International Council on Systems Engineering

*A better world through a systems approach*

# How to: Apply for ESEP

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# ESEP Requirements

- Active Individual Membership
- Application Fee: $630
- Experience Requirement
  - To achieve the desired depth and breadth of experience, the ESEP candidate must have a minimum of 25 years of SE work experience (if not already a CSEP), including at least 12 months in at least 3 of the different SE functional areas and at least 5 years in SE technical leadership services. A minimum of 10 years of the declared experience needs to be documented (verified by reference letters)

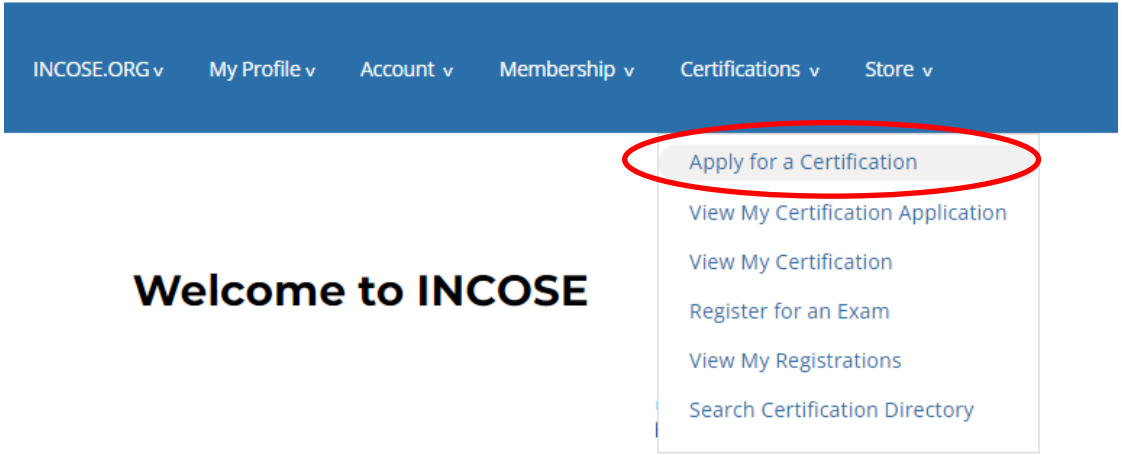
# Step 1

Log in to portal.incose.org.

From the banner menu, click on “Certifications.”

# Step 2

Click on “Apply for a Certification.”

