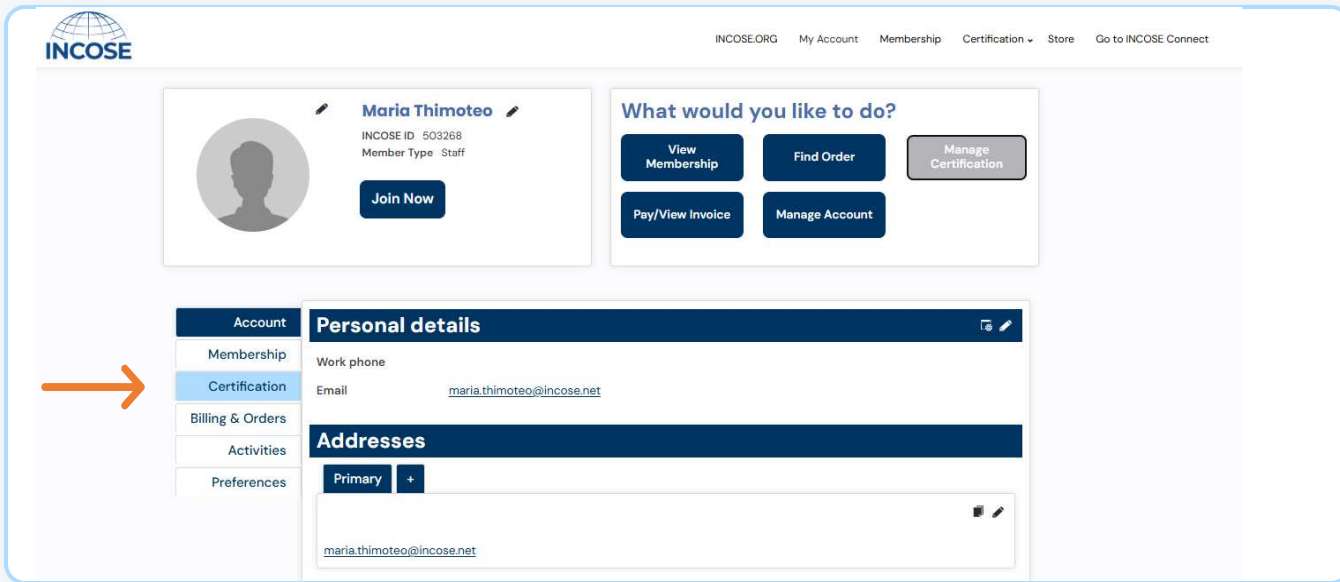




# ASEP and CSEP Renewal and Reinstatement Instructions

## Step 1

A screenshot of the INCOSE user profile page. The page has a dark blue header with the INCOSE logo and navigation links. The main content area is white and contains a user profile card, a list of actions, and a sidebar with a menu. An orange arrow points to the 'Certification' menu item.

**INCOSE**

INCOSE.ORG   My Account   Membership   Certification ▾   Store   Go to INCOSE Connect



**Maria Thimoteo** ✎

INCOSE ID: 503268  
Member Type: Staff

**Join Now**

**What would you like to do?**

**View Membership**

**Find Order**

**Manage Certification**

**Pay/View Invoice**

**Manage Account**

**Account**

- Membership
- Certification**
- Billing & Orders
- Activities
- Preferences

**Personal details** ✎

Work phone

Email: [maria.thimoteo@incose.net](mailto:maria.thimoteo@incose.net)

**Addresses**

**Primary** +

[maria.thimoteo@incose.net](mailto:maria.thimoteo@incose.net) ✎

## Step 2

[Account](#)

[Membership](#)

**Certification**

[Billing & Orders](#)

[Activities](#)

[Preferences](#)

### Certification

Program: CSEP  
Status: active  
Certified Since: 2024  
Expires: 9/30/2027

[Renew or Upgrade](#) ←  
[Print certificate](#)

## Step 3

Note: Select **your current certification level**.

### Welcome to INCOSE's certification hub!

Which certification program are you looking for?

ASEP



CSEP



ESEP



## Step 4

Note: For this guide, we'll use the CSEP Renewal as an example, but the process is the same for ASEP.

