



# CIRCULAR NO (5) OF 2023 (DHP)

<b>From</b>	Department of Healthcare Professions / Ministry of Public Health
<b>To</b>	<ul style="list-style-type: none"><li>All Dentists in the State of Qatar- <b>Government</b> / Private</li><li>All Focal points/Healthcare Facilities in the State of Qatar- Government / Private</li></ul>
<b>Subject</b>	Update on Guidelines for Dentists' registration/licensing Standards in the State of Qatar.
<b>Date</b>	15 /March/ 2023

“Greetings from the Department of Healthcare Professions.”

In the Department of Healthcare Professions'/ministry of public health pursuit to update dentists' registration/licensing process and related policies to achieve improving the quality of healthcare services provided in the governmental and private sectors, DHP had updated the guidelines for Dentists on its website with the following points:

- Determining the time frame within which General dentist (supervised) should apply for change scope of practice to general dentist is set to be not more than 4 years from the license issue date.
- An update regarding Dentist holding postgraduate degrees which are not included in DHP approved specialty qualifications list. (To find all details, click the [link](#))
- The criteria of the training courses required for non-core privileges applications. (To find all details, click the [link](#))
- Eligibility for lasers in dentistry; all dentists are entitled to perform lasers in dentistry without applying to DHP. Laser procedures have been included in the list of core privileges.
- Modifying non-core privileges list in Prosthodontics, to include ceramic veneer privilege that must be applied for.
- Modifying core privileges for Oral Surgery / Oral and maxillofacial surgery specialty to include performing surgical procedures under general anesthesia (GA) if it is in the same place of work, however they must apply to DHP in case of adding a new place of work to perform the procedure.
- Pediatric dentists must apply to DHP to perform privileges under GA according to the DHP regulations.



Based on the above-mentioned, kindly review and comply with Dentists guidelines: [Guidelines for Dentists.pdf \(moph.gov.qa\)](#). In case of non-adherence, the proper actions will be taken by DHP.

For further information, kindly contact:

DHP Registration: [dhpreistration@moph.gov.qa](mailto:dhpreistration@moph.gov.qa)

**Attachments:** guidelines for dentists.

**We thank you for your cooperation**

**Registration Department / Department of Healthcare Professions**



# GUIDELINES FOR DENTISTS



Department of Healthcare Professions



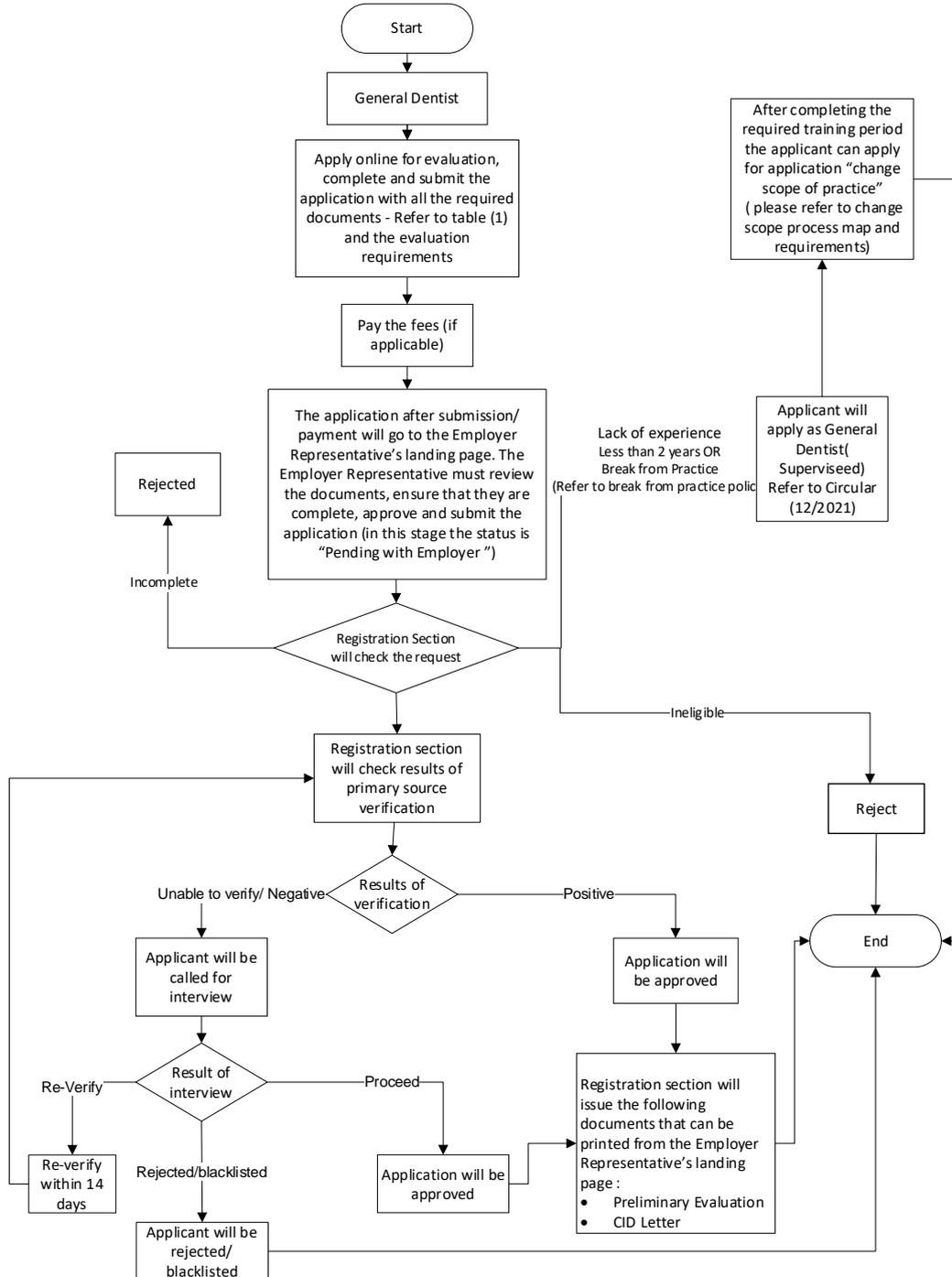
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## 1.Registration/Evaluation Request

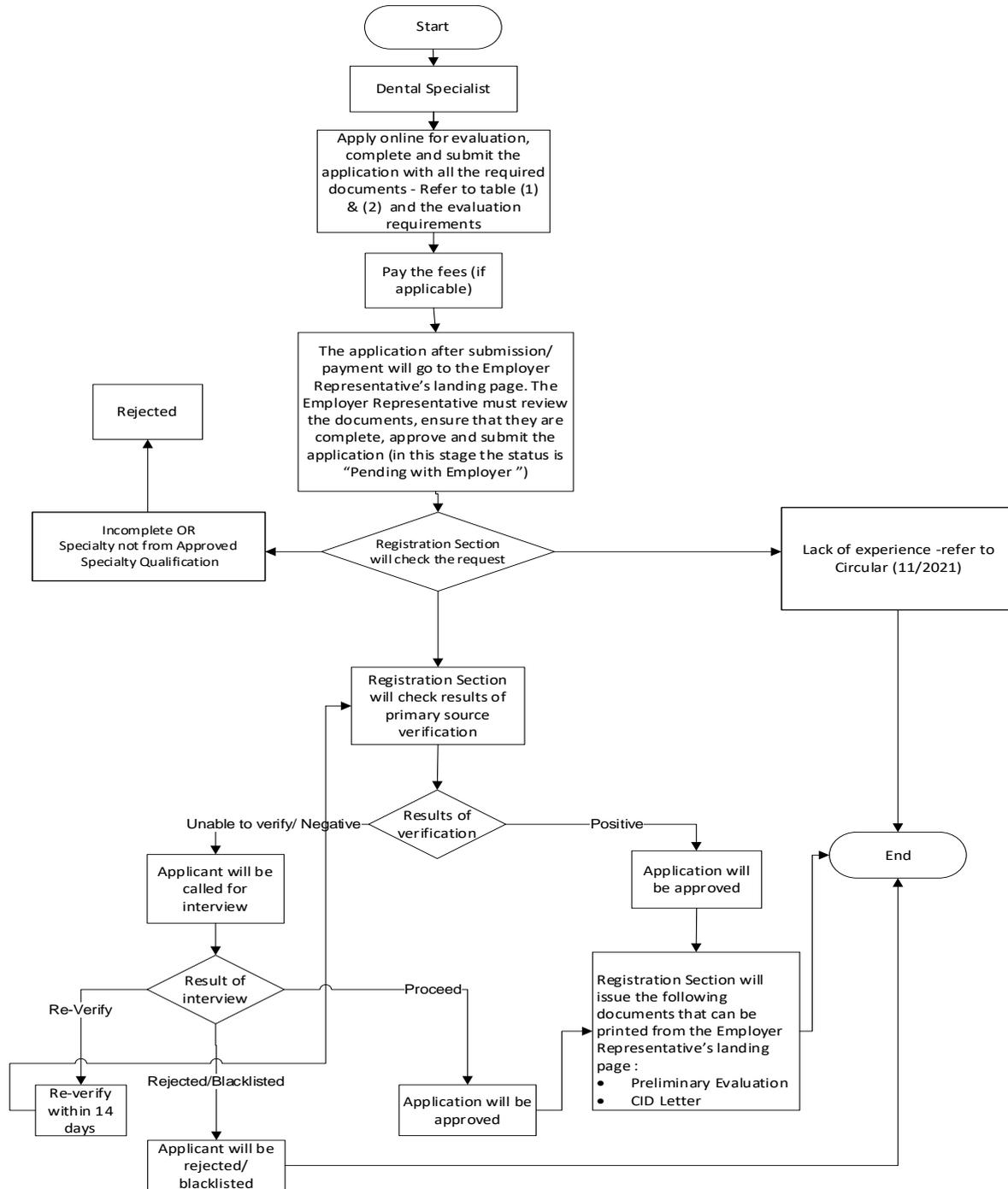
### A) Registration/Evaluation Process Map for “General Dentist”



- ❖ For break from practice policy, refer to attachment "1" in the [“Additional Attachments”](#) document.
- ❖ Preliminary evaluation is only valid for 6 months.



