

Add/Upgrade Professional License

This service enables Healthcare professionals to change their current license title (example: from specialist to consultant) or add a new specialty title or privilege

Eligibility

For Physicians, Dentists, Nurses, Midwives, Allied Healthcare and Traditional Complementary And Alternative Medicine Professionals

Requirements

1. Initial Requirements:

Required Documents	Special Considerations
Recent passport size photograph	White background
Valid Passport	Copy
Educational qualifications	1. Cover the minimum requirements of the Professional Qualification Requirement, for further information: https://www.dha.gov.ae/Documents/HRD/Healthcare%20Professionals%20Qualification%20Requirements%20(PQR)%202014-1.pdf
Experience certificates	1. Cover the minimum requirements of the Professional Qualification Requirement, for further information: https://www.dha.gov.ae/Documents/HRD/Healthcare%20Professionals%20Qualification%20Requirements%20(PQR)%202014-1.pdf 2. To show the job title and duration 3. To be signed by the human resources or Medical/Hospital director
Certificate of Good Standing	Issued by DHA and should not be older than 6 months
Official logbook for the past 2 years	1. For surgical specialties 2. Logbook must have facility stamp and signature of Medical Director or authorized person
Medical fitness test (if applicant age is 65 and above)	The test should be conducted only by medical fitness center-DHA
Primary Source Verification (PSV)	Positive and verified results

2. License Activation Requirements:

Required Documents:	Special Considerations
Malpractice insurance for healthcare professional	With the new licensing title
Recent job offer Letter from the hiring facility	Letter not older than 3 month including the new professional title, facility stamp and signature of Medical Director or authorized person
Primary source verification	

How to Apply

1. Login with your username & password at:
<https://eservices.dha.gov.ae/DHAWeb/default.aspx>
2. Fill the application and Upload the initial requirements
3. Initial Fees Payment
4. Initial review by DHA team (Credentialing)
5. PSV Fees payment once application approved (if applicable)
6. Select a date and Pay for Assessment (Oral /Computer Based Test "CBT") (if applicable)
For Further information regarding:
 - a. Assessment guideline. Please click here:
<https://www.dha.gov.ae/Documents/HRD/Healthcare%20professionals/Assessment/Chapter6-DHA%20Assessment.pdf>
 - b. Assessment Exemption Policy. Please click here:
<https://www.dha.gov.ae/Documents/HRD/Policies/Policy%20for%20Exemption%20from%20Assessment%20and%20Examination%20final.pdf>
7. Eligibility letter will be issued once applicant passed the exam
8. Upload the license activation requirements
9. Review by DHA team
10. Issue license fees payment
11. License delivery through courier and collection of delivery fees

Fees

Credentialing Fees AED 220

Primary Source Verification Fees :

- Physicians/Dentist AED 1235
- Others AED 935
- Extra Document AED 300
- Report Transfer AED 100

Assessment Fees:

Oral (Normal):

Physicians/Dentist AED 520

Others AED 270

Physicians/Dentist AED 520

Note: Payment must be done within 2 hours. Otherwise, the selected assessment date will be cancelled

CBT:

Physicians/Dentist: 2 hours assessment USD

220, 3 hours assessment USD 280

Others: 2 hours assessment USD 180, 3

hours assessment USD 240

Issue License Fees:

Physicians/Dentist AED 3020

Others AED 1020

Delivery Fees:

AED 20 payable cash upon delivery

Timeframe

Credentialing (application review): 4 weeks

Primary Source Verification (PSV): application will be processed 48 hours after payment is made.

Assessment:

- o CBT: exams are available on a daily basis
- o Oral Assessment: 4 weeks, and if no date was available after that, please contact Health Regulation Department at: regulation@dha.gov.ae

Upload assessment result and Issue

Eligibility letter: 5 working days

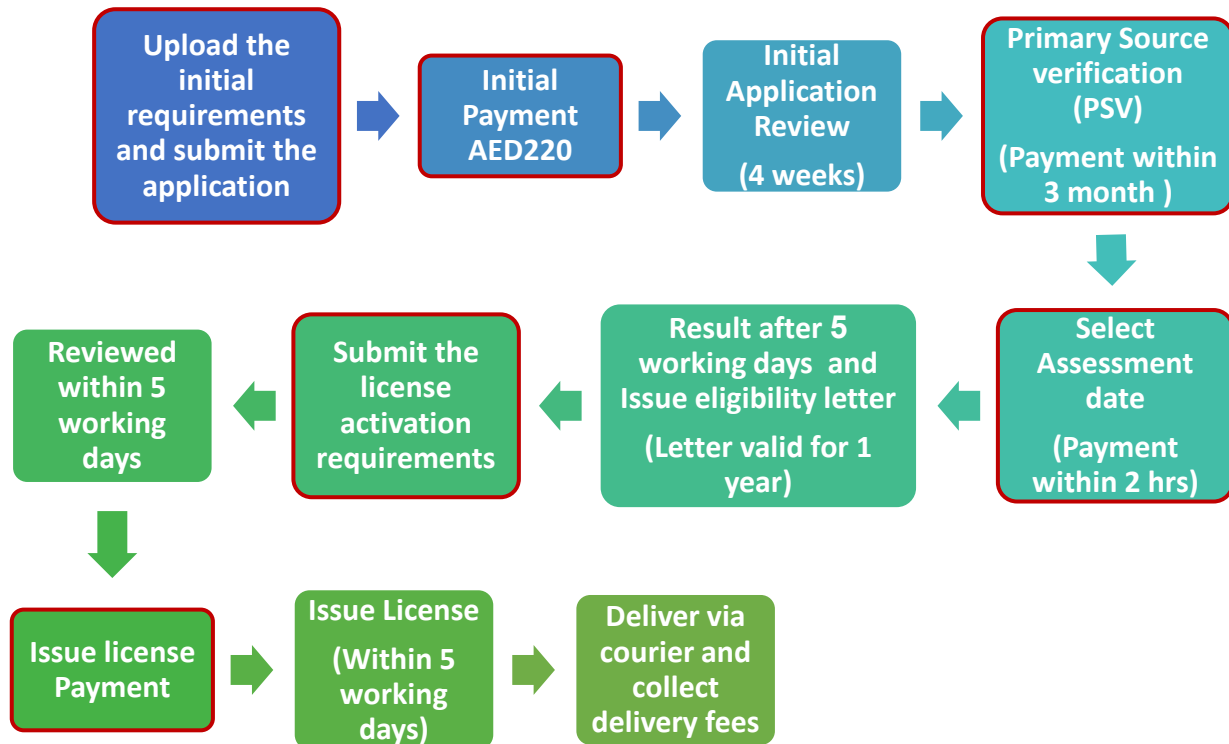
Upload labor card and Insurance: 5 working days after application submission

Issue license: 5 working days

Notes

1. For oral exam: after selecting exam date, payment must be done within 2 hours. Otherwise, the selection exam date will be cancelled
2. For CBT: eligibility number will be valid for 3 months after PSV payment
3. If facility name that applicant is applying for is not shown it means that the facility need to add applicant specialty and then the license can be issued.
4. Eligibility letter is valid for one year
5. The validity of the Credentialing step is 3 months
6. For more inquiries, please check the FAQs: <https://www.dha.gov.ae/en/HealthRegulation/Pages/FAQs.aspx>

Process Map



To be completed by the applicant