



# How To: Apply For Certification

Revised 19 February 2020

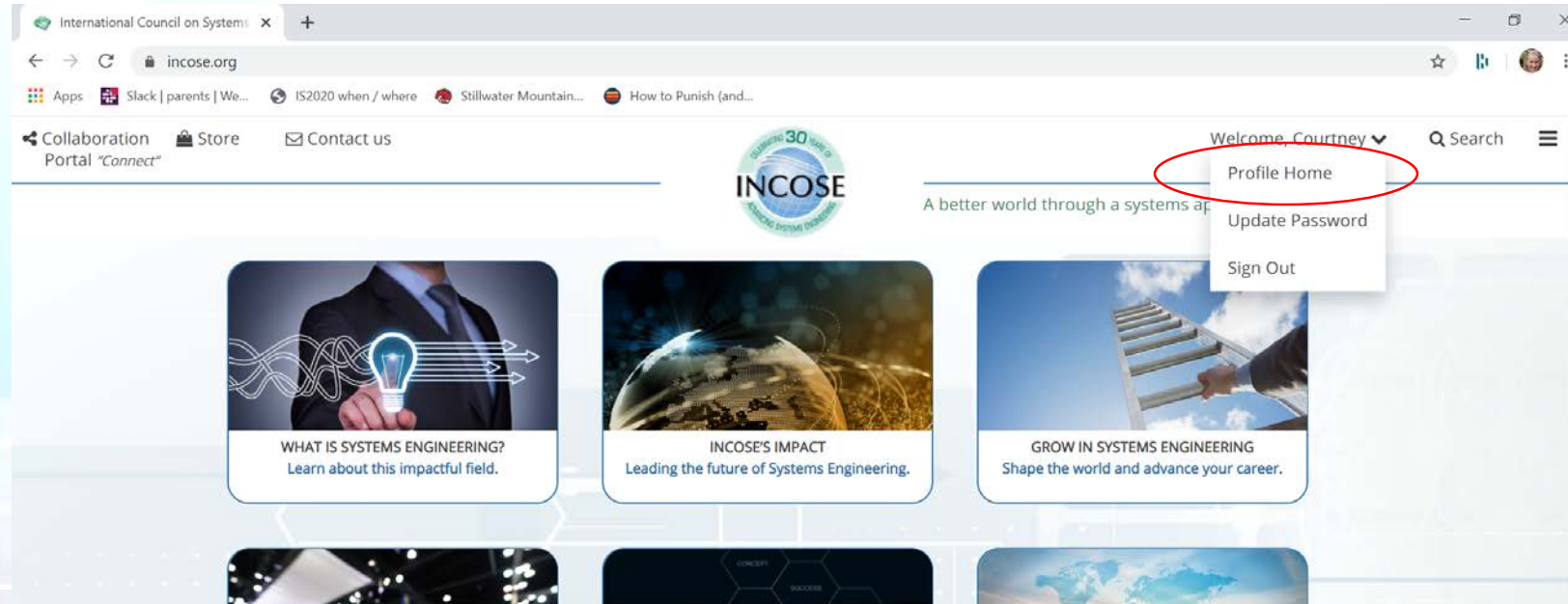


# SEP Application Costs

- ASEP:
  - \$150 application fee through 31 July 2020; \$180 starting 1 August 2020
  - Individual, Student, or Senior Membership required
  - Knowledge exam will also be an additional cost paid directly to testing center.
- CSEP:
  - \$300 application fee through 31 July 2020; \$350 starting 1 August 2020
  - Individual, Student, or Senior Membership required
  - Knowledge exam will also be an additional cost paid directly to testing center.
- ESEP:
  - \$550 application fee through 31 July 2020; \$630 starting 1 August 2020
  - Individual, Student, or Senior Membership required



1. Log in to [www.incose.org](http://www.incose.org). From your name at the top right, mouse down to click on “Profile Home.”





2. Scroll down to the “Certification” section.  
Click on a link to submit an 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.)*

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



### 3. Upload your completed application form. Then, click “Continue.”

Blank application forms can be found here:

<https://www.incose.org/systems-engineering-certification/certification-forms>

\*Make sure to type a title for your 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](mailto:certification@incose.org)



## 4. Enter payment information. Make sure to fill out billing address. Click “Continue” to process payment.

[Home >](#)

### Enter Billing Information

Amount Due: **\$100.00**

#### 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: *	<input type="text"/>
Name on Card: *	<input type="text"/>
Security Code: *	<input type="text"/>
Expiration Date: *	November ▼ 2017 ▼
<input type="checkbox"/> 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.

- Your application will be screened for completeness but not yet reviewed for content.

If applied for ASEP or CSEP:

- An exam Eligibility ID and exam information will be emailed to you in order for you to schedule your Knowledge exam.

If applied for ASEP and have already passed a paper-exam:

- You will be awarded ASEP immediately.

If applied for CSEP and have already passed a paper-exam:

- You will not have to take the knowledge exam again. Your application will go into review once the references listed on your application have been received.

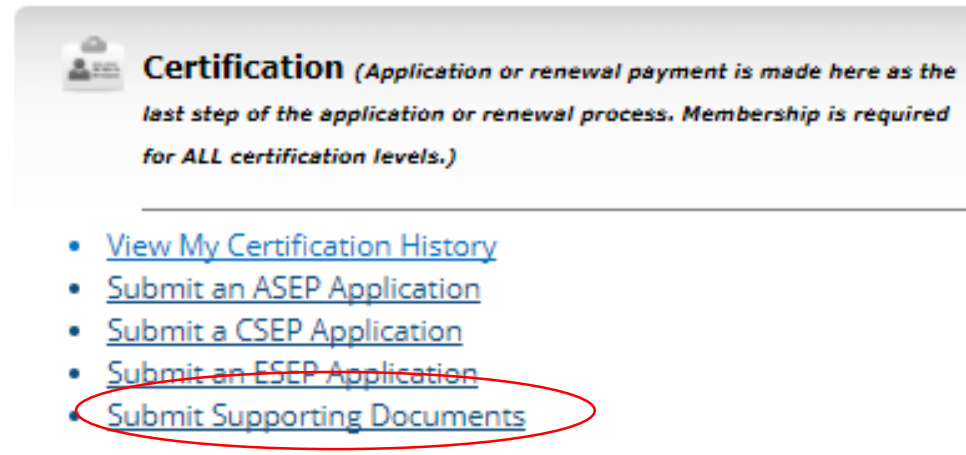



## 6. Upload proof of education.

If applied for CSEP or ESEP:

- Upload your proof of education in the “Home” page.

“Submit Supporting Documents” link on your “Profile

A screenshot of a web page titled "Certification". The title is in bold black text, followed by a subtitle in italics: "(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 the title is a horizontal line, and then a list of five blue hyperlinks. The last link, "Submit Supporting Documents", is circled in red. The background of the screenshot is a light gray with a subtle grid pattern.

 **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.)*

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## 7. Add references.

If applied for CSEP or ESEP:

- Once your CSEP application has been screened, 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](mailto: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.



## 8. Watch your email and respond to any requests from INCOSE.

- INCOSE may request additional or clarifying information. You will be given a limited amount of time to respond to such a request.
- ESEP candidates and their references are frequently asked to participate in a phone interview. This will be set up through email and then conducted over the phone.
- Certification results will be sent out through email, including our certificate provider, Accredible. You may also check your certification status and results in your INCOSE Profile Home.



# Any Questions?

**Certification Office:**

**[certification@incose.org](mailto:certification@incose.org)**

For more information visit:

**[www.incose.org/certification/](http://www.incose.org/certification/)**