



International Council on Systems Engineering

A better world through a systems approach



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

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

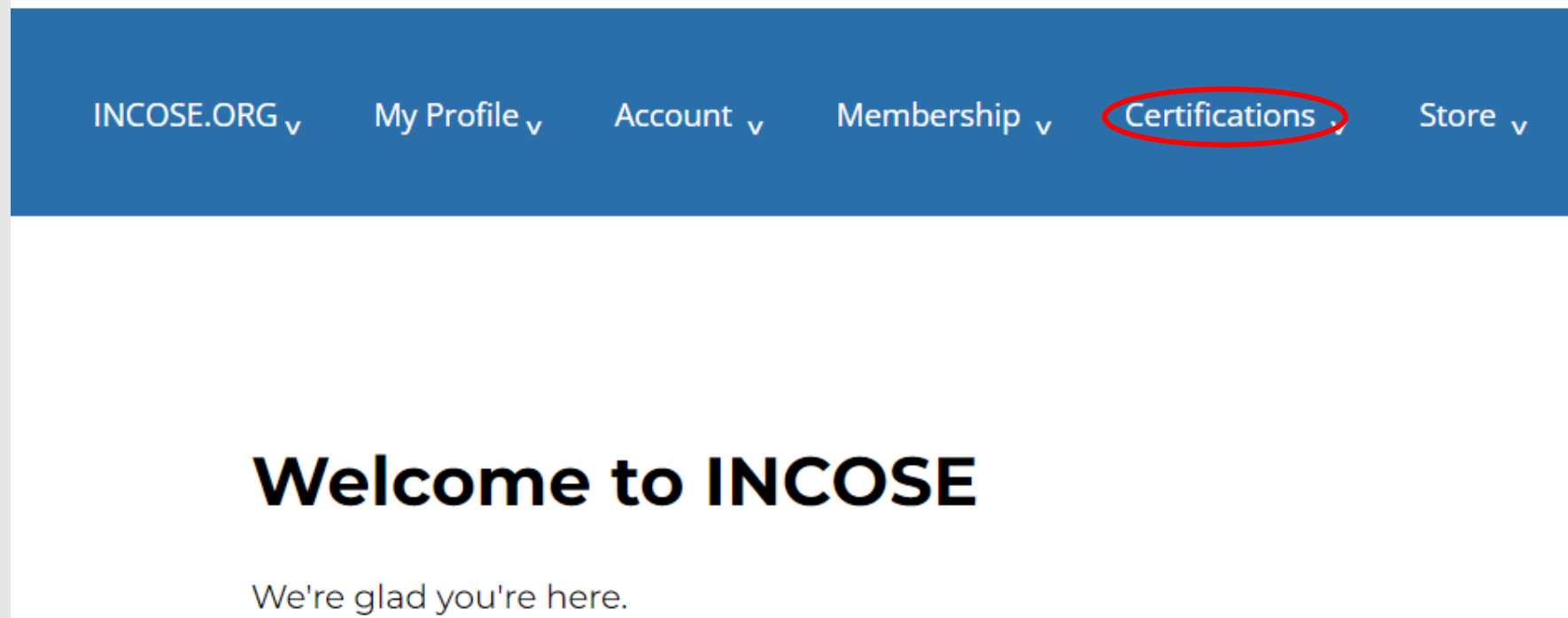
- ASEP:
 - \$180 application fee^(*)
 - Individual, Student, or Senior Membership required
 - Knowledge exam will also be an additional cost paid directly to testing center.

