

## Exam Registration and Reimbursement of Cost

Hereby I bindingly register for the exam towards **Certified Systems Engineer (GfSE)<sup>®</sup>**.  
Note: The SE-TREC GmbH will execute the exam on behalf of the GfSE.

### A. Exam

<input type="radio"/> Initial Exam	<input type="radio"/> 1. Repetition	
	<input type="radio"/> 2. Repetition	
Exam in		
<input type="radio"/> German		
<input type="radio"/> English	Exam Date	Exam Date B entry exam
<input type="radio"/> Level A	Exam Location	Exam Location B entry exam
<input type="radio"/> Level B		
<input type="checkbox"/> Level B entry exam		
<input type="radio"/> Level C		
<input type="radio"/> Level D		

### B. Personal Detail

Salutation/Title	Member Number INCOSE or GfSE (for members)
Family Name	Given Name
Private Address Street and Number	
Country, Post Code	City
E-Mail	

### C. Customer/Invoice Address → Reimbursement of Cost (in case different than B)

Ms / Mr / Company / Name	
P.O. Box / Street and Number	
Country, Post Code	Ort
The exam fee plus VAT will be reimbursed.	The exam fee will be due on receiving of the invoice with no deduction. The payment shall reference the invoice number, the exam date and exam location and shall be remitted to the account of the SE-TREC GmbH indicated in the invoice.
Location, Date	Signature / Stamp (not required if electronically signed)
VAT Registration Number	Your Order Number

#### D. Information about your SE-ZERT education

Please indicate which trainers conducted the training

[Redacted]	
The training was provided by (training provider)	
[Redacted]	
1. Instructor Module 1 -8	2. Instructor Module 1-8
[Redacted]	[Redacted]
3. Instructor Module 1-8	Instructor Module 9

#### E. Declaration of Applicant

The exam regulations are part of this registration. I have noted their contents and acknowledge them with my signature.

I authorize the SE-TREC GmbH to transmit the personalized examination result with certificate number, examination date, surname, name and company name to GfSE and the related training provider. The data is forwarded for quality assurance and customer relationship management purposes.

The certificate will be sent after receipt of payment.

Hereby I confirm that provided data are true, namely the qualification and experiences described under letter G. to J. hereafter.

[Redacted]	[Redacted]
Location, Date	Signature (not required if electronically signed)

#### F. Rights and Liability after passing the exam

- 1.1 Public notification  
The certification body can confirm the validity of the seal and certification on public request. The owner of the seal consents to this public notification. The General Data Protection Regulation (GDPR) are valid.
- 1.2 Rights  
The certificate owner has the right after accepting the trademark and code of ethics to use the provided certificate and seal for Mails, Emails and any kind of printing.
- 1.3 Liability
  - 1.3.1 Conscientiousness  
The certificate owner has to carry out his/her professional activity in an ethical and proactive manner, in line with legal regulations and with care and responsibility.
  - 1.3.2 Individual task fulfillment  
The certificate should not be used erroneously or used in a misleading way.
  - 1.3.3 Obligation to cooperate:  
The owner of the certificate must submit changes with respect to new address, personal Email address, loss of certificate to SE-TREC GmbH immediately.
  - 1.3.4 Obligation to give information:  
The owner of the certificate is obliged to provide evidence if requested by the certification body within the given period.
  - 1.3.5 Consequences of Violations  
Any violation of para 1.3 authorities GfSE for extraordinary termination of the trademark usage authorization with immediate effect (termination without notice).

#### Notes on the Exam Registration

Please send the exam registration and proof of prerequisites and the application for the title Certified Systems Engineer (GfSE)<sup>®</sup> to your training provider latest four weeks before the exam date. After review of your documents you will receive a registration confirmation for the exam. Alternatively, you receive a notification with rationale for the non-admission. You are permitted to provide additional documents accordingly.

## Proof of prerequisites for Certified Systems Engineers (GfSE)®

The prerequisites according to the examination regulations for each level are published on [www.sezert.org](http://www.sezert.org).

