

How To: Apply For Certification

SEP Application Costs

- ASEP:
 - \$150 application fee
 - Membership required
 - Knowledge exam will also be an additional cost paid directly to testing center.
- CSEP:
 - \$300 application fee
 - Membership required
 - Knowledge exam will also be an additional cost paid directly to testing center.
- ESEP:
 - \$550 application fee
 - Membership required

1. Log into www.incose.org. Click on Profile Home.

Folder icon ID: [redacted]

Courtney E. Wright ([back to Console](#))

Logout

Welcome to International Council on Systems Engineering

My Profile



Your Customer ID: [redacted]

Courtney E. Wright
V1 Decisions
[redacted] 12

Preferred Co [redacted]
Email: [col\[redacted\]@v1decisions.com](mailto:col[redacted]@v1decisions.com)
Login ID: [courtneywright@v1decisions.com](#) ([change](#))

My Account

Outstanding Balance: \$0.00
Last Payment: 1/12/2017 for \$125.00

- [Manage Saved Payment Options](#)
- [View Account History](#)

Donations

Last Donation: 3/25/2017 for \$25.00

- [Make a Donation](#)
- [View My Giving History](#)

2. Scroll down to the Certification Section.

Click on Submit "ASEP/CSEP/ESEP" Application



Certification *(Application or renewal payment is made here as the last step of the application or renewal process. Membership is required for ALL certification levels.)*

- [View My Certification History](#)
- [Submit an ASEP Application](#)
- [Submit a CSEP Application](#)
- [Submit an ESEP Application](#)
- [Submit Supporting Documents](#)

3. Upload Application Form. Then click Continue.

Forms can be found here: <https://www.incose.org/certification/certforms>

ASEP Application Form: Form 1A Individual Application for ASEP

CSEP Application Form: Form 1 Individual Application for INCOSE CSEP

ESEP Application Form: ESEP Individual Application Form 41

*Make sure to type a title for you application into the text box to the right of the uploaded form.

[Home >](#)

Form(s): *

No file chosen

Any attempt to upload a file larger than 10MB will result in a system error!
Please name your file: lastname_firstname_app.

You must be an INCOSE Individual Member to finalize the submission of an application. CAB Limited Access Account are not an INCOSE Individual membership.

Click "Continue" to submit and pay for your application as the final submission step.
"Save" allows you to complete later, but does not complete the submission process.
NOTE: You Must be an INCOSE Individual Member to complete the payment process.
CAB Limited is not an individual membership, but may qualify for a discount. Contact: certification@incose.org

Save

Continue

Cancel



4. Enter Billing information

Make sure to fill out billing address. Click Continue to process payment.

[Home >](#)

Enter Billing Information

Amount Due: **\$100.00** ←

Subjective to which program you applying for. Refer to beginning of guide for prices.

How would you like to pay?

Use Your Saved Payment Options

Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

All sales are final. Payment is in US Dollars.

Pay With a New Credit/Debit Card

We accept American Express, Visa, MasterCard, and Discover

Card Number: *	<input type="text"/>
Name on Card: *	<input type="text"/>
Security Code: *	<input type="text"/>
Expiration Date: *	November ▼ 2017 ▼
<input type="checkbox"/> Save this credit card so that I can use it for future orders	

Which Billing Address Should We Use?

The payment method you have selected requires a billing address. Please select from a list below, or enter a new address.

5. A confirmation email will be sent to you and to INCOSE Central.

If applied for ASEP:

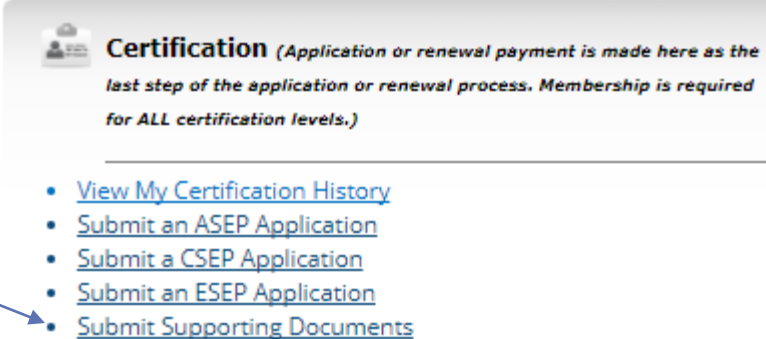
- Your application will be screened, if you have not already passed a paper exam, an Eligibility ID and exam information will be sent to you in order for you to schedule your Knowledge exam. This can take up to 5 business days after application has been submitted.

If applied for CSEP:

- Your application will be screened for completeness. If you have not already passed a paper exam, you will be sent an Eligibility ID and exam information in order to schedule your exam. This can take up to 5 business days after your application is submitted.
- You will need to upload your supporting documents (ie proof of education). Link will be available on your Profile Home page.

- Once your application has been screened, you will have a link to “Add References.” By entering their names and email addresses, the system will send out reference requests with a link for the references to submit. References can also submit directly to sep-reference@incose.org.
Note: You are responsible for sending Reference Form (Form 4B and instruction letter (Form4A) to your references.

- Once all your references listed in your application have been received, your application package will be sent to review.



Certification (Application or renewal payment is made here as the last step of the application or renewal process. Membership is required for ALL certification levels.)

- [View My Certification History](#)
- [Submit an ASEP Application](#)
- [Submit a CSEP Application](#)
- [Submit an ESEP Application](#)
- [Submit Supporting Documents](#)

5. A confirmation email will be sent to you and to INCOSE Central.

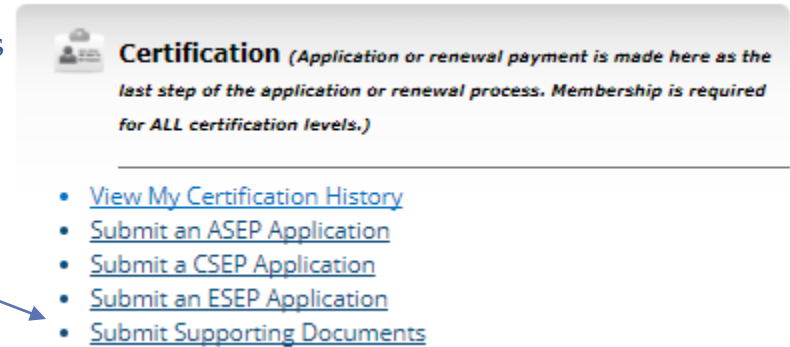
If applied for ESEP:

- Your application will be screened. If any section of your application is found incomplete, you will be notified via email.
- You will need to upload your supporting documents (ie proof of education). Link will be available on your Profile Home page.

- Once your application has been screened, you will have a link to “Add References.” By entering their names and email addresses, the system will send out reference requests with a link for the references to submit. References can also submit directly to sep-reference@incose.org.

Note: You are responsible for sending Reference Form (Form 4B and instruction letter (Form4A) to their references.

- Once all your references listed in your application have been received, your application package will be sent to review.



The screenshot shows a user interface for the INCOSE Certification process. At the top, there is a header with the text: "Certification (Application or renewal payment is made here as the last step of the application or renewal process. Membership is required for ALL certification levels.)". Below this header, there is a list of five navigation links, each preceded by a blue bullet point: "View My Certification History", "Submit an ASEP Application", "Submit a CSEP Application", "Submit an ESEP Application", and "Submit Supporting Documents". A blue arrow from the text in the main document points to the "Submit Supporting Documents" link.