



# GUIDELINES FOR NURSES

Department of Healthcare Professions (DHP)



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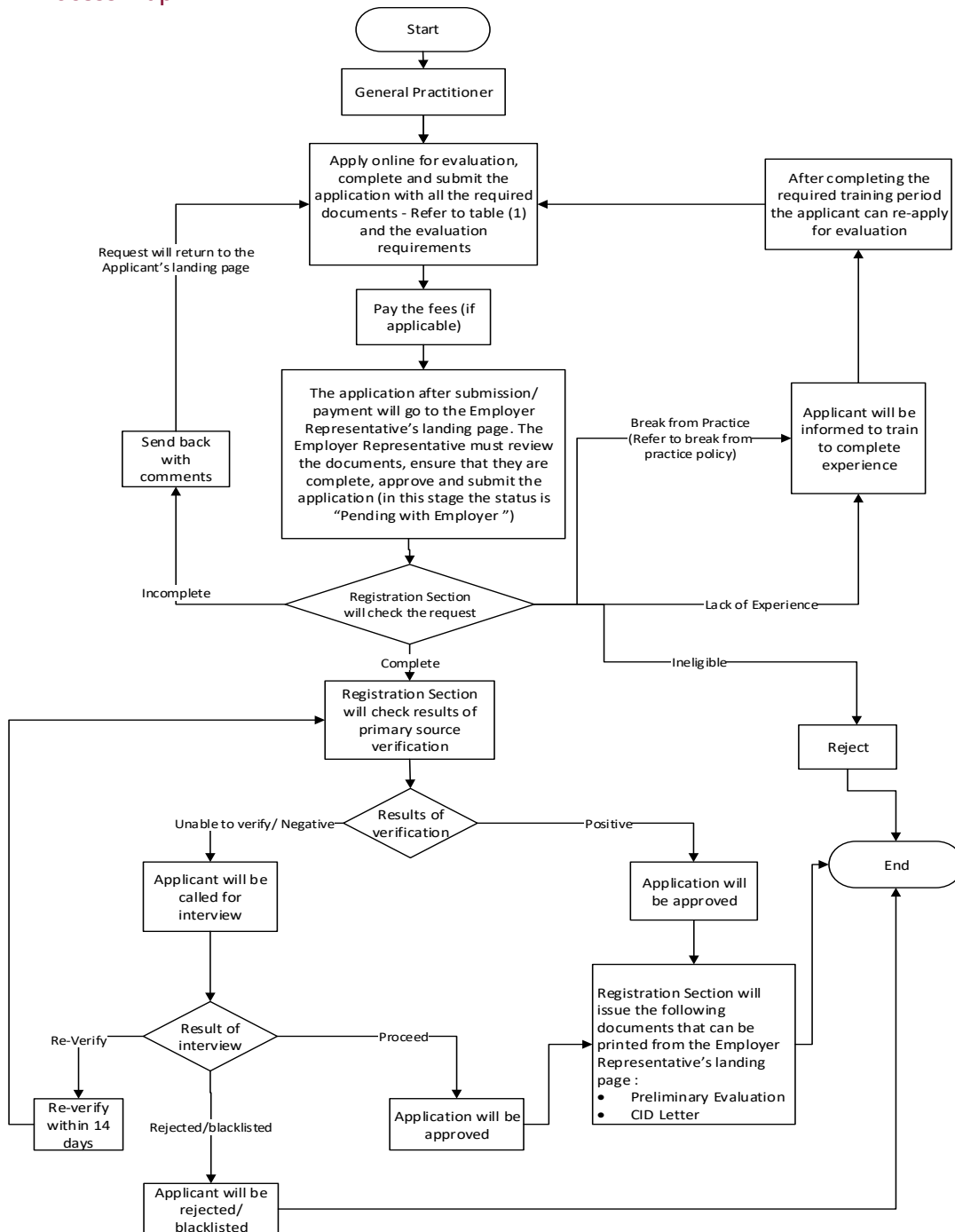


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## 1. Registration/Evaluation

### 1.1. Process Map



- ❖ The applicant must 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 valid only for 6 months.



## 1.2. Registration/Evaluation Requirements

The applicant must apply through the registration/licensing electronic system available on the DHP [website](#), complete the online application, and pay the required fees (if applicable).

**Submit an electronic "Apply for Evaluation" request and upload the following documents:**

- 1) Copy of valid passport.
- 2) Copy of valid QID (front and back) or copy of the national ID\*.
- 3) One recent photo (as per the photo criteria stated in [circular \(04-2014\)](#) or in the "Additional Attachments").
- 4) An up to date [Curriculum Vitae \(C.V.\)](#).
- 5) Copy of all academic certificates required for the applicant's scope of practice with official transcripts (refer to Table 1 below).
- 6) Copy of recent work experience certificates with issue date, required as per the applicant's scope of practice (refer to Table 1).
- 7) Copy of valid registration/licenses accompanying the required years of work experience (if applicable).
- 8) Copy of primary source verification report. The verification report will be reviewed at this stage; any misleading information provided will result in further investigations and may lead to a disciplinary action.
- 9) Copy of the qualifying exam passing certificate (if applicable).

