



International Council on Systems Engineering

A better world through a systems approach



How to: Open INCOSE Forms

incose.org



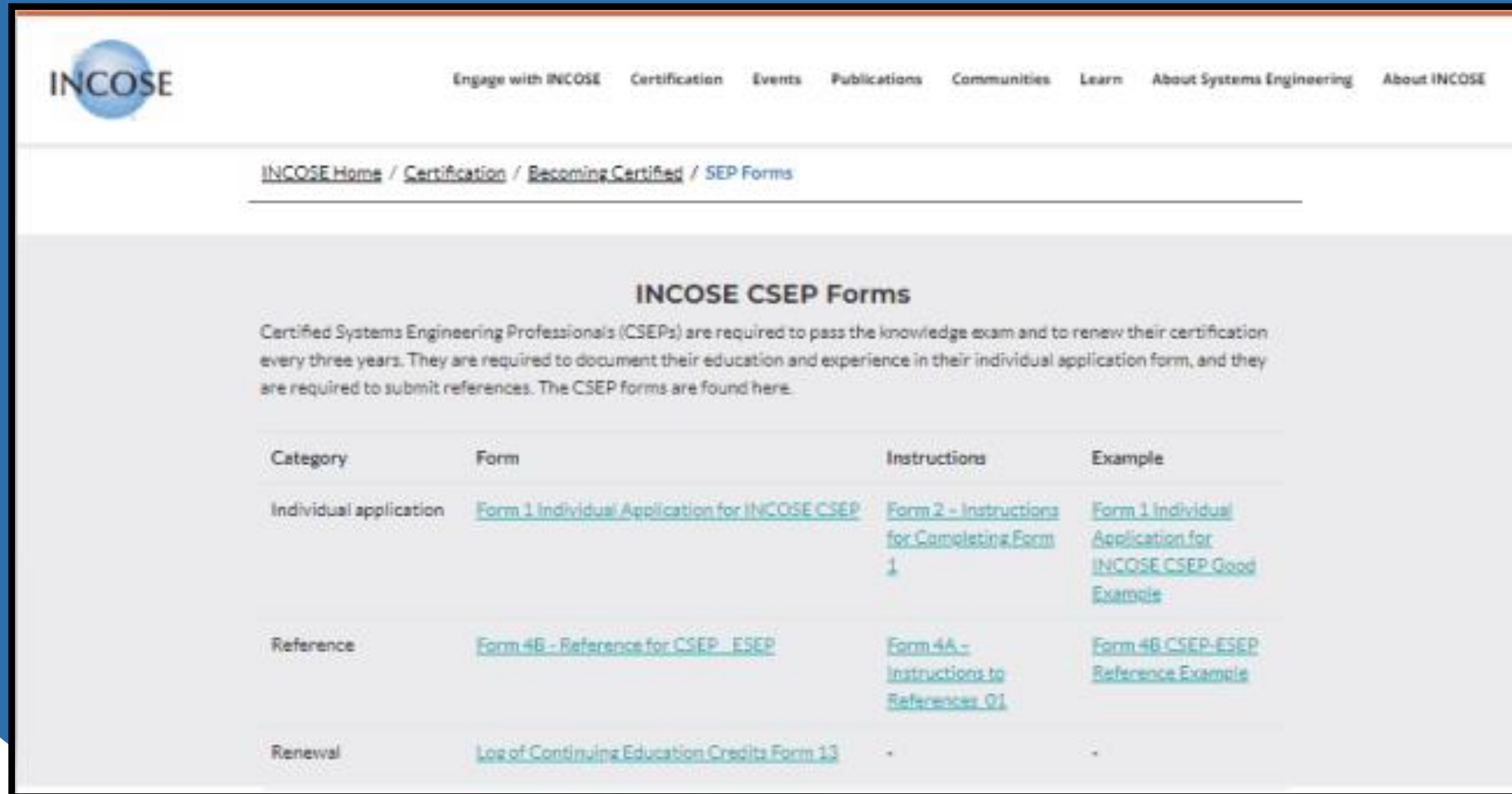
Software to Use

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>



The screenshot shows the INCOSE website's 'CSEP Forms' page. The header includes the INCOSE logo and navigation links: Engage with INCOSE, Certification, Events, Publications, Communities, Learn, About Systems Engineering, and About INCOSE. A breadcrumb trail reads: INCOSE Home / Certification / Becoming Certified / SEP Forms. The main heading is 'INCOSE CSEP Forms'. Below it, a paragraph states: '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.' A table lists the forms:

