1. Registration/Evaluation Process Map

- Apply online for evaluation, complete and submit the application with all the required documents - Refer to table no. "1"

- After completing the required training period, the applicant can re-apply for evaluation

- Registration Department will issue:
  - Preliminary Evaluation
  - CID Letter

- The applicant will move to the next phase - Licensing

- Request will return to the Applicant’s landing page

- Application will be sent back

- Incomplete

- Registration Department will check the request

- Complete / Eligible

- If incomplete, the application will go to the Employer Representative’s landing page. The Employer Representative must review the documents, ensure that they are complete, approve and submit the application (in this stage the status is “Employer Completing”)

- The application after submission/payment will go to the Employer Representative’s landing page.

- Pay the fees (if applicable)

- Registration Department will issue a training letter

- Approved

- Applicant will apply for training – Refer to training requirements

- Reject

- Lack of experience/Break from practice

- Incomplete

- Reject

- Ineligible

- End

- The applicant should follow up on the request with the employer representative.

- For break from practice policy, refer to attachment "1" in the “Additional Attachments” document.

- Preliminary evaluation is only valid for 6 months.
Registration/Evaluation Requirements

Please apply through the Registration/Licensing Electronic System on the QCHP website: (www.qchp.org.qa), complete the online application and pay the required fees (if applicable).

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

1. Copy of valid passport.
2. Copy of valid QID (front and back) (If applicable).
3. One recent photo (according to photo criteria stated in circular (04-2014) or in the “Additional Attachments” document).
4. An up to date Curriculum Vitae (C.V).
5. Copy of all academic certificates relevant to applicant’s scope 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 (refer to Table no. 1).
7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of proof of submission to the verification company (payment receipt).
9. Copy of the passing certificate of the qualifying exam (if applicable).

Notes

- A provisional license can be issued along with the evaluation application approval, please refer to circulars no. (3/2015), (10/2015) & (14/2015) for provisional license requirements and for further details.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- The evaluation shall not obligate the Qatar Council for Healthcare Practitioners to grant the applicant any specific degree or title.
- Please note that verification process by the verification company replaces attestation of certificates by related competent authorities (i.e.: certificates do not have to be attested).
- The verification report and certificate of good standing shall be received in the licensing phase unless the case requires otherwise.
- It shall be the applicant’s responsibility to follow up on receiving the report regarding verification and the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with QCHPGoodSt@moph.gov.qa.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents. Please refer to the websites of the Ministry of Public Health & Qatar Council for Healthcare Practitioners frequently to check the updates of the requirements.
- A case-by-case assessment may be implemented.

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

**Table No. “1”**

<table>
<thead>
<tr>
<th>Scope of practice</th>
<th>Education Requirements</th>
<th>Experience Requirements</th>
<th>Qualifying Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered General Nurse</td>
<td>✓ Bachelor Degree in nursing (4 years). Or ✓ Diploma in Nursing: 3 years after graduation from high school (12 years). Or ✓ Associate degree in nursing in condition of being licensed as Registered General Nurse • In country of origin Or • In country of graduation.</td>
<td>✓ 2 years clinical experience after registration and licensing as registered general nurse Or ✓ 3 years clinical experience after registration and licensing as registered general nurse; in case the practitioner has • Associate degree in nursing.</td>
<td>• Prometric*</td>
</tr>
<tr>
<td>Clinical Nurse Specialist</td>
<td>✓ Meet the requirements as registered general nurse And ✓ Post graduate degree in nursing Minimum 1 year from recognized educational institutions. Or ✓ Master’s degree in nursing.</td>
<td>✓ 3 years clinical experience after registration as registered general nurse And 1 year experience in the same specialization after • post graduate degree in nursing Or • Master’s degree in nursing</td>
<td>Not Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ For nurse educator specialty only ; in case they did not obtain post graduate nor master’s degree in nursing, they are required to have • 5 years clinical experience after registration and licensing as</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Requirements</td>
<td>Experience</td>
<td>Licensing/Exams</td>
</tr>
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</tbody>
</table>
| Registered General Nurse | - Bachelor Degree in Midwifery or equivalent  
|                      | - Bachelor Degree in Nursing AND recognized post-graduate program in Midwifery                  | 2 years as Midwife after registration and licensing as registered midwife. | Prometric                       |
| Midwife              |                                                                                                 | No experience required | Not Required                  |
| Nurse Trainee        | - Bachelor Degree in nursing (4 years)  
|                      | - Diploma in Nursing: 3 years after graduation from high school (12 years)  
|                      | - Associate degree in nursing in condition of being licensed as RGN  
|                      |   - In country of origin  
|                      |   - In country of origin  
|                      | - No experience required                                                                 | - 3 years clinical experience after registration as registered general nurse AND  
| Nurse Practitioner   | - Meet requirements as registered general nurse  
|                      |   - Master’s degree in nursing  
|                      | - PHD in nursing                                                                   | - 2-year experience in the same specialization after master’s degree or PHD. |
Notes

