



How To: Earn Professional Development Units (PDU)

Continuing Education for ASEPs and CSEPs

Updated 20 February 2020



SEP Renewal Requirements

- 120 Professional Development Units (PDUs) every renewal period
 - Every 3 years for CSEPs
 - Every 5 years for ASEPs
- Most activities award 1 PDU per 1 hour of activity
 - Technical Society Participation
 - SE Course Work & Publication
 - SE Job Function



Documentation for PDUs

- Submit list of activities and categories in which PDUs were claimed
- Some activities have upper limits on PDUs credited
- Must be able to prove participation in activities claimed
 - Hold documentation unless asked
 - If your renewal is audited, you will be asked to provide proof of your participation
 - Consider how you will prove participation before claiming an activity



Typical qualifying activities and verification

- Attend class, training, educational meeting
 - Confirmation of attendance can be a certificate, electronic record of participation, or receipt of payment
- Watch live or recorded video of job-related topic, such as engineering, project management, or security
 - If logged in to a web site that tracks videos, can use viewing history to confirm you watched
- Read an article about systems engineering
 - Hard to prove. Cannot claim credit for time spent reading but could have a discussion with SE colleagues and write an attendance list and meeting minutes. Can claim PDUs for the time spent in discussion.



If You are Audited

- INCOSE audits a portion of renewals, asking for evidence of the PDU activities you listed
- Must confirm both your identity and the activity you claimed
- Examples
 - Proof of payment for a conference
 - Completion certificate for a class
 - Name on list of attendees for a meeting
 - Video viewing history showing your account and the videos you viewed
- Failure to prove activities means they do not count for renewal
- Knowingly falsifying records violates INCOSE ethics
 - You can lose your certification if you claim something you did not do



Any Questions?

Certification Office:

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- **<https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew>**

For more information visit:

www.incose.org/certification/