



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



## Circular No. (22/2018)

<b>From</b>	Qatar Council for Healthcare Practitioners (QCHP)
<b>To</b>	<ul style="list-style-type: none"><li>All Healthcare Practitioners who require a Temporary License in the State of Qatar</li><li>All Focal Points of Healthcare Facilities in the State of Qatar</li></ul>
<b>Subject</b>	Launch of Electronic “Temporary License” Applications
<b>Date</b>	25 October 2018

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

In the Qatar Council for Healthcare Practitioners’ pursuit to enhance the Registration & Licensing System, and to facilitate the process of granting temporary licenses to healthcare practitioners, the Registration Department announces the launch of “Temporary License” electronic applications through QCHP’s Registration & Licensing System.

Accordingly, please note the following:

- “Temporary License” requests by email will not be accepted starting from this circular’s date.
- “Evaluation” applications are a prerequisite for “Temporary License” applications.
- Processing time for “Temporary License” requests is 3 working days.
- Permanent licensing applications will be valid and available for practitioners to apply as long as their temporary license is valid.
- For temporary license requirements, please check out the “Temporary License” policy on QCHP’s website.

Attachment:

- “Temporary License” Request User Manual Guide

**For further information, contact:**

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**Thank you for your cooperation,  
Qatar Council for Healthcare Practitioners**



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## **Temporary License User manual**



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

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

The login page features the QCHP logo and name in Arabic and English, along with the tagline 'World Class Standards. Qualified Practitioners'. It includes navigation tabs for 'LOGIN/SIGN IN', 'REGISTER/SIGN UP', and 'GUIDELINES'. The login form has two input fields: 'Please enter your User Name' and 'Please enter your Password', each with a corresponding icon (person and lock). A 'Sign In' button is to the right of the password field. A 'Forgot Password' link is located below the password field.

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

The dashboard shows a welcome message and a list of actions: 'Create and Submit Requests'. Under this section, there are buttons for 'Apply for Evaluation', 'Apply for Licensing', 'Apply for Change Place of Work', 'Apply for Additional Place of Work', and 'Apply for Temporary License'. The 'Apply for Temporary License' button is highlighted with a red dashed border. Below this is a 'Print' section with an 'Online Payment Receipts' button. At the bottom, there is a 'View & track status of my requests' section with a search bar and a table of requests.

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



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

✓ Personal Declaration

✓ Apply Temporary License

Personal Declaration

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

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

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

☒ I hereby declare the above mentioned statements.

Save

Save and Close

Close

Reset

Previous

Next

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

✓ Personal Declaration

✓ Apply Temporary License

Temporary License Requirements

Personal Information

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



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A. Having a QID:

**Temporary License Requirements**

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

Qatar ID Number\* 28635601014

QID Expiry Date\* 12/12/2020

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

**Undertaking Letter**

Please attach the practitioner undertaking letter for the temporary license.

**Circular (9-2018) - Updates on Temporary License Policy**

Undertaking Letter

**Attachments :**

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

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

File Description

B. No QID:

**Temporary License Requirements**

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

**Medical Report**

Please attach your medical report attested by the Ministry of Foreign Affairs in Qatar (MOFA).

No file chosen  
Maximum File Size is : 2 MB

**Police Clearance**

Please attach a police clearance from your home country attested by the Ministry of Foreign Affairs in Qatar (MOFA).

No file chosen  
Maximum File Size is : 2 MB

**Undertaking Letter**

Please attach the practitioner undertaking letter for the temporary license.

**Circular (9-2018) - Updates on Temporary License Policy**

Undertaking Letter

**Attachments :**

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

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File Description



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

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

✓ Create and Submit Requests

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

☐ Apply for Temporary License

Print

☐ Online Payment Receipts

View & track status of my requests

Search

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

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

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

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

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