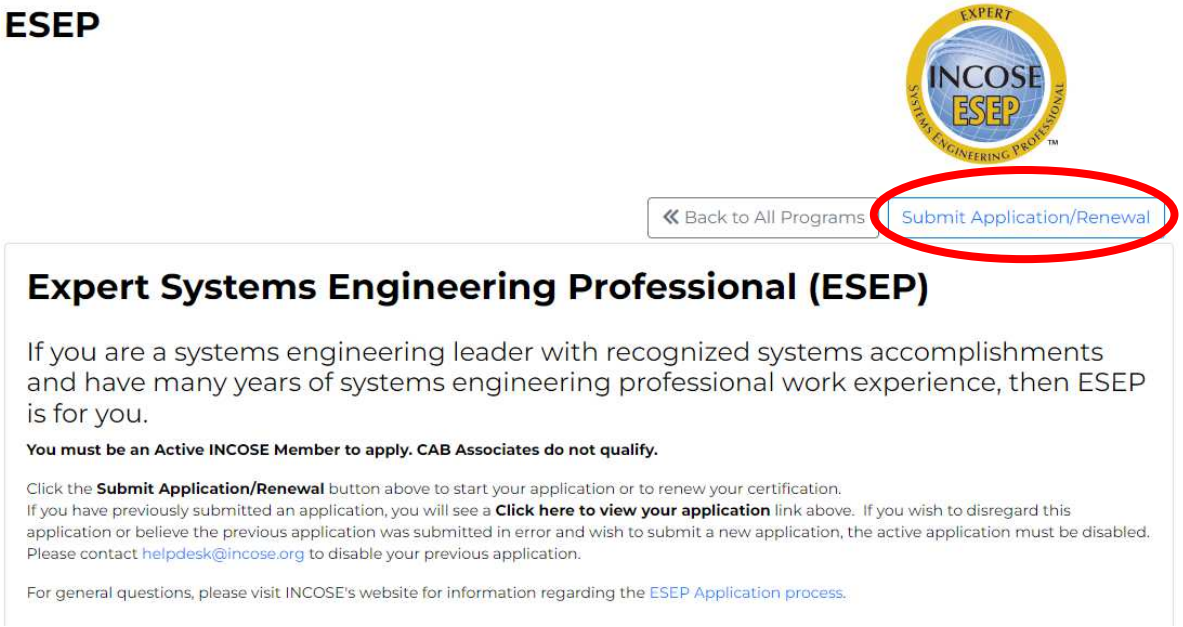


# Step 3

Click on the hyperlink the ESEP Program.

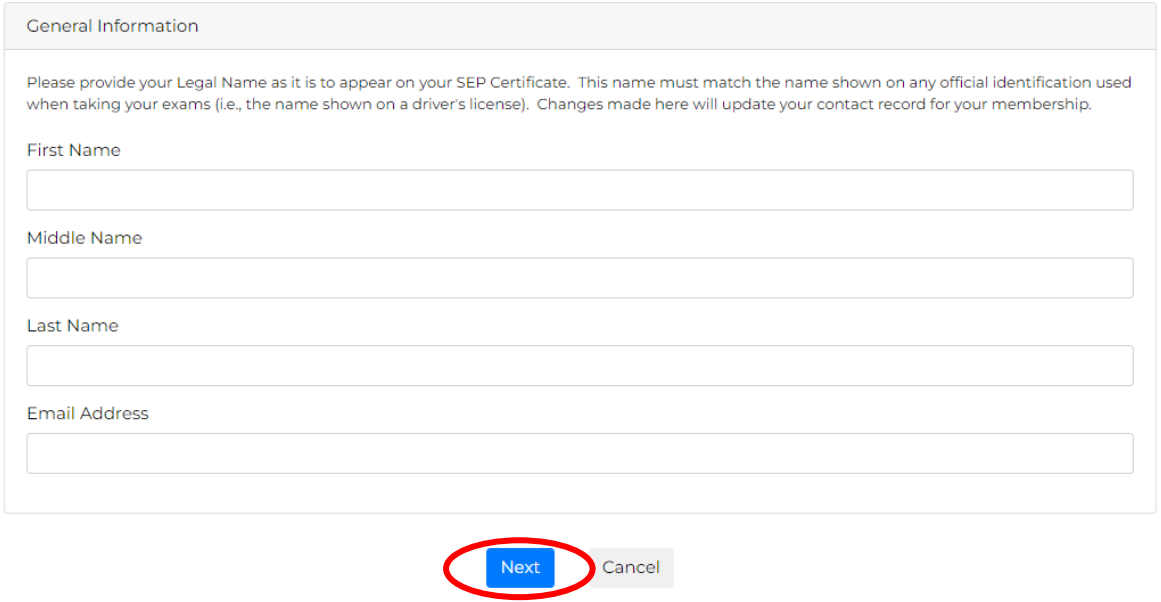
# Step 4

Click on the “Submit Application/Renewal” button.