| Category | Form | Instructions | Example |
|------------------------|---|---|--|
| Individual application | Form 1 Individual Application for INCOSE CSEP | Form 2 - Instructions for Completing Form 1 | Form 1 Individual Application for INCOSE CSEP Good Example |
| Reference | Form 4B - Reference for CSEP_ESEP | Form 4A - Instructions to References 01 | Form 4B CSEP-ESEP Reference Example |
| Renewal | Log of Continuing Education Credits Form 13 | - | - |

PC Users – Step 1

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

Helpful tip:

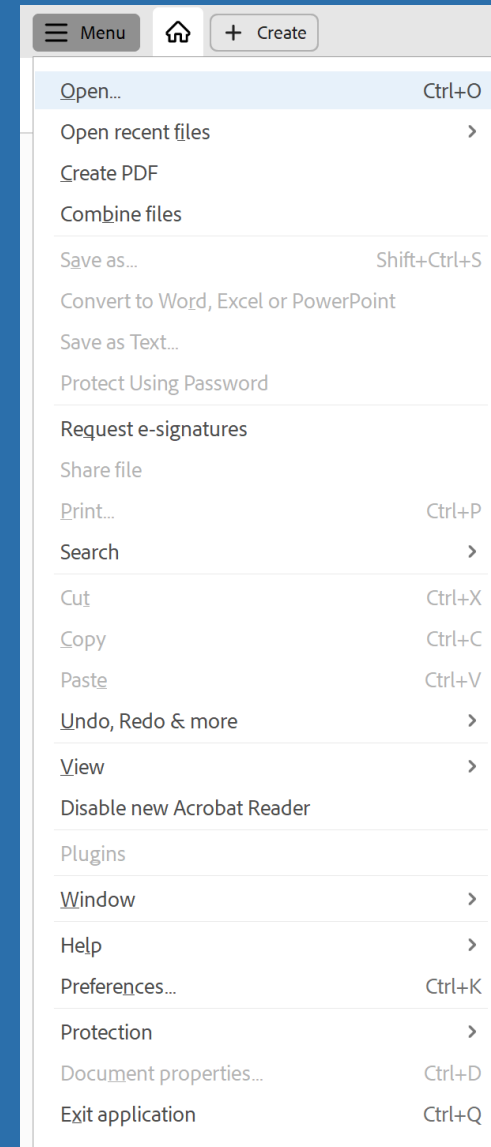
Save the document to your Desktop for easy access. You can change the form name to "Your Last Name – Application Program."

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

| INCOSE CSEP Forms | | | |
|--|---|--|--|
| <p>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.</p> | | | |
| Category | Form | | Example |
| Individual application | Form 1 Individual Application | <div> Open link in new window Open link in incognito window Save link as... Copy link address </div> | Form 1 Individual Application for INCOSE CSEP Good Example |
| Reference | Form 4B - Reference for CSEP | | Form 4B CSEP-ESEP Reference Example |
| | Instructions to References 01 | | |
| Renewal | Log of Continuing Education Credits Form 13 | - | - |