## B) Registration/Evaluation Process Map for “Dental Specialist”



- ❖ For break from practice policy, refer to [circular 14/2021](#).
- ❖ Preliminary evaluation is only valid for 6 months.
- ❖ Other scopes of practice and post graduate degrees from countries that are not mentioned in the approved qualification (Table No.2) is not accepted.



## Registration/Evaluation Requirements

Submit an electronic “Apply for Evaluation” request through the Registration/Licensing System on the Department of Healthcare Professions [website](#) and upload the below required documents:

1. Copy of valid passport.
2. Copy of valid QID (front and back sides) or copy of the national ID from home country.\*  
(Locum Dentists must attach the national ID document)
3. One recent photo (according to photo criteria stated in the [Additional Attachments File](#)).
4. An up-to-date Curriculum Vitae (C.V) as per DHP [CV template](#)
5. Copy of all academic certificates relevant to applicant’s scope with official transcript (refer to Table no. 1 & 2).
6. Copy of the recent work experience certificates (with an issue date) required according to applicant’s scope (refer to Table no. 1 & 2).
7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of completed primary source verification report including all the education/ recent work experience and health license documents.
9. The verification report will be reviewed during this phase; any misleading information provided will result in further investigations and might result in disciplinary action.
10. Copy of the passing certificate of DHP qualifying exam (if applicable).
11. Exit/entry report from MOI will be requested on a case-by-case basis
12. 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
13. Original documents/certificates or any other documents required to support the application might be requested on a case-by-case basis.

\*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.

### **For Locum dentists (Applicable to Specialists only)**

**The following items are required in addition to the previous requirements noted above:**

1. The healthcare institution shall submit an application along with specific dates for the Locum doctors (for e.g. From: DD/MM/YR to: DD/MM/YR) without contradicting with the recruitment system in the Ministry of Interior with regards to the period of the visit.
2. There must be a licensed specialist on a permanent basis with the same specialty for following up the cases that the Locum doctor deals with.
3. No QID is required for Locum Doctors; please check [circular 14/2015](#)



### General Notes:

- Applications with missing main required documents will be directly rejected without send back.
- The evaluation shall not obligate the Department of Healthcare Professions (DHP) to grant the applicant any specific degree or title.
- Please note that 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).
- It is the applicant/employer representative's responsibility to follow up on the primary source verification report.
- In case of negative verification reports and proven incidents of fraud, the license will be suspended, practitioner will be banned from practicing immediately and this will result in disciplinary actions on 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 DHP frequently to check for updates.
- 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	Qualifying Exam (Prometric)
<b>General Dentist</b>	-A minimum of 5 years' undergraduate dental school (DDS/BDS/ DMD or its equivalent)	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience after undergraduate degree.</li> <li>• If completed 5 years of undergraduate study, the internship will be considered as experience.</li> <li>• Internship program will be considered as part of the education if the undergraduate study is less than 5 years.</li> <li>• For Qatari, offspring of Qatari women and offspring of Qatar residents, please Refer to <a href="#">Circular 24/2020</a></li> </ul>	<p><b>Should sit for the qualifying exam as per the Qualifying Examination Policy.</b></p> <p>(Please refer to - <a href="#">Qualifying Examination policy</a> on the DHP website</p> <p>-For Qatari, offspring of Qatari women and offspring of Qatar residents, please Refer to Circular 24/2020 )</p>



Dental Specialty		Please refer to Table "2"	Not required
General Dentist (Supervised)			Not Required

### C) Registration/Evaluation Process for General Dentist (Supervised):

- Applicants who do not meet the required experience requirements as General Dentist or with a break of practice shall apply as a GD (Supervised) by submitting an electronic "Apply for Evaluation" request and upload the required documents:
  1. Copy of valid passport.
  2. Copy of valid QID (front and back side) **with a family sponsorship**.
  3. One recent photo (according to photo criteria stated in the [Additional Attachments File](#)).
  4. An up-to-date Curriculum Vitae (C.V). (Refer to [CV template](#)).
  5. Copy of all academic certificates relevant to applicant's scope with official transcript (refer to Table no. 1).
  6. Copy of the recent work experience certificates (with an issue date) required according to applicant's scope (if applicable).
  7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
  8. Supervision letter from the place of work mentioning supervisor name, license number and scope of practice.
  9. Undertaking letter signed by the medical director stating that the supervisor shall hold full responsibility of supervising the supervisee, as well as ensure not to supervise more than one supervisee at one time. (Refer to [Circular 12/2021](#) for supervision framework).
  10. Copy of completed primary source verification report including all the education, work experience and health license documents.
  11. The verification report will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.

#### General Notes:

- Refer to Break of practise policy.
- After completion of the required years of experience, the applicant can apply for change scope of practice request to General Dentist, with all requirements (please refer to [Circular 12/2021](#)).
- Based on circular (13/2022), GDs supervised are not eligible to be registered in healthcare service agency.



## Registration/Licensing for Specialty:

- The following scopes of practice are evaluated according to the Dentists' Approved Specialty Qualifications list: *Periodontics, Orthodontics, Pedodontics, Endodontics Prosthodontics, Oral Medicine, Public Health Dentistry, Orofacial Pain, Oral Surgery, Oral and Maxillofacial Radiology, Oral and Maxillofacial Surgery\**, *Restorative Dentistry\*\**.
- A Minimum of 2 years full-time clinical program is required for the following specialties: **Periodontics, Pedodontics, Endodontics Prosthodontics, Oral Medicine, Public Health Dentistry, Orofacial Pain, Oral and Maxillofacial Radiology, Restorative Dentistry.**
- A Minimum of 3 years full-time clinical program is required for the following specialties: **Oral Surgery, Orthodontics and Oral and Maxillofacial Surgery.**

### Definition:

In determining the eligibility of an applicant for registration with Department of Healthcare Professions (DHP), the following definitions for each category to be considered:

**Category 1:** Holders of these Qualifications can:

- Get the **Specialty Title without** post-graduate work experience.

**Category 2:** Holders of these Qualifications can:

- Get the **Specialty Title** after **TWO years of** post-graduate work experience.

### **Category 2 with Asterisk \*\***

- Get the **Specialty Title** after completion of **THREE years of** post-graduate work experience
- For Qataris and family sponsored Dentists: **TWO years of** post-graduate work experience

### **Notes:**

#### **For overseas/ non-family sponsored applicants:**

- A Dentist who has a post-graduate degree **not included in DHP** approved specialty qualifications list cannot be licensed in the state of Qatar as a Specialist. **However, they can apply as General Dentist, provided that they clear the Prometric Qualifying exam and can apply for non-core privilege in the specialty.** However, they will not be eligible to apply for change scope of practice to Specialist in the future.
- A Dentist who has a **post-graduate degree included in the DHP** approved specialty qualifications list but **has not completed the required years of work experience** as per the post-graduate certificate category, will be licensed as a **General Dentist** and apply for non-core privileges in the respective specialty scope. **However, the eligibility to apply for change scope of practice to Specialist will be based on the non-core privileges granted by DHP and the experience in the specialty inside Qatar as per Table 2.**



**For Qataris /Family sponsored resident applicants:**

- A Dentist who has a post-graduate degree **not included in the DHP** approved specialty qualifications list will be licensed as a General Dentist, **provided that they clear the Prometric Qualifying exam (unless exempted)** and can apply for non-core privileges in their respective specialty scope. However, they will not be eligible to apply for change scope of practice to Specialist in the future.
- A Dentist who has a post-graduate degree which is included in the DHP approved specialty qualifications list but has not completed the required years of work experience as per his/her post-graduate certificate category will be licensed as a General Dentist and can apply for non-core privileges in their respective specialty scope to complete the required years of experience to be licensed as specialist. He/ She can then apply for change scope of practice to Specialist once he/she attains the required experience and will be evaluated by a specialized committee. However, if the Dentist does not have approved non-core privileges, he/she is not eligible to apply as Specialist.

**For applicants applying as Specialist in Restorative Dentistry:**

✓ Applicants holding one of the below certificates shall apply for evaluation as General Dentist provided that their degree is among the DHP Dentists' Approved Specialty Qualifications list.

- ❖ Conservative Dentistry and Endodontics
- ❖ Conservative Dentistry
- ❖ Restorative Dentistry
- ❖ Operative Dentistry

✓ Upon approval of the evaluation application, applicants can apply for non-core privilege in Endodontics and /or Prosthodontics.

✓ Further, applicants can apply for change scope of practice to Specialist in Restorative Dentistry based on the approval of the non-core privilege application.

**All privileges applications shall be evaluated by expert committees.**



**Table No. "2": Dentists' Approved Specialty Qualifications in the State of Qatar**

No.	Country	Category 1 (No work experience needed)	Category 2 (Two years of work experience)	Category 2 With ** (Three years of work experience)
1	Arab Countries <sup>#</sup>	Arab Board from State of Qatar and GCC countries	Arab board from other countries	
2	Australia	Doctor of clinical dentistry or Equivalent  <i>Note: Approved specialist training programs by the dental board of Australia</i>		
3	Belgium <sup>#</sup>	Specialization certificate issued by a University in <b>Orthodontics or Periodontics</b>		
4	Bulgaria <sup>#</sup>			Evidence of successful completion of the State Exam in <b>Orthodontics/ Oral Surgery/ Paediatric Dentistry/ Periodontics/ Prosthodontics/ Endodontics</b>
5	Canada	Dental specialty program (Ex. Diploma in a clinical specialty) (Approved by the Canadian Dental Association) Proof of national dental specialty Examination (NDSC) Fellowship of the Royal College of Dentists of Canada		
6	Denmark	<i>Specialist Certificate in <b>Oral Surgery/ Oral &amp; Maxillofacial Surgery</b> issued by the State Board of Health (only for 5 years program).</i> <i>Specialist Certificate in <b>Orthodontics</b> issued by the State Board of Health (only for 3 years program)</i>		