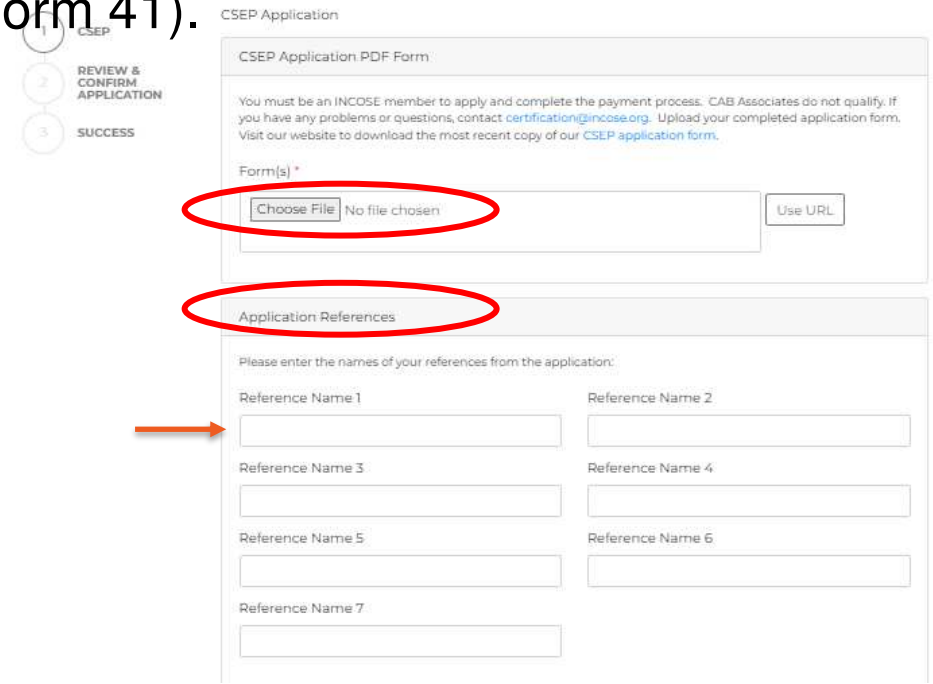
# Step 5

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



# Step 6

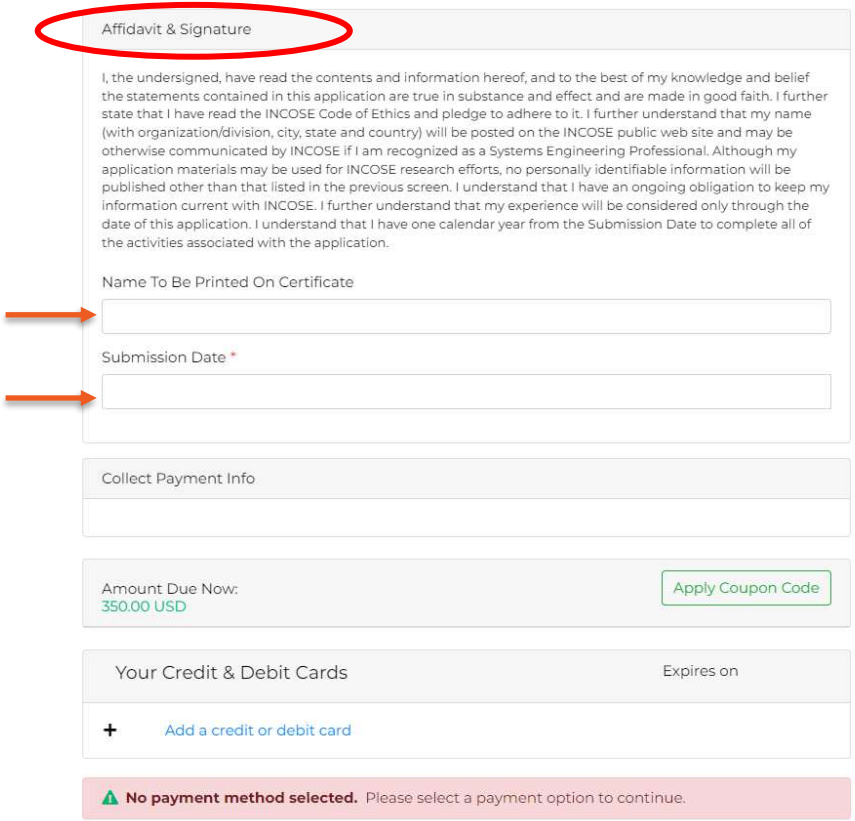
Upload Form 41. Upload completed Form41 by clicking on "Choose File" and list your references (must match references listed on Form 41).



