



International Council on Systems Engineering

A better world through a systems approach



How to: Renew ASEP and CSEP

incose.org



SEP Renewal Requirements

ASEP Renewal:

Period: Five years

Fee: \$100 application fee

Individual, Student, or Senior Membership required

120 PDUs required

CSEP Renewal:

Period: three years

Fee: \$100 application fee

Individual, Student, or Senior Membership required

120 PDUs required

(*) ESEP:

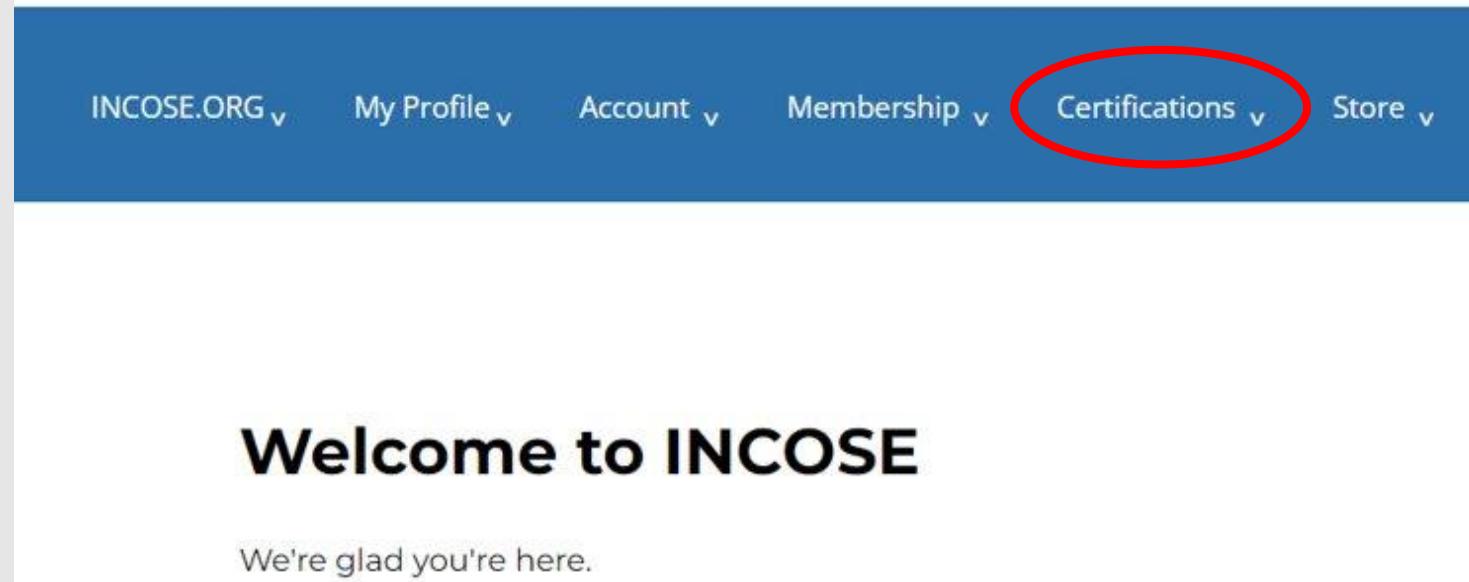
No renewal required

Active membership required

Step 1

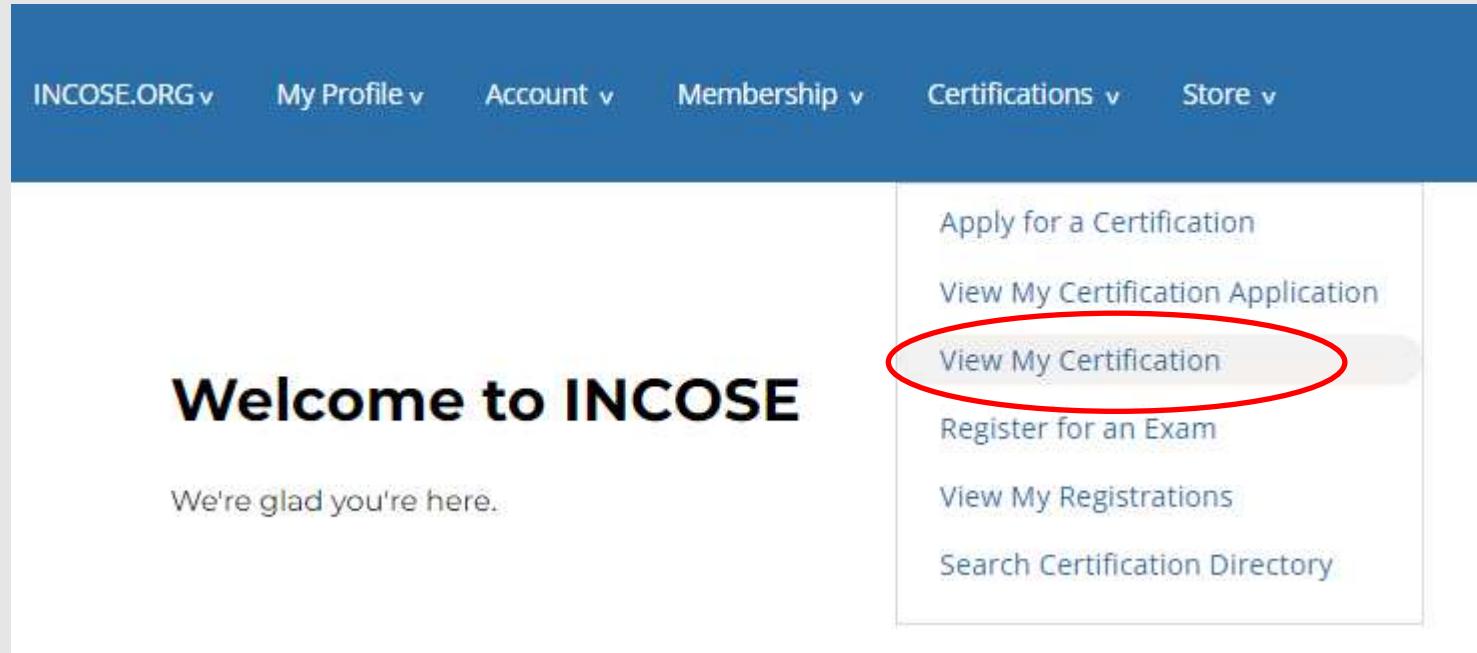
Log in to portal.incose.org.