7	Egypt		Doctoral degree (Clinical Program)	-Master's degree (Clinical Program) -Certificate of Completing Specialty Training Program (All applicants are required to submit their transcript, program curriculum or equivalent)
8	Finland <sup>#</sup>	Specialist Certificate in <b>Orthodontics</b> or <b>Oral Surgery</b>		
9	France	Diploma d 'Universities (DU) either in <b>orthodontics, Oral Surgery</b> and <b>Oral medicine</b> .	CES (certified d'études supérieures) granted to individuals of the EU until 1985, then substituted by the DES certificate	
		<b>Orthodontics:</b> "Diplôme d'études Spécialisées d'orthopédie dento-faciale". The professional title is: " <b>chirurgien-dentiste spécialiste qualifié en orthopédie dento-faciale</b> "	D.I.S (Diplome Interuniversitaires de Specialities) granted to foreigners	
		<b>Oral Surgery:</b> "diplôme d'études spécialisées en chirurgie orale" The professional title is: " <b>chirurgien-dentiste spécialiste qualifié en chirurgie orale</b> "		
10	GCC (Gulf Countries Council) *	-All post graduate degrees as per DHP criteria.		
11	Germany	Specialist degree in <b>Orthodontics:</b> 'Fachzahnärztliche anerkennung für Kieferorthopädie" issued by "Landeszahnärztekammern "		



		<p>Specialist degree in <b>Oral</b> <small>State of Qatar</small> <b>Surgery:</b> "Fachzahnärztliche Anerkennung für Oralchirurgie/Mundchirurgie " issued by "Landeszahnärztekammern"</p> <p>Specialist degree in <b>Periodontics:</b> Certificate of Periodontics issued by "Zahnärztekammer Westfalen Lippe"</p>		
12	Hong Kong	<p>Master of Dental Surgery (Clinical program) + <i>Membership/fellowship examination</i></p>	Master of Dental Surgery or Equivalent (Clinical program)	
13	Hungary <sup>#</sup>			<p>University Certificate in one of the following specialties:</p> <ul style="list-style-type: none"> <li>• <b>Orthodontics</b> with the title: "Fogszabalyozo szakorovs"</li> <li>• <b>Periodontology,</b> with the title: "Parodontologus"</li> </ul>
14	India			Master of Dental Surgery (MDS) in one of the approved dental specialties (Clinical Program)
15	Iran		Iranian Board	Specialty Certificate issued by Iranian Ministry of Health
16	Ireland	<p>Doctor of Dental Surgery D.Ch. Dent (University of Dublin) and/or <i>The candidate should be eligible to sit for the specialty Fellowship examination of Ireland</i></p>		



		<p>Doctorate in Clinical Dentistry D. Clin.Dent (National University of Ireland)</p> <p><b>The candidate should be eligible to sit for the specialty Fellowship examination of Ireland</b></p>		
17	Italy <sup>#</sup>	<p>University Certificate:</p> <p><b>Orthodontics:</b> Diploma di Specializzazione in “Ortognatodonzia”</p> <p><b>Oral Surgery:</b> Diploma di Specializzazione in “Chirurgia Odontostomatologica”</p>		
18	Jordan		Jordanian Board (Proof of successful completion of residency program)	Masters’ Degree. (Clinical program)
19	Lebanon			<p>Higher Degree Certificate <u>or</u> Diploma (D.E.S – Diplôme D’Études Supérieures’)</p> <p>Certificat D’ Etudes spécialisées (C.E.S)</p> <p>Master’s degree</p> <p>Specialty Certificate <u>or</u> Diploma</p> <p>Diploma D’ Universites (DU)</p>
20	Netherland	<p>Specialization Certificate issued by the Specialist Registration Board (SRC) in one of the following specialities:</p> <p><b>Orthodontics:</b> Getuigschrift van erkenning en inschrijving als</p>		



		orthodontist in het Specialistenregister  <b>Oral Surgery/ Oral &amp; Maxillofacial Surgery:</b> Getuigschrift van erkenning en inschrijving als kaakchirurg in het Specialistenregister		
21	New Zealand	MDs or Doctor of Clinical Dentistry (DClintDent)  (Approved specialist training programs by dental council of New Zealand)		
22	Norway	Certificate of Completion of Specialist Training		
23	Pakistan <sup>#</sup>			Fellowship of the College of Physicians and Surgeons (F.C.P.S)
24	Poland <sup>#</sup>			Evidence of registration as a Specialist by the Medical Centre for Postgraduate Training and Voivodeship centres for postgraduate training
25	Portugal <sup>#</sup>	Specialty certificate provided by “Ordem Dos Medicos Dentistas” (OMD) in the following <b>and</b> specialist registration by (OMD) <ul style="list-style-type: none"> <li>▪ <b>Orthodontics</b> (especialista em ortodontia)</li> <li>▪ <b>Oral surgery</b> (especialista em cirurgia oral)</li> <li>▪ <b>Paediatric dentistry</b> (especialista em odontopediatria)</li> <li>▪ <b>Periodontology</b> (especialista em periodontologia)</li> <li>▪ <b>Endodontics</b> (especialista em endodontia)</li> </ul>		



		<ul style="list-style-type: none"> <li>▪ <b>Prosthodontics</b> (especialista em prostodontia)</li> <li>▪ <b>Dental public health</b> (dental public health)</li> </ul>		
26	Qatar <sup>#</sup>	HMC- RCSI specialty Certificate		
		Arab board for medical specialties and Certificate of completion of residency program from teaching institutions in the state of Qatar		
27	Romania			Specialty Certificate <i>(All applicants are required to submit their transcript &amp; program curriculum or equivalent)</i>
28	Russia			Kandidata Nauk
				Master of Science (MDS)
29	Singapore		Master of Dental Surgery issued by The Dental Specialist Accreditation Board	
30	South Africa	Accredit specialty program by Health professional council of South Africa (HPCSA) <i>The candidate should hold specialist registration in South Africa</i>		
31	South Korea <sup>#</sup>		Completion of 1 year internship + 4 years residency program in the specialty area + License as a specialist awarded by the Ministry for Health, Welfare and Family Affairs	
32	Sweden	Certificate of completion of specialty training		
33	Switzerland	Fachzahnarzt anerkennung		
		Clinical Master's degree		



34	Syria			<p><b>Specialty certificate</b> issued by Syrian Ministry of Health * (Providing official transcripts and curriculum from Syrian MOH or Commission of medical specialties.)  <b>(*Registration Specialty is not accepted)</b></p> <p><b>Syrian Board</b> after completing training program not less than 4 years inside Syria and passing the board Examination, providing official transcripts/curriculum issued by Syrian Commission of medical specialties/MOH.  <b>(Equivalency is not accepted)</b></p>
35	Tunisia <sup>#</sup>			Specialty Certificate issued by the Ministry of Higher Education and Ministry of Health
36	United Kingdom	Master of Clinical Dentistry (MCLinDent)	Master of Dental Science + Proof of eligibility for the specialty Membership/ Fellowship examination or specialist registration by GDC	
		Master of Dental Science + <b>Specialty Fellowship /Membership</b> of one of the Royal Colleges		
37	United States of America	American Board approved by the American Dental Association (ADA)		
		<b>Specialty Degree</b> based on clinical Training Program accredited by the American Dental Association (ADA)		

# (New country)

## General Remarks:

- The above table is not exclusive, and the Department of Healthcare Professions (DHP) reserves the right to amend and update the requirements at different intervals without prior notice.
- The above table does not bind DHP or the employer to appoint the applicant to a certain grade.
- The table above doesn't obligate DHP to grant the applicants any specific degrees.
- Holder of a Qualification degree which is higher than the degrees mentioned in the above table will be reviewed accordingly.
- The post-graduate degree, which is limited for certain duration of time, should be valid at the time of applying for Registration/licensing with DHP.
- DHP reserves the right to ask for any official letters from issuing authorities/additional supporting documents if required.
- DHP reserves the right to conduct interviews as part of the evaluation process if required.
- All specialty training programs should be approved by the regulatory authority of the issuing country.
- Registration for specialty degree in dentistry requires completion of a comprehensive and advanced training program in the specialty.
- In determining the eligibility of an applicant for registration in Specialty Scope, applicant shall comply with the following basic requirements:
  - To have a undergraduate degree (BDS, DDS or equivalent)
  - Holders of post graduate degrees from any country must submit the official transcripts showing the duration of study/program and subjects attended per year or equivalent (complete curriculum).
  - DHP reserves the right to consult an expert panel in the respective specialty whenever required.
  - Dentist can apply for additional scope of practice (additional specialty) if they fulfill all requirements based on DHP approved specialty qualifications.
  - Case by case assessment is implemented.
  - Healthcare facilities are given the right to grant the title consultant to their Dentists, according to the Guidelines and standards approved by DHP. (Appendix 1)
  - The applicant must be reasonably fluent in either Arabic or English or both.
  - Kindly check the mentioned website for any updates: <https://dhp.moph.gov.qa>

## Certificates that will not be professionally classified:

- Any post graduate certificate not from the DHP approved qualification list will not be accepted.
- Any post graduate certificate issued based on an equivalency will not be accepted.
- Any academic certificate (research based) which doesn't include clinical training and patient care based on the specialty.
- Certificate acquired through honorary program, locum/visiting dentist, non-practicing participant or those which are obtained through correspondence and similar.
- Certificate obtained or granted through distance learning /online/ part-time and contradict the **laws** of higher education.
- Certificate issued from unrelated health colleges and institute certificates that are not subject to a training program or that are acquired during work in recognized training centers.
- Registration certificate for obtaining work permits or affiliation (membership) of certain associations that are granted after passing the licensing examination in specific countries such as United States of America.

