



International Council on Systems Engineering

A better world through a systems approach



How to: Transition from ASEP to CSEP



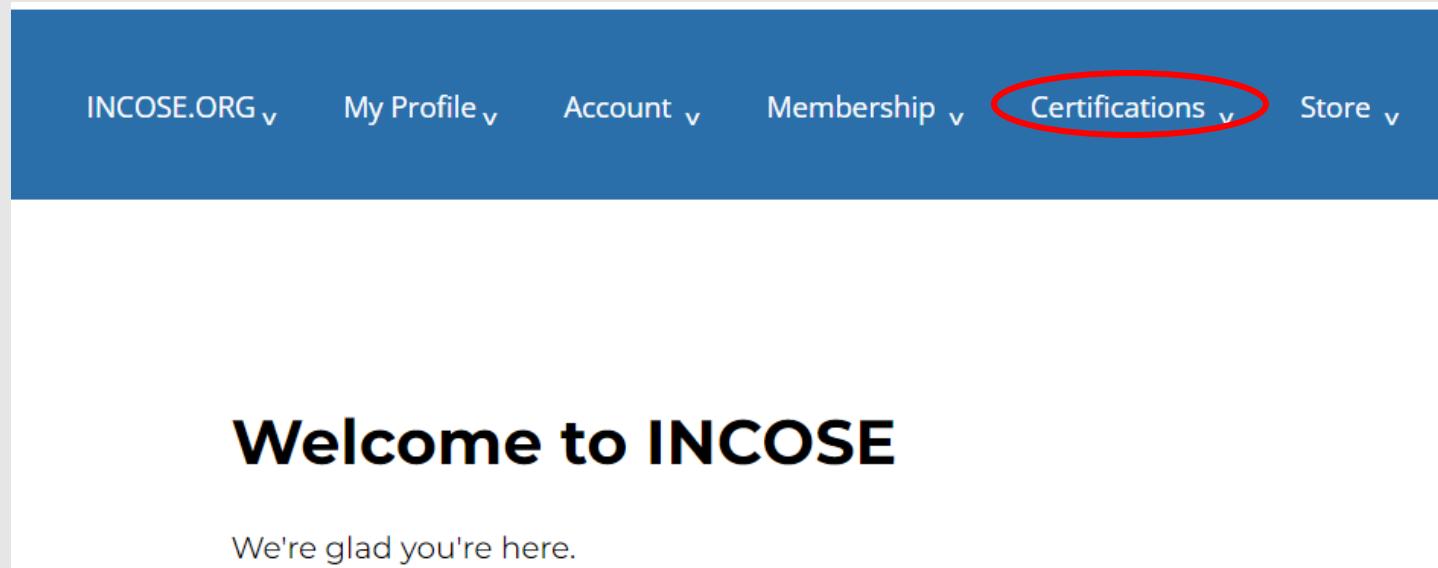
ASEP-CSEP Transition Requirement

- Active Individual Membership
- Active ASEP
- Application Fee: \$200
- Minimum 5 years of SE experience

