



International Council on Systems Engineering

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How to: Late Renewals and Reinstatements

incose.org



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ASEP Renewal Fees

SEP renewal = \$100

Late SEP renewal Requirements:

0-6 Months: submit log showing 132 or more PDUs, renewal fee (\$100), and reactivation fee of \$50
Total Cost: \$150 USD (Plus active individual membership)

6-12 months: submit log showing 144 or more PDUs, renewal fee (\$100), and reactivation fee of \$100

Total Cost: \$200 USD (Plus active individual membership)

More than 12 months: submit PDU log showing 120 PDUs + 24 PDUs for each year expired, renewal fee (\$100), and reactivation fee of \$150

Total Cost: \$250 USD (Plus active individual membership)

In lieu of additional PDU requirements for late renewal, individuals may pass the INCOSE knowledge exam again. Please contact certification@incose.net if you decide to proceed with the exam instead of PDU requirement.

CSEP Renewal Fees

SEP renewal = \$100

Late SEP renewal Requirements:

0-6 Months: submit log showing 140 or more PDUs, renewal fee (\$100), and reactivation fee of \$50
Total Cost: \$150 USD (Plus active individual membership)

6-12 months: submit log showing 160 or more PDUs, renewal fee (\$100), and reactivation fee of \$100

Total Cost: \$200 USD (Plus active individual membership)

More than 12 months: submit PDU log showing 120 PDUs + 40 PDUs for each year expired, renewal fee (\$100), and reactivation fee of \$150

Total Cost: \$250 USD (Plus active individual membership)

In lieu of additional PDU requirements for late renewal, individuals may pass the INCOSE knowledge exam again. Please contact certification@incose.net if you decide to proceed with the exam instead of PDU requirement.

Steps for Renewing Late

1. Fill out Form 13 PDU log with the appropriate amount of PDUs (based on the amount of time since your certification lapsed/expired from slide 4 & 5).
2. Renew membership if expired.
3. Login to your member portal and click on “Certification” at the top. Select “View my Certificate” from the drop down menu.
4. Click on the certification type; ASEP, CSEP or ESEP link.
5. Click on the “Apply/Renew” button and follow the prompted steps to complete the renewal submission process.

Certification Office will review your documents and process your new certificate.

Re-Instating ESEP

ESEPs who lapse due to membership are required to pay a reactivation fee in order to re-instate their certification. See below for fees table, listed in USD:

Months after expiration date	Reactivation fee
≤ 0	none
> 0 to 6	50
> 6 to 12	100
> 12	150

Re-Instating ESEP

If your ESEP Certification has lapsed due to membership:

1. Renew your membership from your Profile Home page
Please make sure not to create a new account. It will not automatically sync with your existing certification.
2. Log in to your member portal
3. Follow the same steps you would to renew your certification. You will be prompted to pay the reinstatement fee. Once paid and processed your ESEP certification will be reinstated and brought to good standings.

Certification Resources

Forms: [SEP Forms \(incose.org\)](https://incose.org/sep-forms)

Renewals and Late Renewals: [Renewing Certification \(incose.org\)](https://incose.org/renewing-certification)

Qualifying Activities for Earning PDUs: [INCOSE Operational Plan for SE Professional Certification](https://incose.org/operational-plan-for-se-professional-certification)

General INCOSE inquiries: helpdesk@incose.net

Certification inquiries: certification@incose.net



Thank you

Any Questions?

Certification Office
certification@incose.net

For more information visit
www.incose.org/certification