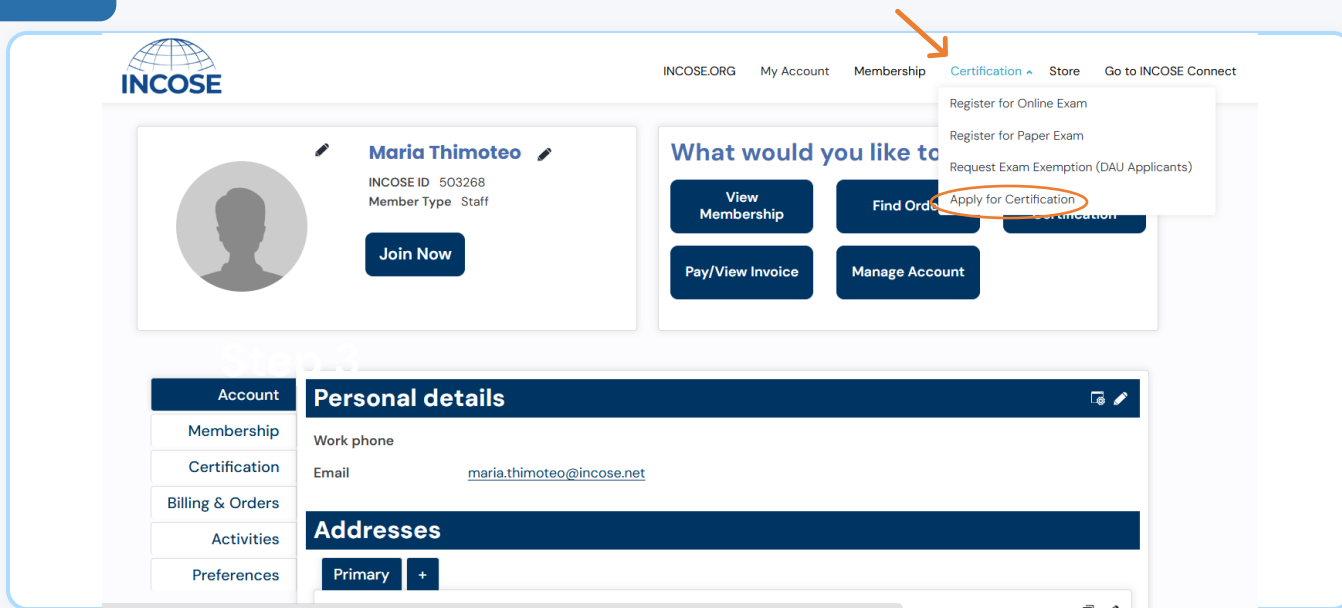




ASEP Application Instructions (Academic Equivalency)

Step 1



The screenshot displays the INCOSE member portal for Maria Thimoteo. The user's profile shows an INCOSE ID of 503268 and a Staff member type. A 'Join Now' button is visible. The 'What would you like to do?' section contains buttons for 'View Membership', 'Find Orders', 'Pay/View Invoice', and 'Manage Account'. The 'Certification' menu is open, showing options: 'Register for Online Exam', 'Register for Paper Exam', 'Request Exam Exemption (DAU Applicants)', and 'Apply for Certification'. The 'Apply for Certification' option is circled in red, with an orange arrow pointing to it from the top right. The left sidebar includes links for Account, Membership, Certification, Billing & Orders, Activities, and Preferences. The main content area shows 'Personal details' with fields for Work phone and Email (maria.thimoteo@incose.net), and 'Addresses' with a 'Primary' button and a plus sign.

(*) - **For Academic Equivalency students:** We recommend waiting until you receive confirmation from the INCOSE Certification Office that your Academic Equivalency eligibility has been registered before submitting your application.

The Certification Office will receive your information directly from your university and will contact you once your eligibility has been registered and you are ready to apply.

Step 2

Welcome to INCOSE's certification hub!

Which certification program are you looking for?

ASEP



CSEP



ESEP



Step 3

[Home](#) [My Account ▾](#) [Renewal Requirements ▾](#) [Submit ASEP Application](#) [Go to... ▾](#)



Program	Status	Deadline	Action
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No data available in table			
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Current Timezone: Eastern Time (US & Canada)			
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Step 4

[Click here to review your past Submission\(s\)](#)

[Click here to begin a new Submission](#)



Step 5

Click on "Application type" and choose the desired option for a new ASEP application.