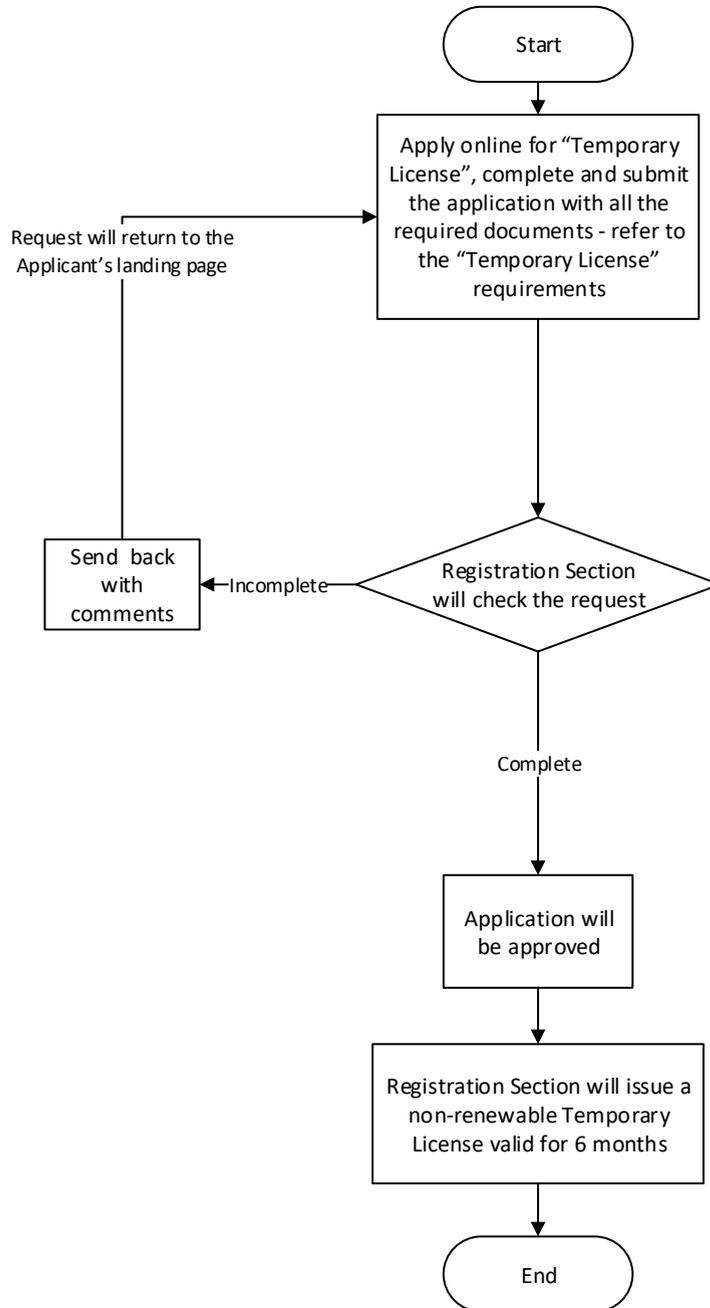
## APPENDIX 1:

Health care facilities have the right to promote their Specialist to Consultant according to the below guidelines and criteria:

- 1- Dentists **should be** licensed in a specialty area by DHP.
- 2- Holders of certificates from **Category 1**, can be promoted to **Consultant title** after completion of **one year** of licensed work experience post qualification degree.
- 3- Holders of certificates from **Category 2**, can be promoted to **Consultant title** after completion of **four years** of licensed work experience post qualification degree.
- 4- Holders of certificates from **Category 2 \*\***, can be promoted to **Consultant title** after completion of **seven years** of licensed work experience post qualification degree.
- 5- The Specialist should be the **first or second author** for at least **2 articles** published in peer reviewed journals, only one of the articles can be a case report.
- 6- The Specialist should have at least **two recommendation letters** and **satisfactory performance reports** from his current place of work.
- 7- Promotion to consultant title should be through a **committee** from the medical director, Quality improvement member and a member from Human Resources department.
- 8- All mentioned documents should be available upon request from DHP for Auditing purpose.



## 2. Temporary License Process Map



## Temporary License Requirements:

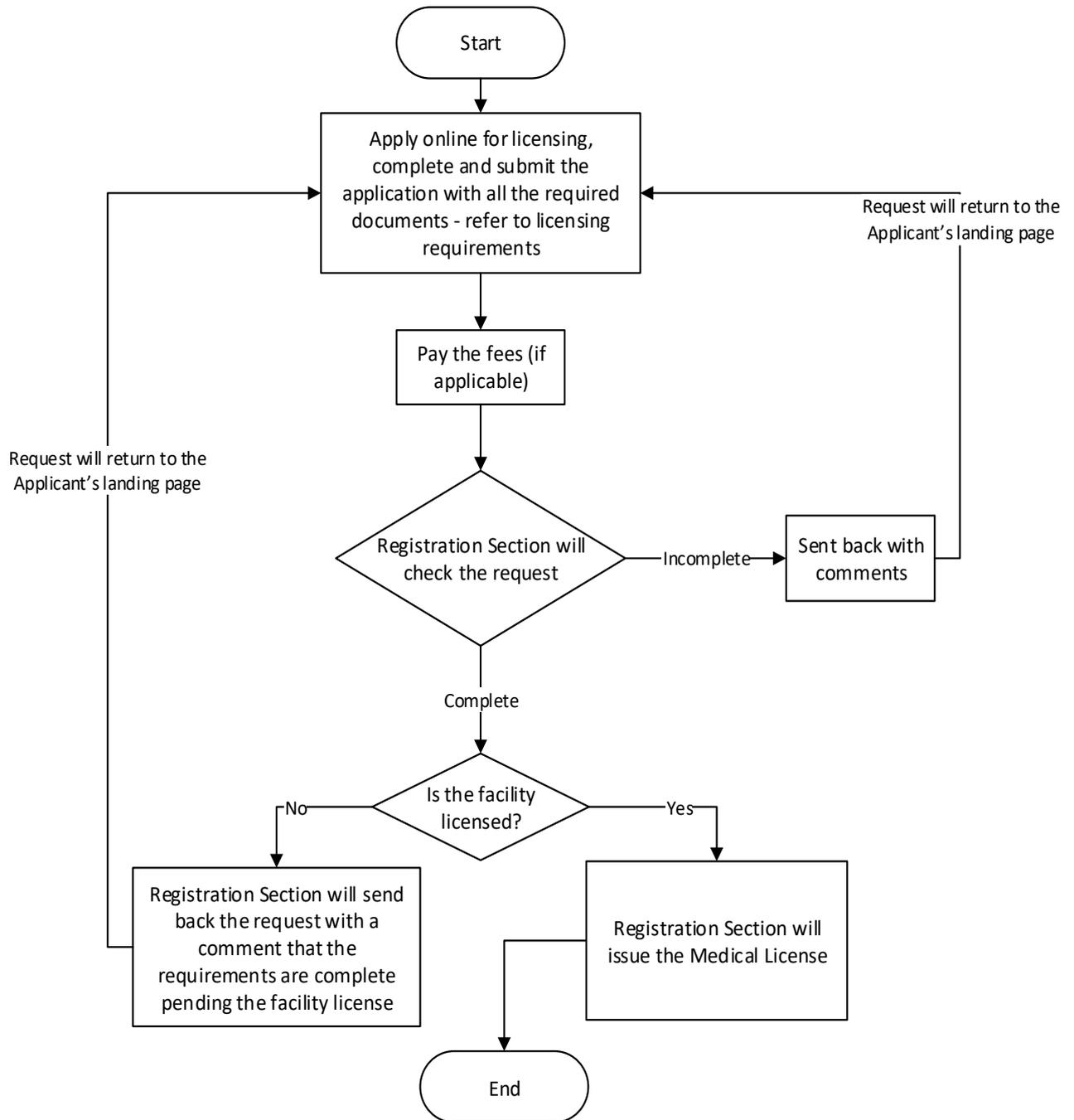
Submit an electronic “Apply for Temporary License” request through the Registration/Licensing System on the Department of Healthcare Professions [website](#) and upload the below required documents:

1. Copy of valid QID (front and back sides). QID can be either under family or place of work sponsorship.
2. In case the healthcare practitioner applies for the temporary license without a QID, then the following documents must be submitted:
  - Medical Test Report from home country (Blood Test, Chest X-ray) attested by the Ministry of Foreign Affairs in Qatar (MOFA).
  - Police Clearance Certificate from the home country attested by MOFA
3. Undertaking letters for the temporary license for the practitioner and facility (the templates are in the “[Additional Attachments](#)” document)
4. In case of licensed facility, copy of list of internal activities of the healthcare facility.

## Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Temporary License 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.
- Regarding blood test from outside Qatar, any abnormalities in the report will not be accepted and the request will be rejected. The applicant should provide a valid blood test report done in Qatar in such cases.
- Original documents/certificates or any other documents required to support the application might be requested on a case-by-case basis.
- 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.

### 3.Licensing Process Map



## Licensing Requirements

Submit an electronic “Apply for Licensing” request through the Registration/Licensing System on the Department of Healthcare Professions [website](#) and upload the below required documents:

1. Copy of valid QID (front and back sides)
  - a. For male/female practitioners under employer’s sponsorship, with occupation as dentist.
  - b. For female/male practitioners under family sponsorship, please attach the QID in addition to a **letter of intent from the employer**.
2. Copy of Police Clearance Certificate from Qatar Ministry of Interior (valid for 3 months).
3. Medical report (Valid for 6 months):
  - a. Should be issued by :
    - i. HMC
    - ii. Medical Commission
    - iii. Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
    - iv. Primary Health Care Corporation (For Qataris only)
  - b. Medical report must include HIV test, HCV test, HBV test and Chest X-Ray.
4. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent per [circular \(14/2022\)](#), (or CPR registration confirmation letter + undertaking letter that CPR certificate will be submitted upon completion signed and stamped by the facility).
5. Copy of recent experience with temporary license with issue date if applicable.
6. Copy of valid facility license and facility internal activity lists including the requested scope.
7. The certificate of good standing shall be received in the licensing phase unless the case requires otherwise. The validity of COGS shall be 6 months.
8. 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 [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 action.
- It is the applicant/employer representative’s responsibility to follow up on receiving the certificate of good standing and can follow up on [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa) .
- The primary source verification reports must include all the required education, recent work experience and registration licenses and log book (if requested).
- Original documents/certificates or any other documents required to support the application might be requested on a case-by-case basis.
- 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.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant three

- times and will be rejected if not provided.

