



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



## تعميم رقم (2018/22)

من	المجلس القطري للتخصصات الصحية
إلى	<ul style="list-style-type: none"><li>• كافة الممارسين الصحيين الراغبين في الحصول على ترخيص مؤقت في دولة قطر (القطاعين الحكومي والخاص)</li><li>• كافة ضباط الاتصال في دولة قطر (القطاعين الحكومي والخاص)</li></ul>
الموضوع	تدشين طلبات "الترخيص المؤقت" إلكترونياً على نظام التسجيل والترخيص الإلكتروني
التاريخ	25 أكتوبر 2018

تُهدىكم إدارة التسجيل بالمجلس القطري للتخصصات الصحية أطيبَ التمنيات

إنطلاقاً من السعي الدائم للمجلس القطري للتخصصات الصحية إلى التطوير والتحديث المستمر على نظام التسجيل والترخيص الإلكتروني، وتسهيلاً لعملية منح التراخيص المؤقتة للممارسين الصحيين تُعلن إدارة التسجيل بالمجلس القطري عن إمكانية تقديم طلبات "الترخيص المؤقت" إلكترونياً على نظام التسجيل والترخيص الإلكتروني.

وبناءً عليه وجب التوجيه بالتالي :

- سيتم التوقف عن استقبال الطلبات عبر البريد الإلكتروني اعتباراً من تاريخ صدور هذا التعميم.
- للتقدم بطلب "الترخيص المؤقت" الإلكتروني يتوجب على الممارس إكمال طلب التقييم مسبقاً.
- الإطار الزمني لاستكمال طلبات "الترخيص المؤقت" هو ثلاثة أيام عمل.
- سيكون التقدم لطلب الترخيص الدائم متاحاً وصالحاً طوال مدة الترخيص المؤقت.
- لمعرفة متطلبات الترخيص المؤقت، يرجى مراجعة سياسة التراخيص المؤقتة على موقع المجلس القطري للتخصصات الصحية.

المرفقات:

- دليل استخدام طلب "الترخيص المؤقت"

للاستفسار يرجى التواصل مع:

جواهر العلي

[Jalali@moph.gov.qa](mailto:Jalali@moph.gov.qa)

د. سومة التركي

[seltorky@moph.gov.qa](mailto:seltorky@moph.gov.qa)

شاكرين لكم حسن تعاونكم

المجلس القطري للتخصصات الصحية



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



## Temporary License User manual

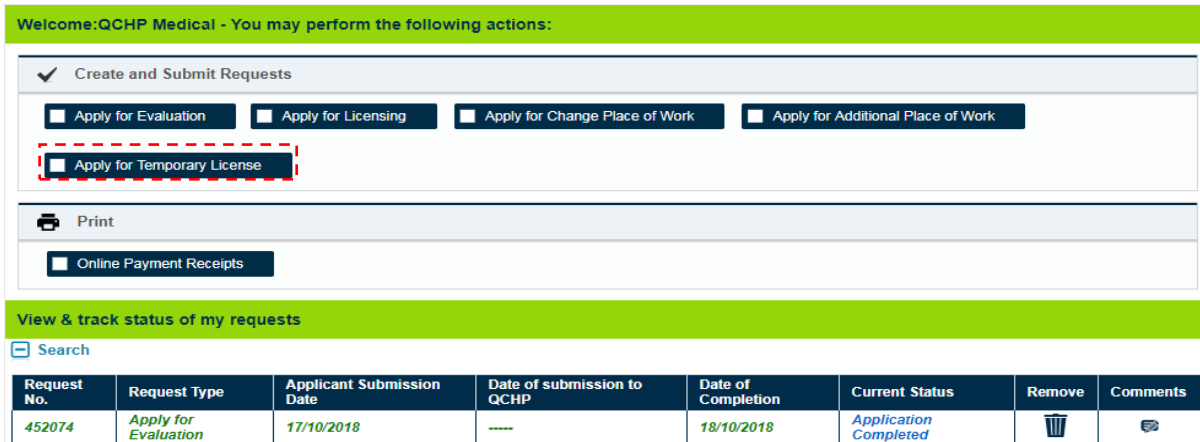
Upon approval of the evaluation application by QCHP, the applicant can apply for a temporary license.

Enter QCHP's applicant account username and password on login tab:



The screenshot shows the QCHP login page. At the top, there is a header with the QCHP logo and the text "World Class Standards. Qualified Practitioners". Below the header, there are three navigation tabs: "LOGIN/SIGN IN", "REGISTER/SIGN UP", and "GUIDELINES". The "LOGIN/SIGN IN" tab is active. In the center, there is a login form with two input fields: "Please enter your User Name" and "Please enter your Password". To the right of the "User Name" field is a user icon, and to the right of the "Password" field is a lock icon. A green "Sign In" button is located to the right of the password field. Below the login form is a green "Forgot Password" button. The entire login form area is highlighted with a red dashed border.

After successful login, kindly choose "Apply for Temporary License."



