Guidelines on using the Registration/ Licensing electronic system
Guideline on using the Registration/Licensing electronic System

1. Applicant/practitioner

   A. New Applicants (never been evaluated online or licensed before)

   In order to apply as a new applicant please follow these steps:

   1. Login to (www.qchp.org.qa) click on Login to the Medical Licensing Registration System.
      (Kindly be advised that you can submit only through a PC or Laptop. I pads, tablets or smart phones are not applicable).

   2. Click on Sign up for New Applicant. Create an account by writing your email address and password (Password should contain letters A-Z, numbers 0-9 and special characters!@#$%^&*).
3. Login to the account you have created and click on apply for evaluation. Make sure to fill all the information and upload all the related attachment before submitting your application. Print out the receipt for payment (if applicable).

4. After submitting your request, it will show (awaiting payment) which means your employer should pay the fees.

5. After payment, your request will show (employer completing) which means your authorized focal point should approve your request via the institution account.

6. After submission, (If you are exempted from payment) your request will show (employer completing) which means your authorized focal point should approve your request via the institution account.

7. Be sure to complete all the information and upload all the related attachment.
B. Already registered practitioner:

1. Login to (www.qchp.org.qa) click on Login to the Medical Licensing Registration System.

2. Click on sign up for already registered practitioner.

3. Create an account (that wasn’t used previously for login) and then apply for whatever request you are allowed to e.g. renewal, change place of work, etc.

4. Complete and submit the application.

5. Pay the fees if applicable through the focal point.

6. Finally the (employer) should approve the request through the institution account.
7. In case you face any problem in registration, please send an email to our technical support: nchalil@sch.gov.qa

2. Institution focal point or employer

To apply on behalf of a practitioner via the institution’s account please do the following:

1. Login to (www.qchp.org.qa) click on Login to the Medical Licensing Registration System.
2. Enter the institution account & sign in.

3. Click on registering on behalf of an institution staff member.
4. Search for the required practitioner and click show requests.

5. Click create new request on the top left.

6. Choose the request you want and create.
7. Complete the online application, attach the required documents and submit.
8. Pay the fees if applicable.
9. Approve and submit the request (as an employer) online via the institution account.

How to get the employer's approval online

Login to the employer representative's account, check the request and attach any missing documents (if any) by doing the following:
1. Open the practitioners’ page from your employer landing page (i.e.: you search for the applicant’s name, it appears in blue, you click it and his application opens).

2. Review the requirements on the practitioner’s application and ask him/her for any missing documents.

3. Upload any missing documents. (If needed)

4. Once the application is complete, submit.
Afterwards, approve the request by doing the following:

1. Click “Registering on behalf of institution staff member”.

2. Search for the practitioner and click “Show requests”.

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3. Click on the request that he/she is applying for.

4. Approve the request and submit.