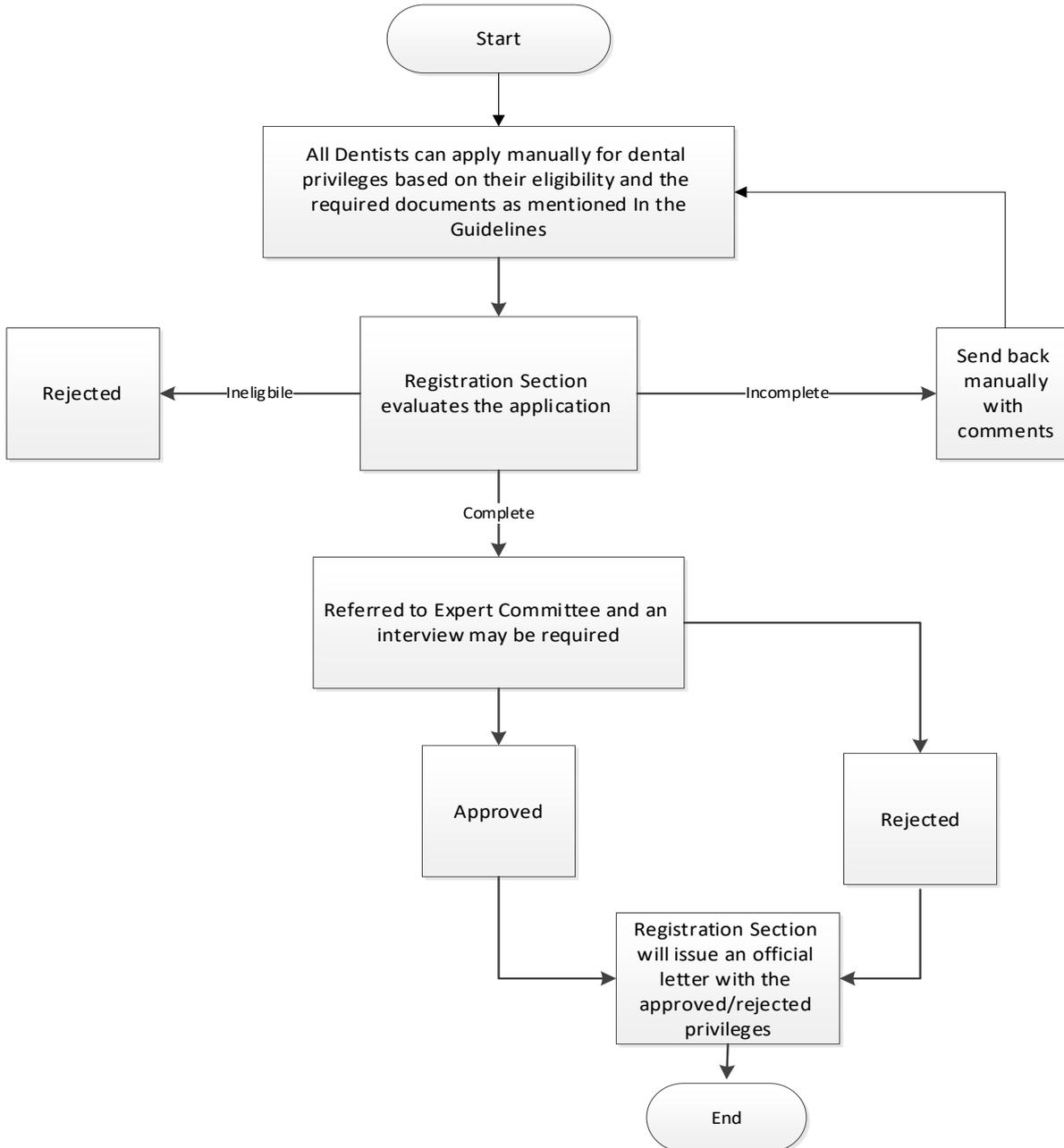
**You can follow-up on the request with your employer representative.**

#### **For Locum dentists**

**The following items are required in addition to the previous requirements noted above:**

1. Copy of recent blood test and chest x-ray (valid for 6 months after the test date) from Medical Commission Department (or an attested valid blood test & chest x-ray from home country and an undertaking letter signed and stamped from the place of work stating that the blood test and chest x-ray will be taken in the State of Qatar before commencing work).
2. Attested police clearance from home country.
3. No QID is required for Locum Doctors; please check [circular 14/2015](#).
4. A letter of intent should be attached from the potential employer mentioning the dates of visit and assigned specialist who will follow-up on the cases.

## 4. Dental privileges Process Map



## Dental Privileges Requirements

Only applicants with valid permanent license can apply for dental privileges. The request will be finalized by the expert committee or DHP, based on the type of privilege request.

### A] First Dental Privilege Application:

Submit a manual Dental Privileges application (two copies) with below requirements:

1. Official Request letter (**cover letter**) from the place of work, signed & stamped by the medical director specifying the requested privileges, with the employment details.
2. Dental Privileges **Form** for the requested scope to be filled, signed and stamped by the applicant and the medical director of the facility.
3. Personal declaration **form**.
4. Copy of updated Curriculum Vitae (**C.V.**)
5. Copy of bachelor's degree or equivalent
6. Copy of post graduate degrees or equivalent (if applicable).
7. Copy of training certificate/courses attended in the requested privilege. (Refer to Notes below)
8. Case submission Declaration for Dental Privileges (available on the website in the [dental privilege section](#)). (If applicable)
9. Personal Declaration for Dental Privileges (available on the website in the [dental privilege section](#)).
10. **Treated Cases in CD/USB** (two copies).
11. Logbook (if required).
12. Any documents required to support the application that are not mentioned above must be submitted upon request.

#### For transfer of privileges, the following will be required:

1. Request letter (cover letter) from the current place of work specifying the privileges to be transferred.
2. Copy of DHP issued privilege letter/s.
3. Copy of valid Medical License under the new place of work.

#### For Under General Anesthesia (GA) privileges:

1. Licensed Oral Surgery and Oral and Maxillofacial Surgery Specialists are not required to apply for under GA privilege, as they are automatically entitled to perform all privileges permitted by DHP under GA.
2. Licensed Pediatric Dentistry Specialists are required to apply for under GA privilege after working for 1 year in Qatar.
3. Pediatric dentistry procedures can be performed under GA **only** by Pedodontist.
4. Application must be accompanied by a Stamped approval letter and form/s signed and stamped by the facility/s where the applicant wants to perform the procedures under General Anesthesia.
5. The applicant can perform under GA procedures in a valid licensed facility with the necessary requirements.  
**Note:** Other specialists cannot apply for under GA privileges.

## B] Re-evaluation Dental Privilege application:

Submit a manual Dental Privileges application (Two copies) with all the above-mentioned documents in addition to the below:

1. Justification letter for re-applying for Dental Privileges.
2. Request letter (cover letter) signed & stamped by the medical director of the place of work specifying requested privileges, the start date of work and good standing.
3. Copy of **new** training certificate/courses attended in the requested privilege.
4. Copy of **new** work experience in the requested privilege (logbook)
5. Any other additional requirements requested by the expert committee.
6. **New** Treated Cases (2 copies) in CD/USB.
7. Copy of previous Dental Privileges approval/rejection letter issued by DHP.
8. Any documents required to support the application that are not mentioned above must be submitted upon request.

### Important Notes:

- General Dentists are eligible for core privileges, while Dental Specialists are eligible for all core privileges in addition to the non-core privileges in the specialty.
- Licensed Specialists can only apply for non-core privileges outside of their scope if they provide evidence of advanced training in the requested privilege.
- General dentists can only apply for non-core privileges if they provide evidence of advanced training and experience in the requested procedure.
- The training course should fulfill the following criteria:
  - a. Valid training courses (validity of course not less than 3 years).
  - b. Face to face training courses/programs.
  - c. Course duration of minimum eight accredited hours.
  - d. Courses with hands on training.
- **Licensed Oral and Maxillofacial Surgery (OMFS) Specialists** can perform all core privileges and **non-core Privileges of Oral Surgery only** and can apply for advanced privileges in OMFS.
- It is not allowed for any dentist to perform any dental procedure out of their scope before getting an official approval by DHP.
- Dentists can apply for Dental Privileges only with **valid** permanent license; evaluation certificate is not accepted.
- The privilege request should be submitted to Room 28/29, Ground Floor, MOPH Bldg. Refer to DHP website.
- Primary source verification report for university diplomas/degrees or training courses taken outside Qatar must be submitted.
- Treated Cases in USB/CD must **strictly** comply with case submission guidelines, specifically for - (Number of cases, rubber dam, PowerPoint format, complete patient documentation, quality of radiographs etc.)
- Re-evaluation privilege request based on expert committee decision that is incomplete will be sent back

and to be resubmitted within the mentioned time, otherwise it will be cancelled.

- **If the privilege request has been rejected by** Expert committee, the applicant can apply after 1 year from the date of rejection. If rejected by experts **twice**, the applicant is not eligible to apply again, unless obtaining a postgraduate degree from the approved specialty qualifications.
- **If the privilege request has been rejected by** DHP, the applicant can re-apply as per DHP rules.
- It is the responsibility of the applicant/employer representative to follow up their application in the Room 28, ground Floor in the Ministry of Public Health's premises
- Any documents presented in languages other than Arabic or English must be translated and attached to a copy of the original documents.
- It is prohibited to communicate directly with the committee in regard to the follow up of healthcare practitioners' Dental Privileges requests, anyone who violates the above, will be held accountable and be subject to disciplinary actions, such as rejection of the respective request with an official warning sent to the concerned facility "[refer to circular 2/2014](#)".
- Please refer to the website of the Department of Healthcare Professions frequently to check the updates of the requirements.
- Nitrous oxide usage in Dentistry is **not allowed** in Private sector.
- Amalgam filling in dentistry is no longer permitted in healthcare facilities that provide dental services, across the governmental and private sectors.
- Dentists are entitled for use of lasers in Dentistry as core privilege. It is the practitioner and facility responsibility to ensure proper training and safety requirements.
- **Appeal requests are no longer accepted** if rejected after evaluation by the expert committee.

