



How To: Renew Certification

Submit ASEP & CSEP Renewals

Updated 20 February 2020



SEP Renewal Requirements

- Renewal application Form 7
- Completed PDU log Form 13



SEP Renewal Fees

ASEP:

- \$100 renewal fee (membership required)

CSEP:

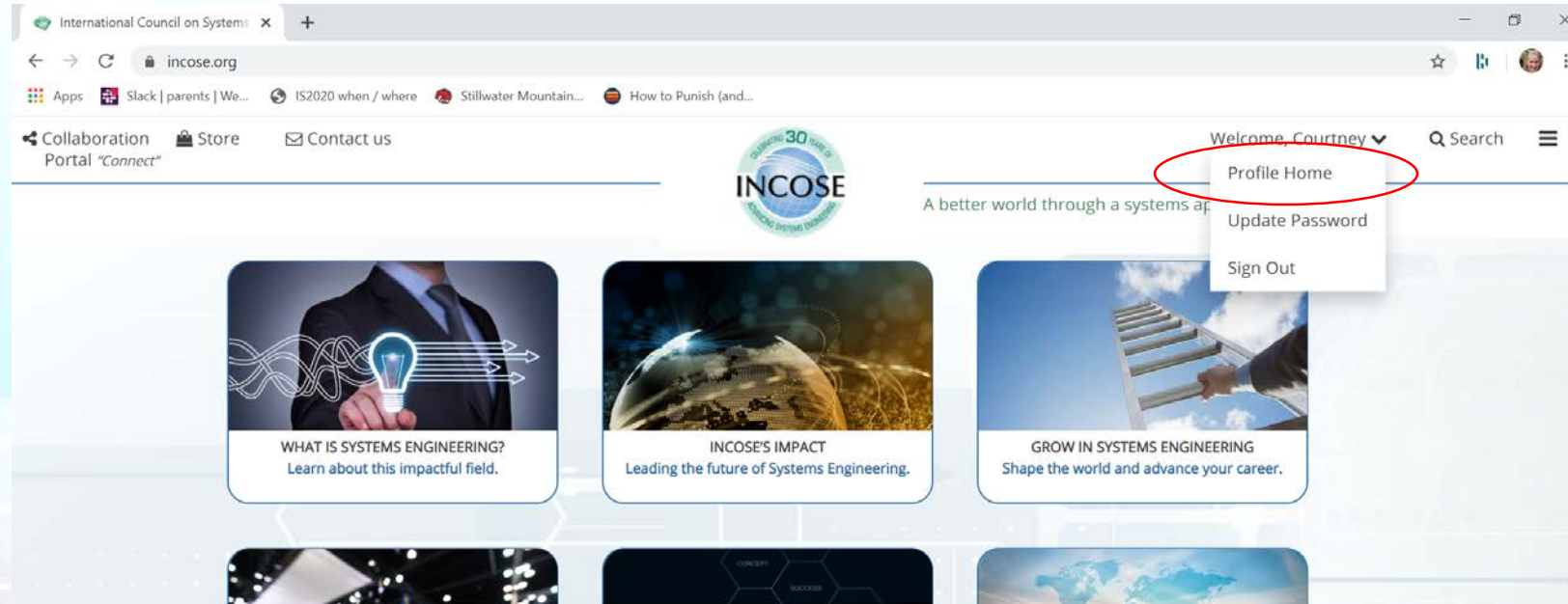
- \$100 renewal (membership required)
 - If certified before 1 January 2016 and not an individual member:
 - \$150 renewal for non-members
 - \$100 for CAB members & individual members
 - If CSEP is renewed late, INCOSE membership will be required to reinstate and maintain Certification

• CSEP-ACQ:

- \$125 renewal (individual membership required)
 - If Certified before 1 January 2016:
 - \$200 renewal for non-members
 - \$125 for CAB members & all active INCOSE members
 - If CSEP is renewed late, INCOSE membership will be required to reinstate and maintain Certification
- Please contact certification@incose.org for CSEP-ACQ renewal.



1. Log in to www.incose.org. From your name at the top right, mouse down to click on “Profile Home.”





2. Scroll down to the “Certification” section.
Click on a link to submit a renewal application.



Certification *(Application or renewal payment is made here as the last step of the application or renewal process. Membership is required for ALL certification levels.)*

Your CSEP application is 'Approved'.

- [View My Certification History](#)
- [Submit an ASEP Application](#)
- [Submit an ESEP Application](#)
- [Submit a CSEP Renewal Application](#)
- [Submit Supporting Documents](#)



3. Upload your completed application form. Then, click “Continue.”

Home >

Form(s): * [wright_courtney_app.pdf \(view uploaded file\)](#) [\(upload a different file\)](#)

For renewal, please provide your PDU Log.

PDU Log: * [wright_courtney_log.xls \(view uploaded file\)](#) [\(upload a different file\)](#)

Click "Continue" to submit and pay for your application as the final submission step.
"Save" allows you to complete later, but does not complete the submission process.
NOTE: You Must be an INCOSE Individual Member to complete the payment process.
CAB Limited account is not an individual membership.

*Make sure to type a title for your file into the text box to the right of the uploaded form. This does not need to match your file name.



4. Enter payment information. Make sure to fill out billing address. Click “Continue” to process payment.

[Home >](#)

Enter Billing Information

Amount Due: **\$100.00**

How would you like to pay?

Use Your Saved Payment Options

Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

All sales are final. Payment is in US Dollars.

Pay With a New Credit/Debit Card
We accept American Express, Visa, MasterCard, and Discover

Card Number: *
Name on Card: *
Security Code: *
Expiration Date: *

Save this credit card so that I can use it for future orders

Which Billing Address Should We Use?

The payment method you have selected requires a billing address. Please select from a list below, or enter a new address.



5. A confirmation email will be sent to you and to INCOSE Central.

- Your Documents will be reviewed and then a new Certificate will be processed and emailed to you through Accredible.

Additional information:

- Certification Forms: <https://www.incose.org/systems-engineering-certification/certification-forms>
- Certification Costs: <https://www.incose.org/systems-engineering-certification/the-certification-process/how-much-does-it-cost>
- Qualifying PDU Activities: <https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew#Activities>
- Late Renewals: <https://www.incose.org/systems-engineering-certification/the-certification-process/how-do-i-renew#Late>



Any Questions?

Certification Office:

certification@incose.org

For more information visit:

www.incose.org/certification/