[Home](#) [My Account](#) [Renewal Requirements](#) [Work Experience Requirements](#) [Submit CSEP Application](#) [Go to...](#)

The logo is a circular seal with a purple border. Inside, it says "CERTIFIED" at the top, "INCOSE" in the center, and "CSEP" below it. The outer ring of the seal contains the text "INSTITUTE OF COMPLEX ENGINEERING PROFESSIONALS".

| Program                                      | Status | Deadline | Action |
|----------------------------------------------|--------|----------|--------|
| No data available in table                   |        |          |        |
| Current Timezone: Eastern Time (US & Canada) |        |          |        |

## Step 5

[Click here to review your past Submission\(s\)](#)

[Click here to begin a new Submission](#)



## Step 6

Click on "Application type" and choose **Renewal** or **Reinstatement** (if your certificate as expired).

[Home](#) / [My Applications](#) / 4234 - Maria Thimoteo

### INCOSE CSEP Applications

#### Applicant Information

##### INCOSE ID

503162

##### Your name \*

First name / Given name

Maria

Last name / Family name

Thimoteo

##### Your email address \*

maria.thimoteo@incose.net

##### Application type \*

(select)

(select)

ASEP-CSEP Transition

CSEP Certification

CSEP DAU Streamlined

Certification Renewal

Certification Reinstatement



Save

Add to Cart

## Step 7.1

### For Renewals:

The "Expiration Date of Current Certification" will auto populate.

You will need to document at least 120 PDUs.

#### Application type \*

Certification Renewal

| Applicant   | Renewal Fee           | Required PDUs |
|-------------|-----------------------|---------------|
| Members     | \$100 every 3 years   | 120 PDUs      |
| Non-Members | \$1,100 every 3 years | 120 PDUs      |

#### Expiration Date of Current Certification

#### Minimum PDUs Required

120

Save

Save and Next



## Step 7.2

### For Reinstatements:

The "Expiration Date of Current Certification" will auto populate.

Depending on the number of months since certificate expiration, you will need to **document more than 120 PDUs**.

The number of **additional PDUs** depend by case and can be consulted in the table provided. They also vary from ASEP to CSEP.

#### Application type \*

Certification Reinstatement

| Applicant   | Base Renewal Fee and PDUs | Late Period          | Late Fee | Additional PDUs          |
|-------------|---------------------------|----------------------|----------|--------------------------|
| Members     | \$100 – 120 PDUs          | 0 – 6 months late    | \$50     | 20 PDUs                  |
|             |                           | > 6 – 12 months late | \$100    | 40 PDUs                  |
|             |                           | > 12 months late     | \$150    | 40 PDUs per expired year |
| Non-Members | \$1,100 – 120 PDUs        | 0 – 6 months late    | \$50     | 20 PDUs                  |
|             |                           | > 6 – 12 months late | \$100    | 40 PDUs                  |
|             |                           | > 12 months late     | \$150    | 40 PDUs per expired year |

#### Expiration Date of Current Certification

#### Minimum PDUs Required

120

#### Confirm which late period your reinstatement application falls under. \*

- ☐ 0 – 6 months late
- ☐ > 6 – 12 months late
- ☐ > 12 months late

Save

Save and Next

## Step 8.1

Read the instructions to **complete all required fields in the PDU Log.**

In the "Preexisting PDU Activities" section, include the PDUs you can claim due to years of **INCOSE membership.**

### PDU Activities

#### Preexisting PDU Activities

The fields below will be automatically populated by INCOSE. Data from your current membership records, PDUs carried over from previous renewal cycles, and other relevant information collected by the system will be applied toward the minimum requirement of 120 PDUs for the current cycle. These fields are pre-filled and cannot be edited.

##### Is Member

False

##### Member Status

##### Years of Active Membership \*

*For members, please enter below the number of years that you kept an active membership.*



##### Membership PDU Calculation \*

0

##### Total Eligible Membership PDU \*

0

##### Rollover PDU Amount

*For all certification holders, if you have PDUs carried over from previous renewal cycles, the system will apply it toward the minimum requirement of 120 PDUs for the current cycle. The rollover PDUs field cannot be edited.*

##### Total Pre-Existing PDU \*

0

#### Please note:

- **Membership PDU Calculation** is the total membership point calculation. However, membership points going towards PDU are capped at three years (15 points maximum).
- **Rollover PDU Amount** is capped at 30 points.
- **Total Pre-Existing PDU** is the combined total of your Total Eligible Membership PDUs and Rollover PDUs.

## Step 8.2

In the "PDU Activities" section, click on "**Add Activity**" each time you want to document an activity that provides you with PDUs.

You can add **as many activities as you want**.

You can save your PDU Log as a **draft** and come back to it any time you wish during your certification cycle.

