



International Council on Systems Engineering

*A better world through a systems approach*



# How to: Renew ASEP and CSEP

[incose.org](http://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:

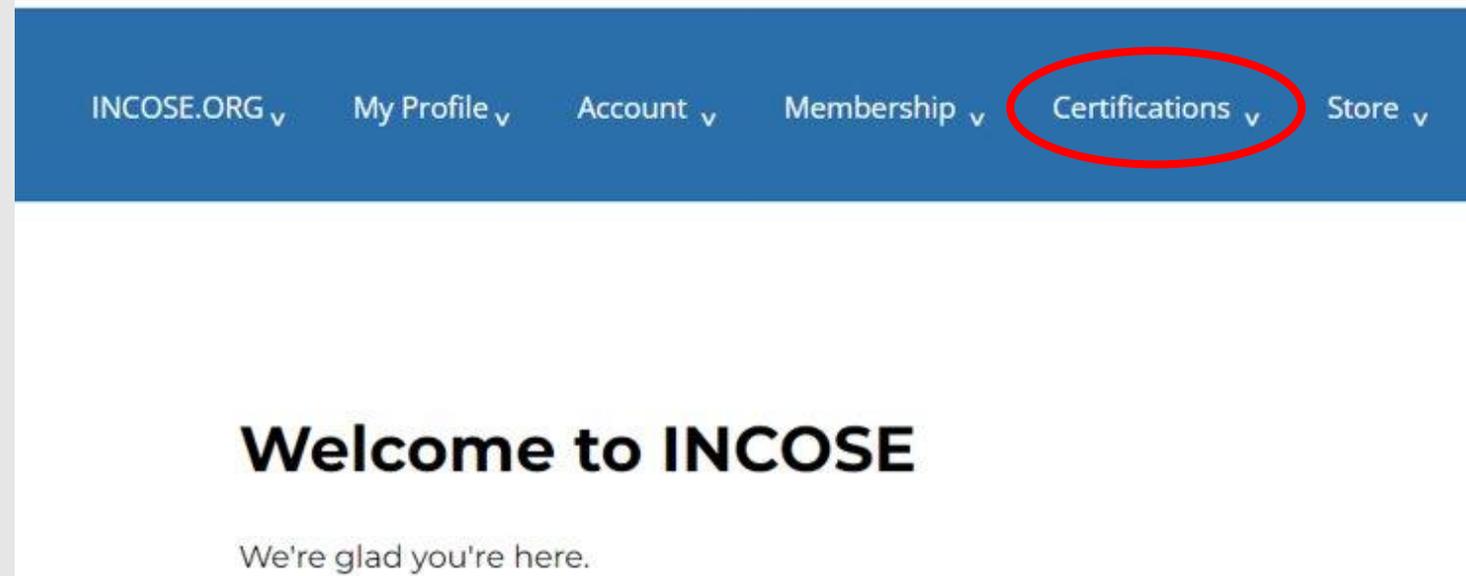
No renewal required

Active membership required

# Step 1

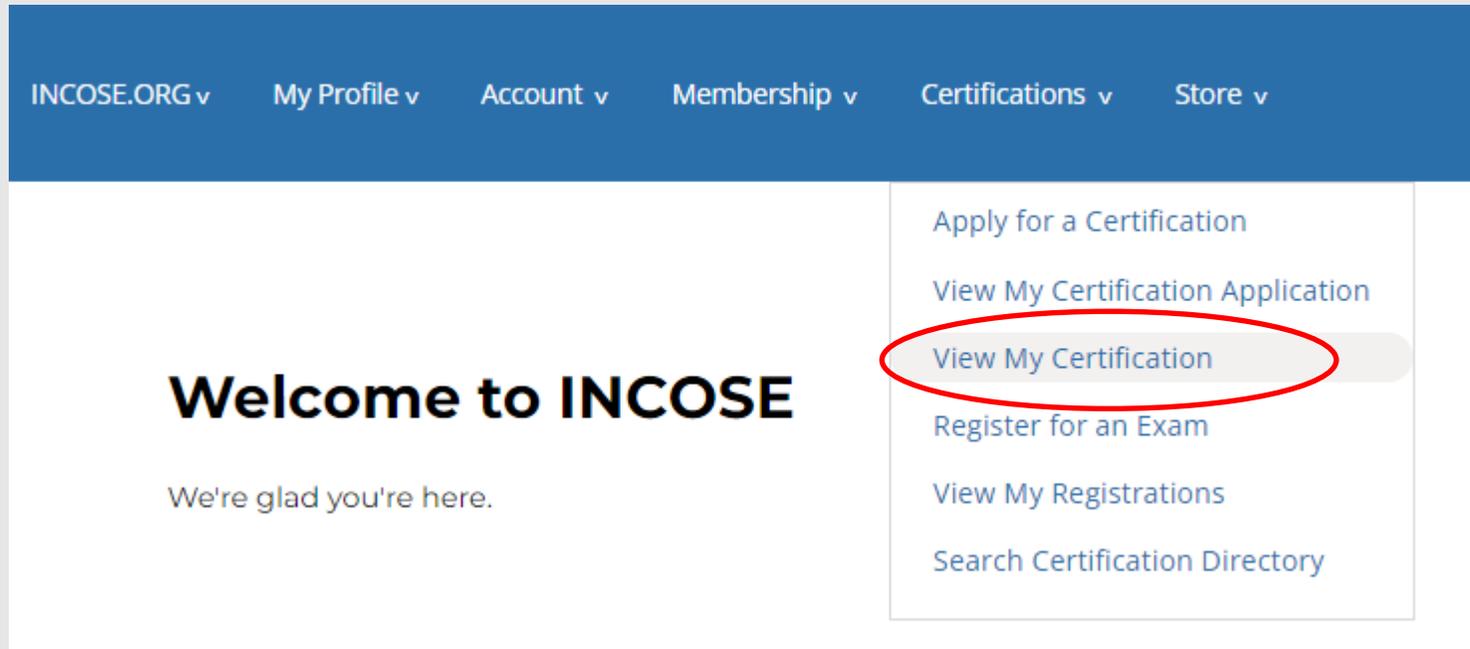
Log in to [portal.incose.org](https://portal.incose.org).

