



International Council on Systems Engineering

*A better world through a systems approach*



# How to: Open INCOSE Forms



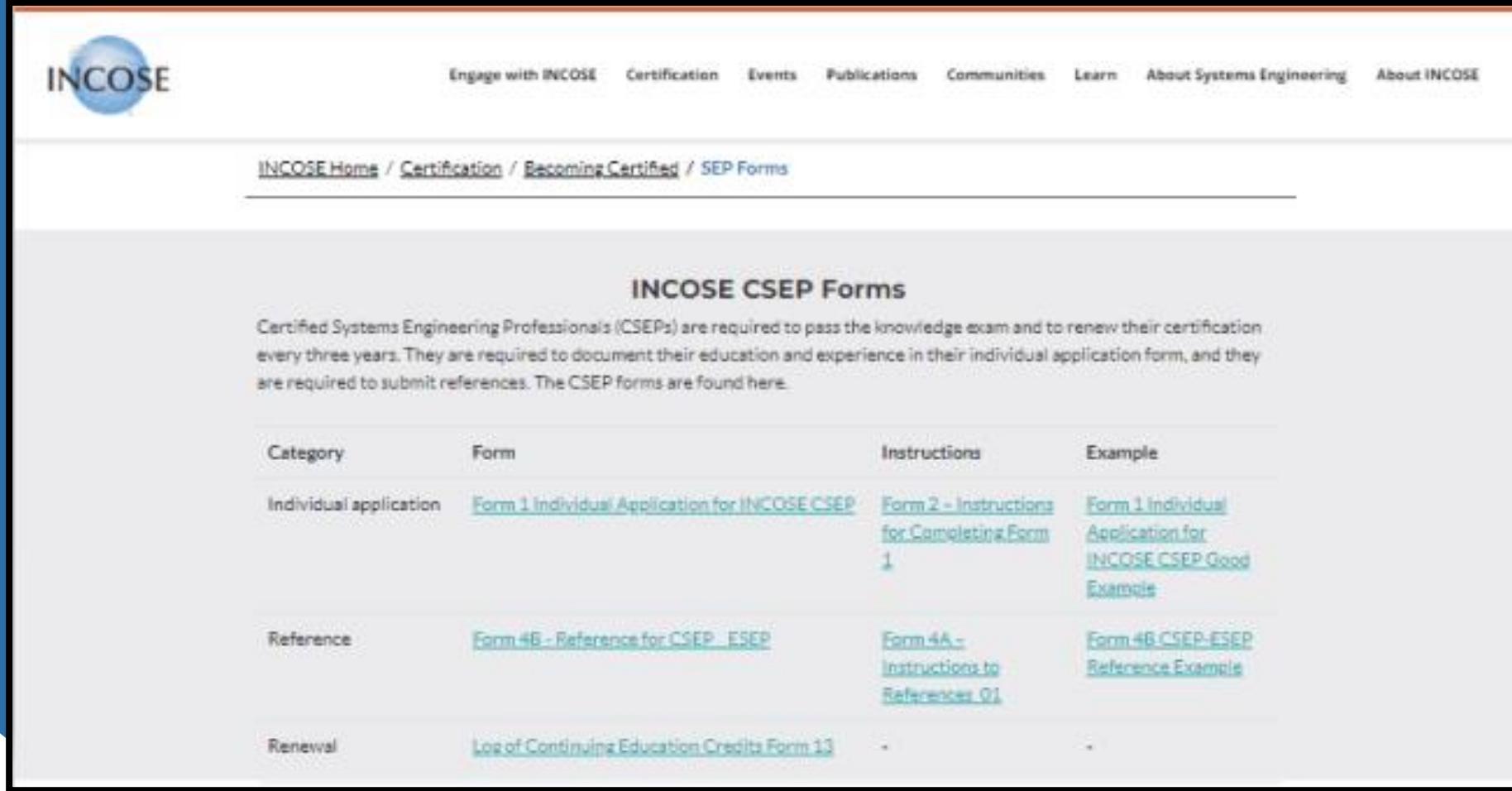
# Software to Use

The Certification application and reference forms were embedded with XML, which makes them act differently than standard PDFs. To open the files, use Adobe Acrobat Reader.

