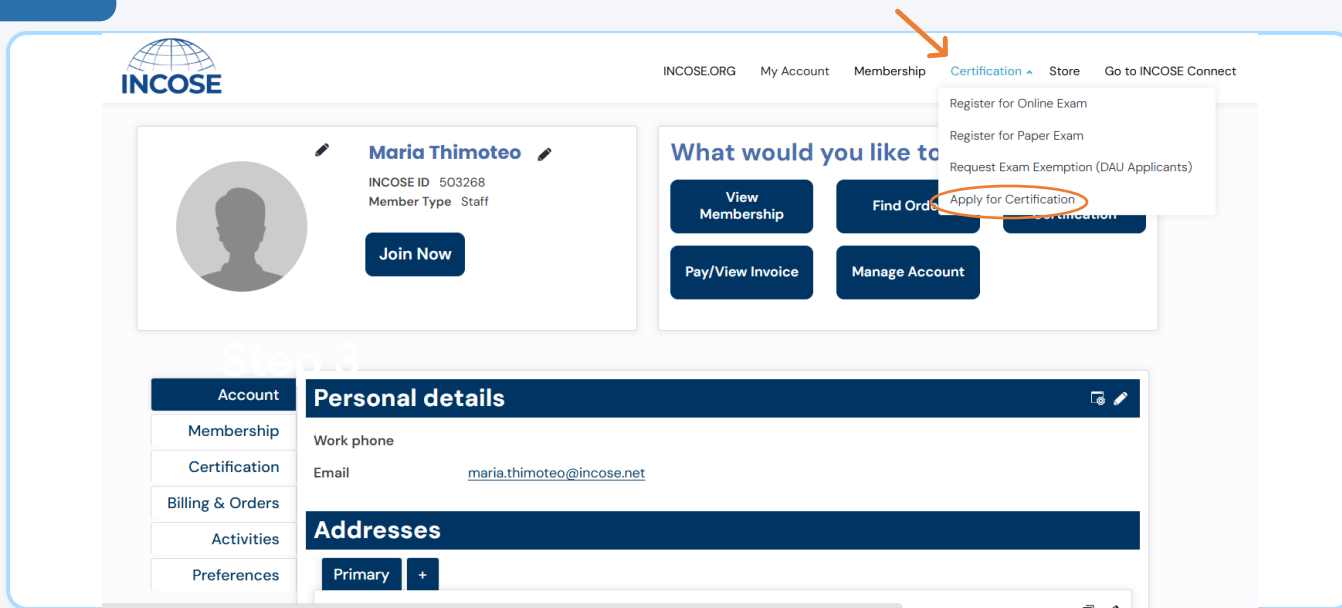




CSEP Application Instructions (Academic Equivalency)

Step 1



The screenshot displays the INCOSE member portal interface. At the top, the navigation bar includes links for INCOSE.ORG, My Account, Membership, Certification (highlighted with an orange arrow), Store, and Go to INCOSE Connect. The 'Certification' dropdown menu is open, showing options: Register for Online Exam, Register for Paper Exam, Request Exam Exemption (DAU Applicants), and Apply for Certification (circled in red). The user profile for Maria Thimoteo is visible, showing her INCOSE ID (503268) and Member Type (Staff). Below the profile, there are buttons for 'Join Now', 'View Membership', 'Find Orders', 'Pay/View Invoice', and 'Manage Account'. The left sidebar contains a menu with 'Account' selected, and sub-items: 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 ▼](#) [Work Experience Requirements ▼](#) [Submit CSEP Application](#) [Go to... ▼](#)



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

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 CSEP application.

[Home](#) / [My Applications](#) / 4234 - Maria Thimoteo

INCOSE CSEP Applications

Applicant Information

INCOSE ID

503162

Your name *

First name / Given name

Maria

Last name / Family name

Thimoteo

Your email address *

maria.thimoteo@incose.net

Application type *

(select)

(select)

ASEP-CSEP Transition

CSEP Certification

CSEP DAU Streamlined

Certification Renewal

Certification Reinstatement



Save

Add to Cart

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**.

Applicant	Application Fee
Members	\$350
Non-Members	\$1,100

Expiration Date of Current Certification

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 7.1

Read the instructions to **complete all required tabs in Form 1.**

The form won't allow you to proceed to checkout unless all fields and requirements have been fulfilled.

By clicking the "Save" button on the bottom of the page, you are allowed to save your application draft and come back to it at any point.

INCOSE CSEP Applications

Applicant Information > **Educational Background** > Work Experience > Functional Areas > Attestation

↑
Document your educational background.

↖
Document your professional SE experience chronologically (at least 60 months of work experience are required).

Prev

Save

Save and Next

Step 7.2

Read the instructions to **complete all required tabs in Form 1.**

The form won't allow you to proceed to checkout unless all fields and requirements have been fulfilled.

By clicking the "Save" button on the bottom of the page, you are allowed to save your application draft at any time and come back to it at any point.

INCOSE CSEP Applications

Applicant Information > **Educational Background** > Work Experience > Functional Areas > Attestation

Document the 3 SE experience areas where you worked for at least 12 months.

Confirm that your application is compliant with our requirements and that information provided is true.

