

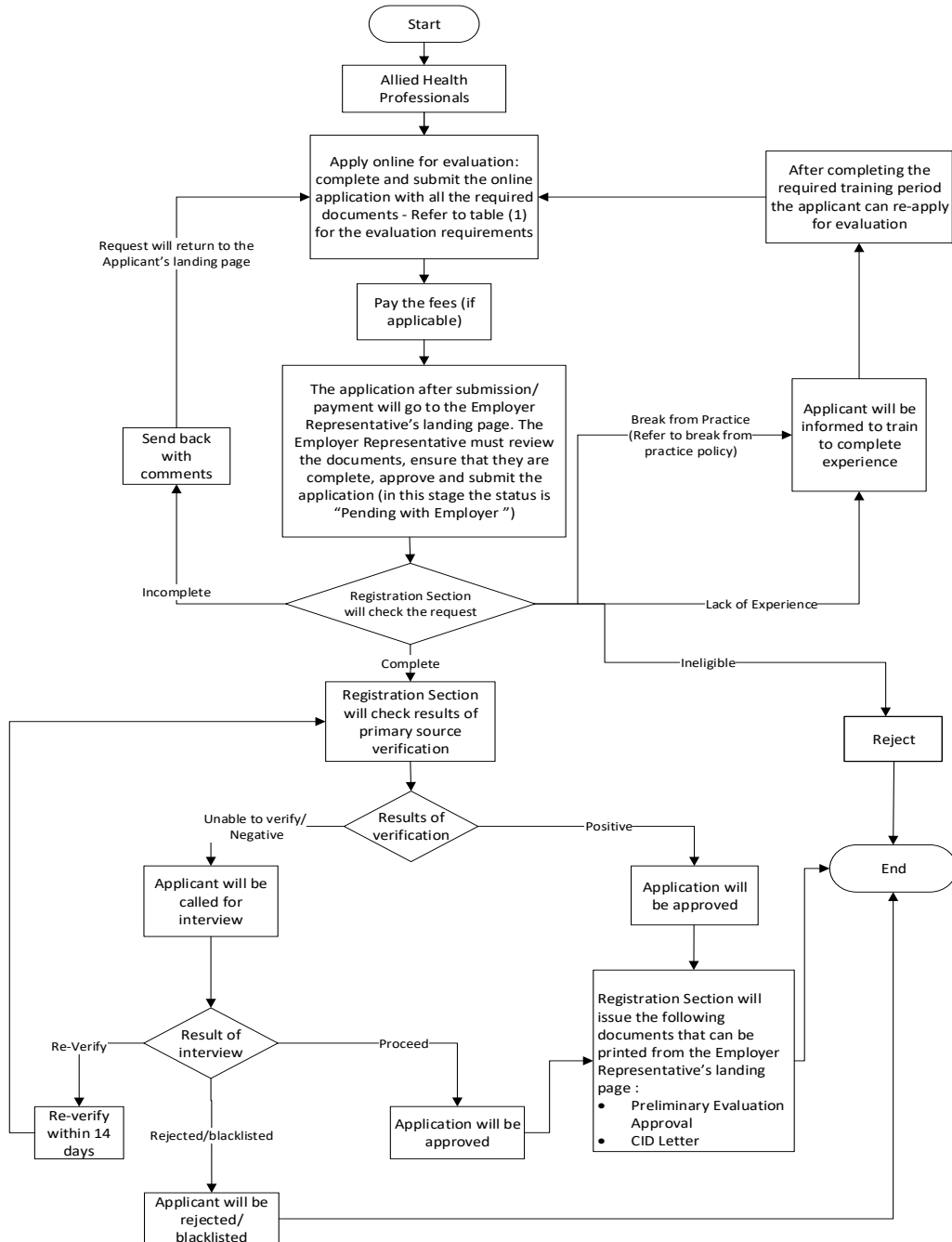


# Guidelines for Allied Health Professions (AHP)

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## 1. Registration/Evaluation process map



- ❖ The applicant should follow up on the request with the employer representative.
- ❖ For break from practice policy, refer to attachment "1" in the ["Additional Attachments"](#) document.
- ❖ Preliminary evaluation is only valid for 6 months.



## Registration/Evaluation Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions [website](#), complete the online application and pay the required fees (if applicable).