## Refer to [Circular “39-2012](#)

### DHP approved Dental procedures:

#### Core privileges (for General Dentist)

##### **Diagnostic Procedures**

- 1- Oral examination
- 2- Dental radiograph fabrication/diagnostic image interpretation
- 3- Pulp vitality testing
- 4- Plaster cast fabrication for diagnosis
- 5- Adjunctive medical laboratory evaluation

##### **Preventive Procedures**

- 1- Oral hygiene instruction procurement
- 2- General dental prophylaxis administration
- 3- Topical fluoride treatment
- 4- Fissure sealant application
- 5- Custom (fluoride) tray/mouth guard fabrication/ insertion

##### **Restorative Procedures**

- 1- Direct restoration (composite/glass ionomer) fabrication
- 2- Post and core fabrication
- 3- Vital bleaching

##### **Endodontic Procedures (permanent teeth)**

- 1- Pulpotomy
- 2- Pulp extirpation
- 3- Direct and indirect pulp capping
- 4- Conventional root canal therapy (single rooted teeth)
- 5- Non-Surgical retreatment (single rooted teeth)
- 6- Non-vital bleaching

##### **Periodontal Procedures**

- 1- Scaling and root planning
- 2- Gingivoplasty/gingivectomy localized single tooth only
- 3- Application of local medication delivery system
- 4- Maintenance recalls
- 5- Single crown lengthening (not involving bone removal)
- 6- Incision and drainage of periodontal abscesses
- 7- Provisional splinting of teeth

##### **Prosthodontics Procedures**

- 1- Inlay and onlay preparation/fabrication
- 2- Partial coverage crown preparation/fabrication
- 3- Full crown preparation/fabrication (maximum one Quadrant at a time)
- 4- Bridge preparation/fabrication (maximum one quadrant at a time)

- 5- Maryland bridge preparation/fabrication
- 6- Partial Denture fabrication
- 7- Complete Denture fabrication
- 8- Denture relining
- 9- Repair of removable prosthodontic restorations
- 10- Repair of fixed prosthodontic restorations

#### ***Oral Surgery Procedures***

- 1- Extraction of Erupted teeth
- 2- Incision and drainage of intraoral abscesses
- 3- Suturing of Intraoral wounds
- 4- Closed reduction of TMJ dislocation
- 5- Excision of hyperplastic tissues

#### ***Orthodontic Procedures***

- 1- Emergency treatment of fixed appliances
- 2- Repair or replacement of removable appliances

#### ***Pediatrics Procedures***

- 1- Pulpotomy (primary teeth)
- 2- Passive space maintainer fabrication/insertion
- 3- Stainless Steel crown fabrication/insertion

#### ***Other Procedures***

- 1- Prescription of medication
- 2- Administration of Local anesthesia
- 3- Desensitization procedure administration
- 4- Lasers in Dentistry

### **Non-core privileges (for certified specialists) only.**

#### ***Endodontic Procedures (permanent teeth)***

- a. Apexification /apexogenesis
- b. Conventional root canal therapy (multi rooted teeth)
- c. Non-surgical retreatment (multi rooted teeth)
- d. Root amputation/hemisection
- e. Periradicular Surgery
- f. Intentional reimplantation
- g. Treatment of obstructed canals
- h. Removal of broken instruments
- l. Repair of internal perforations

#### ***Periodontics Procedures***

- a. Periodontal flap surgery
- b. Mucogingival Surgery (gingivoplasty, gingivectomy, frenectomy, free gingival/mucosal grafting, root coverage)
- c. Osseous surgery/crown lengthening
- d. Guided tissue regeneration
- e. Guided bone augmentation



### **Prosthodontic Procedures**

- a. Denture rebasing
- b. Immediate denture fabrication/insertion
- c. Ceramic veneer preparation/fabrication
- d. Over denture fabrication/insertion
- e. Multiple unit fixed prosthesis construction (more than one quadrant at a time)
- f. Implant supported restoration (single)
- g. Implant supported restoration (multiple)
- h. Precision Attachment denture fabrication/insertion
- i. *Full-mouth* reconstruction with alteration of vertical dimension
- j. Complete occlusal adjustment

### **Oral Surgery Procedures**

- a. Surgical exposure of un-erupted teeth
- b. Removal of impacted teeth
- c. Removal of remaining roots
- d. Removal of oral cavity cysts
- e. Transplantations of teeth
- f. Removal of palatal/alveolar exostoses
- g. Removal of foreign bodies in soft tissue and hard tissue
- h. Vestibuloplasty prosthetic surgery (e.g., alveoplasty, alveolar bone augmentation, sinus lifting etc.
- i. Closure of oroantral fistulas
- j. Intraoral hard tissue biopsy sampling
- k. Frenectomy
- l. Palatal tissue hyperplasia reduction

### **Orthodontic Procedures**

- a. Interceptive orthodontic treatment
- b. Orthodontic treatment (including bonding bracket on surgically exposed teeth and applying traction on impacted teeth)
- c. Insertion of removable and fixed functional appliances.
- d. Orthodontics treatment in orthognathic surgery patients
- e. Orthodontic treatment for cleft and syndrome patients.
- f. Insertion of orthodontics mini screws.

### **Pedodontics Procedures**

- a. Preventive dental care (including oral hygiene, injury prevention, dietary, and habit counseling)
- b. Behavior management techniques for apprehensive children (including voice control, non-verbal communication, tell-show-do, positive reinforcement, distraction, parental presence/absence, hand over mouth and Physical restraint)
- c. Aversive behavioral management (including digital and non-nutritive sucking behavior, tongue, and swallowing habits)
- d. Management of bruxism
- e. Interceptive orthodontic treatment (correction of anterior and posterior cross bite, space retainers, maxillary expansion with removable appliances)
- f. Serial extraction.
- g. Prosthodontic procedures (including fabrication / insertion of stainless-steel crowns)
- h. Uncomplicated extraction of primary and permanent teeth, full management of all types of tooth injuries (traumas)
- i. Treatment of medically compromised physically and mentally disables children under local or general anesthesia (**requires special approval\***) in operating room.
- j. Full mouth rehabilitation for healthy apprehensive children under general anesthesia (**requires special approval\***) in operating room

k. Management and treatment of children receiving chemotherapy and/or radiation

(\*NOTE: The Pediatric Dentist should be licensed in Qatar for not less than 1 year to be eligible to apply for Under GA procedures).

### **Orofacial Pain**

- a. Provide an accurate diagnosis of the most common intraoral and orofacial pain conditions, be able to recognize the more complex orofacial pain conditions, and initiate referrals to appropriate experts in managing such patients.
- b. Perform extensive temporomandibular joint, masticatory, and cervical muscle examination, evaluation of dental occlusion.
- c. Imaging and laboratory technique and interpretation.
- d. **Diagnostic and treatment procedures including:**
  - I. Craniofacial nerve blocks.
  - II. Intramuscular trigger point injections in the masticatory, head, and neck muscles.
  - III. Cognitive-behavioral management strategies.
- e. **Pharmacotherapy management** including topical and systemic analgesics, muscle relaxants, anxiolytics, anticonvulsants, antidepressants
- f. **Performing some of physiotherapy modalities** including Manual manipulation, Ultrasound therapy, TENS, Therapeutic exercises.
- g. Fabrication of oral occlusal appliances.
- h. Selective occlusal therapy.
- i. Botox injection therapy for headaches and muscle pain conditions.

### **Oral and Maxillofacial Radiology**

Dental radiograph fabrication/diagnostic image interpretation like

- a. Intraoral Periapical radiographs, bitewing, occlusal.
- b. Dental panoramic imaging
- c. Cephalometric imaging
- d. Head and neck ultrasound images
- e. Sialography (imaging of the salivary glands)
- f. Cone beam computed tomography (CBCT)
- g. Magnetic resonance imaging (MRI)
- h. Positron emission tomography

**Note: OMR specialist are entitled to perform only imaging procedures and not for any related clinical procedures**

### **Other Procedures (Procedures that need Special approvals)**

1. Treatment under general anesthesia (**For licensed Pediatric Dentist Specialist**)
2. Construction/insertion of obstructive sleep apnea appliances
3. Dental Implant Procedures

### **Notes and definitions**

- 1) All dentists must follow standard recognized procedures in all the fields of dentistry for diagnosis, treatment and follow-up of their patients.
- 2) All dentists must take necessary impressions and radiographic images whenever required for treatment or documentation. For example: Orthodontist should take initial impressions of both arches, a panoramic radiograph, and a lateral cephalogram.
- 3) Any other procedure that is not listed in this guideline can be request by the practitioner.
- 4) Please kindly refer to the Website for updates on a regular basis.

## 5) DENTAL SCOPES OF PRACTICE:

### A. General Dentist:

A Dentist who can perform all core privileges mentioned above.

### B. Orthodontics:

Is the diagnosis, prevention, and treatment of all forms of malocclusion of the teeth (improper bite).

### C. Oral & Maxillofacial Surgery:

Is the diagnosis, surgical, and nonsurgical treatment of diseases, injuries and defects of the mouth, face, skull, jaw, and associated structures.

### D. Periodontics:

Is the prevention, diagnosis, and treatment of diseases or abnormalities of the periodontium, or supporting tissues of the teeth, including the gums, cementum, and periodontal ligament.

### E. Pediatric Dentistry:

Is the branch of dentistry that is concerned with oral healthcare for children and adolescents.

### F. Endodontics:

Is the diagnosis, prevention, and treatment of diseases and injuries to the dental pulp (the soft tissues inside the tooth) and the tissues surrounding the root of the tooth.

### G. Restorative Dentistry:

Is the treatment of patients with the partial or complete loss of teeth, including surgical, endodontic, periodontic, orthodontic and prosthodontics procedures.

### H. Prosthodontics:

Is the restoration of oral function by creating prostheses and restorations (i.e., complete dentures, crowns, implant retained/supported restorations) for patients with a range of clinical conditions involving missing or deficient teeth and/or craniofacial tissues.

### I. Oral Surgery:

Is the diagnosis, surgical treatment and ongoing management of conditions affecting the teeth and the bone immediately surrounding teeth.

### J. Public Health Dentistry:

It is the science and art of diagnosing, preventing, and controlling dental diseases and promoting dental health through organized community efforts.

### K. Oral Medicine:

It is concerned with the oral health care of patients with chronic and medically related disorders of the oral and maxillofacial region, and with their diagnosis with non-surgical management.