<https://www.incose.org/certification/becoming-certified/documenting-experience>

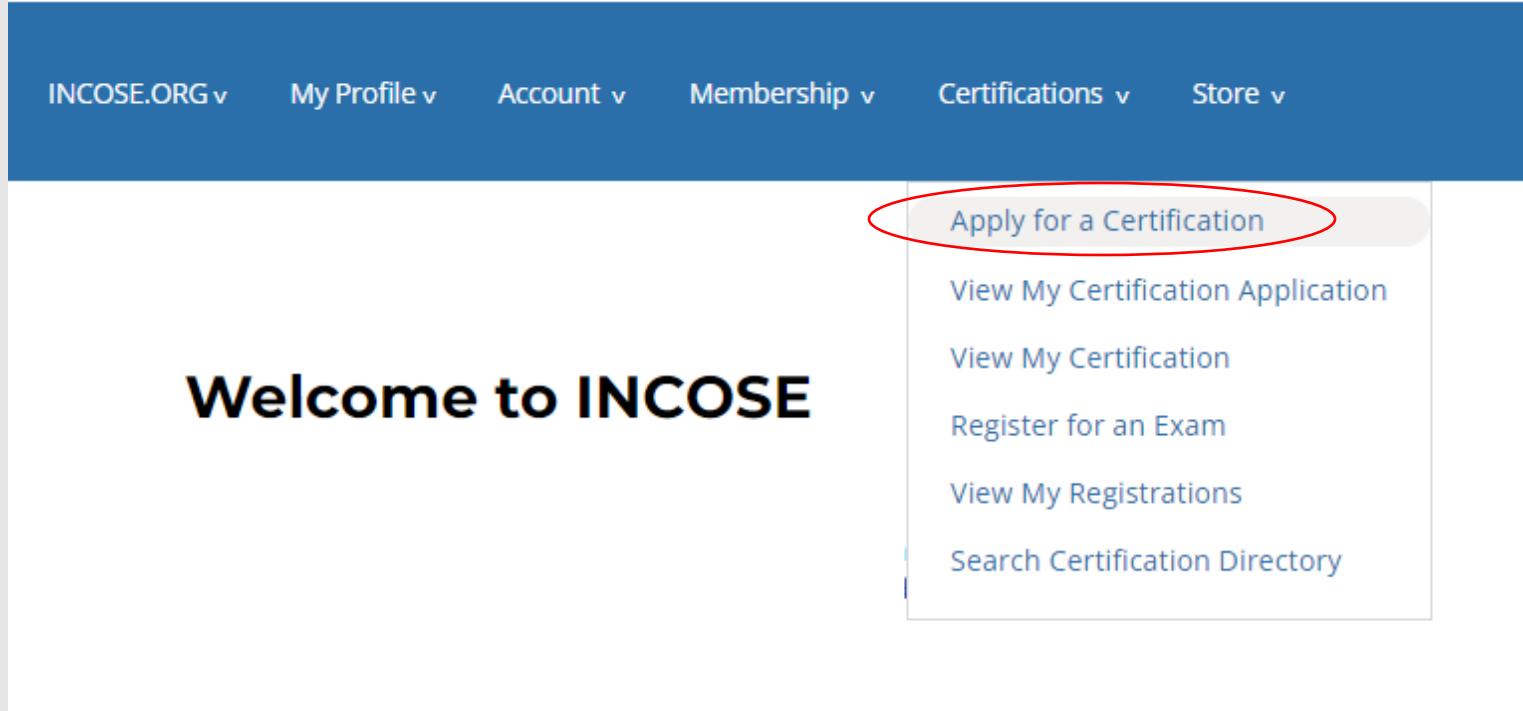
Step 1

Log in to <https://portal.incose.org>. From the banner menu, click on "Certifications."



Step 2

Click on “Apply for a Certification”



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

Welcome to INCOSE

Apply for a Certification

View My Certification Application

View My Certification

Register for an Exam

View My Registrations

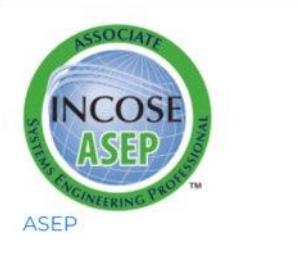
Search Certification Directory

Step 3

Click on the CSEP hyperlink.

Certification Programs

Filter programs



ASEP



CSEP



ESEP

Step 4

CSEP

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

Certified Systems Engineering Professional (CSEP)

If you are a practicing Systems Engineer with more than five years of systems engineering professional work experience, then CSEP 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 to disable your previous application.

For general questions, please visit INCOSE's website for information regarding the [CSEP 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

