



International Council on Systems Engineering

*A better world through a systems approach*



# How to: Register for in-person exam

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







# SEP Exam Costs

- **In person: Varies**
  - Student exam fees: \$0
  - Typical Fee: \$30 USD; Hosting Chapter or organization may choose to cover the fees exam registrations.
- Online: \$80 USD paid directly to the proctor service.
- Individual membership and application fees are not required prior to taking the in-person exam.

For more information, please visit:

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

# SEP Application Costs

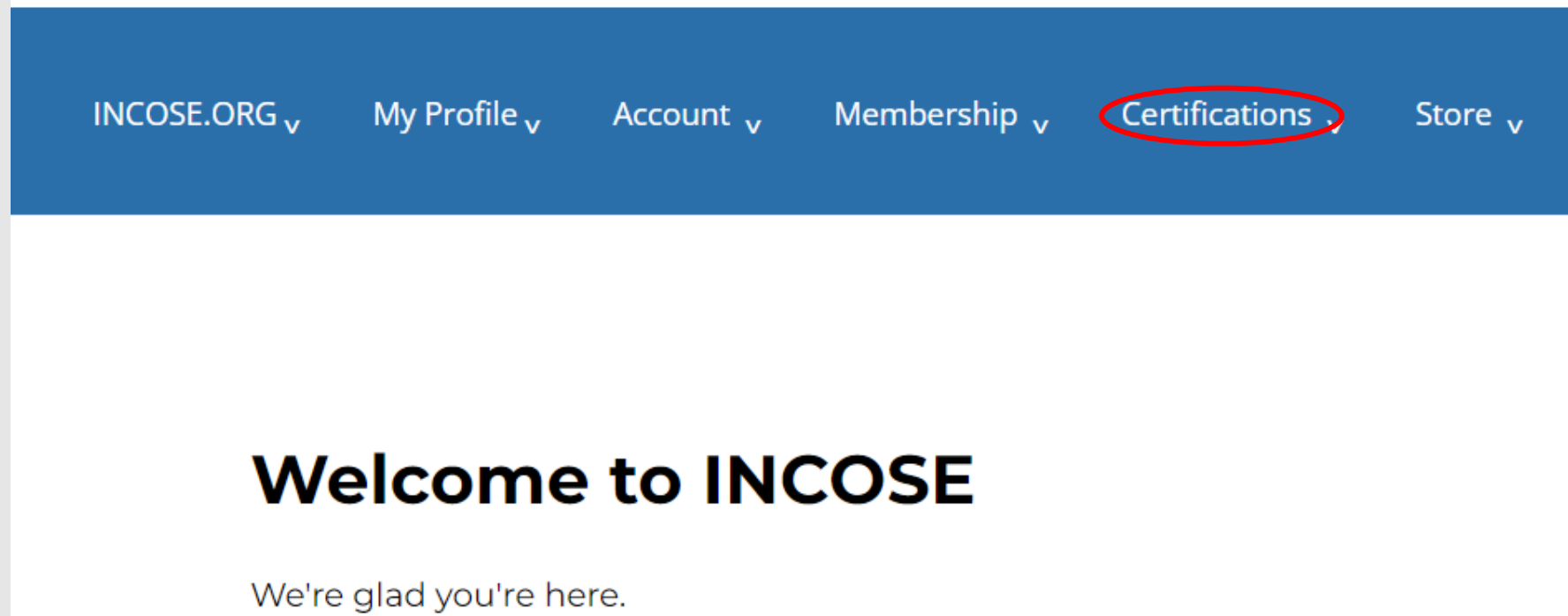
- ASEP:
  - \$180 application fee<sup>(\*)</sup>
  - Individual, Student, or Senior Membership required
  - Knowledge exam will also be an additional cost paid directly to testing center.