**Submit an electronic “Apply for Evaluation” request and upload the below mentioned required documents:**

1. Copy of valid passport.
2. Copy of valid QID (front and back) or copy of the national ID.\*
3. One recent photo (according to photo criteria stated in [Circular\(04-2014\)](#) or in the “[Additional Attachments](#)” document).
4. An up to date [Curriculum Vitae \(C.V\)](#).
5. Copy of all academic certificates relevant to applicant’s scope along with official transcripts (refer to Table no. 1).
6. Copy of the recent work experience certificates (with an issue date) required according to applicant’s scope (refer to Table no. 1).
7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of primary source verification report.
9. The verification report will be reviewed during this phase, any misleading information provided will result in further investigations and could result in disciplinary action taken.
10. Copy of the passing certificate of the qualifying exam (if applicable).

\*The national ID depends on each country such as the national ID in Sudan, the national insurance number in UK, the multi-purpose number in the Philippines etc.

### Notes

- Applications that do not meet the requirements above will be sent back to the applicant.
- The evaluation does not obligate the Department of Healthcare Professions to grant the applicant any specific degree or title.
- Practitioners graduated from Qatar university, Qataris, children of Qatari women and offspring of residents’ who studied in Qatar or abroad, applying to join governmental and semi-governmental healthcare facilities are exempted from the registration/licensing requirement of work experience, provided that they complete an internship period as per the educational program requirements.
- Please note that the primary source verification (PSV) process done by the verification companies suffices for the requirement to attest certificates by related competent authorities (i.e., certificates do not have to be attested if it is verified by PSV companies).
- The certificate of good standing will be required to be sent directly to DHP in the licensing phase.



- It is the applicant's responsibility to follow up on the verification report and the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa)
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the [website](#) of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case-by-case assessment may be implemented.

You can follow-up on the request with your employer representative.

Table No. "1"

Scope of practice	Education requirements	Experience requirements	Other requirements	
<b>Allied Health Practitioners (AHP)*</b>  <b>* Some specialties are evaluated by specialized committees on a case-by-case basis.</b>	<b>Clinical Scientist</b>	Doctoral degree and registration with the relevant professional body.	The Allied Health Practitioners counts for more than 50 scopes of practice requiring different educational qualifications and expertise.  • For requirements specific to scope, please refer to the <a href="#">AHP Scope Requirements</a> under Guidelines and Useful Links in the Department of Health Professions <a href="#">website</a> .	
	<b>Therapist/Technologist</b>	Bachelor's degree		In general, 2-5 years' experience in the related field after gradation (depending on the scope of practice).
	<b>Technician</b>	Diploma, or equivalent from a recognized institution.		In general, a minimum of 2 years' experience in the related field after gradation or on a case-by-case basis (unless otherwise indicated).



## Training Approval Requirements

Applicants with a break from practice or lack of experience can apply for training after providing the Registration Section of DHP with the below mentioned documents in their evaluation application, in addition to the documents required for evaluation\* (please check the break from practice policy, attachment "1" in the "[Additional Attachments](#)" document):

