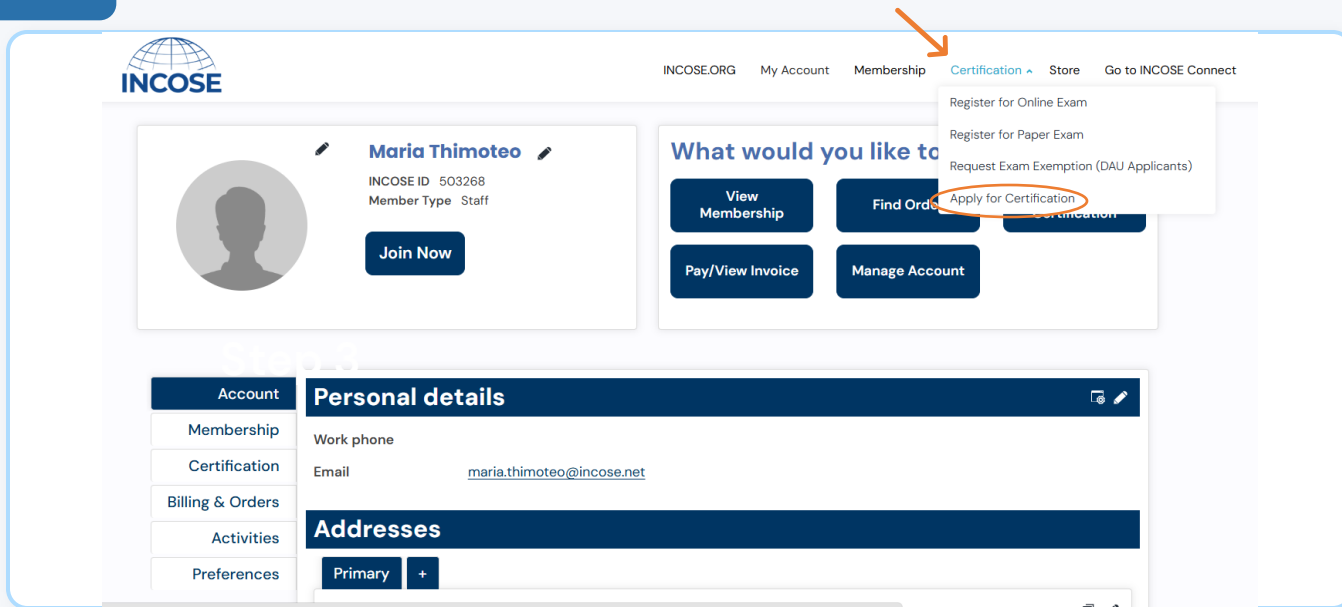




ESEP Application Instructions

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 orange). The main content area features a user profile for Maria Thimoteo, INCOSE ID 503268, Member Type Staff, with a Join Now button. Below the profile is a section titled "What would you like to" with buttons for View Membership, Find Orders, Pay/View Invoice, and Manage Account. At the bottom, a sidebar on the left lists Account, Membership, Certification, Billing & Orders, Activities, and Preferences. The main content area below the profile shows sections for Personal details (Work phone, Email: maria.thimoteo@incose.net) and Addresses (Primary button).

INCOSE

INCOSE.ORG My Account Membership **Certification** Store Go to INCOSE Connect

Register for Online Exam
Register for Paper Exam
Request Exam Exemption (DAU Applicants)
Apply for Certification

Maria Thimoteo
INCOSE ID 503268
Member Type Staff
Join Now

What would you like to

View Membership Find Orders Pay/View Invoice Manage Account

Account
Membership
Certification
Billing & Orders
Activities
Preferences

Personal details
Work phone
Email maria.thimoteo@incose.net

Addresses
Primary +

Step 2

Welcome to INCOSE's certification hub!

Which certification program are you looking for?

ASEP



CSEP



ESEP



Step 3

[Home](#) [My Account ▼](#) [Work Experience Requirements ▼](#) [Submit ESEP 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 ESEP application.

If you select "CSEP-ESEP Transition", please make sure that your CSEP Certificate is **ACTIVE** before you submit and pay for your application.

[Home](#) / [My Applications](#) / 4247 - Maria Thimoteo

INCOSE ESEP 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)

CSEP-ESEP Transition



ESEP Certification



Applicant	Application Fee
Members	\$630
Non-Members	\$2,500

Save

Save and Next



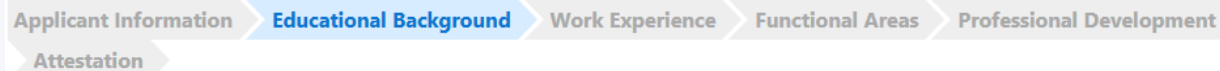
Step 6.1

Read the instructions to **complete all required tabs in Form 41.**

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 ESEP Applications



Document your educational background.

