



CIRCULAR NO (DHP/2024/22)

From	Department of Healthcare Professions / Ministry of Public Health
Subject	Updates on the Electronic Registration System
Date	12 September 2024

“Greetings from the Department of Healthcare Professions (DHP),

In our ongoing commitment to delivering high-quality regulatory services, simplifying procedures for healthcare practitioners, and enhancing the user experience of the electronic registration system, we are pleased to announce the launch of a new suite of improvements. These enhancements are designed to reduce administrative burdens, reinforce clarity and transparency, and expedite registration/licensing processes.:

Updates and Features:

Submission of Primary Evaluation Requests Without Employer: This update allows healthcare practitioners who wish to work in the State of Qatar to independently apply for the evaluation of their qualifications and certifications without needing an employer or their approval. This flexibility benefits new practitioners wishing to commence the evaluation process without delay, thereby enabling the healthcare sector to benefit from their expertise swiftly.

Please review the new evaluation request flowchart (Attachment 1)

Electronic Submission of Training Requests (Work under Supervision) and Discontinuation of Manual Applications: Healthcare practitioners can now electronically submit training requests to obtain the necessary approvals, regardless of whether an employer is available for the practitioner's training or not. This measure is part of the government's broader digital transformation initiative aimed at automating all healthcare practitioner applications.

Please review the new training request flowchart (Attachment 2)

Automatic Annual Renewal of Government Sector Practitioners' Licenses:

Licenses for government sector practitioners will be automatically renewed by the healthcare practitioner starting from October 1st, provided the practitioner completes the necessary Continuing Professional Development (CPD) and Continuing Medical Education (CME) requirements in each cycle (2 years). At the end of the fourth year, the healthcare practitioner must submit a renewal request (3 months before the expiry date) through the electronic system.

Adoption of New Standardized Templates for Registration/Licensing Applications: Adherence to these approved templates is mandatory to avoid unacceptance due to non-compliance with official requirements.

Please refer to the additional templates file available on the department's website for details.

Elimination of the Option to Submit Renewal Requests on Behalf of Healthcare Practitioners: Healthcare facilities will no longer be able to submit renewal requests on behalf of healthcare practitioners, as license renewal is the sole responsibility of the practitioner. Continuing to practice after the license has expired constitutes a legal violation, and the practitioner, responsible manager, and healthcare facility will bear the consequences of any legal and/or financial implications resulting from an expired license.

Removal from Registry: If a healthcare practitioner is no longer employed for any reason, the healthcare facility/practitioner must submit a request to remove the practitioner from the healthcare practitioners' register in the electronic registration system. The facility and the practitioner will bear full legal and regulatory responsibility for any consequences arising from keeping the practitioner registered under its name in the electronic system.

Please check the attached Restoration/Removal from Registry Policy for all relevant information.

Attachments:

New evaluation request flowchart (Attachment 1)

New Training request flowchart (Attachment 2)