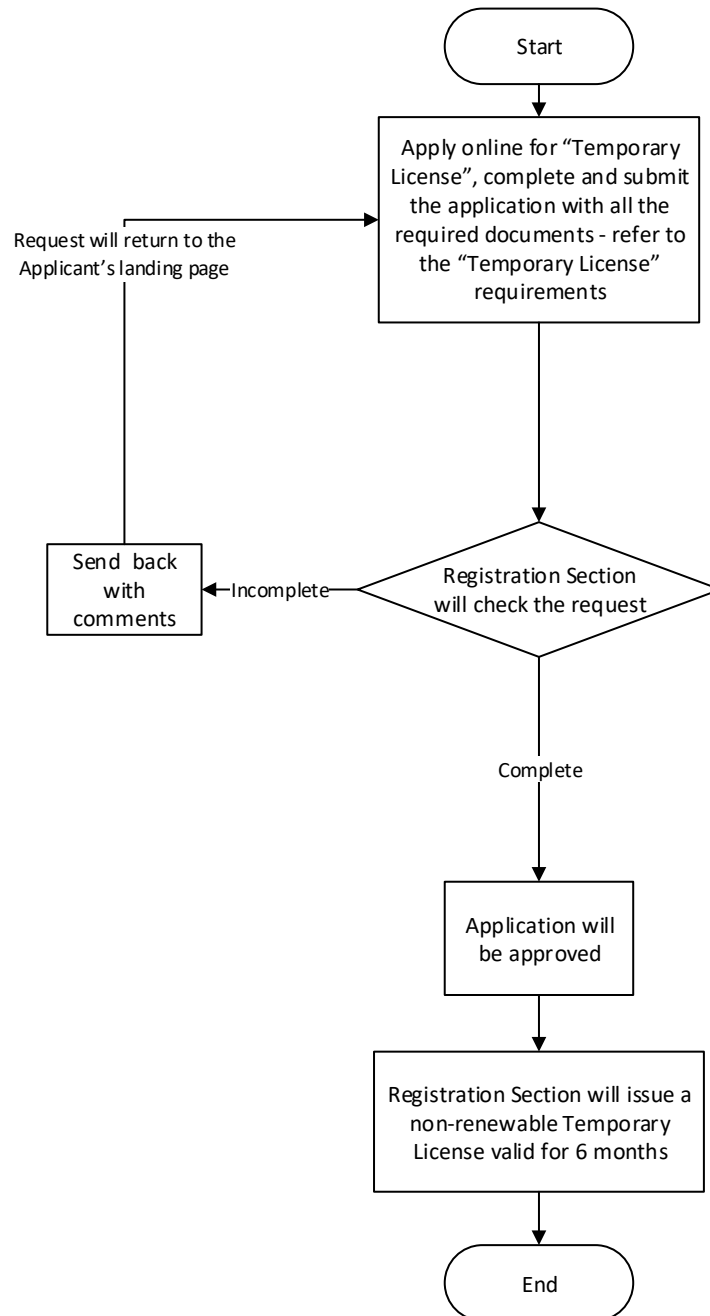
1. No Objection Letter from the employer requesting for approval from the Department of Healthcare Professions for the applicant to work as trainee within their institution.
2. Valid copy of the Medical License of the practitioner under whose supervision the applicant will be working.
3. Copy of the applicant's Qatari ID (front and back sides).

A training letter should be issued from DHP prior to commencing training.

\*Please refer to the Evaluation requirements for full list of required documents.



## 2. Temporary License Process Map





## Temporary License Requirements:

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions [website](#), complete the online application and pay the required fees (if applicable).

**Submit an electronic “Apply for Temporary License” request and upload the below mentioned documents (documents uploaded in the evaluation will remain available on the system unless expired):**