Applicant 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).

INCOSE ID

Your name *

First name / Given name

Last name / Family name

Your email address *

Application type *

ASEP Certification

ASEP DAU Streamlined

Certification Renewal

Certification Reinstatement

Save

Save and Next

Step 6.1

Knowledge Requirement:

If you are applying **after fulfilling the Knowledge Requirement** (exam or equivalency), your Knowledge Requirement type and status will **auto populate**.

Application type *

ASEP Certification

Applicant	Application Fee
Members	\$180 PPP2 Countries: 25% fee reduction PPP3 Countries: 50% fee reduction PPP4 Countries: 75% fee reduction
Non-Members	\$950

Knowledge Requirement

If you have **already fulfilled** your Knowledge Requirement, the fields below will populate automatically, and the INCOSE Certification Office will process your application accordingly.

If you have recently completed an exam, please allow up to **24 hours** for the system to update your records.

Knowledge Requirement Type

Academic Equivalency

Knowledge Requirement Status

[Click for status definitions](#)

7Aca

Step 6.2

Knowledge Requirement:

If you are applying **before fulfilling the Knowledge Requirement** (exam or equivalency), please give us an indication of **how you plan to fulfill it**.

You can still submit and pay for your application, but it will only be approved if the Knowledge Requirement is complete.

If you have **not yet fulfilled** your Knowledge Requirement, the fields above will remain blank.

Please let the Certification Office know how you plan to fulfill your Knowledge Requirement:

- ☐ Online Exam
- ☐ Paper Exam
- ☐ Exam Exemption through DAU
- ☐ Academic Equivalency Course

To register for an exam or request an exemption, visit your [\[Home Page\]](#) in the INCOSE Portal, select the **Certification** tab, and choose the option that best meets your needs.

If you plan to satisfy the Knowledge Requirement through an **Academic Equivalency** course, **do not register for an exam**. Your university will submit your eligibility directly to INCOSE. Once we receive and verify their submission, the INCOSE Certification Office will contact you with further instructions.

In all cases, you may still *submit and pay for your certification application at any time*. However, your application cannot be approved until your Knowledge Requirement has been completed and verified by the INCOSE Certification Office.

Step 7

Read the Attestation, check the box, and write your name.

If you are ready to submit, click "Save" if you want to save the draft, or "Add to Cart" to proceed to payment.

Attestation

Affidavit *

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.

☐ I certify that the information provided in this application is true, complete, and correct to the best of my knowledge and belief.

Name to be printed on certificate *

Save

Add to Cart

Step 8

If you have a voucher or discount code, please add the code to this page.

Review and Checkout

Title	Category	#	Cost	Details	Action
Maria Thimoteo	ASEP Certification	02NEW4235	\$950.00	ASEP New Certification Fee: Non-Member	Select Copy Application Remove

Total: \$950.00

Discount

Code

Apply

Make Another Submission

Print All Applications

Checkout



Step 9

Add credit card details, and click "Process".

In the following page, click on "Finalize".

Total Amount Due: \$950.00

☒ Pay by Credit Card

Billing Information

Enter your payment details below.

Credit Card *



First Name

Last Name

Card

Billing Address *

Street Address

City

State / Province / Region

Postal / Zip Code

Country

Back

Process



Step 10

The **application is complete.**

You can **print a receipt or a copy** of the application from this page.

The Certification Office will process your request within 2-5 business days.

If the Knowledge Requirement is already fulfilled, the application should be approved, and you'll be notified once the digital certificate will be ready in the INCOSE portal.

Thank you for submitting your ASEP Form 1.

The INCOSE Certification Office will process it in the next 2 – 5 business days.

If you have any questions during this process, please contact us at certification@incose.net.

Receipt # 2067

[Back To List](#)[Print Receipt](#)[Print Receipt and All Applications](#)

Payment Status: Paid

Date	Details	Amount	Notes	Action
7/17/2026	02NEW4235, ASEP Certification, Maria Thimoteo	\$950.00	ASEP New Certification Fee: Non-Member	Print View
7/17/2026	Coupon: OpenWater Testing: Waive All Fees	\$950.00	Waive all fees	
Total:		\$0.00		