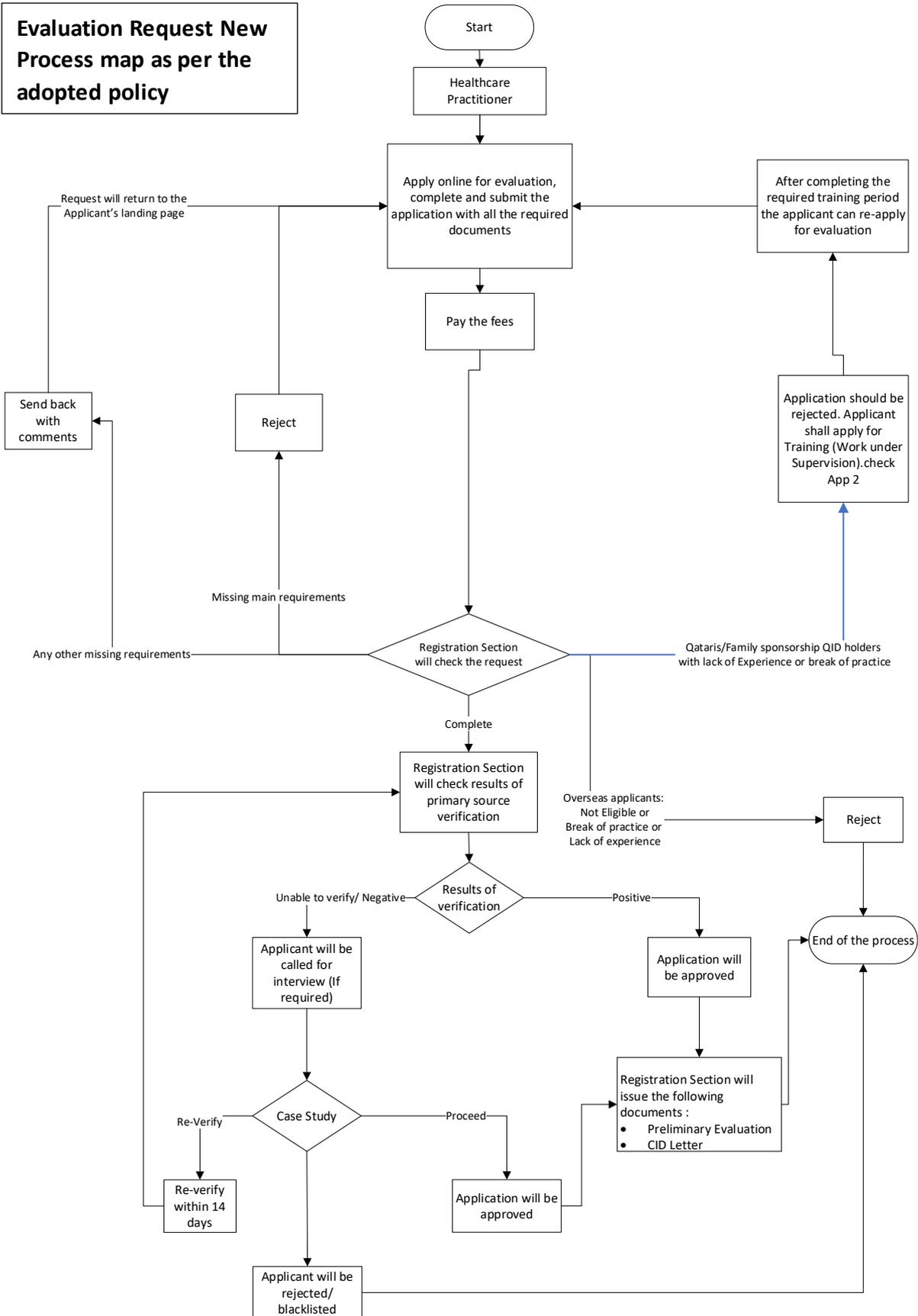
Applicant – Sign-up/Sign-in Guidelines

Restoration/Removal from Registry Policy

For further information, contact: dhpreistration@moph.gov.qa

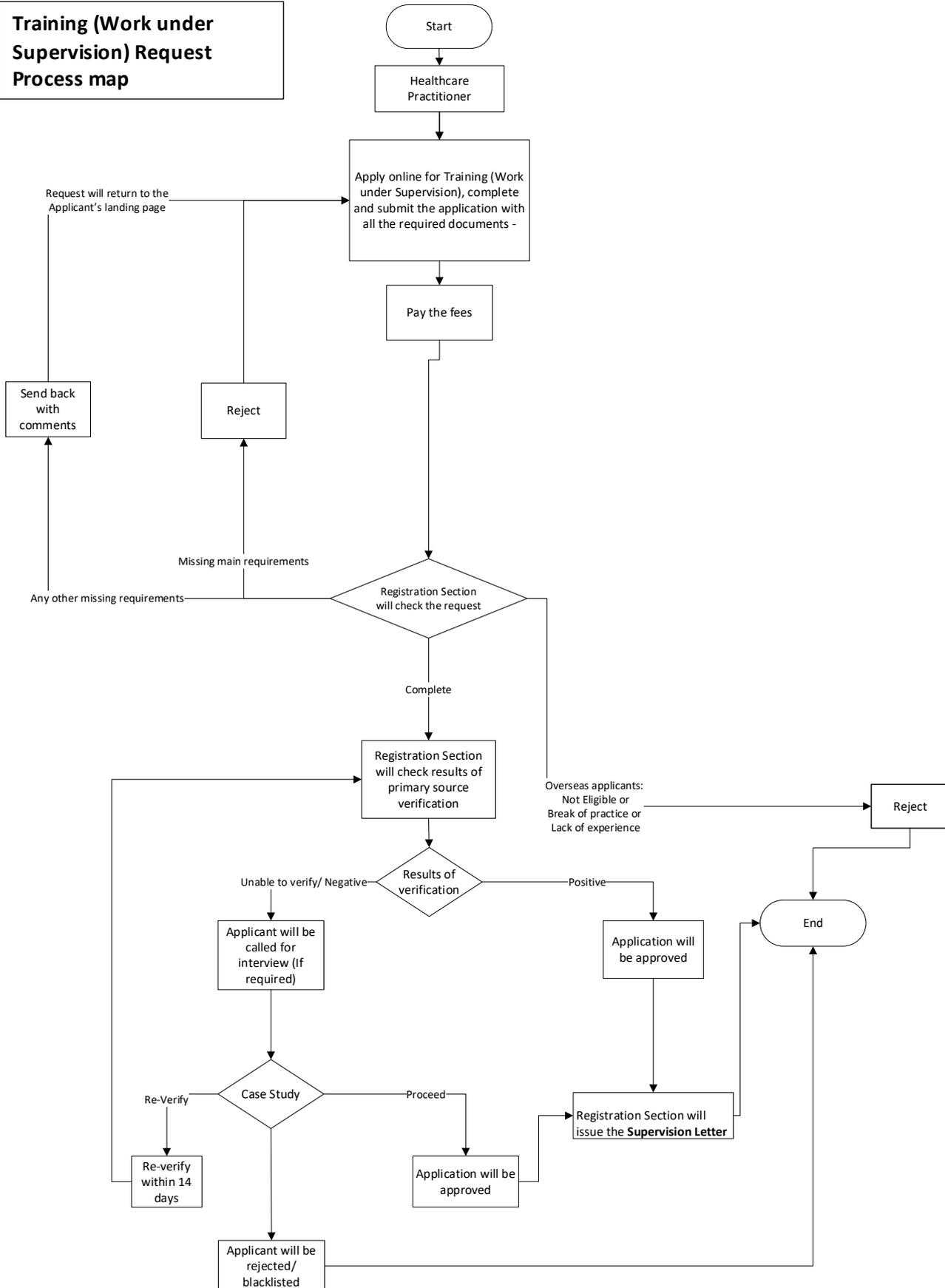
Thank you for your cooperation, Department of Healthcare Professions

**Evaluation Request New
Process map as per the
