



International Council on Systems Engineering

*A better world through a systems approach*



# How to: Register for online exam (before applying for certification)

[incose.org](http://incose.org)







# SEP Exam Costs

- **Online:** \$80 USD paid directly to the proctor service.
- In person: Varies
  - Student exam fees: \$0
  - Typical Fee: \$30 USD; Hosting Chapter or organization may choose to cover the fees exam registrations.
- Individual membership and application fees are not required prior to open enrollment (online exam without application) or taking the in-person exam.

For more information, please visit:

<https://www.incose.org/systems-engineering-certification/taking-the-exam>

# SEP Application Costs

- ASEP:
  - \$180 application fee<sup>(\*)</sup>
  - Individual, Student, or Senior Membership required
  - Knowledge exam will also be an additional cost paid directly to testing center.

(\*) PPP discount is applicable for ASEP application fee. Visit this [page](#) for more information.

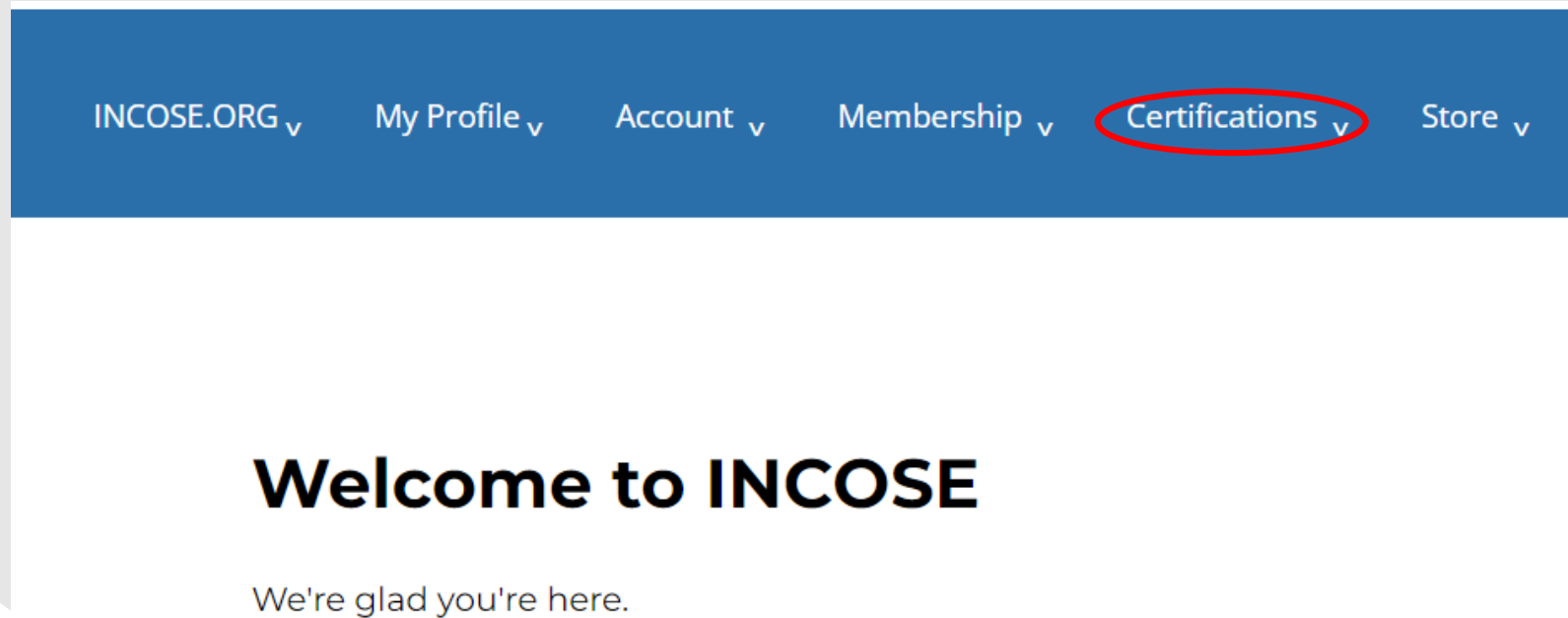
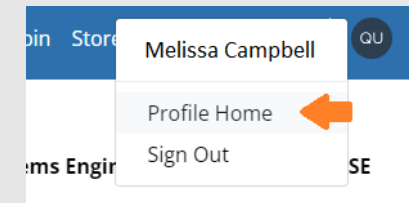
- CSEP:
  - \$350 application fee Individual, Student, or Senior Membership required
  - Knowledge exam will also be an additional cost paid directly to testing center.
- ESEP:
  - \$630 application fee
  - Individual, Student, or Senior Membership required

# Step 1

You must have an INCOSE account (not necessarily a member at this step).