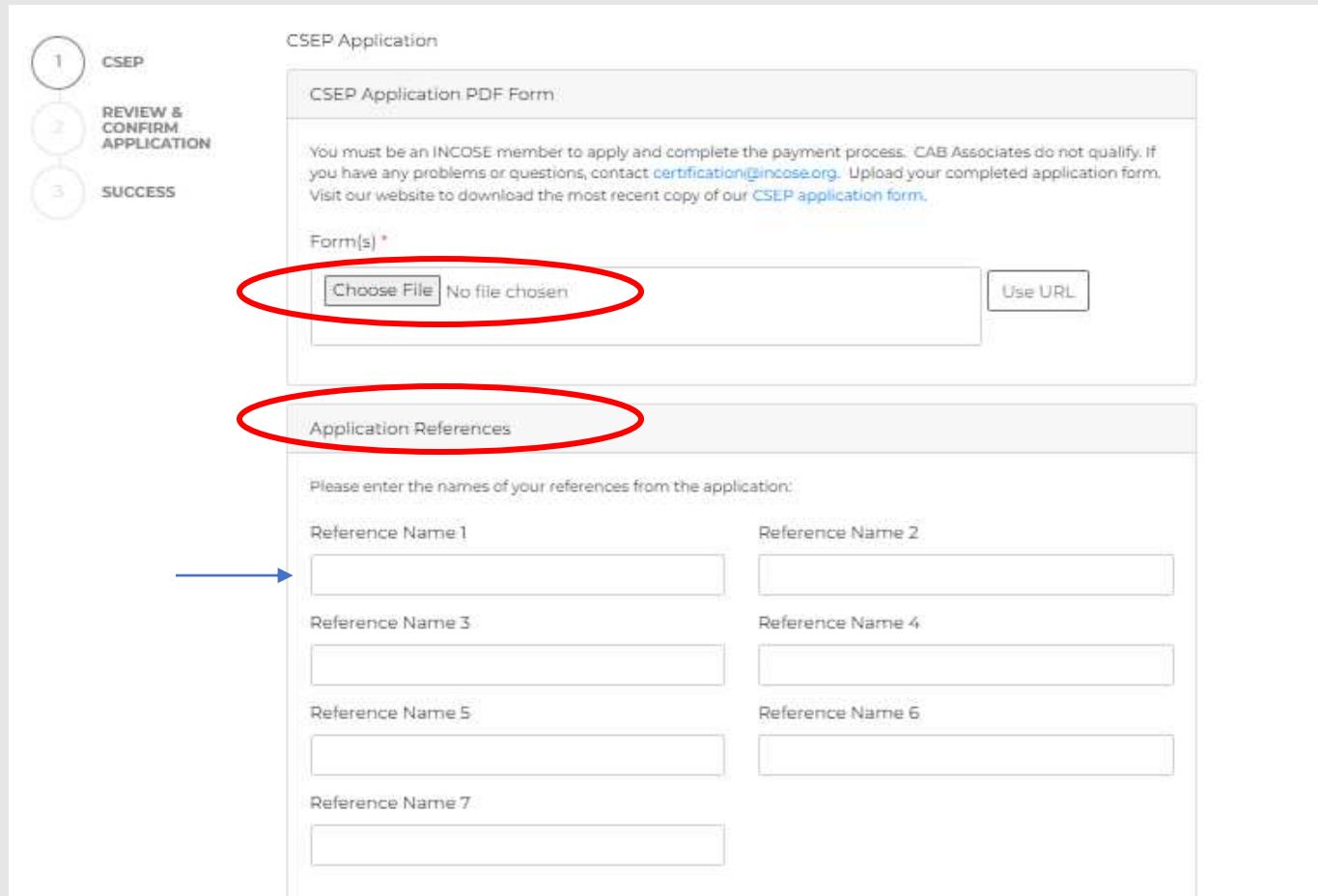
Last Name

Email Address

Next Cancel

Step 6

Upload Form 1. Upload completed Form1 by clicking on "Choose File" and list your references (must match with Form1).



The image shows a screenshot of the CSEP Application form. On the left, a vertical navigation bar displays three steps: 1. CSEP, 2. REVIEW & CONFIRM APPLICATION, and 3. SUCCESS. The current step, 'REVIEW & CONFIRM APPLICATION', is highlighted with a blue background and white text. The main content area is titled 'CSEP Application' and contains the following sections:

- CSEP Application PDF Form:** A text box with instructions: "You must be an INCSEO member to apply and complete the payment process. CAB Associates do not qualify. If you have any problems or questions, contact certification@incose.org. Upload your completed application form. Visit our website to download the most recent copy of our [CSEP application form](#)." Below this is a file upload field labeled "Form(s) *". The "Choose File" button is circled in red.
- Application References:** A section titled "Please enter the names of your references from the application:". It contains two columns of seven input fields each, labeled "Reference Name 1" through "Reference Name 7". The "Reference Name 1" and "Reference Name 2" sections are circled in red. A blue arrow points from the text "list your references (must match with Form1)." in the main text above to the "Reference Name 1" input field.

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: [REDACTED] 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:^{*} 0000 0000 0000 0000

Name on Card:^{*} ENTER THE NAME ON YOUR CARD

Expiration:^{*} MM/YY

CVV/Security:^{*} 123

Billing Address:^{*}
Preferred: 7670 Opportunity R...

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 **Cancel**

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

Cancel **Next**

Step 9

Review your order.

Ensure that the price you see on the screen is correct .

Click on "Process Order."

Exam Information			
English Not Native Language Yes	Health or Learning Yes		
Affidavit & Signature			
Name To Be Printed On Certificate [REDACTED]	Submission Date 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: Shipping: Taxes: Line Discounts: Total:	[REDACTED]	[REDACTED]	[REDACTED]
Payment Method: [REDACTED]		Payment Amount: [REDACTED]	
Back	Cancel	Process Order	

INCOSE CSEP Application



Thank you



Any Questions?

Certification Office
certification@incose.net

For more information visit
www.incose.org/certification