



How To: Transition from ASEP to CSEP

30 March 2022











Complete Form 1 from INCOSE website

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

INCOSE CSEP Forms

Certified Systems Engineering Professionals (CSEPs) are required to pass the knowledge exam and to renew their certification every three years. They are required to document their education and experience in their individual application form, and they are required to submit references. The CSEP forms are found here.

File	Type	Size	Date	Download
Form 1 Individual Application for INCOSE CSEP	PDF	1003.79 KB	10 Oct, 2017	 Download
Form 2 - Instructions for Completing Form 1	PDF	241.63 KB	25 Oct, 2019	 Download
Form 4A - Instructions to References_01	PDF	83.50 KB	16 Aug, 2020	 Download
Form 4B - Reference for CSEP _ ESEP	PDF	461.65 KB	02 Aug, 2017	 Download
Form 1B - DAU Streamlined Individual Application for CSEP	PDF	917.83 KB	07 Nov, 2019	 Download
Form 2B - DAU Streamlined Instructions for Form 1B	PDF	93.51 KB	10 Jan, 2020	 Download
Form 4B CSEP-ESEP Reference Example	PDF	471.51 KB	07 Mar, 2019	 Download
Form 1 Individual Application for INCOSE CSEP Good Example	PDF	1017.82 KB	07 Mar, 2019	 Download

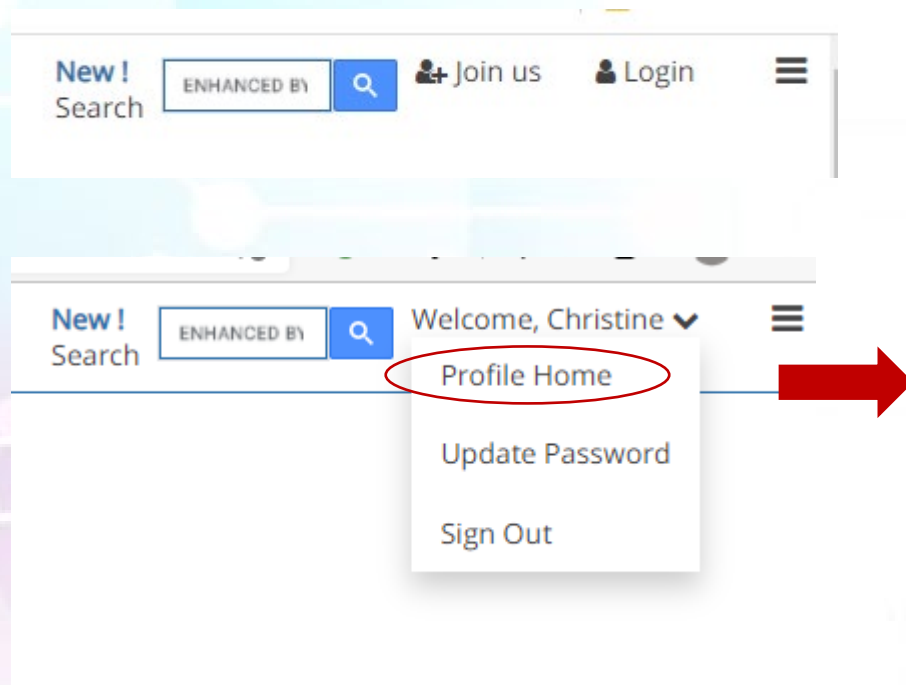
- Download, then open on computer and complete and save file.



Upload file in member portal by clicking on the link “View my CSEP” application.

INCOSE A better world through a systems approach

- Login on website & select Profile Home



The screenshot shows the member portal dashboard for 'Sample Portal User'. The user's ID is 271482. The dashboard is titled 'Welcome to International Council on Systems Engineering' and features several sections:

- My Profile - INCOSE Privacy Statement**: Displays user information including INCOSE ID (271482), name (Sample Portal User), address (123 Happy Street, Atlanta, GA), preferred contact # (none), email (mstest@yopmail.com), and login ID (__msportaluser).
- My Account**: Shows an outstanding balance of \$0.00 and no payments on file. Includes a link to 'View Account History'.
- Certification Paper Exams**: Shows no registration found. Includes links to 'Browse Events' and 'View My Event Registrations'.
- Donations**: Shows no records found. Includes links to 'Make a Donation' and 'View My Giving History'.
- Membership**: Shows an active membership since 6/1/2020, expiring 3/18/2022, with a regular type. Includes links to 'Join/Renew International Council on Systems Engineering', 'SEARCH MEMBERSHIP DIRECTORY', and 'My Memberships' (with a sub-link 'View Regular 1 year').
- Certification**: Notes that membership is required for all certification levels. Includes links to 'View My Certification History', 'View My ASEF Application', 'View My CSEP Application' (circled in red), and 'View My ESEF Application'.