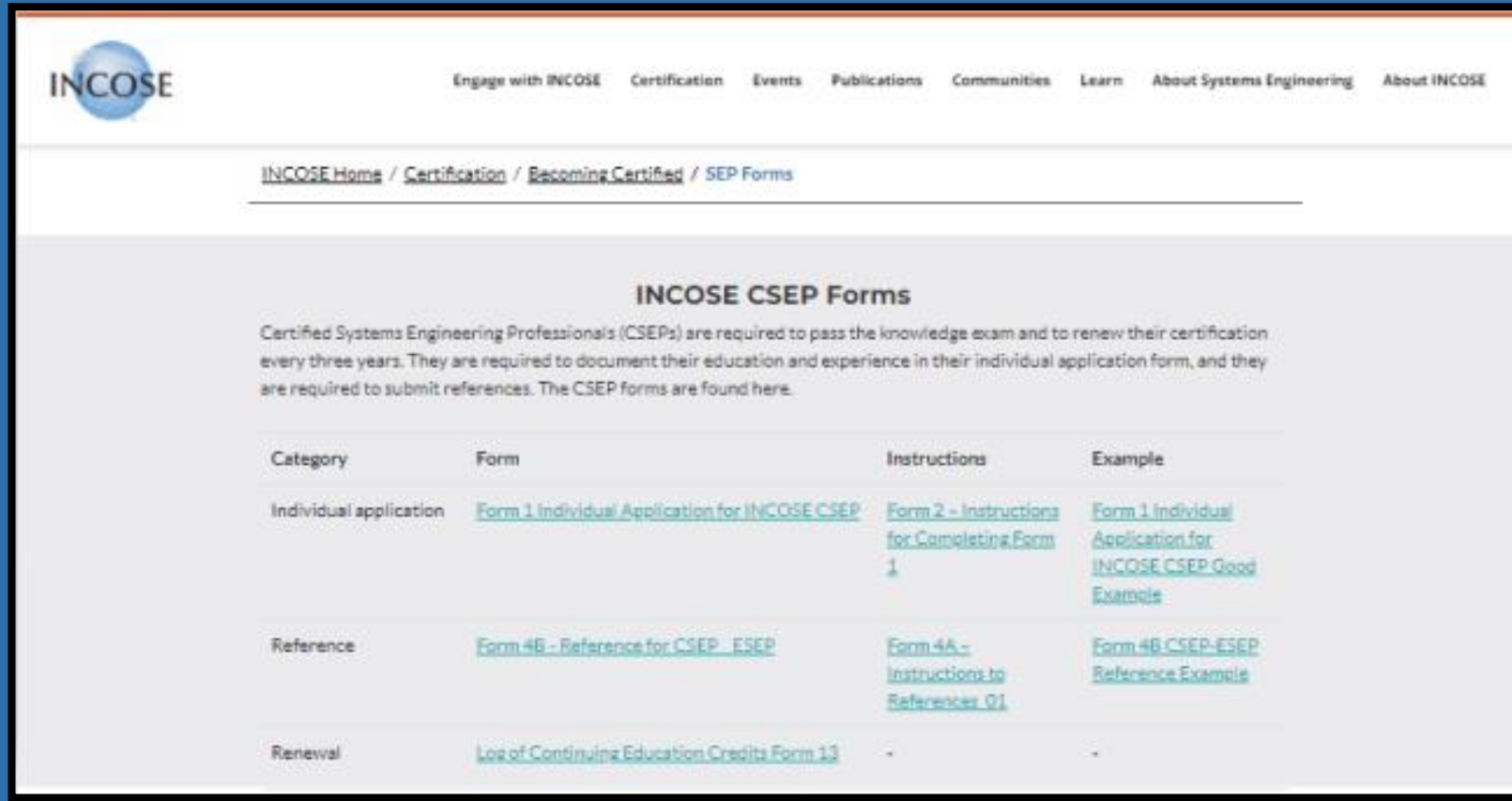
PC Users – Step 2

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>



The screenshot shows the INCOSE website's 'CSEP Forms' page. The header includes the INCOSE logo and navigation links: Engage with INCOSE, Certification, Events, Publications, Communities, Learn, About Systems Engineering, and About INCOSE. A breadcrumb trail reads: [INCOSE Home](#) / [Certification](#) / [Becoming Certified](#) / [SEP Forms](#).