Files have been tested on both PCs and Macs. The following instructions include screenshots for both.

# For PC Users:

Go to <https://www.incose.org/certification/becoming-certified/sep-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.

| Category               | Form  | Instructions  | Example  |
|------------------------|---|---|--|
| Individual application | <a href="#">Form 1 Individual Application for INCOSE CSEP</a> | <a href="#">Form 2 - Instructions for Completing Form 1</a> | <a href="#">Form 1 Individual Application for INCOSE CSEP Good Example</a> |
| Reference              | <a href="#">Form #B - Reference for CSEP_ESEP</a>             | <a href="#">Form 4A - Instructions to References_01</a>     | <a href="#">Form #B CSEP_ESEP Reference Example</a>                        |
| Renewal                | <a href="#">Log of Continuing Education Credits Form 13</a>   | -   | -  |

# PC Users – Step 1

Right-click and press "save link as" to save the document to your computer.

Helpful tip:

Save the document to your Desktop for easy access. You can change the form name to "Your Last Name – Application Program."

Ex: John Smith applying for CSEP would title his application "Smith – CSEP."

**INCOSE CSEP Forms**

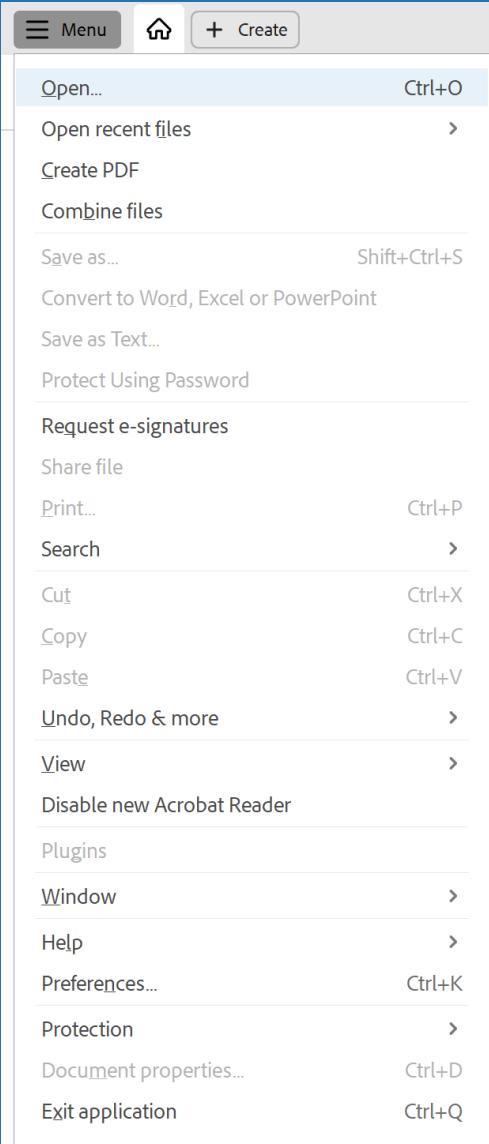
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|------------------------|---|---|
| Individual application | <a href="#">Form 1 Individual Application</a>               | <a href="#">Form 1 Individual Application</a>       |
| Reference              | <a href="#">Form 4B - Reference for CSE</a>                 | <a href="#">Form 4B CSEP-ESEP Reference Example</a> |
| Renewal                | <a href="#">Log of Continuing Education Credits Form 13</a> | <a href="#">Instructions to References 01</a>       |

Open link in new window  
Open link in incognito window  
Save link as... (highlighted with a red oval)  
Copy link address

