



International Council on Systems Engineering

*A better world through a systems approach*



# How to: Apply for ESEP

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



# 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](https://portal.incose.org).

From the banner menu, click on “Certifications.”

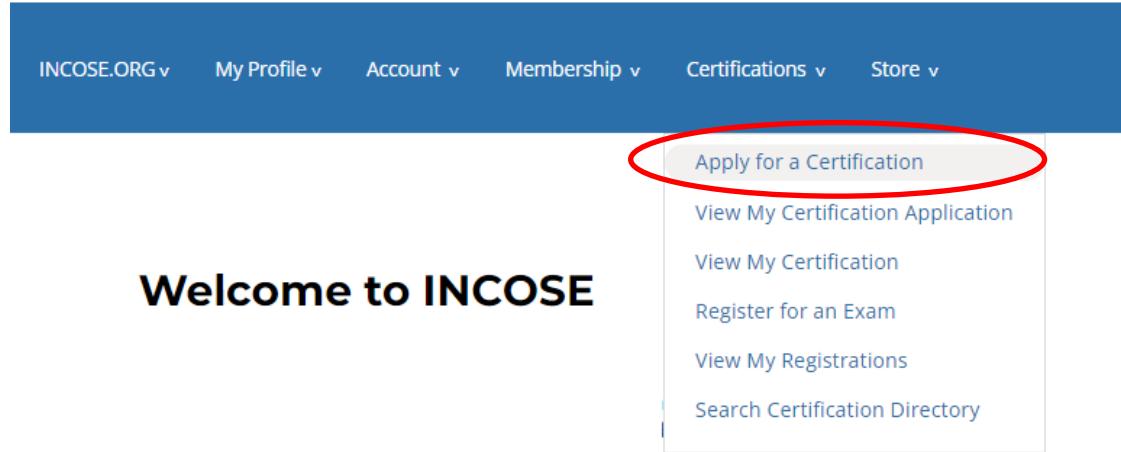


## Welcome to INCOSE

We're glad you're here.

# Step 2

Click on “Apply for a Certification.”



The image shows a screenshot of the INCOSE website's navigation bar and a dropdown menu. The navigation bar includes links for INCOSE.ORG, My Profile, Account, Membership, Certifications (which is expanded to show a dropdown menu), and Store. The 'Certifications' dropdown menu contains the following items: 'Apply for a Certification' (which is circled in red), 'View My Certification Application', 'View My Certification', 'Register for an Exam', 'View My Registrations', and 'Search Certification Directory'. The main content area of the page features a 'Welcome to INCOSE' message.

- 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 ESEP Program.

## Certification Programs

Filter programs



The page displays three certification programs in cards:

- ASEP** (Associate Systems Engineering Professional): Green circular logo.
- CSEP** (Certified Systems Engineering Professional): Blue circular logo.
- ESEP** (Expert Systems Engineering Professional): Yellow circular logo. The word "ESEP" is circled in red.

# Step 4

Click on the “Submit Application/Renewal” button.



## ESEP

The INCOSE ESEP logo is a circular emblem. The outer ring is yellow with the words "EXPERT" at the top and "SYSTEMS ENGINEERING PROFESSIONAL" at the bottom. The inner circle is blue with the word "INCOSE" in white at the top and "ESEP" in large yellow letters in the center.

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

## Expert Systems Engineering Professional (ESEP)

If you are a systems engineering leader with recognized systems accomplishments and have many years of systems engineering professional work experience, then ESEP is for you.

**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 [ESEP 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

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



**CSEP Application**

**REVIEW & CONFIRM APPLICATION**

**SUCCESS**

**CSEP Application PDF Form:**

You must be an INCOSE member to apply and complete the payment process. CAB Associates do not qualify. If you have any problems or questions, contact [certification@incose.org](mailto:certification@incose.org). Upload your completed application form. Visit our website to download the most recent copy of our [CSEP application form](#).

**Form(s) \***

**Application References**

Please enter the names of your references from the application:

|                      |                      |
|----------------------|----------------------|
| Reference Name 1     | Reference Name 2     |
| <input type="text"/> | <input type="text"/> |
| Reference Name 3     | Reference Name 4     |
| <input type="text"/> | <input type="text"/> |
| Reference Name 5     | Reference Name 6     |
| <input type="text"/> | <input type="text"/> |
| Reference Name 7     |                      |
| <input type="text"/> |                      |

**INCOSE ASEP, INCOSE CSEP, INCOSE ESEP, and INCOSE logos**

# 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 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 8

Complete credit card information

Click on "Save Card"

Click on "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 9

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]

**Process Order**



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)