

How To:

Renew Certification as a Non-member
working for a CAB organization

Renewal Types

SEP renewal for member = \$100

>> Submit through Incose Profile home page. You can follow the steps listed here: <https://www.incose.org/certification/CertProcess/CertRenew>

SEP renewal for non-member = \$150

>> Submit through Incose Profile home page. You can follow the steps listed here: <https://www.incose.org/certification/CertProcess/CertRenew>

SEP Renewal for CAB employee = \$100

>> As of January 1, 2016, membership is required for all new incoming SEPs (ASEP, CSEP, & ESEP). The online payment system no longer recognizes Non-Member CSEP renewals or CAB employee discounts for renewing.

Please follow the steps on the next page to renew your CSEP with the CAB discount.

*All [LATE renewals](#) will require Individual, Student, or Senior membership to re-instate certification.

**Renewal forms can be found here:

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

SEP Renewal for CAB employee = \$100

1. Request an invoice from certification@incose.org for CSEP renewal.
2. **Once you have paid the invoice** from your profile home page, submit your CSEP renewal documents to sep-renewal@incose.org. The online payment system 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.
3. Certification Office will review your documents and process your new certificate.

*All [LATE renewals](#) will require membership to re-instate certification.

**Renewal forms can be found here:

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