How To: Apply For Certification
SEP Application Costs

• ASEP:
  o $150 application fee
  o Membership required
  o Knowledge exam will also be an additional cost paid directly to testing center.

• CSEP:
  o $300 application fee
  o Membership required
  o Knowledge exam will also be an additional cost paid directly to testing center.

• ESEP:
  o $550 application fee
  o Membership required
1. Log into www.incose.org. Click on Profile Home.
2. Scroll down to the Certification Section.
Click on Submit “ASEP/CSEP/ESEP” Application
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 your application into the text box to the right of the uploaded form.*
4. Enter Billing information
Make sure to fill out billing address. Click Continue to process payment.

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

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**Amount Due:** $100.00

**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:
  - Name on Card:
  - Security Code:
  - Expiration Date:
   - Month: November
   - Year: 2017

  - Save this credit card so that I can use it for future orders

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**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.
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.