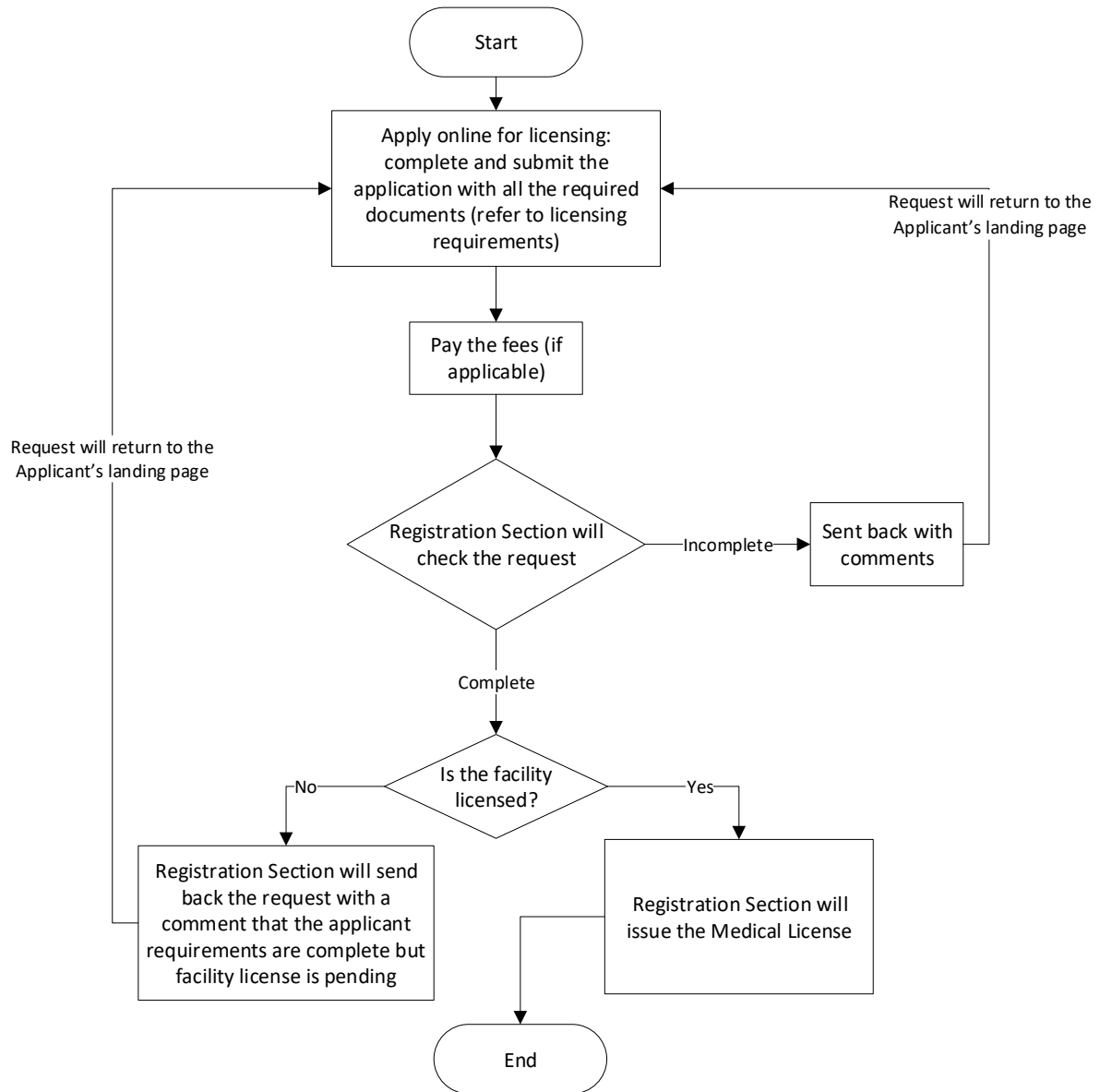
1. Copy of valid QID (front and back) (If applicable)
2. In case the healthcare practitioner applies for the temporary license without a QID, then the following documents must be submitted:
  - Medical Test from the home country (Blood Test, Chest X-ray) attested from the Ministry of Foreign Affairs in Qatar (MOFA).
  - Police Clearance Certificate from the home country attested from MOFA.
3. Undertaking letters for the temporary license for the practitioner and facility (the templates are available in the “[Additional Attachments](#)” document)

### Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Temporary Licenses shall be valid for a maximum period of 6 months (non-renewable).
- The practitioner must apply for a licensing application during the temporary license validity period; otherwise, the applicant will have to re-apply for evaluation.
- In case of negative verification reports and proven incidents of fraud, the practitioner’s license will be suspended, the practitioner will be banned from practicing immediately and this will result in disciplinary actions taken towards the practitioner.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the [website](#) of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case-by-case assessment may be implemented.



### 3. Licensing Process Map







## Licensing Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions [website](#), complete the online application and pay the required fees (if applicable).

**Submit an electronic “Apply for Licensing” request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):**

1. Copy of valid QID (front and back) (If applicable)
  - a. For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the potential employer.
  - b. For female practitioners on a family sponsorship, please attach a copy of the QID along with a letter of intent from your potential employer.
2. Copy of the primary source verification report.
3. Copy of Police Clearance Certificate stamped from MOFA, addressed to MOPH.
4. Medical report (valid for 6 months), which must be issued by any of the following facilities:
  - a. HMC
  - b. Medical Commission
  - c. Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
  - d. Primary Health Care Corporation (For Qataris only)

Medical report must include HIV test, HCV test, HBV test and Chest X-Ray.

5. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent (or CPR registration receipt + undertaking letter that CPR certificate will be submitted upon completion).
6. Original Certificate of Good Standing must be sent directly from the Registration authority (or authorities) of the most recent required years of work experience, by mail to: Registration Section, Department of Healthcare Professions, Ministry of Public Health, P.O. Box: 7744, Doha, Qatar, or by email to [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa).

### Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- The certificate of good standing will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary actions.
- It is the applicant’s responsibility to follow up on receiving the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa).