From the banner menu, click on “Certifications.”



# Step 2

Click on “View My Certification.”



The screenshot shows the top navigation bar of the INCOSE website. The bar is dark blue with white text for the following items: INCOSE.ORG v, My Profile v, Account v, Membership v, Certifications v, and Store v. Below the navigation bar, the main content area is white. On the left, it says "Welcome to INCOSE" in bold black text, followed by "We're glad you're here." in a smaller font. On the right, a dropdown menu is open under the "Certifications v" link. The menu items are: "Apply for a Certification", "View My Certification Application", "View My Certification" (highlighted with a red oval), "Register for an Exam", "View My Registrations", and "Search Certification Directory".

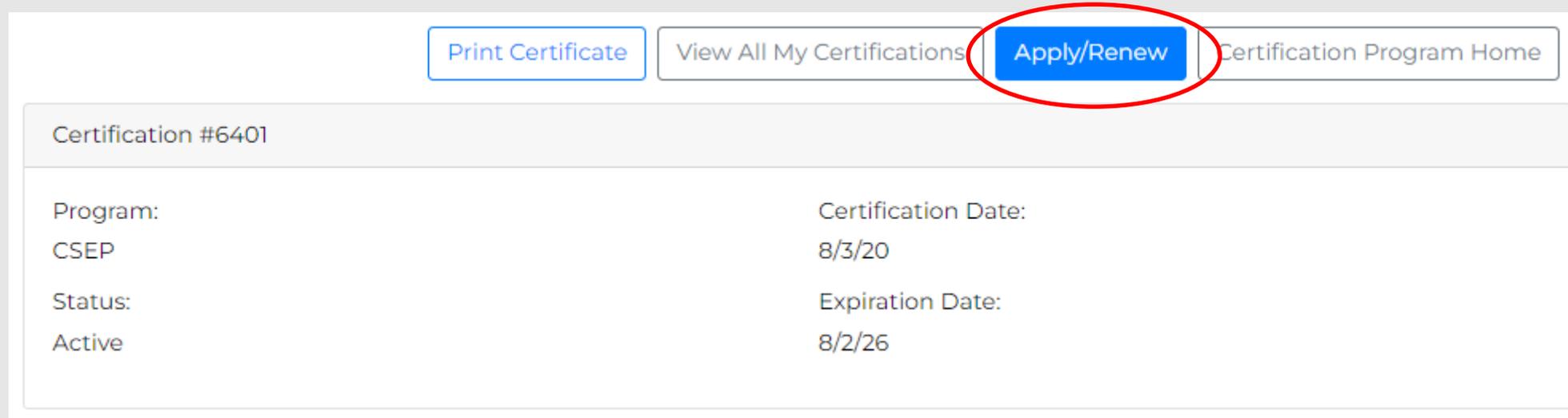
# Step 3

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

# ↕	Certification Date ↕	Program ↕	Expiration Date ↕	Status ↕
6401	8/3/20	<a href="#">CSEP</a>	8/2/26	Active

# Step 4

Click on the “Apply/Renew” button.



Certification #6401	
Program:	Certification Date:
CSEP	8/3/20
Status:	Expiration Date:
Active	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
<input type="button" value="+"/>	<a href="#">Add a credit or debit card</a>	

# 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

Submission Date \*

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](mailto:certification@incose.net)

**For more information visit**  
[www.incose.org/certification](http://www.incose.org/certification)