(*) 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

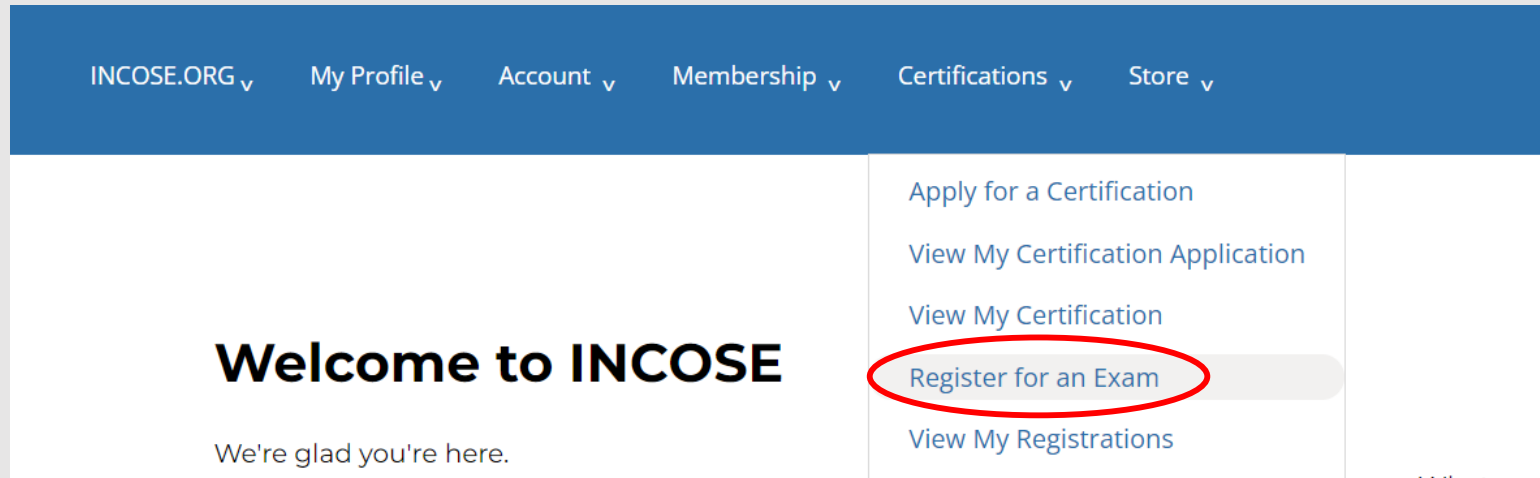
Step 1

You must have an INCOSE account (not necessarily a member at this step).
Log in to www.incose.org. 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' menu is open, displaying a list of 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 on the left 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

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 ▲

Open Enrollment for Online Exam

In-person Exams:

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? *

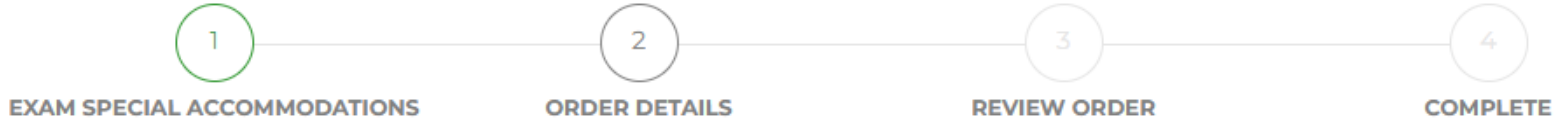
No
 Yes

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
Total:	0.00 USD

Payment Method:
No payment is required.

Payment Amount:
0 USD

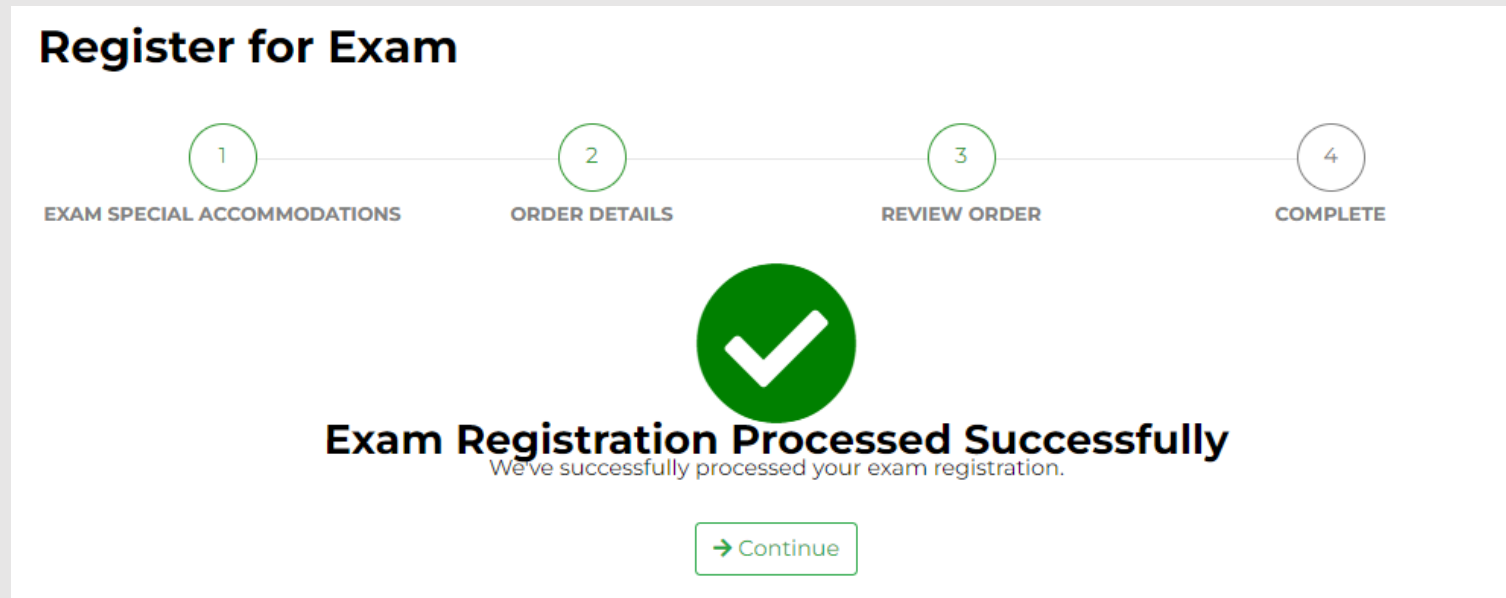
[Back](#) [Cancel](#) [Process Order](#)

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

1 — 2 — 3 — 4

EXAM SPECIAL ACCOMMODATIONS ORDER DETAILS REVIEW ORDER COMPLETE

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

[→ Continue](#)



Any Questions?

Certification Office
certification@incose.net

For more information visit
www.incose.org/certification