

## Form 7 Instructions for Renewing SE Certification

### General Instructions

You may submit your application for renewal electronically or by regular mail. The electronic (e-mail) process will be faster and is preferred. Before proceeding with a renewal application, please read the information under the Certification web site heading of “How do I Renew?”

### Renewing Electronically:

1. Access our website at <http://www.incose.org/educationcareers/certification/forms.aspx> to access and download instructions and the renewal form.
2. Fill out the renewal form (Form 6) and log of continuing education courses/activities (Form 13) and return them electronically to the INCOSE Certification Program Office at [secert@incose.org](mailto:secert@incose.org).
3. Submit payment via the INCOSE certification renewal section of the web site at: [https://www.incose.org/cc\\_orders/incose-certification-renewal-login.asp](https://www.incose.org/cc_orders/incose-certification-renewal-login.asp).

### Renewing by Regular Mail:

1. Complete the renewal form (Form 6) and log of continuing education courses/activities (Form 13) (obtained in paper format by writing to the address in Step 4 below, or by downloading and printing a copy from the INCOSE certification web site per Step 1 in the electronic process above), sign the form, and mail the form and log with the proper fee made payable to “INCOSE.”
2. Record your certification number on your check or money order. Do not send cash. Checks returned for insufficient funds may be assessed a service charge. An incomplete or unsigned renewal application will be returned and your certification will not be renewed until the completed application, education log, and fee have been received.
3. Do not fax the renewal application.
4. The address for renewals by mail is:

**Certification Program Office**  
**INCOSE**  
**7670 Opportunity Road, Suite 220**  
**San Diego, CA 92111**

### Other Information

**PLEASE NOTE: An application for renewal dated (electronic or post marked) after the certification expiration date will not be processed; the applicant must then repeat the process used for initial certification and not this renewal process.**

After submitting your renewal, you may check the INCOSE website after ten business days to see if your renewal has been approved. A new expiration date indicates that your renewal has



been accepted. A new pocket card and wall certification document will be sent to you in the mail. Please contact INCOSE if your renewal has not been approved within one month of submittal.

Some people may be required to participate in quality audits as part of the renewal process. If selected for such an audit, you will be required to submit evidence that substantiates your claimed PDUs. If INCOSE determines that some credits are unacceptable, you will have 180 days to obtain PDU units that are acceptable. If you have not obtained the requisite PDUs after 180 days, your certification will be revoked until such time as the units are obtained.