Application Instructions

Read all instructions carefully before beginning to complete the application. Applications must be typed or printed legibly. Illegible applications will be returned.

The fee must be in the form of a check or money order made payable to the IEEE Computer Society and drawn on a U.S. bank or charged on a Visa, MasterCard, American Express or Diners Club. To avoid duplicate charges to your credit card, please do not mail previously faxed applications.

The CSDP Program will send notice of the candidate's application status shortly after the application is received. If eligible, an Authorization to Test letter will be sent.

To be complete, the application must include:

■ Form 1 – General Registration Form

■ Form 2 – Report of Education and Professionalism Form

■ Form 3 – Report of Experience Form(s)

■ A copy of diploma or transcript for baccalaureate or equivalent university degree

■ A current resume/curriculum vitae detailing work experience and educational background (please provide the name and complete address of all employers and schools attended)

To avoid unnecessary delay, all supporting documents, attachments, and the fee should accompany the completed application. It is the candidate's responsibility to notify the IEEE Computer Society of any name or address change that occurs after submitting the application.

The IEEE Computer Society's Policies and Procedures and Certification Handbook, which are subject to change from time to time without notice, contain specific provisions concerning eligibility for the examinations administered by the IEEE Computer Society:

■ An admission appeals process, which is available under certain circumstances.

■ The application process;

■ The examination processes;

■ A description of the circumstances under which candidates will be required to reactivate an existing application, or submit a new application, or repeat an examination;

■ A list of occurrences that could lead the IEEE Computer Society to revoke a certificate previously issued by it or to place an individual on probation; and

■ Other matters relating to the IEEE Computer Society's examination and certification/recertification processes.

Many, but not all, of these provisions are summarized or described in the Candidate Brochure. In the event of an inconsistency between the IEEE Computer Society's Policies and Procedures and Certification Handbook and the Candidate Brochure, or any omission from the Candidate Brochure of any provision of the Policies and Procedures, the Policies and Procedures shall govern.

Copies of the Policies and Procedures are available upon request from the IEEE Computer Society's Headquarters Office.

Completed application, supporting documents, forms and fees are to be sent to:

IEEE Computer Society
CSDP
Department 6006
Washington, DC 20042-6006
USA
Fax: +1.202.728.0884

IEEE Computer Society

Certified Software Development Professional

CSDP Candidate Agreement

By initialing the statement provided at the bottom of the General Registration Form (Form 1), you represent and agree to these terms, conditions and releases related to CSDP Certification.

I authorize investigation of all statements contained in these forms. I understand that misrepresentation or omission of facts is cause for denial or revocation of the right to use the CSDP credential and that I have a continuing obligation to disclose promptly to the IEEE Computer Society the existence or occurrence of any circumstances causing me to fail to satisfy the foregoing conditions of eligibility to apply for and take any examination administered by the IEEE Computer Society. I understand that I may not use the credential until I have received official notification of my certification by the IEEE Computer Society. To the best of my knowledge, the facts contained herein are accurate and complete. I agree not to discuss or release any form of the examination contents. I have read and agree to be bound by the policies and procedures related to certification as described in the Certified Software Development Professional Program Candidate Bulletin.

In the event there is any dispute between the applicant and the IEEE Computer Society arising out of or relating to the certification process (the "Dispute") and the parties themselves cannot resolve such Dispute, applicant agrees that the Dispute shall be settled by non-binding mediation in Washington, D.C., in accordance with the then governing Commercial Mediation Rules of the American Arbitration Association. If mediation fails to reach a settlement of any or all of the issues of the Dispute or, upon mutual agreement of the parties in lieu of first submitting the Dispute to non-binding mediation, the parties shall submit the Dispute to the American Arbitration Association (the "Association") for arbitration, and any such proceedings shall be conducted in the Washington, D.C. metropolitan area. Any such arbitration shall be before a panel of three (3) arbitrators and shall be conducted in accordance with the rules of the Association. No arbitrator shall have any prior or existing connection to the parties to this Agreement. The arbitrators shall have the right to award or include in their award any relief that could be properly awarded by a court of competent jurisdiction, including, without limitation, money damages, interest, specific performance, attorney's fees, cost and expenses incurred, but not exemplary or punitive damages. The award and decision of the arbitrators shall be conclusive and binding upon all parties and may be entered in any court of competent jurisdiction. The parties agree to bring all claims in this arbitration which relate to the original claim. If the applicant resorts to legal action in violation of this provision, the applicant shall be liable for all legal costs, including reasonable attorney's fees arising from such legal action.

I hereby release, discharge and indemnify the IEEE Computer Society, its directors, officers, members, examiners, employees, attorneys, representatives, agents and the CSDP Certification Program from any and all actions, suits, obligations, damages, claims or demands arising out of or relating to this application, the administration of and/or the scores given in respect to the examination, and any other action taken by the Society with regard to certification, testing and professional development. I understand and agree that any decision concerning my application and/or qualification for certification rests within the sole and exclusive discretion of the IEEE Computer Society and that these decisions are final.