Navigation links at the top right include 'Profile Home' and 'Logout'.



Upload file and Enter your name in the box and then select Continue.

ID: 271482 Sample Portal User (back to Console) Logout

Home >
CSEP Application

Enter Your Name:

mbr-100 (1).pdf

NOTE: You Must be an INCOSE Individual Member to complete the payment process.
Associate membership does not qualify. If you have any problems or questions, contact:
certification@incose.org

Click "Continue" to go to the payment step.
"Save" allows you to complete later, but does not complete the submission process.

By continuing you agree to the below:

INCOSE respects your privacy and is committed to protecting your Personal Information and being transparent about how we collect, use, and share your Personal Information. A copy of INCOSE's entire Private Policy can be found at www.incose.org/privacy-notice. INCOSE will keep personal data for as long as needed to fulfill a legitimate purpose, such as maintaining certification status or performing the certification process.

INCOSE will transfer or disclose personal data when necessary to comply with applicable law or respond to valid legal process, to maintain membership information between INCOSE Central and a Chapter with which INCOSE has a Memorandum of Agreement (MOA) with that maintains membership records, for purpose of evaluation during the certification process and for the logistics of certification exams. INCOSE will also disclose the following information to the company listed in your member profile and to the POC for a group application: name, company, city, state, country, certification level, membership status, membership expiration date, certification expiration date, date passed exam, and application approval status.

If INCOSE does transfer information, the transfer mechanism provides an adequate level of protection, which has been recognized by the applicable laws.

I have read the contents and information hereof, and to the best of my knowledge and belief the statements contained in this form are true in substance and effect and are made in good faith. I have read the INCOSE Code of Ethics and pledge to adhere to it. I further understand that my name (with organization/division, city, state, and country) may be posted on the INCOSE public website and may be otherwise communicated by INCOSE if I am recognized as a Systems Engineering Professional. This can include communication to groups and Chapters within INCOSE, and to organizations external to INCOSE. Although my submitted materials may be used for INCOSE research efforts, no personally identifiable information will be published other than that listed above. I understand that I have an ongoing obligation to keep my information current.

*** Before clicking Save or Continue, make sure you Enter Your Name and certification level in the text box at the top of the page with no periods or commas.**



You will be prompted to pay:
ASEP Transition - \$200
Select Continue and Complete the Transaction.

ID: 271482 Sample Portal User (back to Console) Logout

Home >
Enter Billing Information

Amount Due: \$

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

Apply Discount/Promo Code

SAE Members: Please enter your SAE ID in Profile Home, Enter My Information, in the Organization or Academic Affiliation section.

Code:

or [Cancel Your Order](#)





Upload proof of education to the link, “Submit supporting documents” in the member portal.


My Profile - [INCOSE Privacy Statement](#)

Your INCOSE ID: 271482

Sample Portal User
123 Happy Street
Atlanta, GA

Preferred Contact #: (none)
Email: mstest@yopmail.com
Login ID: [__msportaluser \(change\)](#)

 [Edit My Information](#)  [Change My Password](#)

 [My Reports](#)

My Account

Outstanding Balance: \$0.00

Last Payment: No payments on file.

- [View Account History](#)

Certification Paper Exams

Last Registration: No registration found

- [Browse Events](#)
- [View My Event Registrations](#)

Donations

Last Donation: No Records Found

- [Make a Donation](#)
- [View My Giving History](#)

Certification (Membership is required for ALL certification levels. For Application/Renewal: payment is the last step of the process.)

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

Membership

Use the link below to join or renew. Members may change chapter & accept legal disclaimer.

Status: Active

Member Since: 6/1/2020

Expiration: 3/18/2022

Type: Regular

- [Join/Renew International Council on Systems Engineering](#)
- [SEARCH MEMBERSHIP DIRECTORY](#)
- My Memberships
 - [1. View Regular 1 year](#)

My Committees/Working Groups (Join a group here)











Download Form 4B and send to your references.
References need to send completed form 4B to:
sep-reference@incose.net.

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

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Once all references are received the application file will be sent to review. Any Questions?

Certification Office:

certification@incose.net

For more information visit:

www.incose.org/certification/