(\*) 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

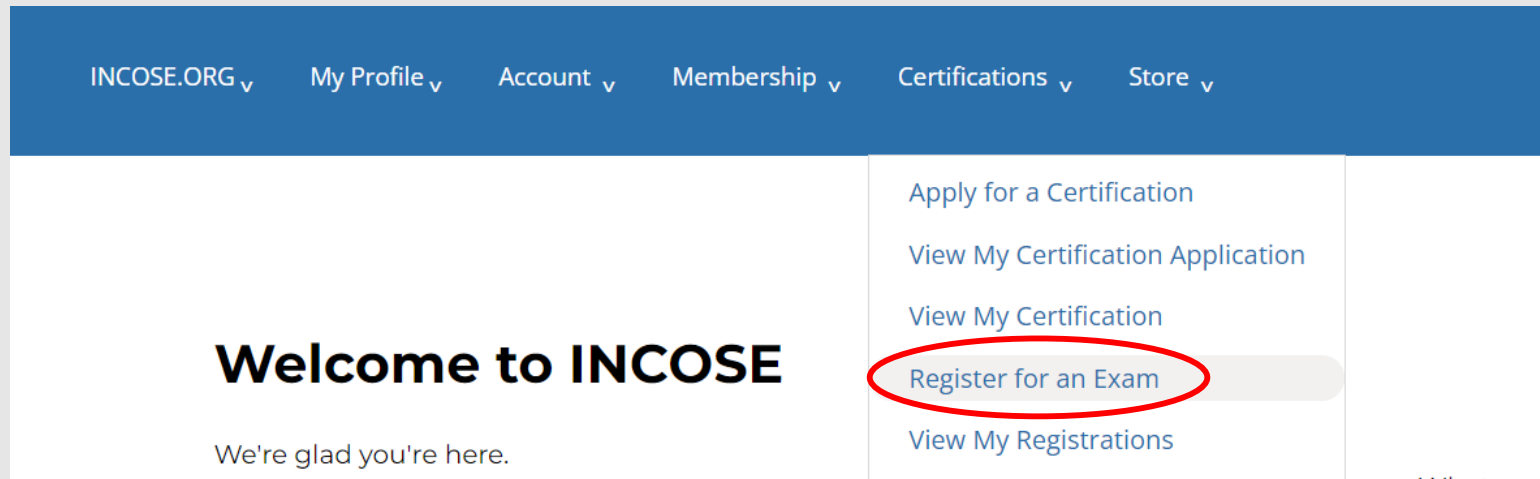
# Step 1

You must have an INCOSE account (not necessarily a member at this step).  
Log in to [www.incose.org](http://www.incose.org). From the banner menu, click on “Certifications.”



# Step 2

Click on “Register for an Exam.”



The screenshot shows the INCOSE website's user interface. At the top, a dark blue navigation bar contains the following links: INCOSE.ORG, My Profile, Account, Membership, Certifications, and Store. Below this bar, the main content area is split into two columns. The left column displays a welcome message: "Welcome to INCOSE" in large bold text, followed by "We're glad you're here." in smaller text. The right column features a dropdown menu with the following options: "Apply for a Certification", "View My Certification Application", "View My Certification", "Register for an Exam", and "View My Registrations". The "Register for an Exam" option is highlighted with a red oval.

# Step 3

Select the In-Person exam you want to enroll by clicking on the hyperlink for the desired exam.

## Register for an Exam

**To Register for an Exam:**

- For online exams, use the “Select the Exam” drop-down to select “Open Enrollment for Online Exam,” then click “Continue”
- For in-person exams, hover over an exam event tile then click on the one for which you wish to register

Select the Exam:\*

Select the exam ▼

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CancelContinue

Options available for In-Person exams

**In-person Exams:**

↓

**September 14, 2024**  
14 September 2024 Knowledge Exam at SMU  
SMU - Junkins 113, 6251 Airline Road, Dallas, TX 75275

↓

**September 14, 2024**  
14 September 2024 Turkey Knowledge Exam - AM Session  
Universiteler Mah. ODTÜ TEKNOKENT TUSAŞ Building B Block,, Çankaya, Ankara, 06800, Turkey

↓

**September 14, 2024**  
14 September 2024 Turkey Knowledge Exam - PM Session  
Universiteler Mah. ODTÜ TEKNOKENT TUSAŞ Building B Block,, Çankaya, Ankara, 06800, Turkey

**September 23, 2024**  
23 September 2024 Australia SETE 24 Paper Exam  
Dullies, Melbourne on the Park 100

**October 12, 2024**  
12 October 2024 Knowledge Paper Exam at SMU  
Southern Methodist University, Junkins

**October 15, 2024**  
15 October 2024 Baker Hughes Knowledge Exam - AM Session  
Baker Hughes, Elmerston Learning

# Step 4

Click on the “Registration” hyperlink.

## 12 April 2023 - Exam for LANL employees

[Home](#) | [Rates & Deadlines](#) | [Registration](#)

### LANL SEP Certification Exam - open to LANL employees only

Candidates whose first language is English will be given 100 minutes for the exam. Non-native English speakers will have 130 minutes if they state their eligibility for additional time prior to the start of the exam. There is no cost to take this exam.

**Cost:** \$30 USD

**Date:** 12 April 2023

**Time:** 2:00 PM

### Location:

Los Alamos National Laboratory  
J. Robert Oppenheimer Study Center  
Los Alamos, NM 87545 USA

**Registration will close 5 April 2023 at 11:59 PM.**

**To cancel an existing registration, please email [sep-exam@incose.net](mailto:sep-exam@incose.net).**



# Step 5

Complete the registration question and selections. Click Next.

Select a Registration Package

<b>PaperExam</b>	\$30.00	<input type="button" value="Select"/>
<b>Student</b>	\$0.00	<input type="button" value="Select"/>

Do you qualify for extra time on the exam?

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

Yes

No

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? \*

Yes

No

# Step 6

Click “Add a credit or debit card.” Complete payment information and click next. Follow the prompts to complete the order.

## Registration

[Home](#) | [Rates & Deadlines](#) | [Registration](#)

1 REGISTRATION INFO — 2 ORDER DETAILS — 3 REVIEW ORDER — 4 COMPLETE

Amount Due Now: 30.00 USD [Apply Coupon Code](#)

Your Credit & Debit Cards	Name on card	Expires on
+ <a href="#">Add a credit or debit card</a>		

**⚠ No payment method selected.** Please select a payment option to continue.

[Back](#) [Cancel](#) [Next](#)

# Step 7

Click “Process Order.” Review and complete it.

## 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  
**Total: 0.00 USD**

Payment Method: No payment is required.      Payment Amount: \$0.00

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



# Any Questions?

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

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