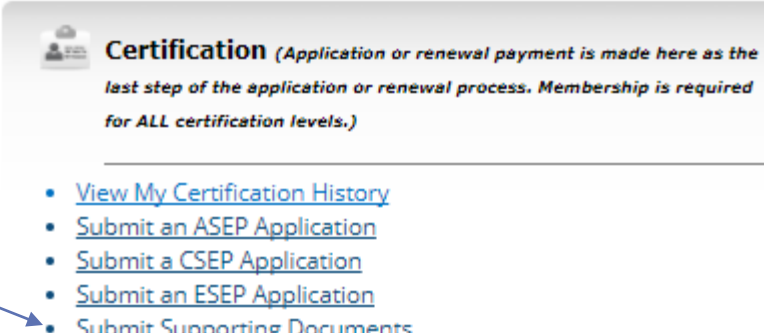
If applied for CSEP:

- Your application will be reviewed for completion, and then an Eligibility ID and exam information will be sent to you in order for you to schedule your Knowledge exam. This can take up to 5 business days after application has been submitted.
- You will need to upload your supporting documents (ie proof of education). Link will be available on your Profile Home page.

• Once your application has been reviewed, you will have a link to "Add References." By entering their names and email addresses, the system will send out reference requests with a link for the references to submit. References can also submit directly to sep-references@incose.org.

Note: The application is responsible for sending Reference Form (Form 4B and instruction letter (Form 4A) to their references.

- Once all your references listed in your application have been received, your application package will be sent to review.



Certification (Application or renewal payment is made here as the last step of the application or renewal process. Membership is required for ALL certification levels.)

- [View My Certification History](#)
- [Submit an ASEP Application](#)
- [Submit a CSEP Application](#)
- [Submit an ESEP Application](#)
- [Submit Supporting Documents](#)

5. A confirmation email will be sent to you and to INCOSE Central.

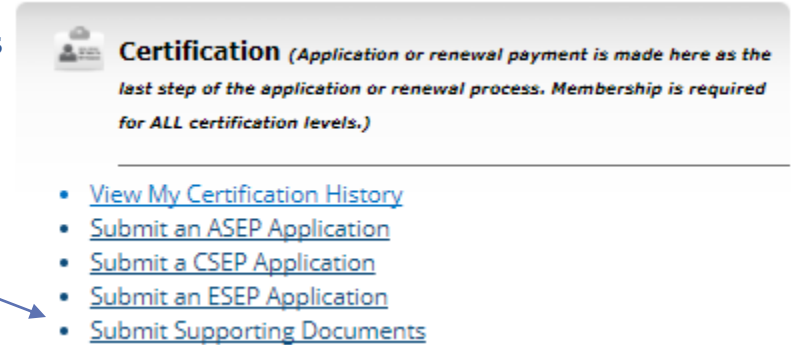
If applied for ESEP:

- Your application will be reviewed. If any section of your application is found incomplete, you will be notified via email.
- You will need to upload your supporting documents (ie proof of education). Link will be available on your Profile Home page.

• Once your application has been reviewed, You will have a link to “Add References.” By entering Their names and email addresses, the system will send out reference requests with a link for the references to submit. References can also submit directly to sep-references@incose.org.

Note: The application is responsible for sending Reference Form (Form 4B and instruction letter (Form4A) to their references.

- Once all your references listed in your application have been received, your application package will be sent to review.



The screenshot shows a section titled "Certification" with a sub-header: "(Application or renewal payment is made here as the last step of the application or renewal process. Membership is required for ALL certification levels.)". Below this, there is a list of five links: "View My Certification History", "Submit an ASEP Application", "Submit a CSEP Application", "Submit an ESEP Application", and "Submit Supporting Documents". An arrow from the text "Link will be available on your Profile Home page." in the main text points to the "Submit Supporting Documents" link.