From the banner menu, click on “Certifications.”



Step 2

Click on “View My Certification.”



INCOSE.ORG v My Profile v Account v Membership v Certifications v Store v

Welcome to INCOSCE

We're glad you're here.

Apply for a Certification

View My Certification Application

View My Certification

Register for an Exam

View My Registrations

Search Certification Directory

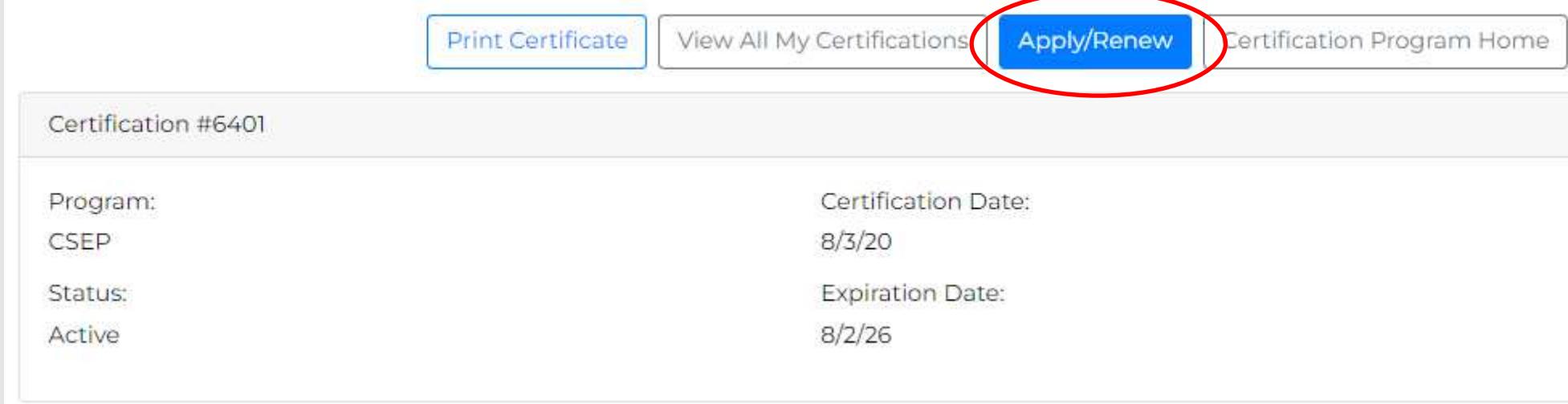
Step 3

Click on the hyperlink for the SEP Program you wish to renew.

My Certifications				
#	Certification Date	Program	Expiration Date	Status
6401	8/3/20	CSEP	8/2/26	Active

Step 4

Click on the “Apply/Renew” button.



The screenshot shows a user interface for managing certifications. At the top, there are four buttons: "Print Certificate", "View All My Certifications", a red-circled "Apply/Renew" button, and "Certification Program Home". Below this, a section titled "Certification #6401" displays the following information:

Program:	CSEP	Certification Date:	8/3/20
Status:	Active	Expiration Date:	8/2/26

Step 5

Upload Form 13.

Log of Continuing Education Credits Form 13

Upload Form 13 below. Form 6 is no longer required.
To download the current version of the file, visit our website:
<https://www.incose.org/systems-engineering-certification/certification/forms>

PDU Log

No file chosen

Amount Due Now:
100.00 USD

Your Credit & Debit Cards Name on card Expires on

+ [Add a credit or debit card](#)

Step 6

Read the affidavit.
Complete the
required fields.

Add payment information
and click “Next.”

Review your information
and then click “Process
Order.”

Affidavit & Signature

I, the undersigned, have read the contents and information hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I further state that I have read the INCOSE Code of Ethics and pledge to adhere to it. I further understand that my name (with organization/division, city, state and country) will be posted on the INCOSE public web site and may be otherwise communicated by INCOSE if I am recognized as a Systems Engineering Professional. Although my application materials may be used for INCOSE research efforts, no personally identifiable information will be published other than that listed in the previous screen. I understand that I have an ongoing obligation to keep my information current with INCOSE. I further understand that my experience will be considered only through the date of this application. I understand that I have one calendar year from the Submission Date to complete all of the activities associated with the application.

Name To Be Printed On Certificate
[REDACTED]

Submission Date *
[REDACTED]

Amount Due Now:
100.00 USD Apply Coupon Code

Your Credit & Debit Cards Expires on

+ [Add a credit or debit card](#)

⚠ No payment method selected. Please select a payment option to continue.

[Cancel](#) [Next](#)



Thank you



Any Questions?

Certification Office
certification@incose.net

For more information visit
www.incose.org/certification