SEP Renewal Requirements

• Renewal application Form 7
• Completed PDU log Form 13
SEP Renewal Fees

ASEP:
- $100 renewal fee (membership required)

CSEP:
- $100 renewal (membership required)
  - If certified before 1 January 2016 and not an individual member:
    - $150 renewal for non-members
    - $100 for CAB members & individual members
  - If CSEP is renewed late, INCOSE membership will be required to reinstate and maintain Certification

CSEP-ACQ:
- $125 renewal (individual membership required)
  - 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

- Please contact certification@incose.org for CSEP-ACQ renewal.
1. Log in to www.incose.org. From your name at the top right, mouse down to click on “Profile Home.”
2. Scroll down to the “Certification” section. Click on a link to submit a renewal application.
3. Upload your completed application form. Then, click “Continue.”

*Make sure to type a title for your file into the text box to the right of the uploaded form. This does not need to match your file name.
4. Enter payment information. Make sure to fill out billing address. Click “Continue” to process payment.
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.

Additional information:
- 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
- Late Renewals: https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew#Late
Any Questions?

Certification Office: certification@incose.org

For more information visit: www.incose.org/certification/