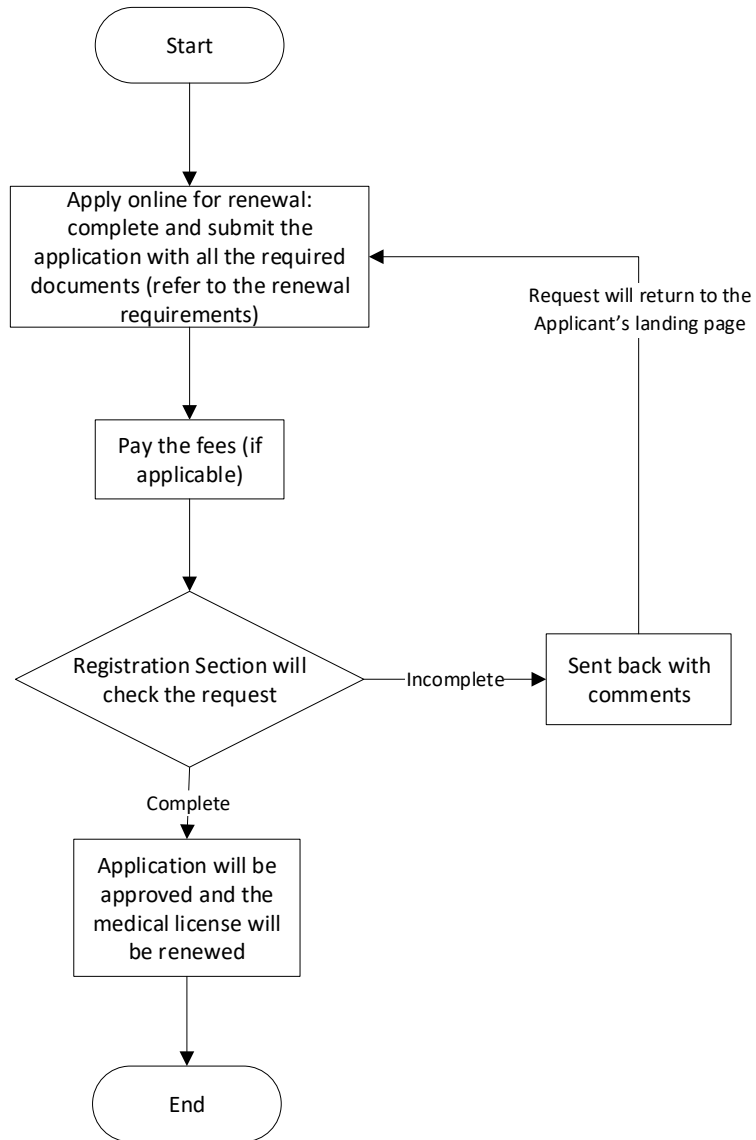


- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- The facility license showing the approved activities must be provided upon request.
- Please refer to the [website](#) of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case-by-case assessment may be implemented.

**You can follow-up on the request with your employer representative.**



#### 4. License Renewal Process Map





## License Renewal Requirements

### Step1: Fulfilling CPD Requirements

- All licensed healthcare practitioners are required to participate in CPD activities, according to the policies and regulations of the Accreditation Section, in order to renew their licenses. All licensed healthcare practitioners are responsible to fulfill annual, category-specific CPD cycle requirements and maintain records of CPD activities in the CPD e-Portfolio prior to the submission of their renewal applications
- Please refer to the standards and guiding documents of the Accreditation Section for more details about CPD requirements.

**Note:** Healthcare Practitioners cannot submit renewal applications unless they have fulfilled the CPD requirements; the electronic application system will not allow practitioners to apply for renewal of their licenses and an automated message will be generated informing practitioners that they don't meet the CPD requirements.

### Step2: Fulfilling Renewal Application Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions [website](#), complete the online application and pay the required fees (if applicable).

**Submit an electronic “Apply for Renewal” request and upload the below mentioned required documents:**

1. Copy of valid passport.
2. Copy of valid QID (front and back).
  - a) For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the employer.
  - b) For female practitioners on a family sponsorship, copy of the QID should be attached along with a letter of intent from the employer.
3. One recent photo (according to photo criteria stated in [Circular\(04/2014\)](#) or in the “[Additional Attachments](#)” document).
4. Medical Report will be requested as per the health fitness policy issued by the Fitness to Practice Section in [Circular\(01/2019\)](#).



5. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course (or its equivalent as per [Circular\(3/2017\)](#) ), or, CPR registration receipt along with an undertaking letter that CPR certificate will be submitted upon completion. Practitioners in health care facilities with the “[Code Blue Team](#)” approval issued by the Department of Healthcare Professions are exempt from this requirement.
6. An employment letter (the template is in the “[Additional Attachments](#)” document).
7. Any other additional documents might be requested.