\*The relevant national ID depending on the country, for example, the national ID in Sudan, the national insurance number in the 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 result does not obligate the DHP to grant the applicant any specific degree or title.
- The verification process done by the verification companies replaces attestation of certificates by related competent authorities (i.e.: certificates do not have to be attested).
- The certificate of good standing will be required in the licensing phase unless the case requires otherwise.
- 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 receipt of certificate of good standing by emailing [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa).
- Original documents/certificates may 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 issued in languages other than Arabic or English must be translated officially to Arabic or English and attached to a copy of the original documents.
- To check for updates of the requirements, refer to the DHP website regularly.
- A case-by-case assessment may be implemented as required.
- The applicant may follow-up on the request with the employer representative.

1.3. Table 1: Eligibility Requirements

Scope of Practice	Educational Requirements	Experience Requirements	Qualifying Exam
<b>Registered General Nurse</b>	<ul style="list-style-type: none"> <li>✓ Bachelor's Degree in nursing (duration: 4 years).</li> <li><b>Or</b></li> <li>✓ Diploma in nursing (duration: 3 years after graduation from 12 years of high school).</li> <li><b>Or</b></li> <li>✓ Associate degree in nursing in condition of being licensed as Registered General Nurse                             <ul style="list-style-type: none"> <li>✓ In country of origin.</li> <li><b>Or</b></li> <li>• In country of graduation.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ For holders of bachelor's degrees and diplomas, 2 years of clinical experience after registration and licensing as registered general nurse.</li> <li>✓ For holders of associate degree in nursing, 3 years of clinical experience after registration and licensing as registered general nurse.</li> </ul>	<ul style="list-style-type: none"> <li>• Prometric *</li> </ul>
<b>Clinical Nurse Specialist</b>	<ul style="list-style-type: none"> <li>✓ Meet the requirements for registered general nurse.</li> <li><b>And</b></li> <li>✓ Master's degree in nursing relevant to the specialty.</li> <li><b>Or</b></li> <li>✓ 1-year postgraduate degree in nursing relevant to the specialty from a recognized educational institution.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 3 years of clinical experience after registration as a registered general nurse.</li> <li><b>And</b></li> <li>✓ 1 year of clinical experience in the same specialization after the master's degree.</li> </ul>	Not required.
<b>Nurse Educator (NE)</b>	<ul style="list-style-type: none"> <li>✓ Meet the requirements for Registered General Nurse.</li> <li><b>And</b></li> <li>✓ 1-year postgraduate degree in nursing from a recognized educational institution.</li> <li><b>Or</b></li> <li>✓ Master's degree in Nursing.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 3 years of clinical experience as a Registered General Nurse after registration/licensing.</li> <li><b>And</b></li> <li>✓ 1-year experience as a Nurse Educator after obtaining the postgraduate or master's degree in nursing.</li> </ul>	Not required.



		<p>Practitioners who have not obtained a postgraduate degree or master's degree in nursing are required to have:</p> <ul style="list-style-type: none"> <li>• 5 years of clinical experience as a Registered General Nurse.</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• 2 years of experience as a Nurse Educator.</li> </ul>	
<b>Nurse Practitioner</b>	<ul style="list-style-type: none"> <li>✓ Meet the requirements for Registered General Nurse.</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>✓ Master's degree in nursing.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>✓ PhD in nursing.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 3 years clinical experience after registration/licensing as Registered General Nurse.</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>✓ 2 years of experience in the same specialization after obtaining a master's degree or PhD.</li> </ul> <p>Note: The Nurse Practitioner should hold a license in the same scope of practice after the post-graduate degree.</p>	Not required.
<b>Nurse Trainee</b>	<ul style="list-style-type: none"> <li>✓ Bachelor's degree in nursing (duration: 4 years).</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>✓ Diploma in nursing (duration: 3 years after graduation from 12 years of high school).</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>✓ Associate degree in nursing if the applicant was licensed as Registered General Nurse <ul style="list-style-type: none"> <li>• In country of origin.</li> </ul> </li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• In country of graduation.</li> </ul>	<ul style="list-style-type: none"> <li>✓ No experience required.</li> </ul>	Not Required.