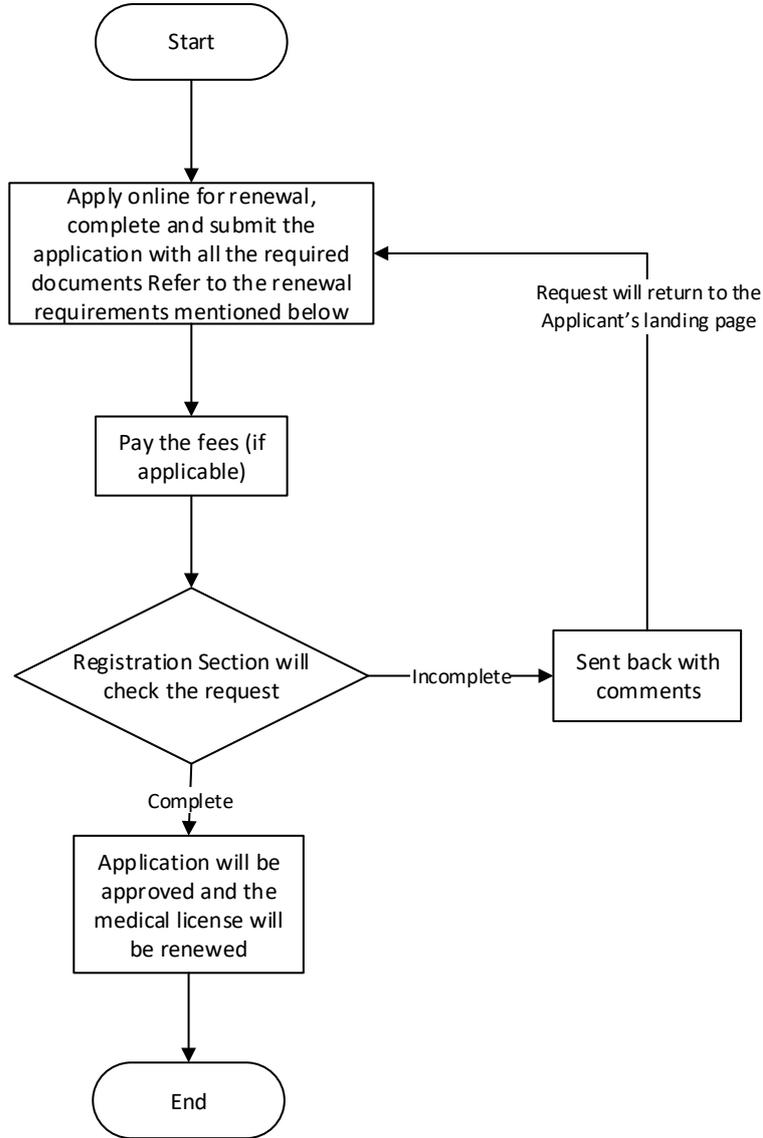
### L. Orofacial Pain:

Orofacial pain (OFP) is the specialty of dentistry that encompasses the diagnosis, management, and treatment of pain disorders of the jaw, mouth, face, and associated regions. In addition to the diagnosis and treatment of acute dental pain and pathology, such as that which may arise from trauma, infection, or other odontogenic origin, the orofacial pain dentist has the responsibility to diagnose and treat nonodontogenic orofacial pain that is often chronic and persistent, multifactorial, and complex, distressing, and debilitating.

### M. Oral and Maxillofacial Radiology

Oral and maxillofacial radiology is the specialty of dentistry and discipline of radiology concerned with the production and interpretation of images and data produced by all modalities of radiant energy that are used for the diagnosis and management of diseases, disorders, and conditions of the oral and maxillofacial region.

## 5. License Renewal Process Map



## License Renewal Requirements

### Step1: Fulfilling CPD Requirements

- Healthcare Practitioners cannot submit renewal applications unless they are fully compliant to the CPD Requirements.
- 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.
- Please refer to the [Accreditation Section](#)'s standards and guiding documents for more details about CPD Requirements.

### Step2: Fulfilling Renewal Application Requirements

Submit an electronic “Apply for Renewal” request through the Registration/Licensing System on the Department of Healthcare Professions [website](#) and upload the below required documents:

1. Copy of valid passport (If applicable).
2. Copy of valid QID\* (front and back sides).  
\*For male/female practitioners under their employer's sponsorship, the sponsor should be the employer.
3. One recent photo (as per DHP criteria mentioned in the “[Additional Attachments](#)” document).
4. Medical Report will be requested as per the health fitness policy, as per [circular \(07/2022\)](#).
5. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent as per [circular \(14/2022\)](#), (or CPR registration confirmation + undertaking letter signed and stamped by the facility that CPR certificate will be submitted upon completion), unless the Health care facility has an approval letter issued by the Department of Healthcare Professions regarding their “[Code Blue Team](#)”.
6. An employment letter to be filled, signed and stamped by the employer (the template is in the “[Additional Attachments](#)” document)
7. For General Dentist (supervised), Supervision letter and Undertaking letter from the place of work signed and stamped by the medical director and the supervisor, showing the supervisor's name, scope of practice and license number (Refer to Circular 12/2021)
8. Any other additional documents might be requested.

### Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant three times and will be rejected if not provided.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.

In case for expired license, undertaking letter for expired license should be submitted in the application (form available in [Additional Attachments](#) under Guidelines and Useful links).

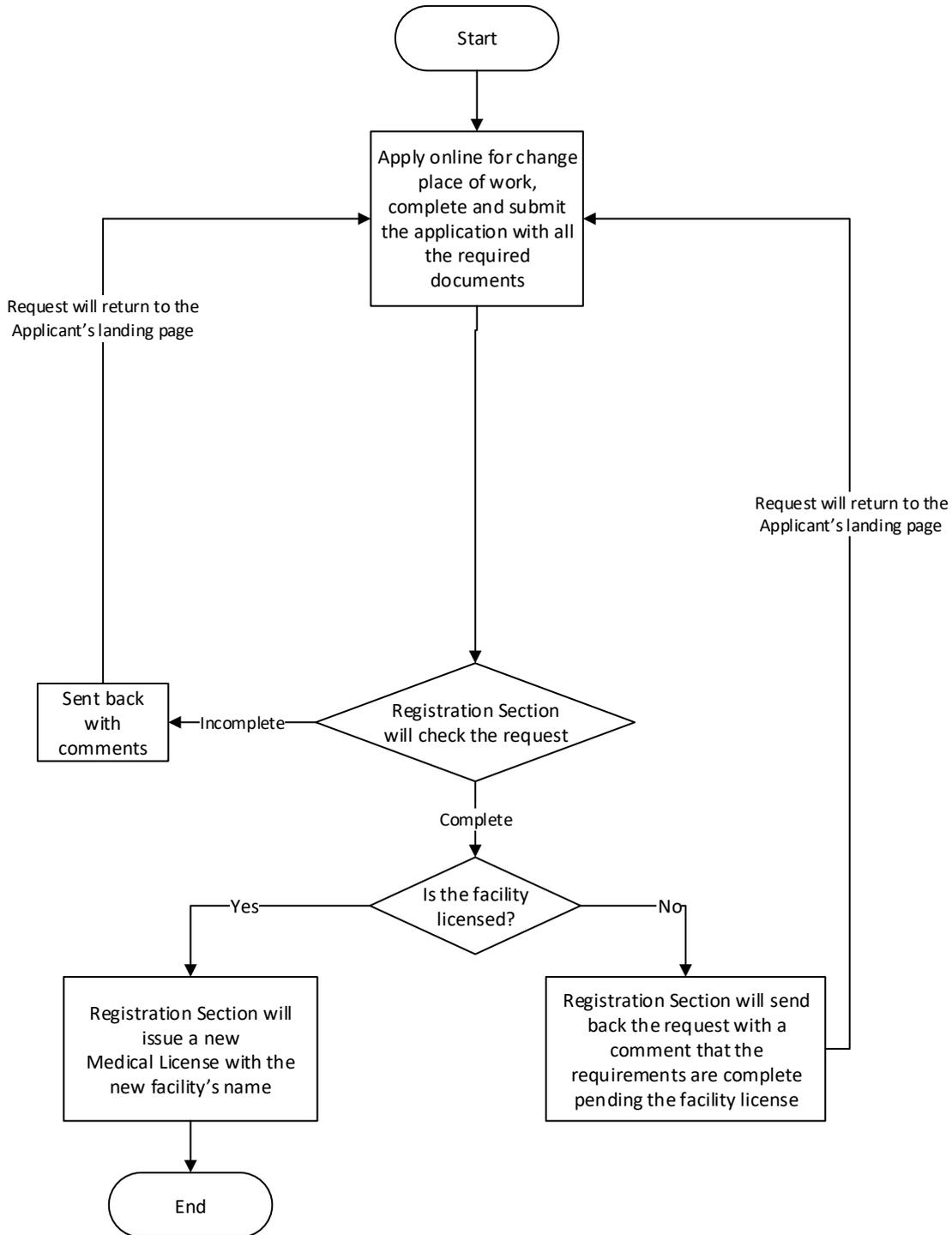
- A case-by-case assessment may be implemented.
- You can follow-up on the request with your employer representative.

#### For locum dentists

#### The following items are required in addition to the previous requirements noted above:

1. A letter of Employment letter signed and stamped by the healthcare facility mentioning the specific dates of the visit (for e.g. From: DD/MM/YR To: DD/MM/YR).
2. There must be a licensed specialist on a permanent basis with the same specialty for following up the cases that the locum doctor deals with.
3. QID is not required; refer to [circular 14/2015](#).
4. Work experience certificate for the last two years of experience along with the primary source verification report of the same.