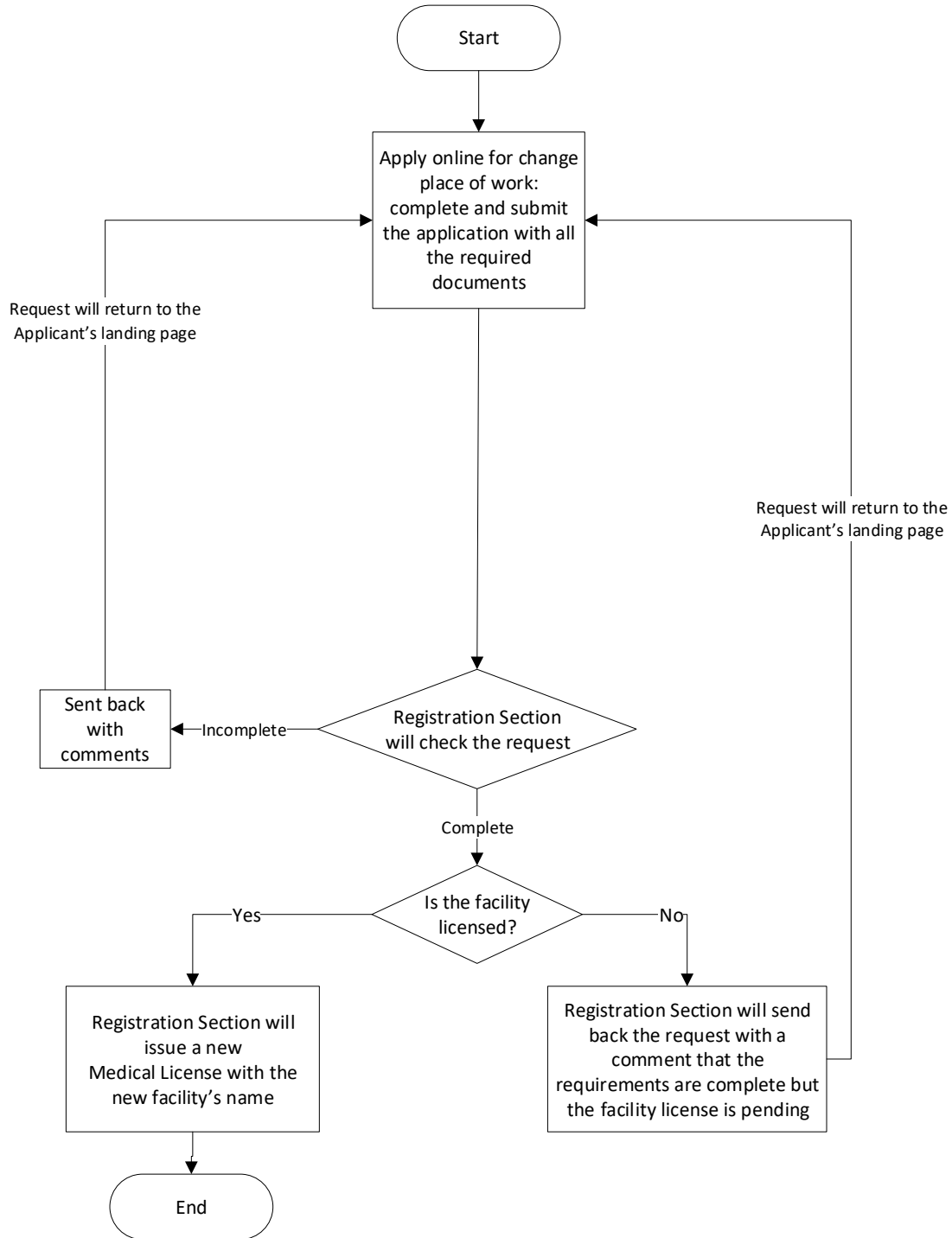
#### Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the [website](#) of the Department of Healthcare Professions frequently to check for updates on the requirements.
- A case-by-case assessment may be implemented.

**You can follow-up on the request with your employer representative.**



## 5. Change Place of Work Process Map





## Change Place of Work Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions [website](#), complete the online application and pay the required fees (if applicable).