# Step 7

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 Cupon Code"

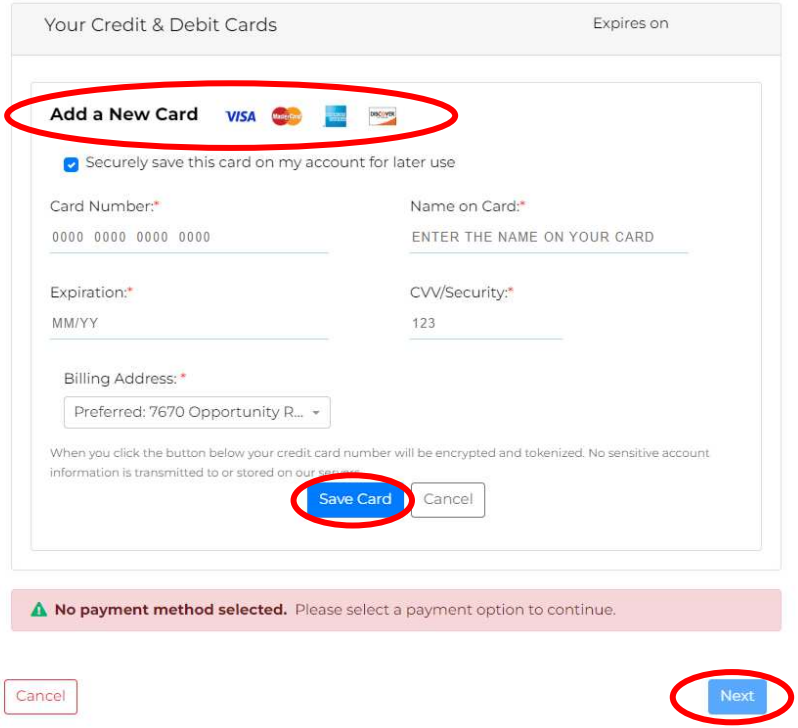


# Step 8

Complete credit card information

Click on "Save Card"

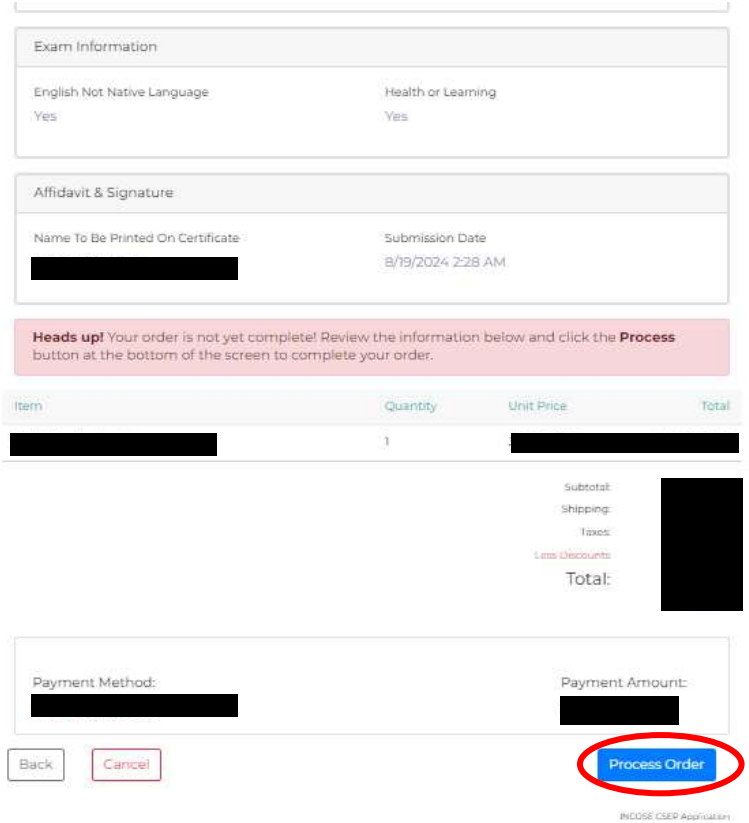
Click on "Next"