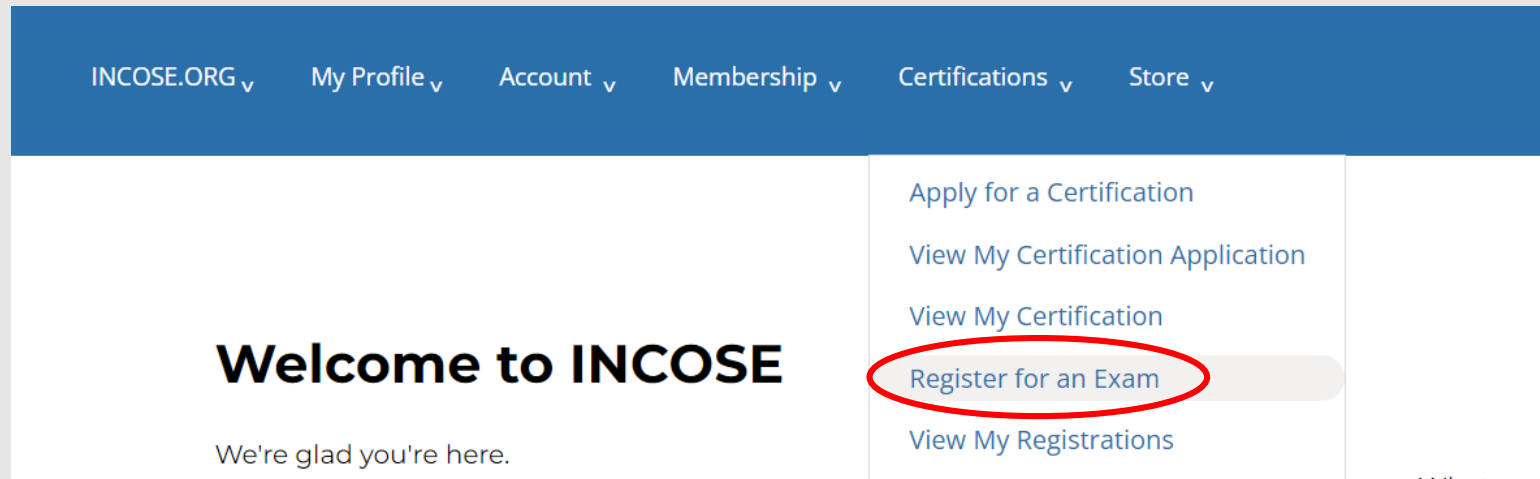
Log in to [www.incose.org](http://www.incose.org) and enter your “Profile Home” (at the top right of the screen)

From the banner menu, click on “Certifications.”



# Step 2

Click on “Register for an Exam.”



The screenshot shows the top navigation bar of the INCOSE website. The navigation items are: INCOSE.ORG, My Profile, Account, Membership, Certifications, and Store. The Certifications dropdown menu is open, showing the following options: Apply for a Certification, View My Certification Application, View My Certification, Register for an Exam (highlighted with a red circle), and View My Registrations. The main content area displays a welcome message: "Welcome to INCOSE" and "We're glad you're here."

# Step 3

Select the “Open Enrollment for Online Exam” using the drop-down menu. Then click “Continue.”

## Register for an Exam

If you wish to take the exam before applying for ASEP or CSEP, use the drop-down to select 'Open Enrollment for Online Exam', click 'Continue'. Once you pass the Open Enrollment Online Exam you can use the results for starting your SEP application.

### To Register for an Online Exam:

- Do not use this page if you have already applied for ASEP or CSEP and wish to take the exam online. You will receive the online exam registration information through your email and through your online application status page. To check the application status, please click [here](#).
- If you already have an "Open Enrollment for Online Exam", you are not allowed to open a new one. You need to use the exam information provided for the previous enrollment.

