

# Instructions for Renewing SE Certification

---

## General Instructions

As you begin working on your renewal, please go to the INCOSE website ([www.incose.org](http://www.incose.org)) and check that there is a current email address listed for you in your INCOSE account. All INCOSE SEPs should have accounts on the INCOSE website, even if they are not individual members of INCOSE.

Before proceeding with a renewal, please read the information under the Certification web site section "How do I Renew?" Your renewal submission may be done with Form 13 - *Log of Continuing Education Credits* published in 2017 or later, or it may be done with an earlier version of Form 13 plus Form 6 - *Renewal for ASEP, CSEP, and Extensions*. The forms are available on the INCOSE website, Certification section, under the heading "Certification Forms." Payment is also required.

## Form 13

You must agree to the Ethics Statement on Form 13 to renew. Type your name under that statement. Type your continuing education activities on the second tab, using the drop-downs. The third tab is read-only and shows the allowable categories and how many PDUs you claimed.

## 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 (if required) and Form 13, as well as your renewal payment via credit card.

## Alternate Submission Methods

You may email [SEP-Renewal@incose.org](mailto:SEP-Renewal@incose.org) or call (+1 858.541.1725) if you need to use another method for submitting renewal materials.

## Late Renewals

An application for renewal submitted or paid 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 document professional development activities that are acceptable. If you have not obtained the requisite PDUs after 180 days, your certification will be terminated.