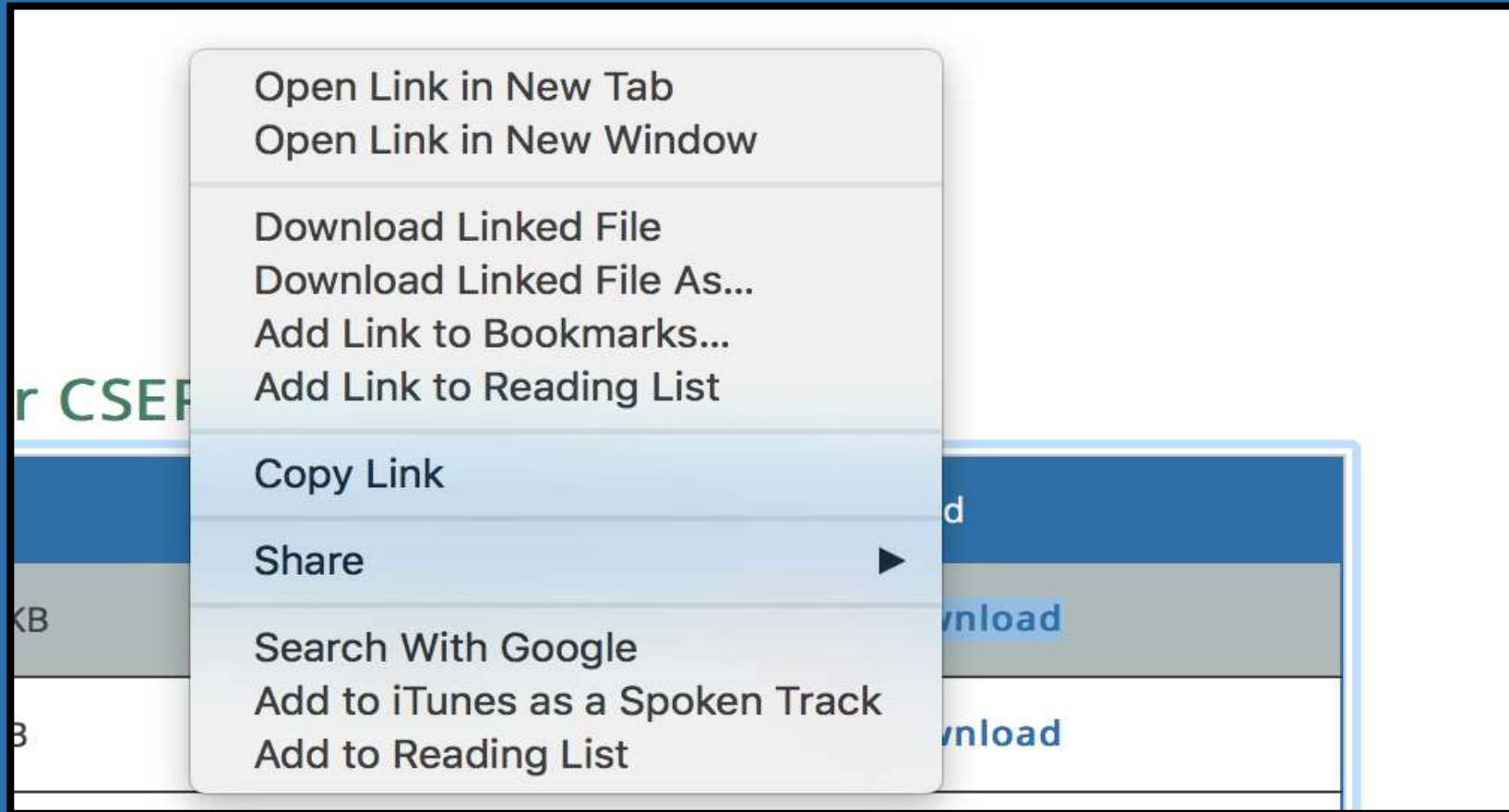
INCOSE CSEP Forms

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For Mac Users – Step 1

