

# How To:

Submit late renewals and re-instate  
lapsed certificates

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# ASEP Renewal Fees

SEP renewal = \$100

## Late SEP renewal Requirements:

- 0-6 Months: submit renewal form, renewal fee, reactivation fee of \$50, and log showing 132 or more PDUs
- 6-12 months: submit renewal form, renewal fee, reactivation fee of \$100, and a log showing 144 or more PDUs
- More than 12 months: submit renewal form, renewal fee, reactivation fee of \$150, and a log showing 120 or more PDUs plus an additional 24 PDUs for each year expired
  - OR pass the INCOSE knowledge exam again in lieu of additional PDU requirement.

Renewal forms can be found here:

<https://www.incose.org/certification/certforms#Renewal>

# CSEEP Renewal Fees

SEP renewal = \$100

## Late SEP renewal Requirements:

- 0-6 Months: submit renewal form, renewal fee, reactivation fee of \$50, and log showing 140 or more PDUs
- 6-12 months: submit renewal form, renewal fee, reactivation fee of \$100, and a log showing 160 or more PDUs
- More than 12 months: submit renewal form, renewal fee, reactivation fee of \$150, and a log showing 120 or more PDUs plus an additional 40 PDUs for each year expired.
  - OR may pass the INCOSE knowledge exam again in lieu of additional PDU requirement.
- All [LATE renewals](#) will require membership to re-instate certification.

Renewal forms can be found here:

<https://www.incose.org/certification/certforms#Renewal>

# Steps for Renewing Late

1. Request an invoice from [certification@incose.org](mailto:certification@incose.org) for **ASEP** or **CSEP** renewal.
2. Fill out PDU log and Renewal Form(Form 6). Renew membership if necessary.
3. **Once you have paid the invoice** from your profile home page, submit your ASEP or CSEP renewal documents to [sep-renewal@incose.org](mailto:sep-renewal@incose.org). The database will not alert the Certification office once the payment has been made, so it is very important to make the payment BEFORE you submit your documents.
4. Certification Office will review your documents and process your new certificate.

# Re-Instating Certification

**If your ASEP or CSEP Certification has lapsed due to membership:**

1. Renew your membership from your Profile Home page
  - Please make sure not to create a new account. It will not automatically sync with your existing certification.
2. Send an email to [certification@incose.org](mailto:certification@incose.org) to notify the Certification Office that you have renewed your membership and need your Certification re-instated.

# Re-Instating ESEP

Beginning 1 April 2018, ESEPs will now be required to pay a reactivation fee in order to re-instate their certification. See below for fees table:

Months after expiration date	Reactivation fee
$\leq 0$	none
> 0 to 6	50
> 6 to 12	100
> 12	150

# Re-Instating ESEP

## If your ESEP Certification has lapsed due to membership:

1. Renew your membership from your Profile Home page
  - Please make sure not to create a new account. It will not automatically sync with your existing certification.
2. Send an email to [certification@incose.org](mailto:certification@incose.org) to notify the Certification Office that you have renewed your membership and need an invoice for reactivation fee.
3. Certification office will generate an invoice based on the fees table on previous page. Once you have paid the re-activation fee, please notify [certification@incose.org](mailto:certification@incose.org) so your ESEP can be re-instated.



# Certification Resources

- Forms: <https://www.incose.org/certification/certforms#Renewal>
- How do I renew:  
<https://www.incose.org/certification/CertProcess/CertRenew>
- Late Renewal requirements:  
<https://www.incose.org/certification/CertProcess/CertRenew#Late>
- Qualifying Activities for Earning PDUs:  
<https://www.incose.org/certification/CertProcess/CertRenew#Activities>
- General INCOSE inquiries: [info@incose.org](mailto:info@incose.org)
- Certification inquiries: [certification@incose.org](mailto:certification@incose.org)