

General Information

Q.

Where can I get certification forms?

A.

Application forms may be downloaded from our website.

Q.

Is there a roster of Certified Systems Engineering Professionals available for distribution?

A.

INCOSE maintains a list of [main Certification geographic areas](#) (city, state, and country), and certification tim

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EA formally recognise [Certified Engineering Professionals in the Systems Engineering area of practice](#)

CASE Pathways

Q.

I have CPEng certification, which CASE Pathway should I choose to get CSEP?

A.

CASE Pathway 1 (see <http://www.sesa.org.au/case-csep-applications>) ensuring that you have satisfi

Q.

I have CPEng (non-Systems Engineering) and CSEP certifications, which CASE Pathway should I cho

A.

CASE Pathway 1 (see <http://www.sesa.org.au/case-csep-applications> Special Case 1). Applicant will b

Certification Process Timing

Q.

How long do I have to complete my certification process?

A.

You have one year from the time your application is received initially by SESA to complete your certification process.

Q.

How long does the review process take?

A.

Our review and processing typically takes four to six weeks. The review starts once all of an applicant's information is received.

Q.

For how long is a certification valid?

A.

A Systems Engineering Professional Certification is valid for a period of three years for CSEP and five

Q.

For how long is a renewal valid?

A.

Renewed certifications are valid for the same number of years as their original certifications. So, a renewal

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Applications

Q.

How do I obtain an application for certification?

A.

The preferred method is <http://www.cesep.org/forms> from your website, or to download the form, please contact us.

Q.

What happens if I submit the application without the required fee?

A.

Your application will not be processed without the correct fee. You will be notified if the funds submitted are insufficient.

Q.

Once I submit my application, how long will it be before I receive notice of the Certification Office's decision?

A.

It is not possible to give one answer that fits all situations on how long it will take after you submit an application. All applications are reviewed by the staff and the Certification Office on an on-going basis. You will be notified of the decision.

Q.

If I apply for CSEP and am not approved, do I have to re-apply to get certified at a lower level?

A.

If you are denied at the CSEP level, you will be given the opportunity to apply at the lower level without re-applying.

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Business Practices

Q.

Do I have to be a member of SESA to get CSEP?

A.

Yes, you do need to be SESA member to apply for certification as an ASEP or CSEP and you need to

Q.

Does INCOSE certification as a Systems Engineering Professional authorise me to practice systems e

A.

INCOSE Certification as a Systems Engineering Professional does not authorise an individual to practi

Q.

Can I obtain an INCOSE Systems Engineering Professional Certification for my business?

A.

INCOSE Systems Engineering Professional Certification recognizes the systems engineering capabilities

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Continuing Education & Renewals

Q.

Why do I need to track Professional Development Units?

A.

The requirement for continuing professional development is intended to reinforce the need for lifelong learning

Q.

What courses and activities qualify for PDU credit?

A.

The Certification Office does not pre-approve particular courses or activities. A course or activity does not

Q.

What do I submit with my renewal application to prove that I have attained the required Professional development

A.

When you submit your renewal application with your log of continuing education, you sign a statement

Q.

May I carry over excess PDU credits into the next renewal cycle?

A.

You may carry over up to 30 PDUs to the next renewal period.

Q.

What kind of record should I keep of my continuing education?

A.

You should maintain a summary log to list your Professional Development Unit (PDU) courses and activities.

Q.

What can I do if I fail to renew in time?

A.

Late renewal options are [here](#) available for certifications that have expired within the previous twelve months

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Knowledge Exam

Q.

What are the qualifications to be approved to take the Certification examination?

A.

The qualifications for being approved to take the certification examination are that the applicant has su

Q.

How may I find out when the next examination is scheduled?

A.

When the certification staff notifies you that you are approved to take the certification examination, the

Q.

Where are the examinations given?

A.

The certification examinations are given at the Prometric (the Test Organization) facilities. Prometric cu
<http://www.prometric.com/NCSE>

Q.

May I take the examination on-line?

A.

The certification examination is not available on-line. It must be taken at a Prometric's (the Test Organ

Q.

What reference documents were used to create the examination questions?

A.

The INCOSE Systems [Eng](#)ineering Handbook is the reference document that was used to create the

Q.

How can I get a copy of the reference documents used for the examination questions?

A.

Copies of the current version of the Systems Engineering Handbook may be obtained from INCOSE. A

Q.

How are examinations prepared?

A.

The Certification Advisory Group prepares new questions which are "beta tested" as part of ongoing

Q.

What kind of study guides or practice exams are available for the examination?

A.

INCOSE's Certification Program has not created any "study guides" for the knowledge exam

Q.

When may I expect to receive my exam score?

A.

Prometric (the Test Organization) can tell you if you have passed the examination within minutes after

Q.

What is the minimum passing score for the certification exam?

A.

The passing score for the exam is based on the results of a series of tests that have been performed o

Q.

Why do I need to pay a separate fee to take an examination?

A.

You pay a separate fee to take the certification examination in order to keep the total cost of the certification

Q.

Do I need to pay an additional fee to retake the examination?

A.

Yes, you do have to pay a separate test fee to the Test Organization each time you schedule the certification

Q.

How long is the examination?

A.

A two-hour time period is allowed for answering the questions on the certification examination, which n

Q.

What kind of questions are on the examination?

A.

The certification examination questions are currently multiple-choice questions. All correct answers mu

Q.

Am I permitted to bring material to use during an examination?

A.

The certification examinations are closed book. The applicant is not allowed to bring any types of refer

Q.

In what languages are the test offered?

A.

The test is only offered in the English language.

Q.

Can I reschedule the exam with the test center?

A.

Yes. The Test Organization will, however, charge a fee if you reschedule fewer than 30 days prior to your

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