Proofs of personal specific qualifications must be delivered in the form of copies of reports, training certificates and attendance certificates.

The proof of practical professional experience must be confirmed by the employer for that period with a stamp and signature. For self-employed persons, the contact details and projects of representative reference clients must be provided. The SE-TREC GmbH reserve the right to verify the information provided with the reference clients.

This proof of prerequisites serves as admission to the exam to become a **Certified Systems Engineer (GfSE)®** of in section A selected level. It is to be submitted directly to the SE-TREC GmbH.

### G. Employer/Reference

Company	
Address	
Point of Contact	Member number of Company (for corporate members of the GfSE)
Telephone	E-mail
Hereby we confirm that Mr/Ms gained the qualifications and experiences described under letter H. to J. hereafter.	
Location, Date	Position / Stamp / Signature (Employer) (not required if electronically signed)

When necessary, please complete data with a separate list of reference customers.

**H. Theoretical Knowledge**

Training programs (education, vocational trainings, training courses and namely for level B a valid level C certificate or alternatively a passed entry exam and for level A a valid level B certificate)

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number of seal (for level B or level A)

or date of entry exam (for level B)

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When necessary, please complete data with a separate list.

**I. Practical Professional Experiences**

Please list professional experiences with your most valuable degree. This includes activities listed in section I hereafter. The minimum required professional experience per level is:

Level D: Non, please list anyway if applicable;

Level C: 1 year (master); 2 years (bachelor); 5 years (technician according to German standard or foreman);

Level B: 5 years (master); 6 years (bachelor); 9 years (technician according to German standard or foreman);

Level A: 10 years (master); 11 years (bachelor); 14 years (technician according to German standard or foreman);

Employed/working in the following fields

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from

from

**J. Activities performed with indication of time spent**

<p>Check at least 3 functional areas:</p> <table border="0"> <tr> <td><input type="checkbox"/> Requirements Management</td> <td><input type="checkbox"/> Product Qualification, Verification, Validation</td> </tr> <tr> <td><input type="checkbox"/> Risk and Opportunities Management</td> <td><input type="checkbox"/> Process Definition</td> </tr> <tr> <td><input type="checkbox"/> Configuration Management</td> <td><input type="checkbox"/> Tool Support</td> </tr> <tr> <td><input type="checkbox"/> Technical Planning</td> <td><input type="checkbox"/> Systems Engineering Training</td> </tr> <tr> <td><input type="checkbox"/> Estimation of Technical Expenses</td> <td><input type="checkbox"/> System Integration</td> </tr> <tr> <td><input type="checkbox"/> Architecture Design/Development</td> <td><input type="checkbox"/> <u>Quality Assurance</u></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Specialty Engineering per INCOSE Handbook (see chapter 10; e.g. logistics, servicing, reliability, maintenance, compatibility, environment safety, etc.)</td> </tr> </table>		<input type="checkbox"/> Requirements Management	<input type="checkbox"/> Product Qualification, Verification, Validation	<input type="checkbox"/> Risk and Opportunities Management	<input type="checkbox"/> Process Definition	<input type="checkbox"/> Configuration Management	<input type="checkbox"/> Tool Support	<input type="checkbox"/> Technical Planning	<input type="checkbox"/> Systems Engineering Training	<input type="checkbox"/> Estimation of Technical Expenses	<input type="checkbox"/> System Integration	<input type="checkbox"/> Architecture Design/Development	<input type="checkbox"/> <u>Quality Assurance</u>	<input type="checkbox"/> Specialty Engineering per INCOSE Handbook (see chapter 10; e.g. logistics, servicing, reliability, maintenance, compatibility, environment safety, etc.)	
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<p>Please list activities, duties and project per checked competence areas. Please provide name and e-mail address of references. Upon request, references need to provide evidence for the experiences claimed for the respective competence area. Please do list activities beyond the minimum required by the selected level. Minima: Level D: none; Level C: 1 year; Level B: 3 years; Level A: 6 years</p>	<p>Time frame (from – to)</p>														
Large empty area for listing activities	Large empty area for time frame														

When necessary, please complete data with a separate list.