

Instructions for Renewing SE Certification

General Instructions

You may submit your application for renewal electronically or by regular mail. Before proceeding with a renewal, please read the information under the Certification web site section "How do I Renew?" Your renewal submission should contain Form 6 - *Renewal for ASEP, CSEP, and Extensions*, Form 13 - *Log of Continuing Education Credits*, and payment of the renewal fee. The forms are available on the Certification website under the heading "Certification Forms."

Submitting Online (preferred)

You may submit your application for renewal once you are logged in to the INCOSE website using your username and password. On the "Profile Home" page, there is a section for "Certification" with a hyperlink below it for renewals. Click this link to upload and name Form 6 and Form 13, as well as your renewal payment via credit card.

Submitting Through Email

You may submit your completed Forms 6 and 13 as email attachments to SEP-Renewal@incose.org You may submit payment by calling our office (+1 858.541.1725) and providing your credit card information or by paying online as described above.

Submitting Through Paper Mail

You may print and mail your completed Forms 6 and 13, along with a check or money-order made out to "INCOSE." Please also note your certification number on any mailed check or money order. The INCOSE Mailing Address is:

Certification Program Office
INCOSE
7670 Opportunity Road, Suite
220 San Diego, CA 92111

Late Renewals

An application for renewal dated (electronic or post marked) after the certification expiration date will be subject to the late renewal actions posted on the INCOSE Certification web site section "How do I Renew?"

Renewal Audits

Some people may be required to participate in quality audits as part of the renewal process. If selected for such an audit, you will be required to submit evidence that substantiates your claimed PDUs. If INCOSE determines that some credits are unacceptable, you will have 180 days to obtain PDU units that are acceptable. If you have not obtained the requisite PDUs after 180 days, your certification will be revoked until such time as the units are obtained.