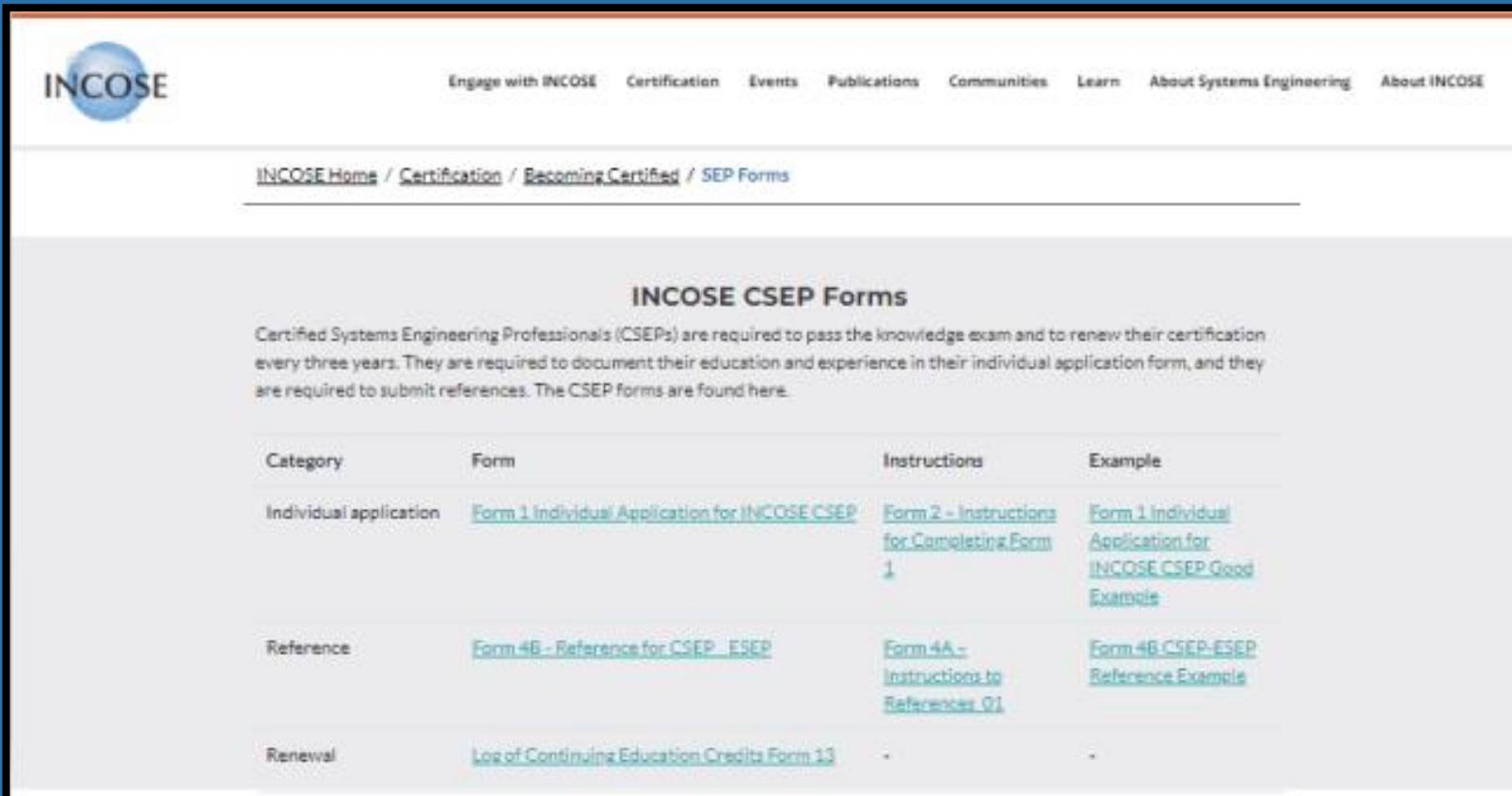
# PC Users – Step 2

Once the form is saved to your computer, open Acrobat Reader and then click “Menu” then “Open,” then navigate to open the document from within Reader.



