Circular No. (11/2015)

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<th>Qatar Council for Healthcare Practitioners (QCHP)</th>
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| To                        | • All healthcare practitioners working in the State of Qatar  
|                           | • All healthcare facilities’ focal points in the State of Qatar |
| Subject                   | • Launch of Electronic Radiation License application service  
|                           | • Extending validity of Radiation License to two years |
| Date                      | 3 June 2015 |

“The Registration Department in Qatar Council for Healthcare Practitioners presents to you its compliments”.

Due to QCHP eagerness to provide the utmost quality to streamline the process for healthcare practitioners and employers, in line with the best use of technology, and in collaboration with the Ministry of Environment and Occupational Health & Safety department in Hamad Medical Corporation (HMC); we are pleased to announce the launch of the Electronic Radiation License application service.

**Expected benefits of the Electronic Radiation License process:**

- Increase QCHP’s customer satisfaction, save time and effort for both healthcare practitioners and employers.
- Promote sustainability by reducing the amount of paper used.
- Facilitate the process of applying and following up on radiation license application.
- Enable healthcare practitioners and employers to obtain an electronic copy for their radiation license.
- Improve communication channels between the practitioners and the QCHP’s employees.
Please note the following:

- QCHP will continue receiving the manual radiation application issuing/renewing side by side with the electronic process for **one month (grace period) from the date of this circular.**

- The council **will stop receiving the manual radiation requests issuing/renewing** and will be replaced by the electronic processes.

- The E-Radiation license can be easily accessed through the registration/licensing electronic system.

- The E-Radiation license will be accompanied with a QR code; which can be scanned by mobile devices and smart phones to ensure its integrity.

- To apply for radiation license the practitioner has to registered/licensed with the QCHP.

- The validity of the radiation license had been **extended to two years.**

- The Certificate of Physical Fitness and the Radiation Protection Certificate will be **valid for two years.**

- Practitioners who have radiation license are requested to attach their old radiation license to the renewal application.

- Upon the approval of licensing/renewal application, the electronic version of the radiation license (printable) will be available.

- The guideline for using the electronic process is attached for your reference.

Thank you for your kind cooperation

Registration Department
To Apply for radiation License please follow the below steps:

1. Open [www.qchp.org.qa](http://www.qchp.org.qa)
2. Click on Login to Medical Licensing Registration System
3. Sign In with your "Practitioner" Email ID and Password
4. Click On Apply for Radiation License
5. Complete the online application, attach the required documents and submit.
To get the employer's approval online

Login to the employer representative's account and approve the request by doing the following:

1. Click “Registering on behalf of institution staff member”.

2. Search for the practitioner and click “Show requests”.

![Employer Landing Page](image-url)

![Registering on behalf of institution Staff Member](image-url)
3. Click on the request that he/she is applying for.

4. Approve the request and submit.