**Submit an electronic “Apply to Change Place of Work” request and upload the following documents:**

1. Copy of valid passport
2. Copy of valid QID (front and back)
  - a) For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the new employer or a secondment from the Ministry of Interior (in which case, an undertaking letter stating that a renewed secondment or QID will be submitted upon expiry of the attached one, should be included).
  - b) For female practitioners on family sponsorship, a copy of the QID along with a letter of intent from the new employer and a letter of no objection from the old employer should be uploaded.
3. Any other requirement according to the active laws and regulations in the State of Qatar.

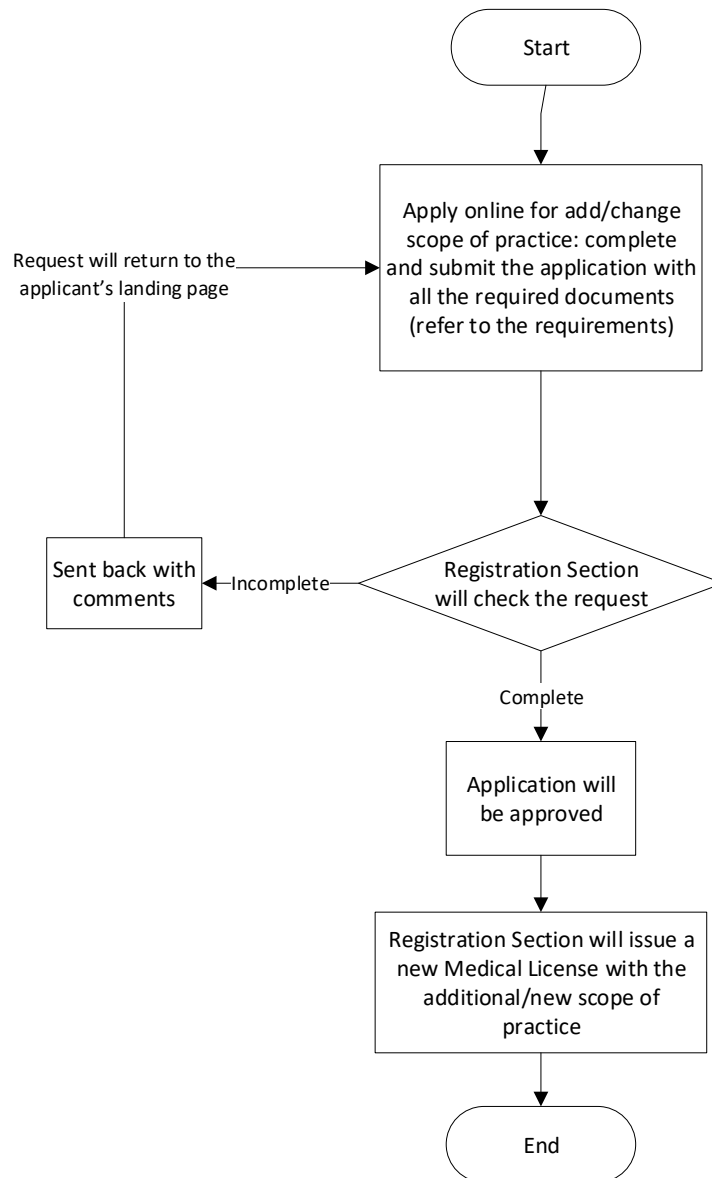
### Notes

- In case the “Apply to Change Place of Work” request was submitted after evaluation (before licensing), then the QID will not be required. However, a letter of intent from the new employer and a letter of no objection from the old employer will be required instead.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- The facility license showing the approved activities must be provided upon request.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the [website](#) of the Department of Healthcare Professions frequently to check for updates on the requirements.
- A case-by-case assessment may be implemented.

**You can follow-up on the request with your employer representative.**



## 6. Add/Change Scope of Practice Process Map







## Add/Change Scope of Practice Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions [website](#), complete the online application and pay the required fees (if applicable).

**Submit an electronic “Apply to Add/Change Scope of Practice” request and upload the below mentioned required documents:**

1. Copy of valid passport
2. Copy of valid QID (front and back).
3. A recent no objection letter from the employer for the addition/change of scope.
4. Copy of additional academic certificates relevant to the new scope (if applicable).
5. Copy of additional experience certificates (with an issue date) relevant to the new scope (if applicable).
6. Copy of the verification report for any additional documents.