<b>Midwife</b>	<ul style="list-style-type: none"> <li>✓ Bachelor's degree in midwifery or equivalent.</li> <li><b>Or</b></li> <li>✓ Bachelor's degree in nursing <b>and</b> recognized post-graduate program in midwifery.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 3 years as Midwife after registration/licensing as Registered Midwife.</li> </ul>	Prometric
<b>Assistant Nurse/ Assistant Midwife</b>	<ul style="list-style-type: none"> <li>✓ Diploma in nursing with course duration of 18 months to 2 years, after graduation from 12 years of high school.</li> <li><b>Or</b></li> <li>✓ 2 years of midwifery program from a recognized academic institution.</li> <li><b>Or</b></li> <li>✓ Diploma in nursing with course duration of 3 years, after completion of 9 years of general education.</li> <li><b>Or</b></li> <li>✓ Graduate of practical nursing program if the applicant was licensed <ul style="list-style-type: none"> <li>✓ In country of origin</li> </ul> </li> <li><b>Or</b></li> <li>• In country of graduation.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 2 years as Nurse Assistant or Midwife Assistant after registration and licensing as a Nurse Assistant or Midwife Assistant.</li> </ul>	Not required
<b>Clinical Midwife Specialist (CMS)</b>	<ul style="list-style-type: none"> <li>✓ Bachelor of Science in midwifery and</li> <li>✓ Master's level qualification in midwifery or another specialization related to women's health including: <ul style="list-style-type: none"> <li>• MSc in public health.</li> <li>• MSc in women's health.</li> <li>• MSc in advanced practice related to midwifery.</li> <li>• MSc in clinical practice related to midwifery.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Overseas candidates: <ul style="list-style-type: none"> <li>• Seven (7) years of clinical experience after registration as Registered Midwife (RM).</li> </ul> </li> <li><b>And</b></li> <li>• Two (2) years of experience in the specialty after meeting the educational requirements.</li> <li>✓ For Qatari Nationals, Qatar Universities graduates, offspring of Qatari women or offspring of residents,</li> </ul>	Not required

		refer to the DHP Circular No.24/2020.	
<b>Licensed Practical Nurse</b>	<ul style="list-style-type: none"> <li>✓ Accredited licensed practical nurse training program / certification (2 years) after high school</li> <li>Or</li> <li>✓ Diploma in Practical Nursing (2 years) or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>✓ Overseas candidates: <ul style="list-style-type: none"> <li>• Minimum two-years work experience as a Licensed Practical Nurse</li> </ul> </li> <li>✓ For Qatari Nationals, offspring of Qatari women, offspring of residents, or graduates of Practical Nursing Program in Qatar, Refer to DHP Circular No.15/2022, and no. 14/2023</li> </ul>	Not required

**Notes:**

- Holders of **National Council Licensure Examination (NCLEX)\*** shall be exempted from the qualifying exam (Prometric) provided that the applicant successfully completed the exam within the previous five years.
- Nursing is a clinical practice discipline; accordingly, online, and distance-learning programs will not be accepted.
- Evaluation requests with lack of experience will be evaluated on a case-by-case basis.



### Training Letter Requirements

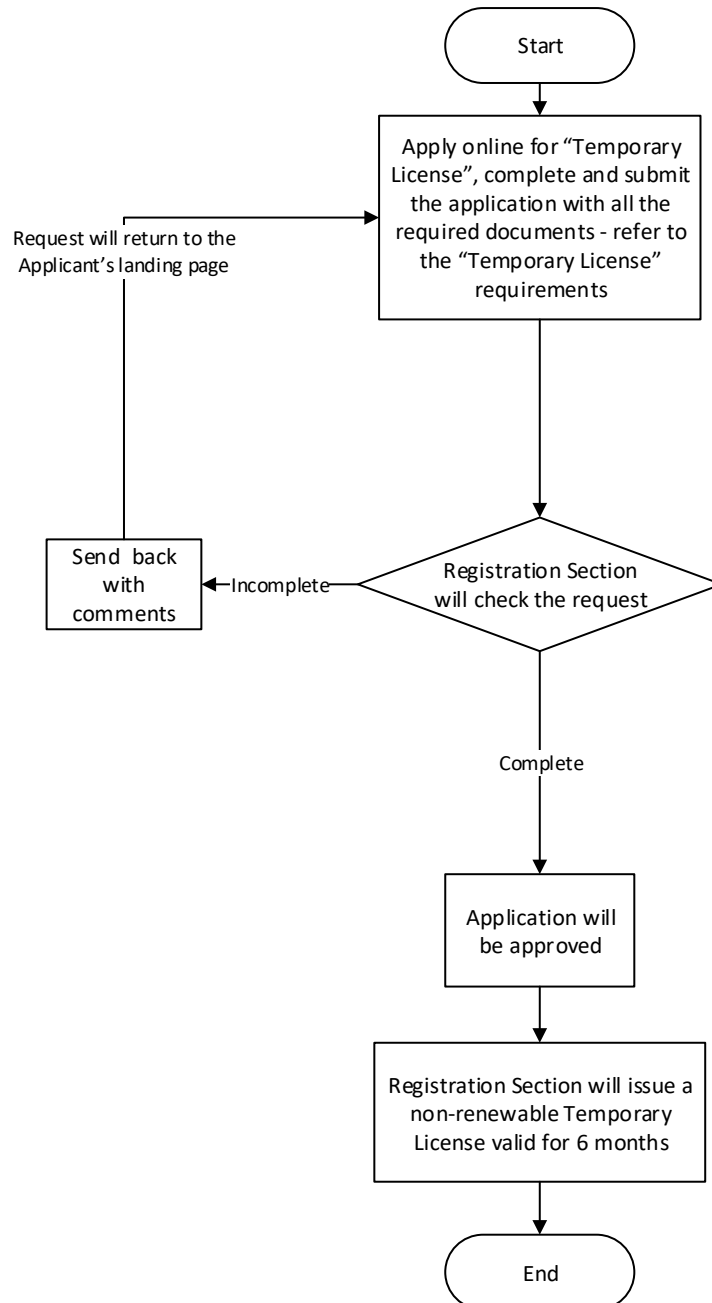
Applicants with a break from practice or lack of experience can apply for training after providing the documents mentioned below in their evaluation application:

