



International Council on Systems Engineering

*A better world through a systems approach*



# How to: Apply for ASEP

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



# ASEP Requirements

- Active Individual Membership
- Application Fee: \$180<sup>(\*)</sup>

(\*) PPP discount is applicable for ASEP application fee. Visit this [page](#) for more information.

- Knowledge Requirement (Two Options)
  - Passing the Knowledge exam:
    - \$30 - \$80 USD per attempt  
<https://www.incose.org/systems-engineering-certification/taking-the-exam>
  - Pass approved Equivalency Program  
<https://www.incose.org/systems-engineering-certification/university-organizational-agreements>

# Step 1

Log in to [portal.incose.org](https://portal.incose.org) and enter your “Profile Home” (at the top right of the screen)



From the banner menu, click on “Certifications.”

The banner menu includes: INCOSE.ORG, My Profile, Account, Membership, Certifications (circled in red), Store.

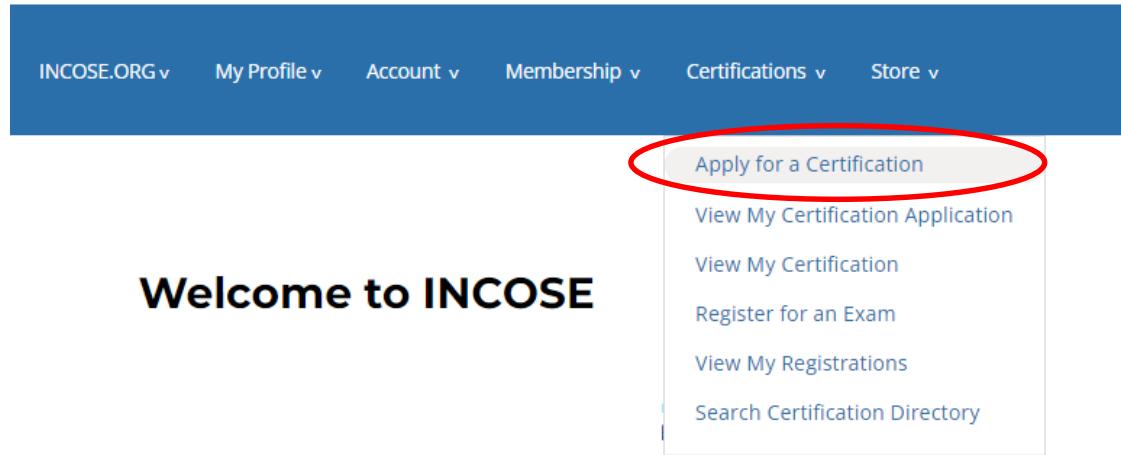
The user profile dropdown shows: Melissa Campbell, Profile Home (highlighted with an orange arrow), Sign Out.

## Welcome to INCOSE

We're glad you're here.

# Step 2

Click on “Apply for a Certification.”



INCOSE.ORG v My Profile v Account v Membership v Certifications v Store v

Apply for a Certification

View My Certification Application

View My Certification

Register for an Exam

View My Registrations

Search Certification Directory

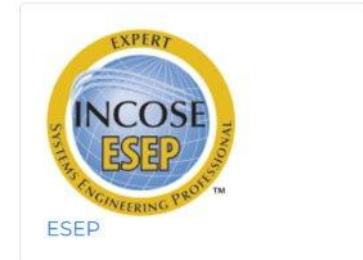
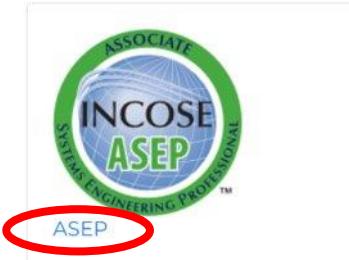
**Welcome to INCOSE**

# Step 3

Click on the hyperlink the ASEP Program.

## Certification Programs

Filter programs



# Step 4

Click on the “Submit Application/Renewal” button.

## ASEP



[« Back to All Programs](#) [Submit Application/Renewal](#)

### Associate Systems Engineering Professional (ASEP)

If you have just started practicing – or want to start practicing – systems engineering, then ASEP is for you. This certification is for people at the beginning of their career as a systems engineer. The ASEP has “book knowledge” but not yet significant experience as a systems engineer.

**You must be an Active INCOSE Member to apply. CAB Associates do not qualify.**

Click the **Submit Application/Renewal** button above to start your application or to renew your certification.

If you have previously submitted an application, you will see a [Click here to view your application](#) link above. If you wish to disregard this application or believe the previous application was submitted in error and wish to submit a new application, the active application must be disabled. Please contact [helpdesk@incose.org](mailto:helpdesk@incose.org) to disable your previous application.

For general questions, please visit INCOSE's website for information regarding the ASEP Application process.

# Step 5

Verify your information that auto-populates. Click “Next.”

General Information

Please provide your Legal Name as it is to appear on your SEP Certificate. This name must match the name shown on any official identification used when taking your exams (i.e., the name shown on a driver's license). Changes made here will update your contact record for your membership.

First Name

Middle Name

Last Name

Email Address

Next Cancel

# Step 6

Read the affidavit and complete the required fields: "Name to Be Printed on Certificate" and "Submission Date"

If you have a coupon code you can click on "Apply a Coupon Code."

Affidavit & Signature

I, the undersigned, have read the contents and information hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I further state that I have read the INCOSE Code of Ethics and pledge to adhere to it. I further understand that my name (with organization/division, city, state and country) will be posted on the INCOSE public web site and may be otherwise communicated by INCOSE if I am recognized as a Systems Engineering Professional. Although my application materials may be used for INCOSE research efforts, no personally identifiable information will be published other than that listed in the previous screen. I understand that I have an ongoing obligation to keep my information current with INCOSE. I further understand that my experience will be considered only through the date of this application. I understand that I have one calendar year from the Submission Date to complete all of the activities associated with the application.

Name To Be Printed On Certificate

Submission Date \*

Collect Payment Info

Amount Due Now:  
350.00 USD

Apply Coupon Code

Your Credit & Debit Cards

Expires on

+ Add a credit or debit card

**No payment method selected.** Please select a payment option to continue.

# Step 7

Complete credit card information.

Click "Save Card."

Click "Next."

Your Credit & Debit Cards

Expires on

Add a New Card    

Securely save this card on my account for later use

Card Number:

Name on Card:

Expiration:

CVV/Security:

Billing Address:

When you click the button below your credit card number will be encrypted and tokenized. No sensitive account information is transmitted to or stored on our servers.

**Save Card**

**No payment method selected.** Please select a payment option to continue.

**Next**

# Step 8

Review your order.  
Click on "Process Order."

Exam Information

English Not Native Language	Health or Learning
Yes	Yes

Affidavit & Signature

Name To Be Printed On Certificate	Submission Date
[REDACTED]	8/19/2024 2:28 AM

**Heads up!** Your order is not yet complete! Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
[REDACTED]	1	[REDACTED]	[REDACTED]

Subtotal: [REDACTED]  
Shipping: [REDACTED]  
Taxes: [REDACTED]  
Less Discounts: [REDACTED]  
Total: [REDACTED]

Payment Method: [REDACTED] Payment Amount: [REDACTED]

[Back](#) [Cancel](#) [Process Order](#)

INCOSE CSEP Application



Thank you



# Any Questions?

**Certification Office**  
[certification@incose.net](mailto:certification@incose.net)

**For more information visit**  
[www.incose.org/certification](http://www.incose.org/certification)