- Holders of National Council Licensure Examination (NCLEX)* shall be exempted from the State of Qatar’s qualifying exam (Prometric) provided that the applicant succeeded in the exam not earlier than the last five years.
- Nursing is a clinically based field discipline - online and distance-learning program will not be accepted.
- Applicants with Break from Practice (attachment "1" in the “Additional Attachments” document) or lack of experience (total clinical experience between 18 months and 2 years) can apply for training then re-apply for evaluation after successfully completing the required experience (check the “Training Letter Requirements”).
- Applicants with total clinical experience less than 18 months can apply for Evaluation as “Nurse Trainee”.
- If a nurse is a graduate of nursing school or any program which is less than 3 years, she can apply as a nurse technician (check the guidelines for Allied Healthcare Practitioners).
- Applicants with Break from Practice (attachment "1" in the “Additional Attachments” document) or lack of experience (total clinical experience between 18 months and 2 years) can apply for training then re-apply for evaluation after successfully completing the required experience (check Training Letter requirements).
- 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 Registration Department with the below mentioned documents in their evaluation application (please check the break from practice policy: attachment "1" in the “Additional Attachments” document):

1. No Objection Letter from the employer requesting for approval from QCCHP for the applicant to work as trainee within their institution.
2. Valid copy of the Medical License of the supervisor who the applicant will be working under his/her supervision.
3. Copy of the applicant’s Qatari ID (front and back.)
1. Licensing process map

Start

Apply online for licensing, complete and submit the application with all the required documents - refer to licensing requirements

Pay the fees (if applicable)

The application after submission/payment will go to the Registration's Department landing page. (in this stage the status is "Under process with QCHP")

Registration Department will check the request

Incomplete

Sent back with comments

Complete

Registration Department will check results of primary source verification

Result of verification

Positive

Application will be approved

Registration Department will issue the Medical License

End

Negative/ Unable to verify

Applicant will be called for interview

Result of interview

Rejected

PLC Decision

Approved

Re-verify within 14 days

Application will be approved

Request will return to the Applicant's landing page

Applicant will be blacklisted
Licensing Requirements

Please apply through the Registration/Licensing Electronic System on the QCHP website: (www.qchp.org.qa), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for Licensing” request and upload the below mentioned required documents, (some documents will already be available in the online application from the evaluation):

1. Copy of valid passport.
2. Copy of valid QID (front and back) (If applicable).
   a. For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the potential employer.
   b. For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your potential employer.
3. One recent photo (according to photo criteria stated in circular (04-2014) or in the “Additional Attachments” document).
4. An up to Date Curriculum Vitae (C.V).
5. Copy of all academic certificates relevant to applicant’s scope 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 (refer to Table no. 1).
7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of the verification report.
9. Copy of the passing certificate of the qualifying exam (if applicable).
11. Medical report (valid for 6 months), which can be issued by:
   - HMC
   - Medical Commission (with CDC stamp of Vaccination)
   - Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
   - Primary Health Care Corporation (For Qataris only)
12. Medical report must include HIV test, HCV test, HBV test, HB vaccination and Chest X-Ray.
13. 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).
14. 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 the Registration Department, Qatar Council for Healthcare Practitioners, P.O. Box: 7744, Doha, Qatar or QCHPGoodSt@moph.gov.qa.
Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- The verification report and 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’s responsibility to follow up on receiving the report regarding verification and the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with QCHPGoodSt@moph.gov.qa
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the websites of the Ministry of Public Health & Qatar Council for Healthcare Practitioners frequently to check the updates of the requirements.
- A case-by-case assessment may be implemented.

You can follow-up on the request with your employer representative.
2. License Renewal Process Map

Start

Apply online for renewal, complete and submit the application with all the required documents

Refer to renewal requirements

Pay the fees (if applicable)

The application after submission/payment will go to the Registration’s Department landing page. (in this stage the status is “Under process with QCHP”)

Registration Department will check the request

Incomplete → Sent back with comments

Complete

Application will be approved

Registration Department will renew the Medical License

End
License Renewal Requirements

Step 1: Fulfilling CPD Requirements

- All licensed healthcare practitioners are mandated to participate in CPD activities according to the policies and regulations of the Accreditation Department of the QCHP in order 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 in the CPD e-Portfolio prior to submission of their renewal applications.
- Please refer to QCHP-AD standards and guiding documents for more details about CPD Requirements.