1. No objection letter from the employer requesting for approval from the DHP for the applicant to work as trainee within their institution.
2. Copy of the valid medical license of the supervisor under whose supervision the applicant will be working.
3. Copy of the applicant's Qatari ID (front and back).

(For full details, refer to the break from practice policy, available on the DHP website as attachment "1" in the "[Additional Attachments](#)" document).

## 2. Temporary License

### 2.1. Process Map



## 2.2. Temporary License Requirements

Applicants must apply through the registration/licensing electronic system available on the DHP [website](#), complete the online application, and pay the required fees (if applicable).

**Submit an electronic "Apply for Temporary License" request and upload the following documents:**

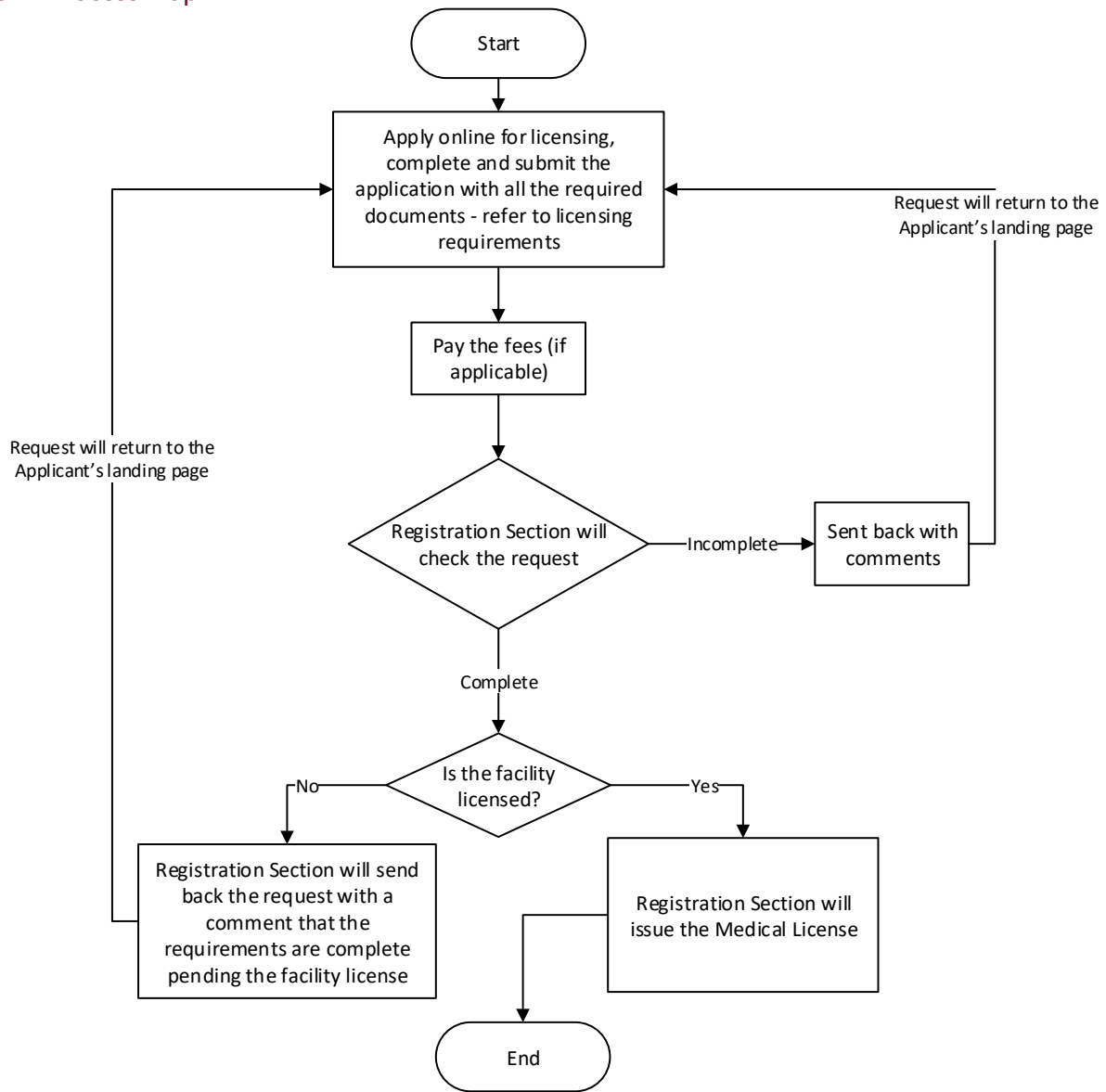
**(Note: documents uploaded in the evaluation will remain available on the system unless expired)**