# For Mac Users:

Go to <https://www.incose.org/certification/becoming-certified/sep-forms>



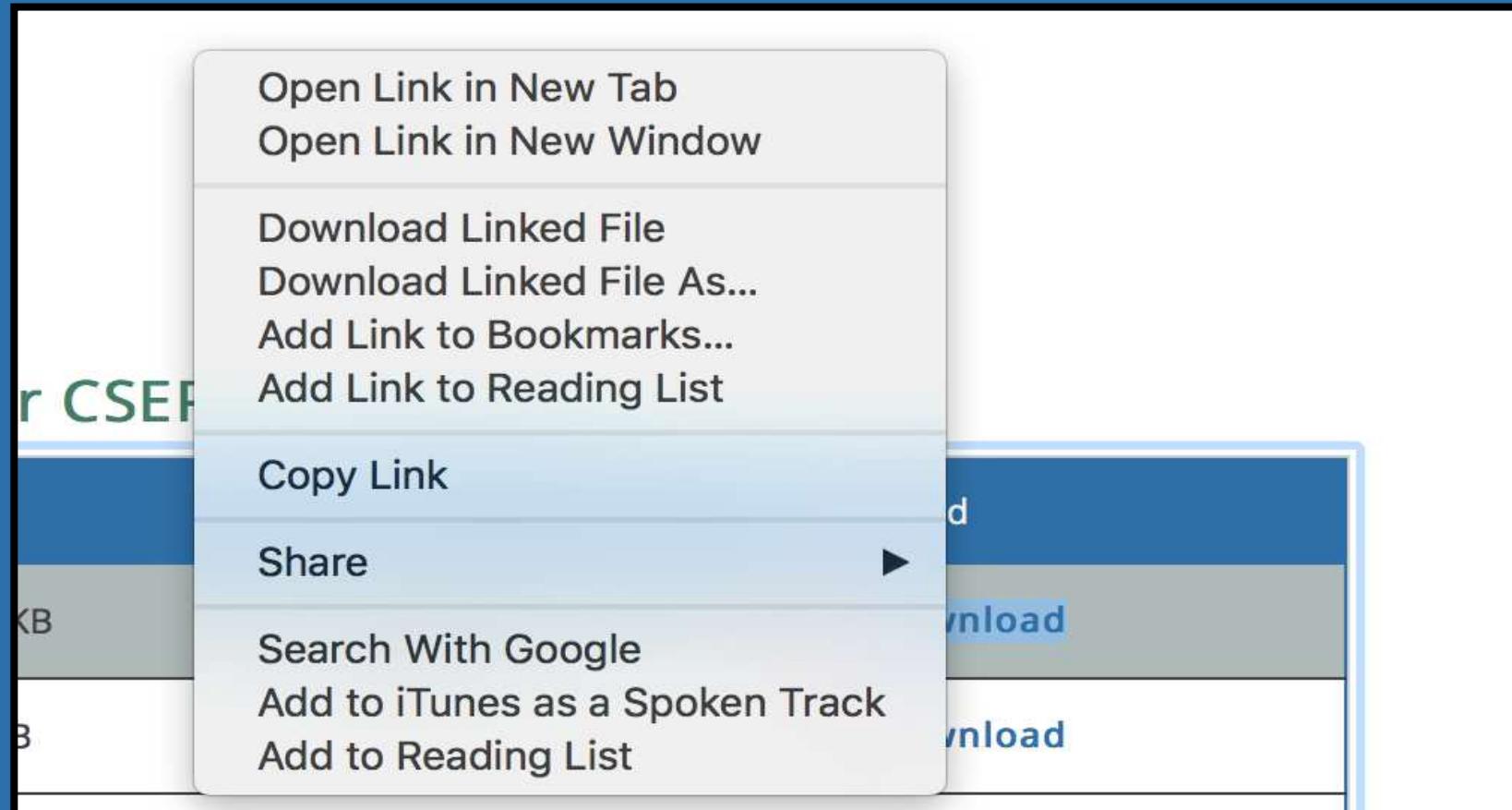
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| Renewal                | <a href="#">Log of Continuing Education Credits Form 13</a>   | -   | -  |