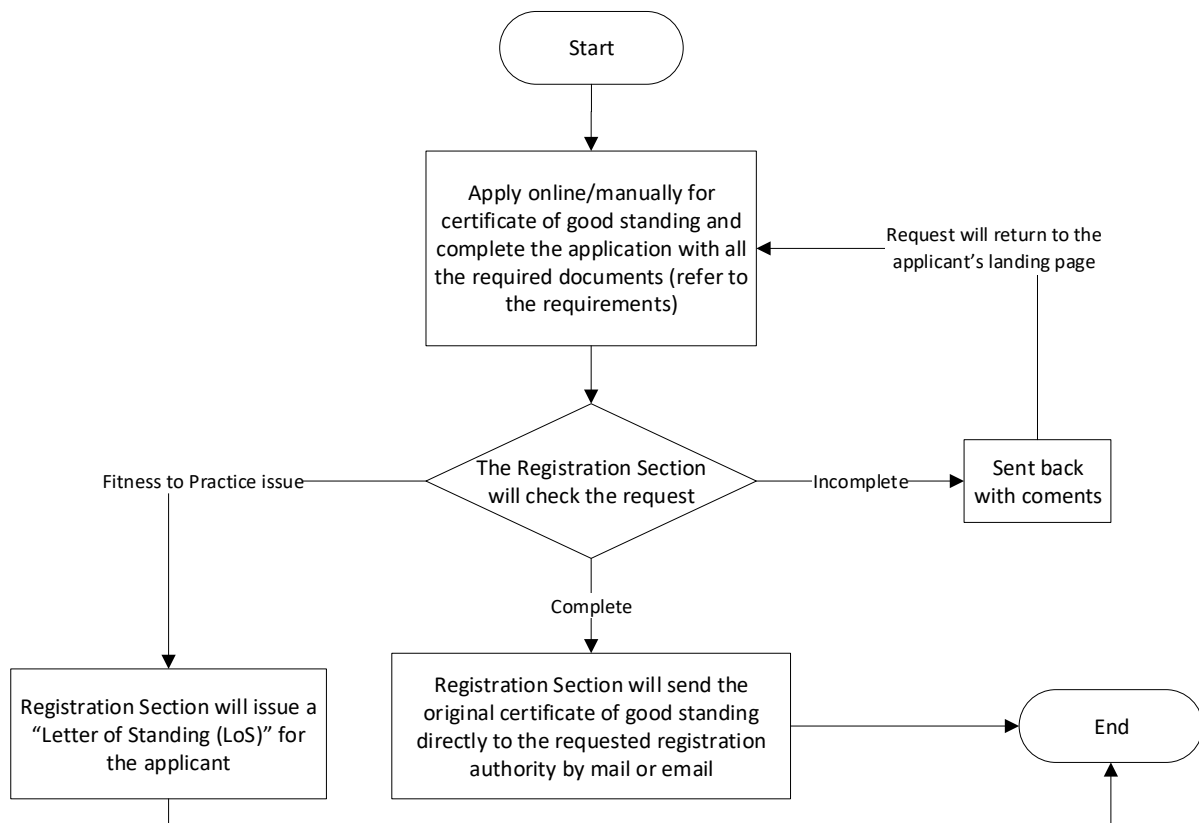
### Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the [website](#) of the Department of Healthcare Professions frequently to check for updates on the requirements.
- A case-by-case assessment may be implemented.

**You can follow-up on the request with your employer representative.**



## 7. Certificate of Good Standing Process Map (For Healthcare Practitioners who have a medical license issued by DHP)



- ❖ A black and white copy of the certificate of good standing can be requested by the applicant in the comments section of the application.
- ❖ The registration certificate (addressed to whom it may concern) issued can be collected by the applicant only in a sealed envelope.
- ❖ Verification forms can be filled and sent to the competent authority.



## Certificate of Good Standing (COGS) Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions [website](#), complete the online application and pay the required fees (if applicable).

**Submit an electronic “Apply for a Certificate of Good Standing” request and upload the below mentioned documents:**

1. Copy of valid passport
2. Copy of valid QID (front and back).
3. Copy of all academic certificates relevant to applicant’s scope.
4. Certificate of good standing from last place of work (in Qatar).
5. Clear address of the Registration Authority to which the certificate is to be submitted from the Department of Healthcare Professions.

### Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the [website](#) of the Department of Healthcare Professions frequently to check for updates on the requirements.
- A case-by-case assessment may be implemented.

You can follow-up on the request with [DHPRegistration@moph.gov.qa](mailto:DHPRegistration@moph.gov.qa)