



International Council on Systems Engineering

A better world through a systems approach



How to: Transition from ASEP to CSEP



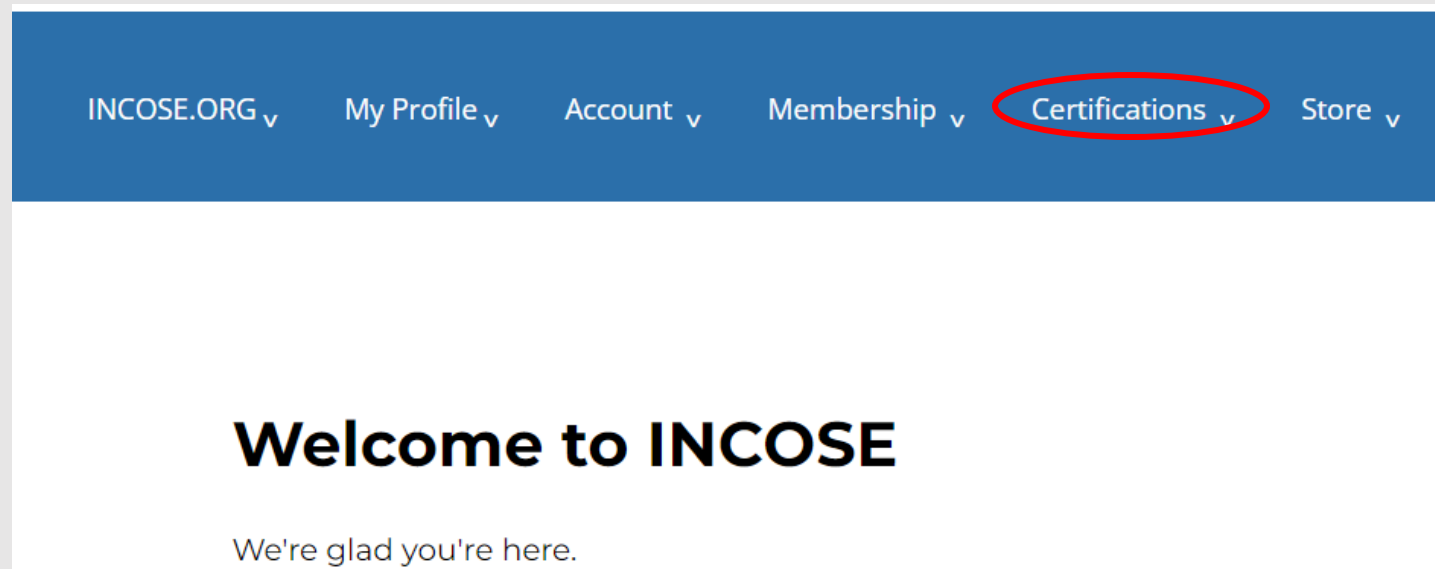
ASEP-CSEP Transition Requirement

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