- 1) Copy of front and back sides of valid QID (If applicable).
- 2) If the applicant does not hold a QID, then the following documents must be submitted:
  - a. Medical report from the home country including blood test and chest X-ray results attested from the Ministry of Foreign Affairs (MOFA) in Qatar.
  - b. Police Clearance Certificate from the home country attested from MOFA.
- 3) Undertaking letters for temporary license from the practitioner and the 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 will 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, they will have to re-apply for evaluation.
- In case of negative verification reports and proven incidents of fraud, temporary license will be suspended, practitioner will be banned from practicing immediately and lead to disciplinary actions on the practitioner.
- Original documents/certificates may 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 issued in languages other than Arabic or English must be translated officially to Arabic or English and attached to a copy of the original documents.
- For updates on the requirements, refer to the DHP website regularly.
- A case-by-case assessment may be implemented.

### 3. Licensing 3.1. Process Map



### 3.2. Licensing Requirements

Applicants must apply through the registration/licensing electronic system available on the DHP [website](#), complete the online application, and pay the required fees (if applicable).

#### **Submit an electronic “Apply for Licensing” request and upload the following documents:**

(Note: documents uploaded in the evaluation will remain available on the system unless expired)

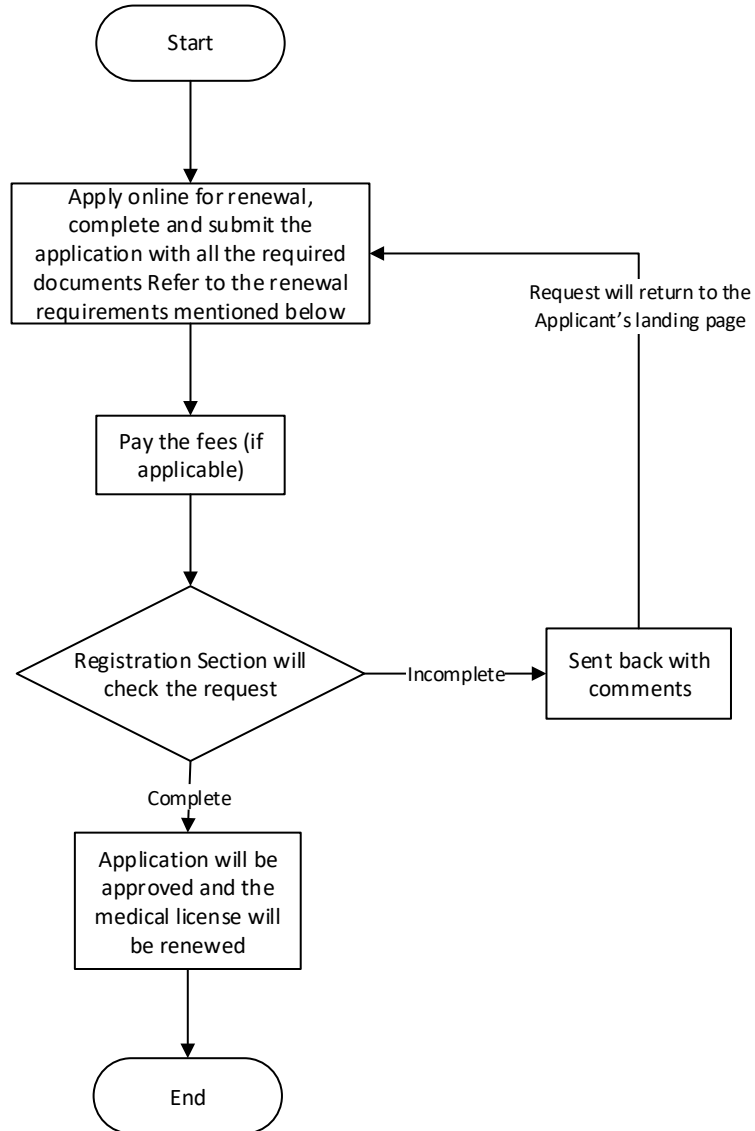
- 1) Copy of valid QID (front and back) (If applicable)
  - a. For male practitioners and female practitioners on their employer’s sponsorship, the sponsor should be the potential employer.
  - b. For female practitioners on a family sponsorship, the QID in addition to a letter of intent from the potential employer must be attached.
- 2) Copy of the verification report.
- 3) Copy of Police Clearance Certificate from Qatari Ministry of Interior.
- 4) Medical report (valid for 6 months), issued by one 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)
- 5) Medical report must include HIV test, HCV test, HBV test and chest X-ray results.
- 6) 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).
- 7) Original Certificate of Good Standing must be sent directly from the registration authority (or authorities) of the most recent required years of work experience, 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 at this stage; any misleading information provided will result in further investigations and could lead to disciplinary action.
- It is the applicant’s responsibility to follow up on the receipt of the certificate of good standing; applicants/employer representatives can follow up by emailing [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa).
- Original documents/certificates may 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 issued in languages other than Arabic or English must be translated officially to Arabic or English and attached to a copy of the original documents.
- The facility license showing the approved list of services must be provided upon request.
- For updates on the requirements, refer to the DHP website regularly.
- A case-by-case assessment may be implemented.
- The applicant may follow-up on the request with the employer representative.