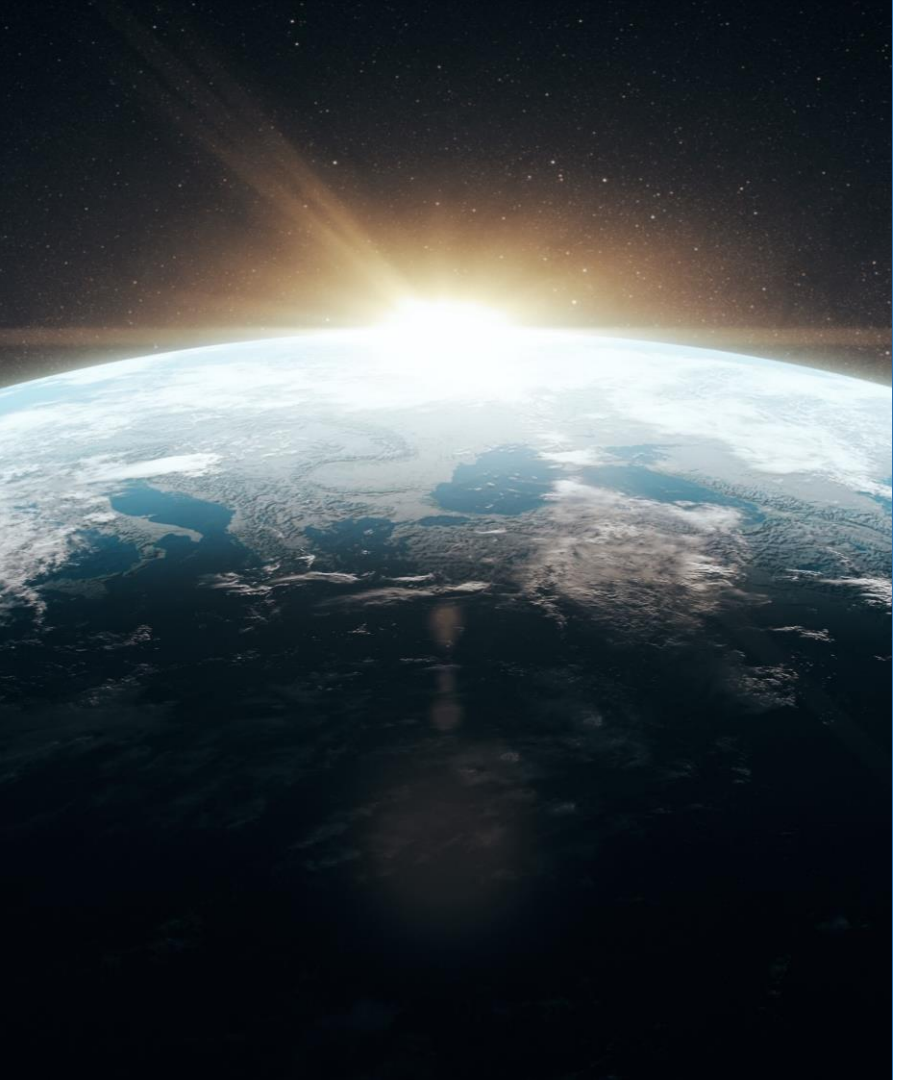
# Step 9

Review your order

Click on "Process Order"



Thank you



# Any Questions?

**Certification Office**
certification@incose.net

**For more information visit**
www.incose.org/certification