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

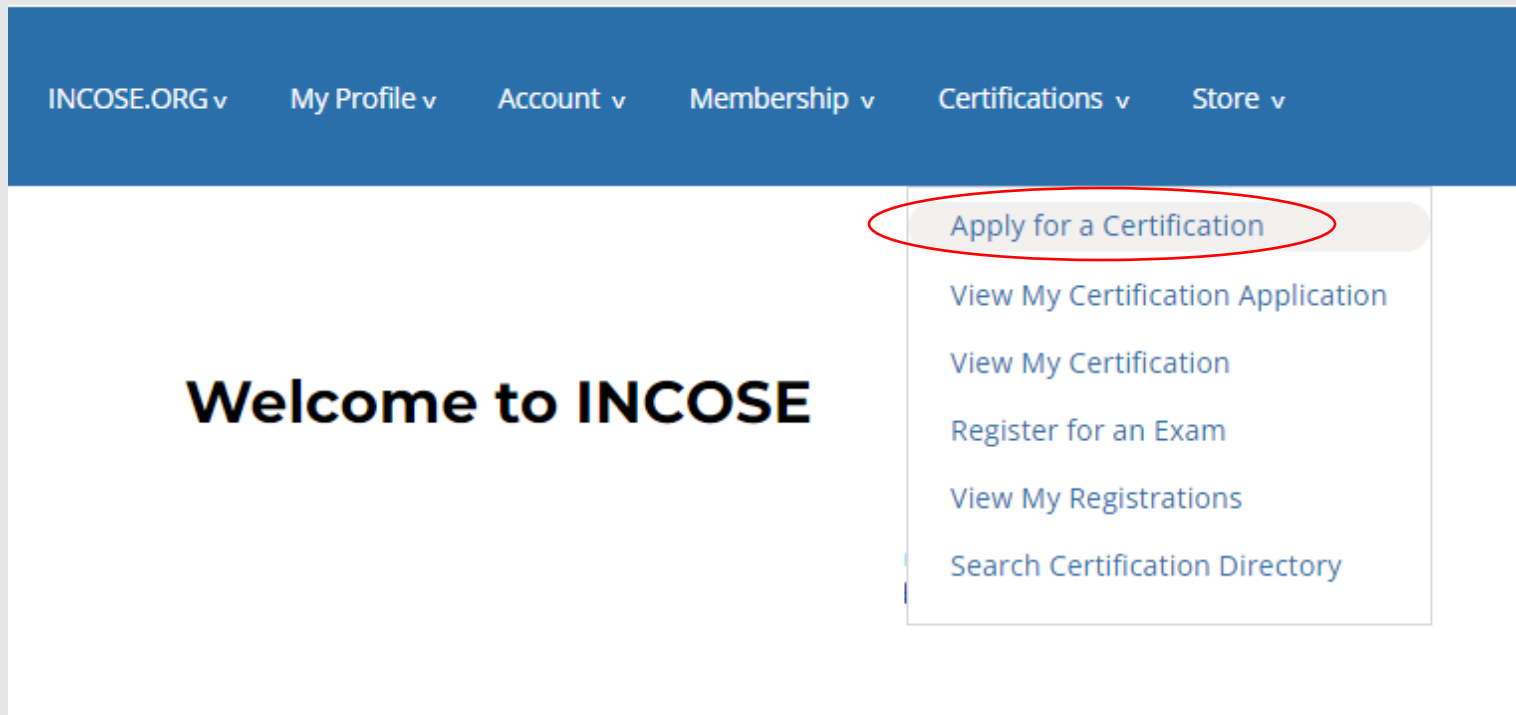
Step 1

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



Step 2

Click on “Apply for a Certification”






Step 3

Click on the CSEP hyperlink.