## 4. Renewal of License

### 4.1. Process Map





## 4.2. License Renewal Requirements

### 4.2.1. Step1: Fulfilling CPD Requirements

- All licensed healthcare practitioners are mandated to participate in CPD activities according to the policies and regulations of the Accreditation Section of the Department of Healthcare Professions to be eligible to renew their licenses.
- All licensed healthcare practitioners are responsible to fulfill annual, category-specific, and CPD cycle requirements and maintain records of CPD activities on the CPD e-portfolio applying for license renewal.
- For details of CPD requirements, refer to the standards and guidelines set by the Accreditation Section.

**Note:** Healthcare practitioners cannot submit renewal applications unless they are fully compliant to the CPD requirements; the application portal will not allow practitioners to apply for renewal of their licenses and an automated message will be generated informing practitioners that they do not meet the CPD requirements.

### 4.2.2. Step2: Fulfilling Renewal Application Requirements

Applicants must apply through the registration/licensing electronic system available on the DHP [website](#), complete the online application, and pay the required fees (if applicable).

#### Submit an electronic "Apply for Renewal" request and upload the following documents:

- 1) Copy of valid passport.
- 2) Copy of front and back sides of valid QID.
  - 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, the QID in addition to a letter of intent from the employer must be attached.
- 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, which is published in [Circular \(01-2019\)](#).
- 5) Copy of valid recognized CPR (cardio-pulmonary resuscitation) course or its equivalent as per [circular \(3-2017\)](#), unless the healthcare facility has an approval letter issued by the DHP for "[Code Blue Team](#)".
- 6) An employment letter (the template is available in the "[Additional Attachments](#)" document).

#### Notes:

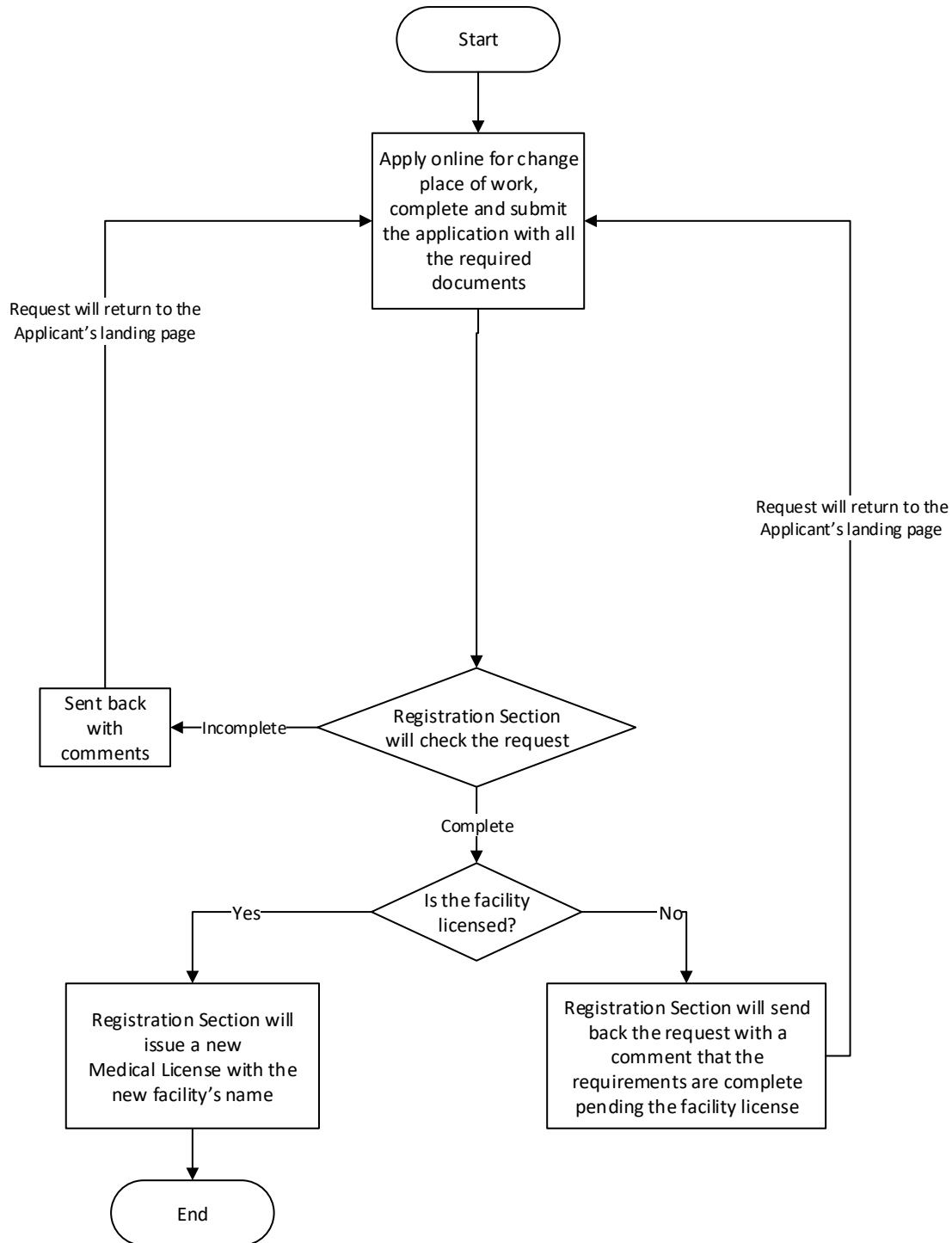
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates may be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents issued in languages other than Arabic or English must be translated officially to Arabic or English and attached to a copy of the original documents.

