



REC-115: Certification Champion Award – 24 July 2020

Purpose

The Certification Champion Award is intended to recognize sustained individual or group contributions to the INCOSE systems engineering professional (SEP) certification program, which directly supported the INCOSE certification or professionalization process or directly contributed to equivalent recognition in other countries.

Eligibility

Nominees for the Certification Champion Award shall meet one or more of the following requirements.

- Contributions should be deemed to be of a highly significant nature and contribute positively to the INCOSE SEP program, over a sustained multi-year period of service of no less than 3 years total within a 5-year period.
- Contributions should be deemed to be of a highly significant nature and contribute positively to country certification or professionalization of systems engineers and recognized by INCOSE.
- No current CAG member is eligible to receive this award, although they may submit nominations for the award. The contribution of any former CAG member shall have been outside of the performance of their CAG responsibilities and evidence of their service shall be documented outside the time of their CAG term(s).

Examples of worthy contributions could include one or more of the following: significantly increasing the total number of SEPs in any category; directly contributing to equivalent country recognitions recognized by INCOSE; an ESEP supporting an academic equivalency program; volunteers who contribute to maintaining the knowledge exam item bank.

Service compensated by INCOSE or performed to retain certification status may not be used as qualification for this award.

Nomination

Any INCOSE member in good standing may initiate a Certification Champion Award nomination but they may only nominate one (1) champion per year. The nominator shall prepare a nomination letter describing the nominator's qualifications for making the nomination and the contributions made by the nominee that qualify them for consideration for this award, and a recommended citation.



Posthumous nominations will not be accepted. A recipient may receive this award multiple times, but each award must be sufficient on its own merit.

The nominator shall assemble the nomination package that consists of at least three (3) detailed letters of support. Each letter shall be written by a person other than the nominator, who is familiar with and can give evidence of the service performed by the nominee.

- At least one letter of support shall be from a current or former INCOSE CAG member (not a candidate awardee).
- At least one letter from the INCOSE SEP Certification Program Manager.
- Each letter of support shall state the supporter's qualifications for supporting the nomination and shall include:
 - Name of Supporter, INCOSE Membership number (if any), SEP status (if any)
 - Basis of knowledge about the nominee, which includes substantiation for the award, e.g. evidence of services provided that qualify the nominee for consideration for this award.
- Those writing letters of support should have the nominee's information and qualifications available to them, but all letters of support should be independently written.

The nominator shall assemble the nomination package and submit the nomination package to the Chair of the CAG not later than the first week of September for consideration. Nomination packages received after that time will not be considered for that year. Nomination packages that are not awarded in the year they are submitted may be resubmitted for consideration the following year if the nominator so desires.

Selection

The CAG shall evaluate the Certification Champion Award nomination packages and make a rank-ordered recommendation to the Board of Directors. The CAG may decide not to recommend the award in any given year. Each Certification Champion Award recipient shall be approved by the Board of Directors at the Q4 BoD meeting

Presentation

The Certification Champion Award will be presented annually at the International Workshop. The approval and notification process shall ensure confidentiality pending final notification as follows: The CAG chair will notify nominators of those who did not receive an award. Award nominators and recipients shall be notified within one month after approval. Citations will be provided by the chair of the Honors & Awards Committee to INCOSE Admin concurrently, to support preparation of plaques. The recipient will be asked to keep the information confidential until presentation.

Responsible



The Associate Director for Certification is responsible for this policy.

Related Policies

CER-100 INCOSE Professional Certification Program

CER-101 Certification Equivalences

SUPERSEDES: None, new policy

APPROVED BY: INCOSE Board of Directors, Remote, 24 July 2020

POLICY OWNER (RACI Responsible R): Associate Director for Certification

MAINTAINED BY (RACI Accountable A): Services Director