Healthcare Professional Licensing Procedures
New Healthcare Professional License

**General Requirements:**
- Official Educational transcript(s)
- Recent professional experience based on DHA PQR criteria
- Log Book for the recent last 2 years for surgical specialties stamped and signed by the Medical Director or authorized person of the healthcare facility
- Valid professional License/Registration from country of last employment
- Valid Good Standing Certificate not older than 6 months.

**Process Map:**
1. Login and create username & password at: https://eservices.dha.gov.ae/DHAWeb/default.aspx
2. Fill application and upload documents (check general requirements)*
3. Go through assessment
4. Issue eligibility letter
5. Upload labor card and insurance (post assessment requirements)***
6. Select Assessment date (Oral / CBT) check the assessment requirements**
7. Validate Applicant’s Credentials
8. Primary Source verification (PSV)
9. Payment
10. Validate Applicant’s Credentials
11. Payment
12. Payment
13. Issue license and deliver through courier

Legend:
- DHA
- Applicant
Medical fitness test (if applicant age was 65 and above), and the test should be conducted only by medical fitness centers at DHA

Valid Passport Copy

Passport size photograph

NOTE: PSV stands for primary source verification and shall mean that all the documents required for licensure shall be verified directly from the original or primary source

**Assessment Requirements:**

Healthcare professionals are required to pass DHA assessment in order to obtain the professional license. This assessment shall depend on the healthcare professional’s title and may include but not limited to written or oral tests

Note: for oral assessment payment must be done within 2 hours. Otherwise, the selection assessment date will be cancelled and for Prometric assessment (CBT) eligibility number will be valid for 3 months after PSV payment

*** Post Assessment Requirements:

- Offer letter from recruiting facility including the professional title, facility stamp and signature of Medical Director or authorized person.

- Malpractice Insurance from recruiting facility

Note: The applicant must ensure that the facility he is opting to work for has his/her specialty listed and licensed by DHA.

Fees:

- Initial Fees AED 220

- Primary Source Verification:
  - Physicians/Dentist AED 1235
  - Nurses & Allied Health AED 935
  - Extra Document AED 300

- Assessment:
  - Oral (Normal):
    - Physicians/Dentist AED 520

- Nurses & Allied Health AED 270
  - Prometric:
    - Physicians/Dentist USD 210
    - Nurses & Allied Health USD 170

- Issue License:
  - Physicians/Dentist AED 3020
  - Nurses & Allied Health AED 1020

- Delivery fees:
  - Physicians/Dentist/ Nurses & Allied Health AED 20 payable cash upon delivery

Timeframe:

- Credentialing (application review): 2-4 weeks

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

- Assessment:
  - Prometric Assessment (CBT): based on prometric assessment schedule
  - Oral Assessment: based on DHA assessment schedule

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

- Issue license: 2 working days
Add / Upgrade Professional License

*General Requirements:*
- Bachelor’s degree (if not uploaded in your profile)
- Post graduate degree with transcript of records (if not uploaded in your profile) [https://www.dha.gov.ae/EN/Documents/Healthcare%20Professionals%20Qualification%20Requirements%20(PQR)%202014-1.pdf](https://www.dha.gov.ae/EN/Documents/Healthcare%20Professionals%20Qualification%20Requirements%20(PQR)%202014-1.pdf)
- Log Book for the recent last 2 years for surgical specialties stamped and signed by the Medical Director or authorized person of the healthcare facility.
- Good Standing Certificate from Dubai Health Authority issued in the last 6 month
- Primary Source verification (PSV) Report if available
- Valid passport copy (if passport expired)

**Assessment Requirements:**
- For oral exam: after selecting exam date, payment must be done within 2 hours. Otherwise, the selection exam date will be cancelled
For Prometric exam: eligibility number will be valid for 3 month after PSV payment

*** Post Assessment Requirements:
- Recent job offer not older than 3 months
- Medical fitness test for applicants aged was 65 and above. It should be conducted only by medical fitness center-DHA
- Valid Malpractice Insurance

*Note: The applicant must ensure that the facility he is opting to work for has his/her specialty listed and licensed by DHA.*

Fees:
- Initial Credentialing Fees: AED 220
- Primary Source Verification:
  - Extra Document AED 300 (if required)
- Assessment:
  - Oral (Normal):
    - Physicians/Dentist: AED 520.
    - Nurses & Allied Health: AED 270.
  - Prometric:
    - Physicians/Dentist: USD 210
    - Nurses & Allied Health: USD 170
- Issue License:
  - Physicians/Dentist: AED 3020.
  - Nurses & Allied Health: AED 1020.