Completed application, supporting documents, forms and fees must be received by the IEEE Computer Society no later than 1 April for the 1 April - 30 June testing window.

General Registration Form (Form 1)

Completed application, supporting documents, forms and fees must be received by the IEEE Computer Society no later than 1 April for the 1 April – 30 June testing window.

IEEE/IEEE Computer Society Membership Number _____   ❑ Male ❑ Female   Date of birth_____

_____
Mr./Ms./Dr./Mrs.   First Name   Middle Initial   Last Name

_____
Address

_____
City, State/Province   Zip/Postal Code   Country

_____
Home Telephone   Work Telephone   Preferred email

Request Special Accommodations   ❑ Yes   ❑ No

Fees

	Application Fee	Examination Fee	Total Registration Fee
❑ Member	$100	$250	$350
❑ Non-member	$100	$350	$450

Payment Information

Checks should be made payable to the IEEE Computer Society and drawn on a US bank

❑ Certified or Company check   Check number_____

❑ Visa   ❑ MasterCard   ❑ American Express   ❑ Diners Club

_____
Account number   Expiration date

_____
Cardholder's name   Home Phone Number

_____
Billing address   ❑ Same as above (check box)

_____
City, State/Province   Zip/Postal Code   Country

Please send the completed application with the appropriate fee (check, money order or credit card information) to:

IEEE Computer Society
CSDP
Department 6006
Washington, DC 20042-6006
Fax: +1.202.728.0884

Please sign below to indicate that you have read and accept the responsibilities outlined in the CSDP Candidate Agreement on page 2.

_____

Report of Education and Professionalism (Form 2)

Applicant Name _____

Section A: Education

First professional degree completed_____   Month/Year degree received_____

Program Major/Course of study _____

College/University_____   State/Province, Country _____

Highest technical degree received _____   Month/Year degree received_____

Program Major/Course of study _____

College/University_____   State/Province, Country _____

Section B: Proof of Professionalism

Code of Ethics — I have read the Software Engineering Code of Ethics located on page 5 of this application.

Signature of Candidate _____

Report of Experience (Form 3)

The number of hours on the Report of Experience Form must total at least 9,000 hours and the experience dates must indicate that the candidate has at least two years of software engineering experience within the four-year period prior to the application

Project Title _____

Your role on project _____

Project Start Date/Completion Date _____

For this project, please indicate the approximate number of hours spent working in each of the eleven areas listed below

Business Practices and Engineering Economics .... _____

Software Requirements.. _____

Software Design.. _____

Software Construction.. _____

Software Testing .... _____

Software Maintenance .... _____

Software Configuration Management.................................. _____

Software Engineering Management...................................... _____

Software Engineering Process.. _____

Software Engineering Tools and Methods.......................... _____

Software Quality .... _____

Total hours for project.. _____

Please photocopy this form as needed for additional projects.

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Total hours for project.. _____

Please photocopy this form as needed for additional projects.

IEEE Computer Society | **Certified Software Development Professional**

csdΦ

SOFTWARE ENGINEERING CODE OF ETHICS
AND PROFESSIONAL PRACTICE

(Version 5.2) as recommended by the IEEE-CS/ACM Joint Task Force on
Software Engineering Ethics and Professional Practices
Short Version

PREAMBLE

The short version of the code summarizes aspirations at a high level of the abstraction; the clauses that are included in the full version give examples and details of how these aspirations change the way we act as software engineering professionals. Without the aspirations, the details can become legalistic and tedious; without the details, the aspirations can become high sounding but empty; together, the aspirations and the details form a cohesive code.

Software engineers shall commit themselves to making the analysis, specification, design, development, testing and maintenance of software a beneficial and respected profession. In accordance with their commitment to the health, safety and welfare of the public, software engineers shall adhere to the following Eight Principles:

1. PUBLIC - Software engineers shall act consistently with the public interest.

2. CLIENT AND EMPLOYER - Software engineers shall act in a manner that is in the best interests of their client and employer consistent with the public interest.

3. PRODUCT - Software engineers shall ensure that their products and related modifications meet the highest professional standards possible.

4. JUDGMENT - Software engineers shall maintain integrity and independence in their professional judgment.

5. MANAGEMENT - Software engineering managers and leaders shall subscribe to and promote an ethical approach to the management of software development and maintenance.

6. PROFESSION - Software engineers shall advance the integrity and reputation of the profession consistent with the public interest.

7. COLLEAGUES - Software engineers shall be fair to and supportive of their colleagues.

8. SELF - Software engineers shall participate in lifelong learning regarding the practice of their profession and shall promote an ethical approach to the practice of the profession.

This Code was developed by the IEEE-CS/ACM Joint Task Force on Software Engineering Ethics and Professional Practices (SEEPP).

A full version of the Software Engineering Code of Ethics can be found on the IEEE Computer Society web site at http://computer.org/certification/ethics.htm.