If you want to know what type of activities can generate PDUs, click on "Renewal Requirements" > "[PDU Categories and Limits](#)" at very the top of the page.

PDU Activities

| Activities                                                  | Action |
|-------------------------------------------------------------|--------|
| No Activities have been added. Click on Add Activity below. |        |

Add Activity

Total PDU from Activities Log \*

Sum of all submitted PDU from the PDU Activities table above.

0

Total Eligible PDU from Activities Log \*

Sum of all submitted PDU from the PDU Activities table above.

0

## Step 8.3

When you add an activity, you will see that each of them has a limit of number of PDUs that can be claimed.

- Complete the required fields for each activity.
- Type in the number of units completed for each activity.
- Click on "Add" to document that activity.

When you enter your information, the system will automatically calculate the conversion and the limit for you.

### PDU Activity Information

**Start Date of Activity \***

5/1/2024

**Activity Type \***

Attend non-peer-reviewed Professional Technical Society eve ▾

**Activity Description \***

Word count: 69 (50 min)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



**Online or remote access? \***

☒ Yes

☐ No

**Number of Units Completed - Hours \***

50



**Total PDUs earned for this activity in the current cycle \***

50

**Eligible PDUs earned for this activity in the current cycle \***

30

Cancel

Add

## Step 8.4

In the **PDU Summary** section, you can view a summary of all your documented professional development activities.

- The **Total PDUs from Submitted Log** field displays the total PDUs you have documented.
- The **Total Limited PDUs from Submitted Log** field shows the number of PDUs you can actually claim after the category limits have been applied.

If you have earned more than **120 PDUs**, the additional eligible PDUs will be recorded as **Rollover PDUs** and applied to your next certification cycle.

The **PDU Threshold** field shows the minimum number of PDUs required for your application:

- **120 PDUs** for certification renewal
- **More than 120 PDUs** for certification reinstatement



**PDU Summary**

|                                      |                                              |
|--------------------------------------|----------------------------------------------|
| <b>PDU Threshold</b>                 | <b>PDU Threshold Met</b>                     |
| 120                                  | Yes                                          |
| <b>Total PDUs from submitted log</b> | <b>Total limited PDUs from submitted log</b> |
| 140                                  | 120                                          |
| <b>Excess PDUs</b>                   | <b>Eligible Rollover PDUs</b>                |
| 0                                    | 0                                            |

[Prev](#) [Save](#) [Save and Next](#)



*Click on "Save and Next" only when you are ready to submit and pay for your renewal or reinstatement.*

## Step 9

After clicking on "Save and Next", you will be taken to the **Attestation** page.

Applicant Information > PDU Log > **Attestation**

### Attestation

#### Self-Attestation \*

☒ I certify that the information provided in this application is true, complete, and correct to the best of my knowledge and belief.

Prev

Save

Add to Cart

## Step 10

[Home](#) / [Carts](#) / [2026 INCOSE CSEP Applications](#) / Confirmation

### Review and Checkout

| Title          | Category                 | #           | Cost     | Details                     | Action                                                                                    |
|----------------|--------------------------|-------------|----------|-----------------------------|-------------------------------------------------------------------------------------------|
| Maria Thimoteo | Certification<br>Renewal | 04RENEW4106 | \$100.00 | CSEP Renewal Fee:<br>Member | <a href="#">Select</a>   <a href="#">Copy<br/>Application</a>  <br><a href="#">Remove</a> |

Total: \$100.00

Discount

Code

Apply

Make Another Submission

Print All Applications

Checkout

## Step 11



[Home](#) [My Account ▼](#) [Renewal Requirements ▼](#) [Work Experience Requirements ▼](#) [Submit C](#)

Welcome Maria Thimoteo

[Home](#)

 [My Applications](#)

[All \(32\)](#)

[Needs Attention \(1\)](#)

[In Progress \(15\)](#)

[In Cart \(1\)](#)

[Submitted \(15\)](#)

[Receipts](#)

[My Judging Assignments](#)

 [My Profile](#)

Your Cart has a \$0.00 Balance. Please press the Finalize button below or press the Back button if you'd like to continue to make edits.

**Finalize**

**Back**

## Step 12

After checkout, you can print your invoice and renewal request.

- (!) **Disregard the banner** about the "Needs Attention" step – this is only valid for new certificates.
- The Certification Office will process your renewal submission within 2-5 business days and contact you directly if additional information is needed.