- For updates on the requirements, refer to the DHP website regularly.
- A case-by-case assessment may be implemented.
- The applicant may follow-up on the request with the employer representative.



## 5. Change Place of Work

### 5.1. Process Map



## 5.2. Change Place of Work Requirements

Applicants must apply through the registration/licensing electronic system available on the DHP [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:**

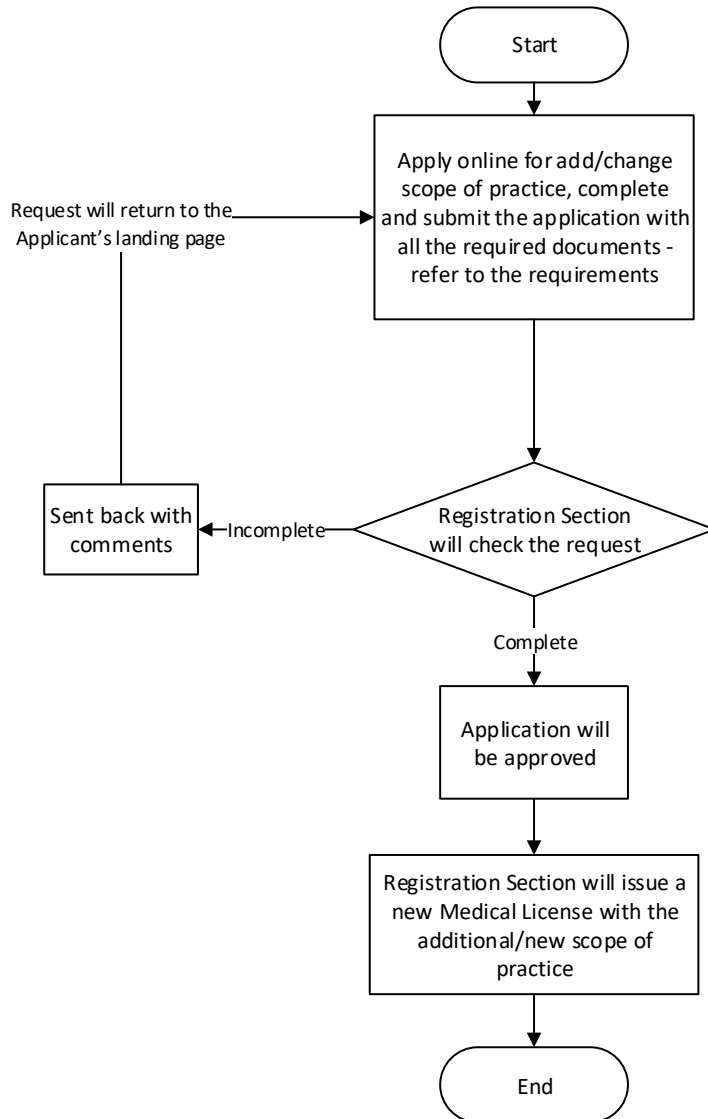
- 1) Copy of valid passport
- 2) Copy of front and back sides of valid QID.
  - a) For male practitioners and female practitioners on their employer’s sponsorship, the sponsor should be the new employer; else, a secondment from the Ministry of Interior along with an undertaking letter that a renewed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

### **Notes:**

- In case the “Apply to Change Place of Work” request is submitted after evaluation (before licensing), then QID will not be required. Instead, a letter of intent from the new employer and a letter of no objection from the old employer will be required.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates may 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.
- The facility license showing the approved list of services must be provided upon request.
- Any documents issued in languages other than Arabic or English must be translated officially to Arabic or English and attached to a copy of the original documents.
- For updates on the requirements, refer to the DHP website regularly.
- A case-by-case assessment may be implemented.
- The applicant can follow-up on the request with the employer representative.