## 6.Change Place of Work Process Map



## Change Place of Work Requirements

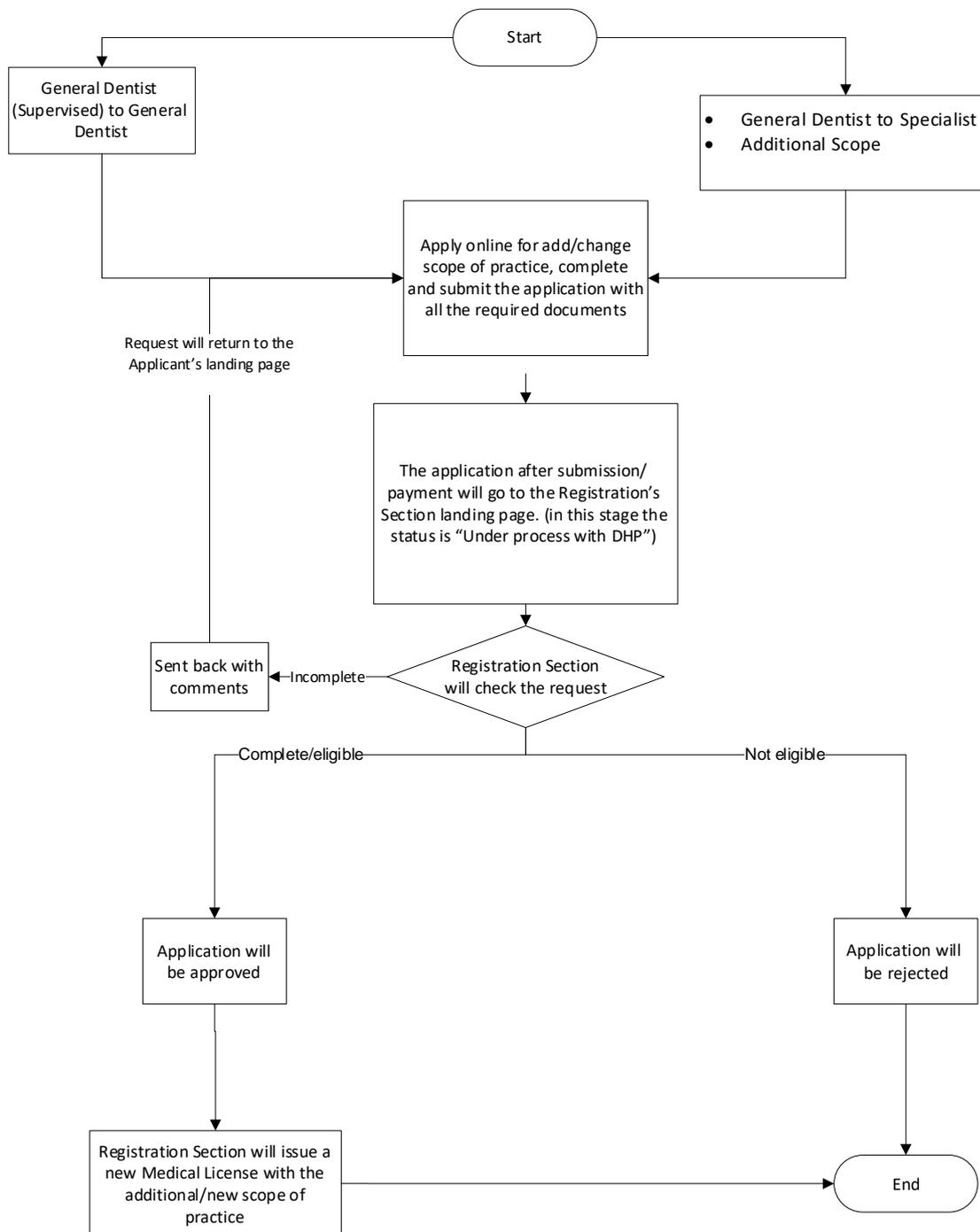
Submit an electronic “Apply to Change Place of Work” request through the Registration/Licensing System on the Department of Healthcare Professions [website](#) and upload the below required documents:

1. Copy of valid passport (If applicable)
2. Copy of valid QID (front and back)
  - a) For male/female practitioners under employer’s sponsorship, the sponsor should be the new employer.
  - b) For female/male practitioners under family sponsorship, a letter of intent from the new employer, and a No Objection Certificate from the previous employer are required.
3. Copy of facility valid license with list of internal activities of the new healthcare facility.
4. For General Dentist (supervised), Supervision letter and Undertaking letter from the new place of work signed and stamped by the medical director and the supervisor, showing the supervisor’s name, scope of practice and license number (Refer to Circular 12/2021).
5. Any other adjustment according to the current laws and regulations in the State of Qatar

### Notes

- QID will not be required for “Apply to Change Place of Work” request submitted after evaluation (before licensing request), however a letter of intent from new employer and a No Objection Certificate from the previous employer will be required.
- Resignation letter signed and stamped by the practitioner and the medical director/Human Resource manager can be accepted.
- For locum dentist:
  - QID will not be required, however a letter of intent from new employer and a No Objection Certificate from the previous employer will be required.
  - A letter of Employment letter from the new facility signed and stamped by the healthcare facility mentioning the specific dates of the visit (for e.g. From: DD/MM/YR To: DD/MM/YR).
  - There must be a licensed specialist in the new place of work on a permanent basis with the same specialty for following up the cases that the locum doctor deals with.
- Original documents/certificates or any other documents required to support the application might be requested on a case-by-case basis.
- Please refer to the website of the Department of Healthcare Professions frequently to check the updates of the requirements.
- A case-by-case assessment may be implemented.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant three times and will be rejected if not provided.
- You can follow-up on the request with your employer representative.

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



\*Refer to Circular 11/2021

## Add/Change Scope of Practice Requirements

Submit an electronic “Apply to Add/Change Scope of Practice” request through the Registration/Licensing System on the Department of Healthcare Professions [website](#) and upload the below required documents:

### A) For GD (Supervised) to General Dentist (Refer to Circular 12/2021)

1. Copy of valid passport (If applicable)
2. Copy of valid QID (front and back sides).
3. A recent no objection letter from the employer for the change of scope.
4. Copy of valid passing certificate of the qualifying exam (if applicable).
5. Copy of completed Primary Source verification report (If applicable).
6. Work experience certificate with the start and end date covering the required years of experience and showing the supervisors details signed and stamped by the medical director.
7. The assessment reports, reflecting the supervisee clinical performance, with start and end dates that is covering the cycles of every 6 months training period, signed, and stamped by the medical director and the supervisor.
8. Logbook signed and stamped by the dentists, medical director and supervisor that includes the clinical cases performed by the supervised dentist.
9. Recommendation letter from the supervisor.

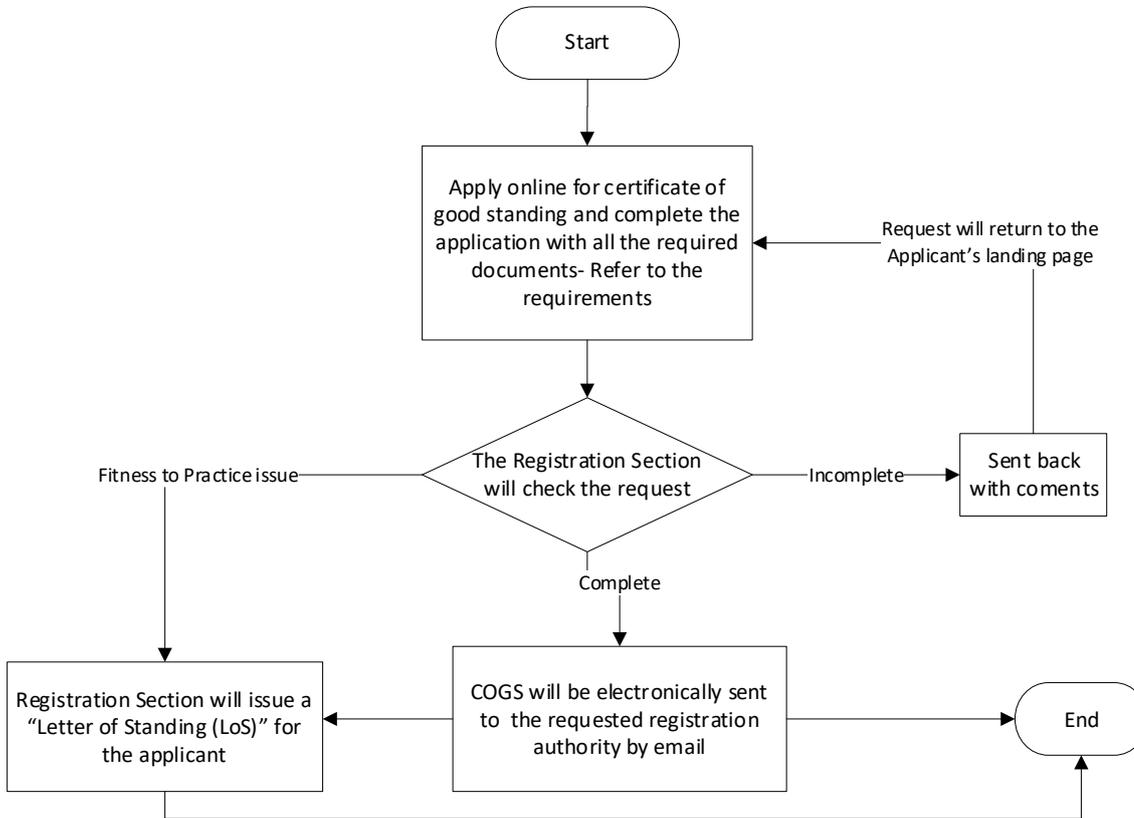
### B) General Dentist to Specialist/Additional Scope:

1. Copy of valid passport (If applicable)
2. Copy of valid QID (front and back sides).
3. A no objection letter from the employer for the addition/change of scope.
4. Copy of additional academic certificates relevant to the new scope.
5. Copy of additional experience certificates (with an issue date) relevant to the new scope (if applicable).
6. Copy of DHP official approval letter for the non-core privileges.
7. Copy of the completed Primary Source verification report for any additional documents.
8. Copy of facility valid license with list of internal activities of the healthcare facility
9. Cases as per case submission guidelines might be required.

### Notes

- Applicants holding post graduate degree not from the approved Specialty qualifications are not eligible to apply for change scope of practice to Specialist.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant three times and will be rejected if not provided.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Please refer to the website of the Department of Healthcare Professions frequently to check the updates of the requirements.
- Application might be referred to specialized committee and an interview might be required.
- A case-by-case assessment may be implemented.
- You can follow-up on the request with your employer representative.

## 8. Certificate of Good Standing Process Map (For DHP licensed Healthcare Practitioners).



## Certificate of Good Standing (COGS)/Registration Certificate Requirements

Submit an electronic “Apply for a Certificate of Good Standing” request and upload the below mentioned required documents (Refer to Circular 3/2022):

1. Copy of valid passport (If applicable)
2. Copy of valid QID (front and back sides).
3. Certificate of good standing from (current / previous) places of work (in Qatar), with recent issue date/s.
4. Name and email address of the Registration Authority that Department of Healthcare Professions will submit the certificate to should be filled in the required fields.

### Notes

- COGS/Registration certificate will be sent directly from DHP system to the practitioner’s email ID and the regional/international registration authority email ID as per the practitioner’s request.
- Copies of COGS will not be sent via post or email (unless requested by the Regulatory Authority).
- In case of verification forms requested by the regulatory authority, Applicant should attach the form in the COGS application. Once the application is approved, the filled/signed and stamped form will be available through the link that will be sent to the email ID of the practitioner and that of the requested authority.
- ‘To Whom it May Concern’ / LOS certificate is issued by DHP only on case-by-case basis.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates or any other documents required to support the application might be requested on a case-by-case basis.
- Please refer to the website of the Department of Healthcare Professions frequently to check the updates of the requirements.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant three times and will be rejected if not provided.
- A case-by-case assessment may be implemented.