Timeframe:
- Credentialing (application review): 2-4 weeks
- Primary Source Verification (PSV): it will be processed 48 hours after payment is made.
Part Time Professional License

Requirements:
- No Objection Certificate (NOC) from current facility, and it must have the facility stamp and signature of Medical Director or authorized person
- Recent job offer not older than 3 months including the professional title, facility stamp and signature of Medical Director or authorized person
- Malpractice Insurance from the hiring facility
- Log Book for the last 2 years (for surgical specialties)
- PSV report
- Valid passport copy
- Passport size photograph
- Medical fitness test for applicants aged 65 and above. It should be conducted only by medical fitness center-DHA

Notes:
- Healthcare Professionals: can have up to two part time licenses except the surgeon who can have 4 part time licenses
- Part time license is valid for one year & can be renewed three months prior expiry date
- Cancelling or transferring the full time license will result in cancellation of all part time licenses
- The applicant must ensure that the facility he is opting to work for has his/her specialty listed and licensed by DHA

Fees:
Physicians/Dentists: AED 4020

Timeframe:
5 working days
Good Standing Certificate

Notes:
1. The applicant must ensure that the facility medical director has approved the good standing application
2. If the current facility refused to approve good standing application, then the applicant needs to contact the customer service office at the Health Regulation Department via email: regulation@dha.gov.ae
3. Good standing certificate is valid only for six months

Timeframe:
- Normal Application: 15 working days after medical director approval
- Urgent Application: 5 working days after medical director approval

Fees:
- Normal Application: AED 520
- Urgent Application: AED 1020
Cancel Full Time Healthcare Professional License

Requirements:

- **Cancel License via facility account:**
  - No requirements, just select the healthcare professional’s name

- **Cancel License via professional account:**
  - No objection letter from the hiring facility must be uploaded, and it must have the facility stamp and signature of Medical Director or authorized person

*Note: if the healthcare professional license is expired – an expiration penalty must be paid prior to the cancellation.*

Fees:

- Free of charge, unless the professional’s license was expired.
  - Expiration penalty:
    - Physicians/Dentists: AED 600/month up to 6 month
    - Nurses/Allied Healthcare: AED 200/month up to 6 month

Timeframe:

5 working days
Issue Duplicate Healthcare professional License

Process Map:

1. DHA
2. Applicant
3. Login by username & password at: https://eservices.dha.gov.ae/DHAWeb/default.aspx
4. Submit: Duplicate Professional License Request
5. Payment
6. Issue license (check note)

Fees:
- Physicians/Dentists/Nurses/Allied Health/TCAM: AED 70

Timeframe:
Printing and delivering the License within 5 working days

Note: Professional license will be delivered by courier (Delivery fee: AED 20 to be paid in cash at time of delivery)
Renew Professional License by Facility

*Requirements:
- Valid passport copy
- Valid Malpractice Insurance
- PSV Report if available
- Required CME Points/Hours as per the DHA Professional Qualifications Requirements (PQR) accessed on: https://www.dha.gov.ae/EN/Documents/Healthcare%20Professionals%20Qualification%20Requirements%20(PQR)%202014-1.pdf
- Medical fitness test (if applicant age was 65 and above), and the test should be conducted only by medical fitness centers at DHA

Fees:
- Physicians/Dentists: AED 3020
- Nurses/Allied Health/TCAM: AED 1020
- Courier delivery fees: AED 20

Timeframe:
5 working days
Transfer of Healthcare Professional License

Requirements:
- No Objection Certificate (NOC) from current facility, and it must have the facility stamp and signature of Medical Director or authorized person
- Recent job offer Letter from the hiring facility not older than 3 month including the professional title, facility stamp and signature of Medical Director or authorized person
- Valid Malpractice Insurance
- Log Book for the recent last 2 years (for surgical specialties)
- PSV report if available
- Valid passport copy
- Passport size photograph
- Medical fitness test for applicants aged 65 and the Medical fitness test must be conducted by medical fitness center- DHA
- Transferring the full time DHA license will result in cancellation of all part time license
- The applicants must ensure that the facility they are opting to work for has their specialty listed and licensed by DHA

Fees:
- Physicians/Dentists : AED 3020
- Nurses/Allied Health/TCAM : AED 1020

Timeframe:
5 working days