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.
2. Scroll down to the Certification Section.
Click on Submit “ASEP/CSEP/ESEP” Application
3. Upload Application Form. Then click Continue.

Forms can be found here: [https://www.incose.org/systems-engineering-certification/certification-forms](https://www.incose.org/systems-engineering-certification/certification-forms)

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 your application into the text box to the right of the uploaded form.*
4. Enter Billing information
Make sure to fill out billing address. Click Continue to process payment.

Enter Billing Information

Amount Due: $100.00 Subjective to which program you are 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: *
Drop-down menus for months and years

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 bee 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 bee 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-reference@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.
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 (i.e., 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.