



## **CER-100: INCOSE Professional Certification Program Administration – 27 January 2019**

### **Purpose**

This policy provides information on the Certification Program Roles and Responsibilities for the administration of the program.

### **Applicability**

This policy applies to the volunteers and staff who administrate and operate the INCOSE Certification Program.

### **Definitions**

Associate Systems Engineering Professional (ASEP) reflects possession of systems engineering knowledge typical of -individuals near the start of their--systems engineering career.

Certified Systems Engineering Professional (CSEP) is granted to systems engineering practitioners who have demonstrated knowledge and experience in many aspects of the discipline. The qualifications for this level include education, SE knowledge, and SE experience that serve various job profiles of an experienced, all-round systems engineer.

Expert Systems Engineering Professional (ESEP) is for those system engineers who have distinguished themselves by demonstrating both substantial experience and technical leadership.

Certification Assessment Reviewer (CAR). A volunteer INCOSE CSEP or ESEP who agrees to assess certification applicants following the formal INCOSE Certification review process. CSEP CARs can assess CSEP applications, ESEP CARs can assess both CSEP and ESEP applications.

Certification Advisory Group (CAG). A volunteer group of up to a total of nine INCOSE CSEP and ESEP CARs who help advise and assist the Certification Program.

### **Certification Program Roles and Responsibilities**

The INCOSE Board of Directors (BoD) approves the budget and provides oversight of the Certification Program. The BoD maintains oversight of the Certification Program including approval of the certification procedures and annual budget. The BoD votes on changes to Certification Program requirements as presented to them by the CAG, the Certification Program Manager (PM), or the Technical Services Director.

The INCOSE President is responsible for approving and signing of Memoranda of Agreement/Understanding between INCOSE and other organizations relating to Certification.



The INCOSE President-Elect signs the volunteer agreements with CARs that are managed by the Technical Services Director.

The Technical Services Director is the manager for the contract with the Certification PM. The Technical Services Director works with the Certification PM, the INCOSE administrative staff, and the CAG to set the Certification Program strategic direction and has overall responsibility for the execution of the INCOSE Certification Program.

The CAG shall recommend policy revisions to the Certification Program, advise the Board of Directors, approve CAR 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 PM and Technical Services Director. The CAG also creates training materials for new Certification Application Reviewers and refresher training for returning CARs.

CARs volunteer to INCOSE for reviewing applications for certification. Each CAR shall sign a volunteer agreement with INCOSE and undertake regular training on the review process.

The Certification 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:

- Managing and overseeing the implementation of the INCOSE Certification Program;
- Recommending Certification policy and program improvements;
- Serving as the procedure owner for the INCOSE SEP Certification Operational Procedures document in cooperation with the administrative staff, the Certification Advisory Group, and the Technical Services Director.
- Recommending policy revisions and changes to the INCOSE Professional Certification Program Definition and Requirements document.
- With the administrative staff and CAG, identifying new Certification Application Reviewer (CAR) candidates.

The administrative staff is provided by a contractor under the INCOSE Operations Manager. The SOW for this contract includes responsibilities related to supporting the Certification Program. Where the SOW and this policy conflict, the SOW should be used. Roles of the administrative staff with respect to the Certification Program include:

- Conduct the day-to-day Certification Program operations with respect to the certification procedures documents.
- Support the Certification Program Manager and the Technical Services Director, with respect to the Certification Program.
- Recommend new CARs to the Certification PM.
- Communicate on behalf of the Certification Program with candidates, CARs, and exam provider.



- Collaborate with the Certification PM drafting annual and monthly status reports.

### Selection and Terms for Certification Program Participants

The method of selection and terms of office for those participating in the Professional Certification Program are shown in Table 1.

**Table 1 - Terms of Office for Certification Program Participants**

Title	Criteria	Method	By Whom	Term
<b>CAG Member</b>	<ul style="list-style-type: none"> <li>• A current individual INCOSE member</li> <li>• Holds either a Certified Systems Engineering Professional (CSEP) qualification, or Expert Systems Engineering Professional (ESEP) qualification.</li> <li>• Current CAR</li> <li>• Note:               <ol style="list-style-type: none"> <li>(1) ESEPS should make up the majority of the CAG.</li> <li>(2) Representation from all three sectors in the CAG is strived for.</li> </ol> </li> </ul>	Appointed	<ul style="list-style-type: none"> <li>• Recommended by the CAG, a member of the INCOSE Board of Directors, an Associate Director, or a Chapter President</li> <li>• Nominated by the CAG Chair</li> <li>• Appointed by the INCOSE BoD</li> </ul>	<ul style="list-style-type: none"> <li>• 3-year terms beginning at the end of the International Symposium (IS) and continuing through the end of the three years later, or as required to fill vacancies.</li> <li>• Can serve for two full consecutive terms</li> <li>• Must have a minimum of 3 years grace period following two full consecutive terms before eligible to serve again</li> </ul>
<b>CAG Chair</b>		Elected	<ul style="list-style-type: none"> <li>• CAG</li> </ul>	<ul style="list-style-type: none"> <li>• 1-year term beginning the end of the IW through to the end of the next IW</li> <li>• Can serve for non-consecutive terms</li> </ul>
<b>CAG Co-Chair</b>		Elected	<ul style="list-style-type: none"> <li>• CAG</li> </ul>	<ul style="list-style-type: none"> <li>• 1-year term beginning the end of the IW through to the end of the next IW</li> <li>• Co-Chair proceeds to CAG Chair</li> </ul>



<b>CAG Recorder</b>		Elected	<ul style="list-style-type: none"> <li>• CAG</li> </ul>	<ul style="list-style-type: none"> <li>• 1-year term beginning the end of the IW through the end of the next IW</li> <li>• Can serve for unlimited consecutive terms while on the CAG</li> </ul>
<b>Certification Application Reviewers (CARs)</b>		Agreement	<ul style="list-style-type: none"> <li>• Appointed by the CAG</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years, volunteer agreement, subject to renewal</li> </ul>
<b>Certification Program Manager</b>		Contracted	<ul style="list-style-type: none"> <li>• CAG Chair and the INCOSE Technical Services Director jointly recommend</li> <li>• Approved by the INCOSE BoD</li> </ul>	<ul style="list-style-type: none"> <li>• As defined by the applicable contract, but not to exceed 5 years in total, including renewal periods</li> </ul>
<b>Administrative Staff</b>		Contracted	<ul style="list-style-type: none"> <li>• INCOSE BoD</li> </ul>	<ul style="list-style-type: none"> <li>• As defined by the applicable contract, but not to exceed 5 years in total, including renewal periods</li> </ul>

**Responsible Position**

Technical Services Director

**Related Policies**

ADM-102 INCOSE Confidential Information Policy.

**SUPERSEDES:** CER-100 dated April 20, 2018

**APPROVED BY:** INCOSE Board of Directors, Torrance CA, 27 January 2019

**POLICY OWNER (RACI Responsible R):** Technical Services Director

**MAINTAINED BY (RACI Accountable A):** President-Elect