How To: Renew Certification

Submit ASEP & CSEP Renewals

Updated 31 July 2018
SEP Renewal Requirements

• ASEP:
  o $100 renewal (membership required)
  o Renewal Application
  o PDU Log

• CSEP:
  o If Certified before 1 January 2016:
    • $150 renewal for non-members
    • $100 for CAB members & all active INCOSE members
    • If CSEP is renewed late, INCOSE membership will be required to reinstate and maintain Certification
  o If Certified after 1 January 2016:
    • $100 renewal (membership required)
  o Renewal Application
  o PDU Log
SEP Renewal Requirements

• CSEP-ACQ:
  o If Certified before 1 January 2016:
    • $200 renewal for non-members
    • $125 for CAB members & all active INCOSE members
    • If CSEP is renewed late, INCOSE membership will be required to reinstate and maintain Certification
  o If Certified after 1 January 2016:
    • $125 renewal (membership required)
  o Renewal Application
  o PDU Log
  o Note: Please contact certification@incose.org for CSEP-ACQ renewal. Special invoices have to be created, since the ACQ extension is no longer available.

More information can be found here: https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew
1. Log into www.incose.org. Click on Profile Home.
2. Scroll down to the Certification Section.
   Click on Submit Renewal Application

- View My Certification History
- Submit an ASEP Application
- Submit an ESEP Application
- Submit a CSEP Renewal Application
- Submit Supporting Documents
3. Upload Renewal Application Form and PDU log.
Make sure to enter titles in the text box to the right of the uploads. Then click on Continue if you are ready to go to the Payment Page. If you want to Save your progress and pay later, just press save.
4. Enter Billing information
Make sure to fill out billing address. Click Continue to process payment.

**Home > Enter Billing Information**

**Amount Due:** $100.00

**How would you like to pay?**

*Use Your Saved Payment Options*
Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

All sales are final. Payment is in US Dollars.

*Pay With a New Credit/Debit Card*
We accept American Express, Visa, MasterCard, and Discover

Card Number: *
Name on Card: *
Security Code: *
Expiration Date: *

Select:
- [ ] Save this credit card so that I can use it for future orders

**Which Billing Address Should We Use?**

The payment method you have selected requires a billing address. Please select from a list below, or enter a new address.
5. **A confirmation email will be sent to you and to INCOSE Central.**
Your Documents will be reviewed and then a new Certificate will be processed and emailed to you through Accredible.

For more Certification information, please visit our website or use the links below:

Certification Forms: [https://www.incose.org/systems-engineering-certification/certification-forms](https://www.incose.org/systems-engineering-certification/certification-forms)


Qualifying PDU Activities: [https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew#Activities](https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew#Activities)

Late Renewals: [https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew#Late](https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew#Late)