# For Mac Users – Step 1

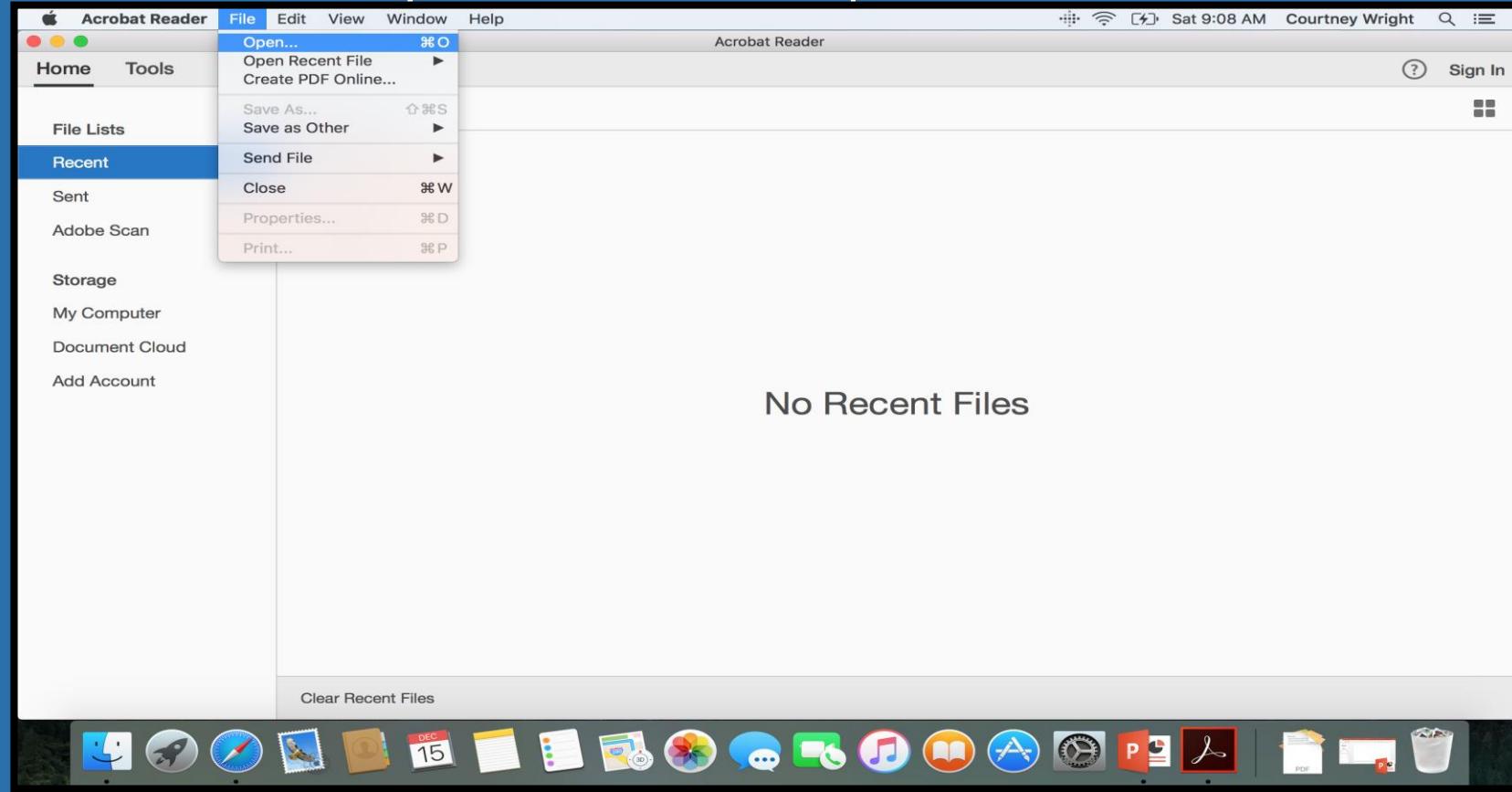
Press control (CTRL) key while clicking on the link to download a form.



# For Mac Users – Step 2

Open Adobe Reader. Then go to “File” and click “Open” in order to select which document you would like to open.

*-Please note  
“Previewer”  
on a Mac  
computer  
will not open  
the Adobe  
forms.*





# Any Questions?

**Certification Office**

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**For more information visit**

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