Prev

Save

Save and Next

Step 8

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

[Home](#) / [Carts](#) / [2026 INCOSE CSEP Applications](#) / Confirmation

Review and Checkout

Title	Category	#	Cost	Details	Action
Maria Thimoteo	CSEP Certification	02NEW4103	\$350.00	CSEP New Certification Fee: Member	Select Copy Application Remove

Total: \$350.00

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 number

MM / YY CVC

Card

Billing Address *

Street Address

City

State / Province / Region

Postal / Zip Code

Country

Back

Process



Step 10

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

(!) Continue to the second part of the application where you **send the requests for reference letters**. Click on "Needs Attention".

The Certification Office will only process your application once it receives your reference letters.

Welcome Maria Thimoteo	
Home	
 My Applications	
All (33)	
Needs Attention (2)	
In Progress (15)	
Submitted (16)	
Receipts	
My Judging Assignments	
 My Profile	
 Change Password	
 Admin Panel	
 Log Out	

[Home](#) / [Receipts](#) / Receipt # 2025

If this is a **new CSEP application**, please **complete your Letter of Recommendation** requests before INCOSE can review your application by clicking the link below. If this is a **renewal or reinstatement**, please disregard this message.

[Click here to send your requests.](#) 

Thank you for submitting your CSEP Form 1.

As a next step, please complete your Letter of Recommendation requests so the Certification Office can proceed to review your application. To begin, click the "Needs Attention" status in your left-hand user menu under "My Applications" and then click "Edit" to access the Form 4b requests portion of your application.

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

Receipt # 2025

[Back To List](#)

[Print Receipt](#)

[Print Receipt and All Applications](#)

Payment Status: Paid

Date	Details	Amount	Notes	Action
5/28/2026	02NEW4103, CSEP Certification, Maria Thimoteo	\$350.00	CSEP New Certification Fee: Member	Print View
5/28/2026	Coupon: OpenWater Testing: Waive All Fees	\$350.00	Waive all fees	
Total:		\$0.00		

Step 11

Once you click on "Needs Attention", you will see that the **"Reference Submissions"** round is available.

Click on "Open" to complete this round.

Needs Attention

Program	Round	Application #	Category	Title	Action
2026 INCOSE CSEP Applications	Reference Submissions	02NEW4103	CSEP Certification	Maria Thimoteo	Open



Step 12.1

Follow the instructions to **send requests for reference letters.**

- By **clicking on the different tabs on top of the page**, you can navigate through your application and double-check the positions you've documented.

[Home](#) / [My Applications](#) / 02NEW4103 - Maria Thimoteo

2026 INCOSE CSEP Applications

Applicant Information > Educational Background > Work Experience > Functional Areas > Attestation

Work Experience References



Work Experience References

How to Send Requests

Use the fields below to request references from a third-party. The person you send this reference request to will **not** need to create an account in order to submit Form 4b. Once your request has been sent, the reference will receive an e-mail with instructions on how to provide the information needed for your application. You will also receive a confirmation e-mail once we receive materials from the reference.

Support letters must be received before the deadline.

How to use this field:

1. Enter the full name of the third-party you wish to request a support letter from
2. Enter the individual's e-mail address in the e-mail field
3. Click the button titled "Send Request Now"
4. If your request was successfully sent, you may see a note in red like this: "(Not Received)" - It means that the reference has not yet submitted the requested form, not that your e-mail request itself was unsuccessful.
5. Once you've **received confirmation that all your references have been submitted**, click the "Save and Submit" button below. This will forward your reference letters to the INCOSE Certification Office, allowing them to proceed with reviewing your application.

Step 12.2

Scroll down to Reference #1, select the position(s) this reference is covering, and type in their full name and email address.

When you click on "**Send Request Now**", you will see that the status will change from (Not Sent) to (Not Received)

(!) Ensure that you are listing **enough references to cover the minimum experience** required (*at least 60 months of direct SE professional experience, with at least 12 months in 3 or more functional areas*).

You can list up to 8 different references.

Request #1: For which position(s) is this reference providing verification for? *

- ☐ Position 1
- ☐ Position 2
- ☐ Position 3
- ☐ Position 4
- ☐ Position 5
- ☐ Position 6
- ☐ Position 7
- ☐ Position 8
- ☐ Position 9
- ☐ Position 10

Reference #1 Request *

(Not Sent)

Full Name

Email

Send Request Now

Do you wish to request a second reference? *

- ☐ Yes
- ☐ No

Prev

Save

Save and Submit

Step 12.3

When you receive a letter from a reference, the status will change from **(Not Received)** to **(Received)**

You can change or delete a reference request by using the blue buttons on that page.

When you see confirmation that all reference letters are **(Received)**, click **"Save and Submit"**.

The INCOSE Certification Office will receive your application package and **send it for review**.

Reference #1 Request *

(Received)



Full Name

Maria Thimoteo

Email

maria.thimoteo@incose.net

Change

Delete Reference

Do you wish to request a second reference? *

☐ Yes

☐ No

Prev

Save

Save and Submit

Step 13

Wait for the **review process** to be complete.

If additional information is needed during this phase, you'll be contacted by the Certification Office.

Once the review process is complete, 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.

If the Knowledge Requirement is still pending, you'll be reminded of it by the Certification Office.