Certification Programs

Filter programs

 ASEP	 <u>CSEP</u>	 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

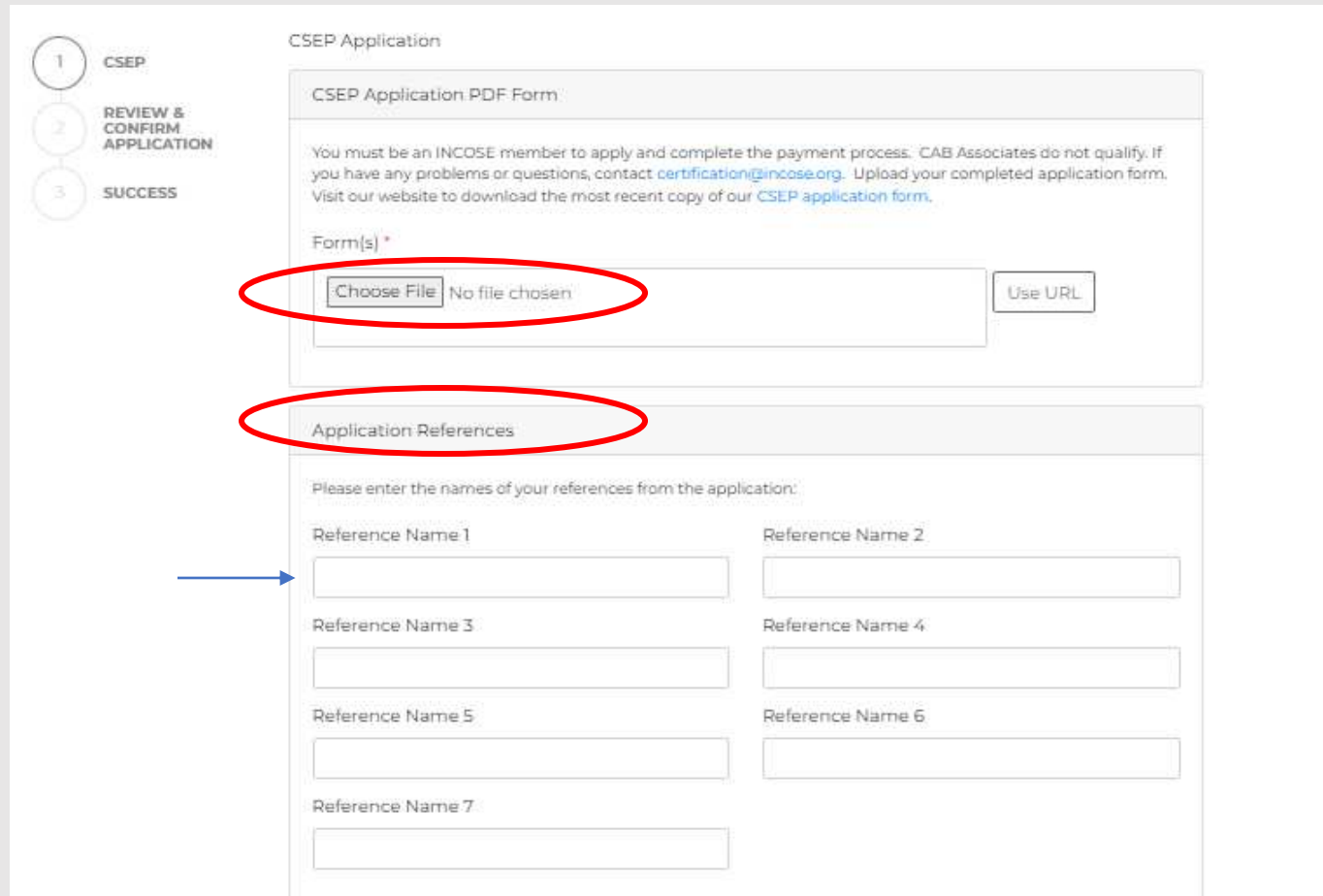
Email Address

Next

Cancel

Step 6

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



The screenshot shows the 'CSEP Application' form. On the left, a progress bar indicates three steps: 1. CSEP (selected), 2. REVIEW & CONFIRM APPLICATION, and 3. SUCCESS. The main form area is titled 'CSEP Application PDF Form'. It contains a text block stating: '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. Upload your completed application form. Visit our website to download the most recent copy of our [CSEP application form](#).' Below this is a label 'Form(s) *' followed by a file upload area. The 'Choose File' button is circled in red, and the text 'No file chosen' is also circled in red. To the right of the file area is a 'Use URL' button. Below the file area is a section titled 'Application References', which is also circled in red. This section contains the instruction 'Please enter the names of your references from the application:' followed by seven input fields labeled 'Reference Name 1' through 'Reference Name 7'. A blue arrow points to the 'Reference Name 1' input field.

CSEP Application

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. Upload your completed application form. Visit our website to download the most recent copy of our [CSEP application form](#).

Form(s) *

Choose File No file chosen Use URL

Application References

Please enter the names of your references from the application:

Reference Name 1 Reference Name 2

Reference Name 3 Reference Name 4

Reference Name 5 Reference Name 6

Reference Name 7

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:

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

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
	1		

Subtotal:

Shipping:

Taxes:

Less Discounts:

Total:

Payment Method:

Payment Amount:

Back

Cancel

Process Order

INCOSE CSEP Application



Thank you

Any Questions?

Certification Office

certification@incose.net

For more information visit

www.incose.org/certification