Note: 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.

Step 2: Fulfilling Renewal Application Requirements

Please apply through the Registration/Licensing Electronic System on the QCHP website: (www.qchp.org.qa), complete the online application and pay the required fees (if applicable).

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

1. Copy of valid passport.
2. Copy of valid QID (front and back).
   a) For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the employer.
   b) For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your employer.
3. One recent photo (according to photo criteria stated in circular (04-2014) or in the “Additional Attachments” document).
4. Medical Fitness Declaration Form for Healthcare Facility. (correct template is in the “Additional Attachments” document)
5. Medical Fitness Declaration Form for Healthcare Practitioners. (correct template is in the “Additional Attachments” document)
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. An employment letter (correct template is in the “Additional Attachments” document)
8. Any other additional requirements might be requested.
Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the websites of the Ministry of Public Health & Qatar Council for Healthcare Practitioners frequently to check the updates of the requirements.
- A case-by-case assessment may be implemented.

You can follow-up on the request with your employer representative.
3. Change Place of Work Process Map

Start

Apply online for change place of work, complete and submit the application with all the required documents

The application after submission/payment will go to the Registration’s Department landing page. (in this stage the status is “Under process with QCHP”)

Registration Department will check the request

Sent back with comments

Complete

Is the facility licensed?

Yes

Registration department will issue a new Medical License with the new facility’s name

End

No

Registration Department will send back the request with a comment that the requirements are complete pending the facility license

Request will return to the Applicant’s landing page

Request will return to the Applicant’s landing page
Change Place of Work Requirements

Please apply through the Registration/Licensing Electronic System on the QCHP website: (www.qchp.org.qa), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply to Change Place of Work” request and upload the below mentioned required documents:
1. Copy of valid passport
2. Copy of valid QID (front and back)
   a) For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the new employer or 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.
   b) For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your new employer.
3. A letter of no objection from the old employer.
4. Any other adjustment according to the current laws and regulations in the State of Qatar

Notes
- In case the “Apply to Change Place of Work” request was submitted after evaluation (before licensing), then the QID will not be required.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the websites of the Ministry of Public Health & Qatar Council for Healthcare Practitioners frequently to check the updates of the requirements.
- A case-by-case assessment may be implemented.

You can follow-up on the request with your employer representative.
4. Add/Change Scope of Practice Process Map

Start

Apply online for add/change scope of practice, complete and submit the application with all the required documents - refer to the requirements

Request will return to the Applicant’s landing page

Registration Department will check the request

Sent back with comments

The application after submission/payment will go to the Registration’s Department landing page. (in this stage the status is “Under process with QCHP”)

Registration Department will issue a new Medical License with the additional/new scope of practice

Complete

Application will be approved

End
Add/Change Scope of Practice Requirements

Please apply through the Registration/Licensing Electronic System on the QCHP website: (www.qchp.org.qa), complete the online application and pay the required fees (if applicable).

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

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

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- 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.
- Please refer to the websites of the Ministry of Public Health & Qatar Council for Healthcare Practitioners frequently to check the updates of the requirements.
- A case-by-case assessment may be implemented.

You can follow-up on the request with your employer representative.
5. Certificate of Good Standing Process Map

Start

Apply online/ manual for certificate of good standing and complete the application with all the required documents- Refer to the requirements

The registration department will check the request

Fitness to Practice issue

Incomplete

Sent back with comments

Complete

Registration department will issue a "Letter of Standing (LoS)" for the applicant

Registration Department will send the original certificate of good standing directly to the requested registration authority by mail/email

End
Certificate of Good Standing (COGS) Requirements

Please apply through the Registration/Licensing Electronic System on the QCHP website: (www.qchp.org.qa), complete the online application and pay the required fees (if applicable).

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

1. Copy of valid passport
2. Copy of valid QID (front and back).
3. Copy of all academic certificates relevant to applicant’s scope.
4. Certificate of good standing from last place of work (in Qatar).
5. Clear address for the Registration Authority that QCHP will submit the certificate to.

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case-by-case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the websites of the Ministry of Public Health & Qatar Council for Healthcare Practitioners frequently to check the updates of the requirements.
- A case-by-case assessment may be implemented.

You can follow-up on the request with QCHPGoodSt@moph.gov.qa