Select the Exam:\*

Cancel

Continue

Note that this option is available only for those who haven't applied for ASEP or CSEP yet. If you already applied, you must enroll for the online exam using your application page.

# Step 4

Complete the registration questions and selections. Click "Next."

## Register for Exam

1 — 2 — 3 — 4  
EXAM SPECIAL ACCOMMODATIONS    ORDER DETAILS    REVIEW ORDER    COMPLETE

Online Exam

**Online Exam Enrollment**    Thursday, January 31    **Select**

By registering here, you will be sent the information required to schedule and pay for an on-line, proctored exam. Please allow for 5-7 business days to process your registration. Please acknowledge this by selecting "Yes." \*

No  
 Yes

Please note: this link does not pay for the exam or schedule your exam. You will be sent an email within 5-7 business days to book the exam through the online proctor service, Examity/CMS. Each exam attempt is \$80 USD and is paid directly to the proctor service. For more information for the online exams, please visit: <https://www.incose.org/systems-engineering-certification/taking-the-exam>

Are you a current INCOSE SEP? Current SEPs are prohibited from taking the knowledge exam. \*

No  
 Yes

If English is not your native language, you are eligible for extra time on the exam. Do you qualify for this? \*

No  
 Yes

If you have a health- or learning- related reason, you may be eligible for extra time. By selecting "Yes," you may be asked to provide explanation and confirmation of your need. Do you qualify for this? \*

No  
 Yes

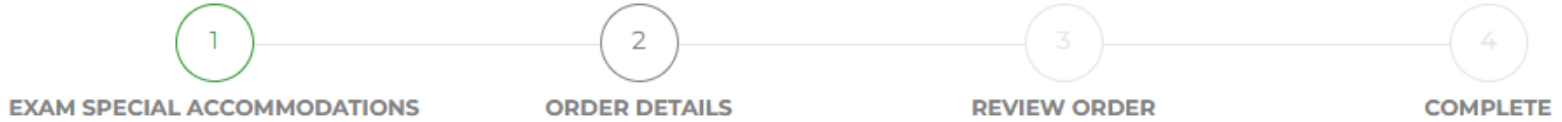
**Cancel**    **Next**



# Step 5

Click “Next.”

## Register for Exam



1 — 2 — 3 — 4

EXAM SPECIAL ACCOMMODATIONS    ORDER DETAILS    REVIEW ORDER    COMPLETE

No payment is due at this time.

[Back](#)   [Cancel](#)   [Next](#)

INCOSE Online Exams

# Step 6

Click “Process Order.”

## Register for Exam

1 EXAM SPECIAL ACCOMMODATIONS — 2 ORDER DETAILS — 3 REVIEW ORDER — 4 COMPLETE

**Heads up!** Your order is not yet complete! Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
Open Registration for Online Exams Fee	1	0.00 USD	0.00 USD

Subtotal:	0.00 USD
Shipping:	0.00 USD
Taxes:	0.00 USD
Less Discounts	-0.00 USD
<b>Total:</b>	<b>0.00 USD</b>

Payment Method: No payment is required. Payment Amount: 0 USD

[Back](#) [Cancel](#) [Process Order](#)

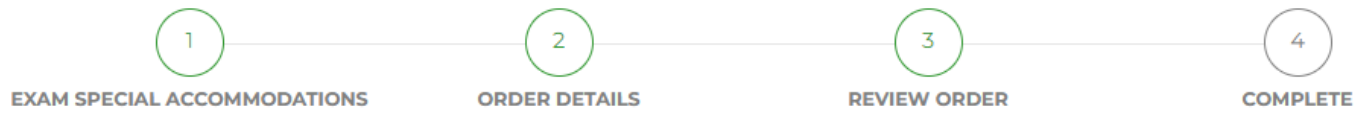
INCOSE Online Exams

# Step 7

It's completed.

In 3-5 days, you will receive an e-mail with instructions to pay and schedule the exam.

**Register for Exam**



**Exam Registration Processed Successfully**  
We've successfully processed your exam registration.

[→ Continue](#)



# Any Questions?

**Certification Office**  
[certification@incose.net](mailto:certification@incose.net)

**For more information visit**  
[www.incose.org/certification](http://www.incose.org/certification)