## 6. Add/Change Scope of Practice

### 6.1. Process Map



## 6.2. Add/Change Scope of Practice Requirements

Applicants must apply through the registration/licensing electronic system available on the DHP [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 following documents:**

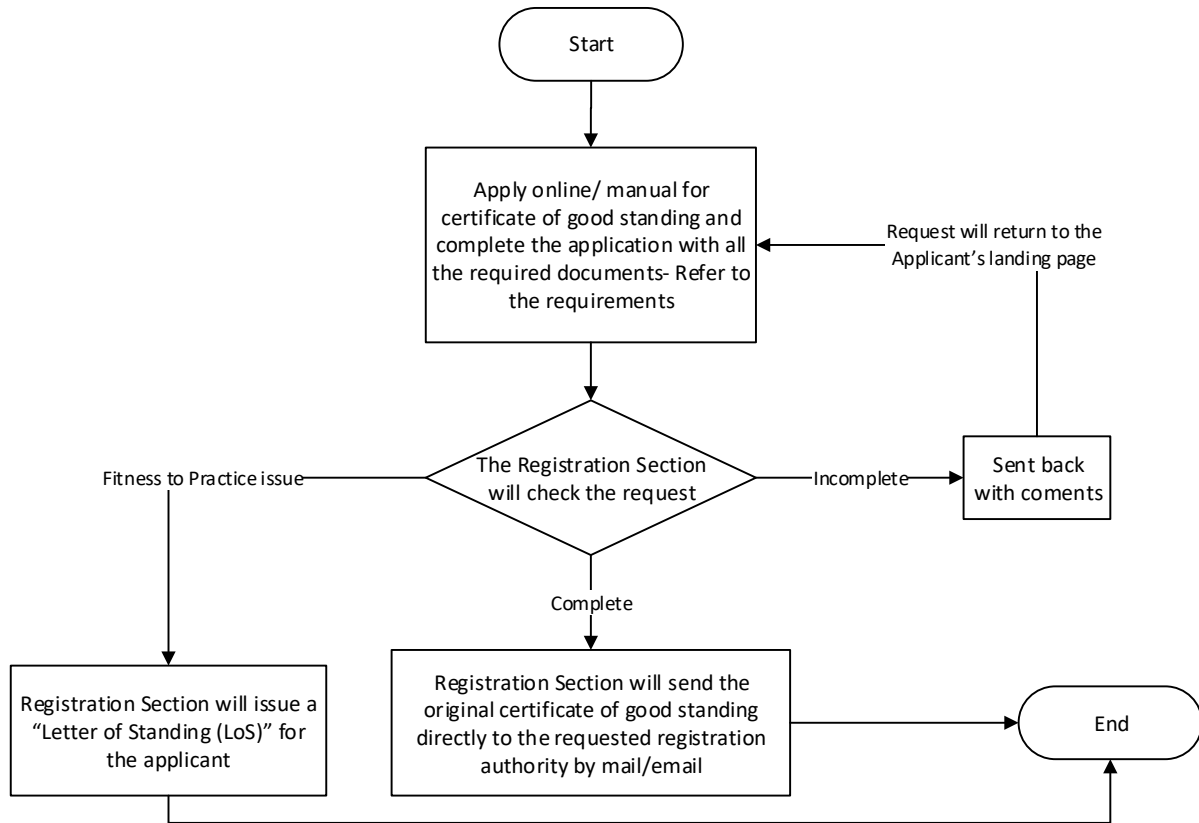
- 1) Copy of valid passport
- 2) Copy of front and back sides of valid QID.
- 3) A recent no objection letter from the employer for the addition/change of scope.
- 4) Copy of additional academic certificates relevant to the new scope (if applicable).
- 5) Copy of additional experience certificates with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

### **Notes:**

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- If the application is for an additional scope, then this must be mentioned in the “Additional Information Section.”
- 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.
- For updates on the requirements, refer to the DHP website regularly.
- A case-by-case assessment may be implemented.
- The applicant may follow-up on the request with the employer representative.

## 7. Certificate of Good Standing

### 7.1. Process Map



- ❖ 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/ To Whom It May Concern letter can be issued and collected by the applicant in a sealed envelope.

## 7.2. Certificate of Good Standing (COGS) Requirements

Applicants must apply through the registration/licensing electronic system available on the DHP [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 following documents:**

- 1) Copy of valid passport
- 2) Copy of front and back sides of valid QID.
- 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/licensing authority to which the certificate is to be issued.
- 6) Any required verification forms to be filled and sent to the registration/licensing authority.

### **Notes:**

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates may 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 issued in languages other than Arabic or English must be translated officially to Arabic or English and attached to a copy of the original documents.
- For updates on the requirements, refer to the DHP website regularly.
- A case-by-case assessment may be implemented.
- The applicant can follow-up on the request with [DHPRegistration@moph.gov.qa](mailto:DHPRegistration@moph.gov.qa).



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