



CER-100: INCOSE Professional Certification Program Administration – 30 January 2022

Purpose

This policy provides information on the Certification Program Roles and Responsibilities for the administration of the program.

Applicability

This policy applies to the volunteers and staff who administrate and operate the INCOSE Certification Program.

Definitions

Associate Systems Engineering Professional (ASEP) provides recognition of SE knowledge based on the INCOSE SE Handbook.

Certified Systems Engineering Professional (CSEP) recognizes those who have demonstrated a baseline of SE knowledge and experience.

Expert Systems Engineering Professional (ESEP) recognizes those who have demonstrated extensive experience and leadership in the practice of systems engineering.

Certification Application Reviewer (CAR). A volunteer INCOSE CSEP or ESEP who agrees to assess certification applications following the formal INCOSE Certification review process.

Certification Advisory Group (CAG). A group of up to a total of nine INCOSE volunteers who help advise and assist the Certification Program.

Certification Program Roles and Responsibilities

The INCOSE Board of Directors (BoD) approves the budget and provides oversight of the Certification Program. The BoD maintains oversight of the Certification Program including approval of the certification policies and annual budget. The BoD votes on changes to Certification Program requirements as presented to them by the CAG, the Certification Program Manager (PM), the Associate Director - Certification, or the Services Director. The Certification Program is represented on the BoD by the Services Director and the Associate Director – Certification. They are advised by the CAG and the Certification PM.

The INCOSE President is responsible for approving and signing of Memoranda of Agreement/Understanding between INCOSE and other organizations relating to Certification.



The Services Director signs the volunteer agreements with CARs that are managed by the Associate Director - Certification. The Associate Director – Certification also interfaces with customers and peer professional societies.

The Services Director is the manager for the contract with the Certification PM. The Associate Director – Certification works with the Certification PM, the INCOSE administrative staff, and the CAG to set the Certification Program strategic direction and has overall responsibility for the execution of the INCOSE Certification Program. The CAG shall recommend policy revisions to the Certification Program, advise the Board of Directors, approve CAR promotions, and adjudicate certification split decisions and denial appeals. In addition, the CAG shall serve as procedures owner for the INCOSE SEP Certification Program Definition and Requirements document in cooperation with the Certification PM and Services Director. The CAG also creates training materials for new Certification Application Reviewers and refresher training for returning CARs.

CARs volunteer to INCOSE for reviewing applications for certification. Each CAR shall sign a volunteer agreement with INCOSE and undertake regular training on the review process.

The Certification PM role is provided by a contractor. The statement of work (SOW) for this contract details this role. Where the SOW and this policy conflict, the SOW shall be used. Roles of the PM include:

- Managing and overseeing the implementation of the INCOSE Certification Program;
- Recommending Certification policy and program improvements;
- Serving as the procedure owner for the INCOSE SEP Certification Operational Procedures document in cooperation with the administrative staff, the Certification Advisory Group, and the Services Director.
- Recommending policy revisions and changes.
- With the administrative staff and CAG, identifying new Certification Application Reviewer (CAR) candidates.

The administrative staff is provided by a contractor under the INCOSE Operations Manager. The SOW for this contract includes details related to responsibilities and activities. Roles of the administrative staff with respect to the Certification Program include:

- Conduct the day-to-day Certification Program operations with respect to the certification procedures documents.
- Support the Associate Director – Certification, Certification Program Manager and the Services Director, with respect to the Certification Program.
- Recommend new CARs to the Certification PM.
- Communicate on behalf of the Certification Program with candidates, CARs, and exam provider.
- Collaborate with the Certification PM drafting annual and monthly status reports.



Selection and Terms for Certification Program Participants

The method of selection and terms of office for those participating in the Professional Certification Program are shown in Table 1.

Table 1 - Terms of Office for Certification Program Participants

Title	Criteria	Method	By Whom	Term
CAG Member	<ul style="list-style-type: none"> • A current individual INCOSE member • Holds either a Certified Systems Engineering Professional (CSEP) qualification, or Expert Systems Engineering Professional (ESEP) qualification. • Current CAR • Note: <ol style="list-style-type: none"> (1) ESEPs should make up the majority of the CAG. (2) Representation from all three sectors in the CAG is strived for. 	Appointed	<ul style="list-style-type: none"> • Recommended by the CAG, a member of the INCOSE Board of Directors, an Associate Director, or a Chapter President • Nominated by the CAG Chair • Appointed by the INCOSE BoD 	<ul style="list-style-type: none"> • 3-year terms beginning at the end of the International Symposium (IS) and continuing through the end of the three years later, or as required to fill vacancies. • Can serve for two full consecutive terms • Must have a minimum of 3 years grace period following two full consecutive terms before eligible to serve again
CAG Chair		Appointed	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • 1-year term beginning the end of the IS through to the end of the next IS • Can serve for non-consecutive terms
CAG Co-Chair		Elected	<ul style="list-style-type: none"> • CAG 	<ul style="list-style-type: none"> • 1-year term beginning the end of the IS through to the end of the next IS
CAG Recorder		Appointed	<ul style="list-style-type: none"> • CAG 	<ul style="list-style-type: none"> • 1-year term beginning the end of the IS through the end of the next IS • Can serve for unlimited consecutive terms
Certification Application Reviewers (CARs)		Agreement	<ul style="list-style-type: none"> • CAG 	<ul style="list-style-type: none"> • 2 years, volunteer agreement, subject to renewal



Certification Program Manager		Contracted	<ul style="list-style-type: none"> • Associate Director - Certification and the INCOSE Services Director jointly recommend • Approved by the INCOSE BoD 	<ul style="list-style-type: none"> • As defined by the applicable contract
Associate Director - Certification	See PDD-103	Appointed	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • 3-year term beginning at the start of the IW through to the start of the IW in 3 years.
Administrative Staff		Contracted	<ul style="list-style-type: none"> • INCOSE BoD 	<ul style="list-style-type: none"> • As defined by the applicable contract

Responsible Position

Associate Director - Certification

Related Policies

ADM-102 INCOSE Confidential Information Policy.

SUPERSEDES: CER-100 dated January 27, 2019

APPROVED BY: INCOSE Board of Directors, Q1 Hybrid, Torrance CA, 30 January 2022 (Approved administrative changes incorporated 8 June 2022)

MAINTAINED BY: (RACI Responsible R): Associate Director - Certification

POLICY OWNER: (RACI Accountable A): Services Director