The screenshot shows the QCHP Medical dashboard. At the top, there is a green header with the text "Welcome:QCHP Medical - You may perform the following actions:". Below the header, there is a section titled "Create and Submit Requests" with a checkmark icon. This section contains five buttons: "Apply for Evaluation", "Apply for Licensing", "Apply for Change Place of Work", "Apply for Additional Place of Work", and "Apply for Temporary License". The "Apply for Temporary License" button is highlighted with a red dashed border. Below this section, there is a "Print" section with a printer icon and an "Online Payment Receipts" button. At the bottom, there is a section titled "View & track status of my requests" with a search icon and a search bar. Below the search bar is a table with the following data:

Request No.	Request Type	Applicant Submission Date	Date of submission to QCHP	Date of Completion	Current Status	Remove	Comments
452074	Apply for Evaluation	17/10/2018	-----	18/10/2018	Application Completed		



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



## 1. Please read through the below points and click on the highlighted part

Personal Declaration

Apply Temporary License

### Personal Declaration

I hereby declare the information and documents I provide to QCHP are true and verifiable to the best of my knowledge and I bear responsibility for any discrepancies in the presented particulars.

I undertake that I must inform QCHP of any past or current criminal charges or convictions. I will also inform the Council of any physical or mental conditions that jeopardize my ability to provide quality health care. I also undertake that as long as I am licensed by QCHP I will provide them with any updates regarding the aforementioned.

I further authorize the release of my license details and information shared with QCHP, including derogatory information, to the concerned authorities having a legitimate need for the information and release QCHP from all liability for the release of this information.

I hereby declare the above mentioned statements.

## 2. Depending on the applicant having a QID or not, please tick the correct part, fill out the applicant's name in Arabic and attach the requirements as per the below screenshots.

Personal Declaration

Apply Temporary License

### Temporary License Requirements

#### Personal Information

First Name on Passport*	Ahmed						
Middle Name(s) on Passport							
Last Name on Passport*	Mohamed						
First Name on Passport - Arabic*							
Middle Name(s) on Passport - Arabic							
Last Name on Passport - Arabic*							
Gender*	Male						
Passport Number*	L5918631						
Date of Birth*	25/01/1986						
Nationality*	India						
Passport Expiry Date*	20/12/2020						
Passport Scanned Copy	<p>Allowed file extensions are .PDF, .JPG, .DOC, .DOCX, .PNG &amp; .GIF</p> <p>Select File <input type="button" value="Choose File"/> No file chosen</p> <p>Maximum File Size is : 2 MB</p> <p>Max Resolution is 400 DPI</p> <p>File Description <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Reset"/></p> <table><thead><tr><th>Attachments</th><th>Description</th><th>Remove</th></tr></thead><tbody><tr><td><a href="#">11-Passport-452074.pdf</a></td><td>Passport</td><td><input type="button" value="Remove"/></td></tr></tbody></table>	Attachments	Description	Remove	<a href="#">11-Passport-452074.pdf</a>	Passport	<input type="button" value="Remove"/>
Attachments	Description	Remove					
<a href="#">11-Passport-452074.pdf</a>	Passport	<input type="button" value="Remove"/>					
Personal Photo:	<p>Please upload a passport sized photo with white background</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p>Maximum File Size is : 2 MB</p> <p><input type="button" value="Attach"/> </p> <p><a href="#">Photo1-Photo-452073.JPG</a></p> <p>Circular (04-2014) - Required Specifications of the Personal Photograph for Medical License Cards</p>						



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



A. Having a QID:

**Temporary License Requirements**

Do you have a Qatar National ID (QID)?  Yes  No

Qatar ID Number\* 28635601014

QID Expiry Date\* 12/12/2020

QID Scanned Copy  No file chosen  
Maximum File Size is : 2 MB

**Undertaking Letter**

Please attach the practitioner undertaking letter for the temporary license.

**Attachments :**

Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

Undertaking Letter  No file chosen  
Maximum File Size is : 2 MB  
Max Resolution is 400 DPI

File Description

B. No QID:

**Temporary License Requirements**

Do you have a Qatar National ID (QID)?  Yes  No

**Medical Report**

Please attach your medical report attested by the Ministry of Foreign Affairs in Qatar (MOFA).  No file chosen  
Maximum File Size is : 2 MB

**Police Clearance**

Please attach a police clearance from your home country attested by the Ministry of Foreign Affairs in Qatar (MOFA).  No file chosen  
Maximum File Size is : 2 MB

**Undertaking Letter**

Please attach the practitioner undertaking letter for the temporary license.

**Attachments :**

Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

Undertaking Letter  No file chosen  
Maximum File Size is : 2 MB  
Max Resolution is 400 DPI

File Description



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



After successful submission, the request status will show as “Under Process with QCHP.”

Welcome:QCHP Medical - You may perform the following actions:

✓ Create and Submit Requests

Apply for Evaluation  Apply for Licensing  Apply for Change Place of Work  Apply for Additional Place of Work

Apply for Temporary License

Print

Online Payment Receipts

View & track status of my requests

Search

Request No.	Request Type	Applicant Submission Date	Date of submission to QCHP	Date of Completion	Current Status	Remove	Comments
452074	Apply for Evaluation	17/10/2018	-----	18/10/2018	Application Completed		
452078	Apply for Temporary License	21/10/2018	-----	-----	Under process with QCHP		

Once the request is processed by QCHP, an email and SMS will be sent.

You can do the following according to the decision of the officer as mentioned below:

1. *Sent back:* - Click on “Apply for Temporary License” and provide the missing information according to the comments mentioned by the QCHP Officer.
2. *Rejected:* - Contact your employer representative.
3. *Approved:* - Click on “Temporary License” and print the temporary license.

✘ If you face any technical issues, please send an email to our technical support helpdesk: [qchphelpdesk@moph.gov.qa](mailto:qchphelpdesk@moph.gov.qa)