



CER-100: INCOSE Professional Certification Program - April 20, 2018

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.

AUTHORITY & RESPONSIBILITIES

The INCOSE Board of Directors (BoD) approves the budget and provides oversight of the Professional Certification Program. The BoD maintains oversight of the Certification Program including approval of certification policy and annual budget. The BoD votes on changes to Certification Program requirements as presented to them by the CAG or PM, such as the requirement that CSEPs be INCOSE members.

The INCOSE President's only unique role for the Certification Program is to sign Memorandum of Agreement (MOAs) between INCOSE and other organizations with respect to Certification topics, such as a streamlined path for employees of some companies.

The Certification Program Manager (PM) role is provided by a contractor. The statement of work (SOW) for this contract details this role. Where the SOW and this policy conflict, the SOW shall be used. Roles of the PM include:

- Oversees implementation of the Certification Program policies
- Oversees development and implementation of procedures
- Serves as the procedures owner for the INCOSE SEP Certification Operational Procedures document in cooperation with the Certification Advisory Group and President-Elect
- Recommends policy revisions and changes to the INCOSE SEP Certification Program Definition and Requirements document.
- Identifies new Certification Application Reviewer (CAR) candidates
- Sets up new and refresher training for CARs
- Issues new and renewal Certification certificates, based on the recommendations of CAR teams
- Notifies candidates of denials and appeal options, based on the recommendations of CAR teams
- Prepares the annual budget and monthly status reports



- Supports the INCOSE BoD and Certification Advisory Group (CAG) as directed by the INCOSE President-Elect
- Develops new Certification Program offerings to support globalization and expand the professional development scope of the Certification Program
- Markets the INCOSE Professional Certification Program to the individuals, companies, organizations, and the communities that practice systems engineering
- Establishes relationships with other organizations for providing certification services and/or cross-recognition of programs, advising the INCOSE President on signing such agreements
- Communicates program changes and developments with potential applicants, interested organizations and current certified professionals
- Oversees certification exam and application form revisions
- Determines appropriate means and methods for offering the certification exam, including establishing contracts with providers

The President-Elect is the manager for the contract with the Certification Program Manager. The President-Elect is also the manager for volunteer agreements with Certification Application Reviewers (CARs). The President-Elect works with the Certification Program Manager and the Certification Advisory Group (CAG) to set the Certification Program strategic direction.

The Certification Advisory Group (CAG) shall recommend policy revisions to the Certification Program, advise the Board of Directors, approve Certification Application Reviewer promotions, and adjudicate certification split decisions and denial appeals. In addition, the CAG shall serve as procedures owner for the INCOSE SEP Certification Program Definition and Requirements document in cooperation with the Certification Program Manager and President-Elect. The CAG creates training materials for new Certification Application Reviewers (CARs) and refresher training for returning CARs.

CARs provide 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 the table.



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 at the end of the International Symposium and continuing through the end of the International Symposium three years later, 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	Appointed by the CAG, agreement with President-Elect	2 years, volunteer agreement, subject to renewal
Certification Operations Manager	Contract	INCOSE BoD	2 year admin contract includes work of Certification Operations Manager, no direct contract with individuals



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 CARs 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.

SUPERSEDES: CER-100 dated October 16, 2015

APPROVED BY: INCOSE Board of Directors, Hamburg, Germany, April 20, 2018

POLICY OWNER (RACI Responsible R): Certification Advisory Group Chair

MAINTAINED BY (RACI Accountable A): President-Elect