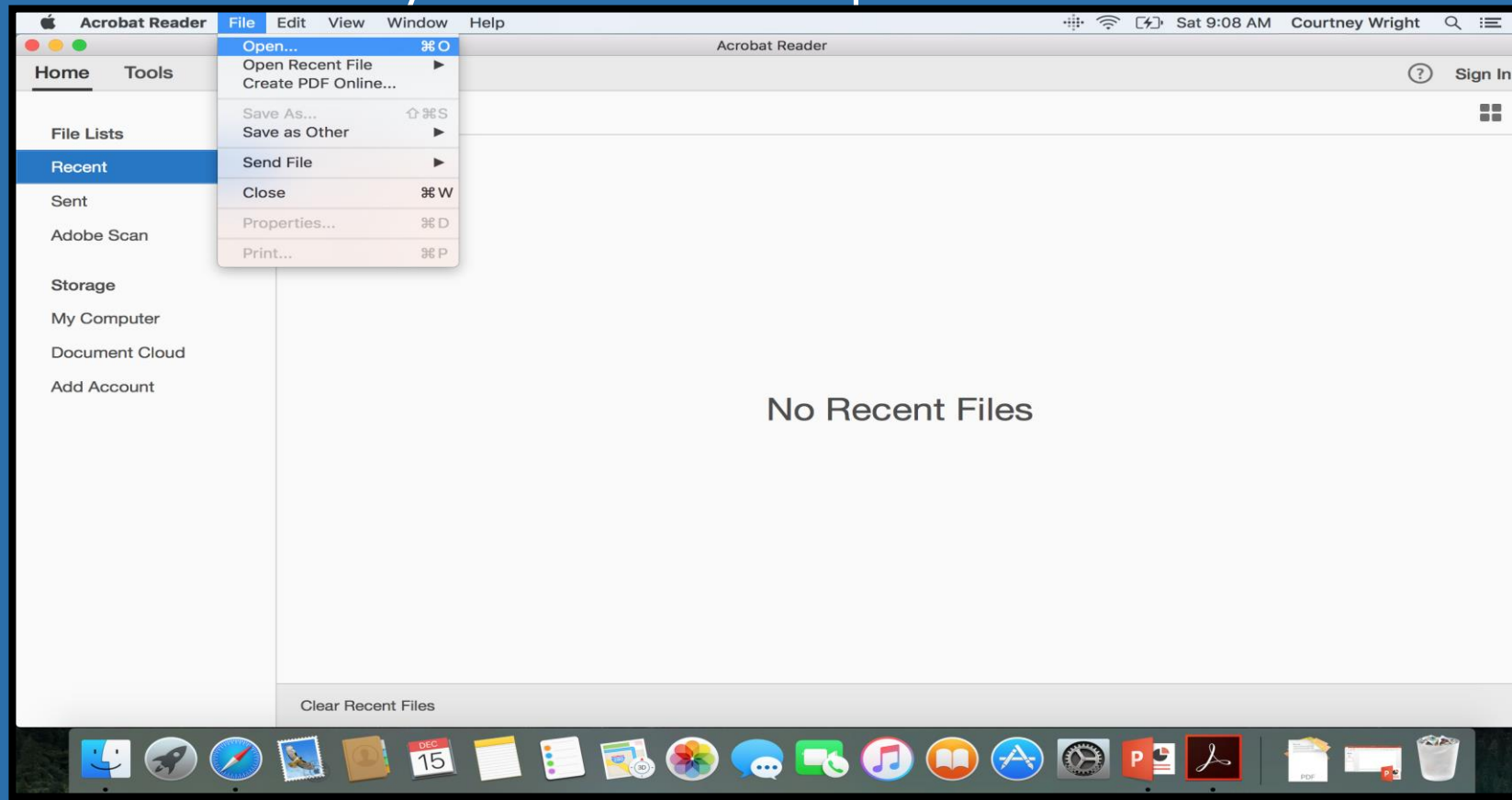
Press control (CTRL) key while clicking on the link to download a form.



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