Document your professional SE experience chronologically.

At least 300 months of professional SE work experience are required for regular ESEP applications, or 240 months for the CSEP-ESEP transitions.



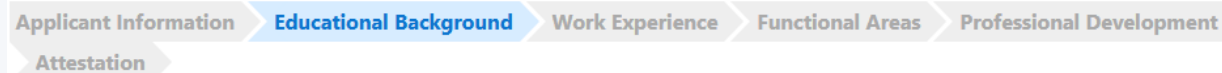
Step 6.2

Read the instructions to **complete all required tabs in Form 41.**

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 ESEP Applications



Document the 6 SE experience areas where you worked for at least 24 months.

Document at least 5 years of post-bachelor professional development.

Prev

Save

Save and Next

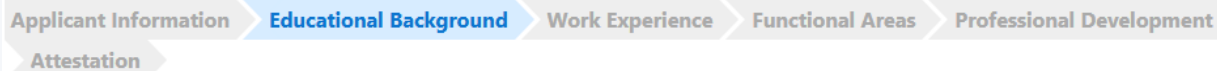
Step 7

Read the instructions to **complete all required tabs in Form 41.**

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 ESEP Applications



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](#) / [INCOSE ESEP Applications](#) / Confirmation

Review and Checkout

Title	Category	#	Cost	Details	Action
Maria Thimoteo	ESEP Certification	02NEW4247	\$2,500.00	ESEP New Certification Fee: Non-Member	Select Copy Application Remove

Total: \$2,500.00

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

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 (71)	
Needs Attention (7)	←
In Progress (37)	
Submitted (27)	
Receipts	
My Judging Assignments	
My Profile	
Admin Panel	
Log Out	

[Home](#) / [Receipts](#) / Receipt # 2070

If this is a **new ESEP application**, please **complete your Letter of Recommendation** requests before INCOSE can review your application by clicking the link below.

[Click to continue](#)



Thank you for submitting your ESEP Form 41.

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@incoe.net.

Receipt # 2070

[Back To List](#)

[Print Receipt](#)

[Print Receipt and All Applications](#)

Payment Status: Paid

Date	Details	Amount	Notes	Action
7/21/2026	02NEW4247, ESEP Certification, Maria Thimoteo	\$2,500.00	ESEP New Certification Fee: Non-Member	Print View
7/21/2026	Coupon: OpenWater Testing: Waive All Fees	\$2,500.00	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
INCOSE ESEP Applications	Reference Submissions	02NEW4110	ESEP Certification	System Admin	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](#) / 02NEW4247 - Maria Thimoteo

INCOSE ESEP Applications

Applicant Information Educational Background Work Experience Functional Areas Professional Development
Attestation **Work Experience References** Interview Questionnaire

Application Started Date

7/21/2026

Application Expiration Date

7/21/2027

Current Application Status

Active

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. You may submit your application only after all reference letters have been marked as **Received**. While waiting for your references to submit their letters, you may complete the **Interview Questionnaire** tab. Instructions for the final application submission are provided on the next page

Reference #1

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

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.

You must list **at least 3 different references** for an ESEP application.

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 10 years of your documented work experience*).

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

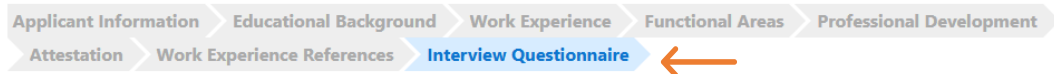
You can complete the **"Interview Questionnaire"** tab while waiting for your references to submit their letters.

If you selected the **written interview**, you can enter your responses before submitting your complete application package.

If you selected the **oral interview**, the Certification Office will contact you after receiving your complete application package to schedule the virtual interview.

[Home](#) / [My Applications](#) / 02NEW4247 - Maria Thimoteo

INCOSE ESEP Applications



Once all your **reference letters have been received** and you have **completed the interview** section below, click **Save and Submit**.

This will forward your reference letters and interview responses (if the written option is preferred) to the INCOSE Certification Office, so they can **begin reviewing your application**.

Important: *Once your application has been officially submitted, you will no longer be able to edit it.*

Interview Information

How would you like your interview conducted? *

Below, you may select your preferred interview type.

Please note that **the interview questions on this page are confidential** and should not be shared with others. Maintaining the confidentiality of these questions helps preserve the integrity and fairness of the SEP Certification Program. Failure to maintain this confidentiality may result in the deactivation of your SEP certification.

- ☐ Oral interview
☐ Written interview

Prev

Save

Save and Submit

Step 12.4

Back to the "**Work Experience References**" tab, 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

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, the application should be approved, and you'll be notified once the **digital certificate** will be ready in the INCOSE portal.