adopted policy**





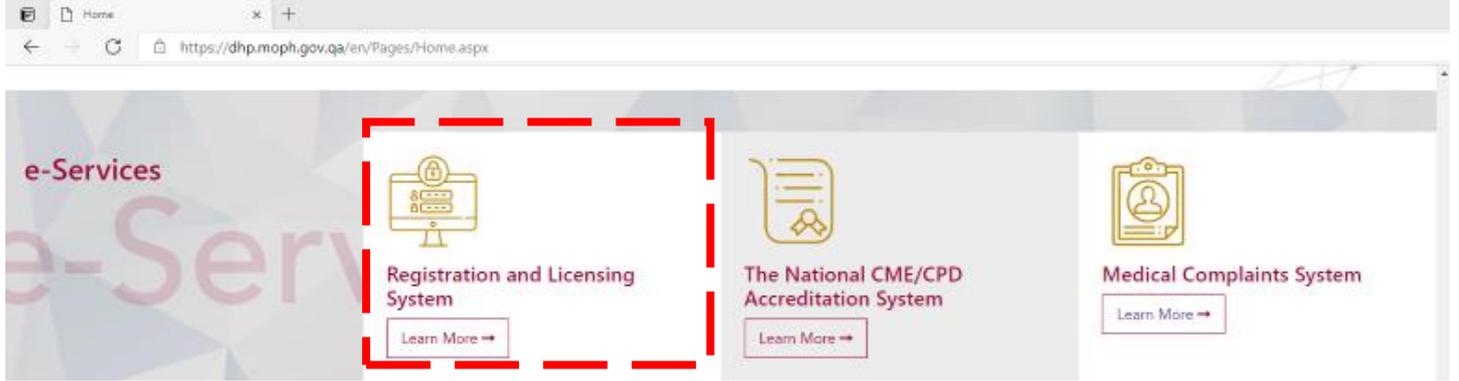
Training (Work under Supervision) Request Process map



Registration & Licensing System – Sign-up/Sign-in Steps for Applicants



Step1. Visit dhp.moph.gov.qa and click on the Registration & Licensing System (highlighted below).



Step 2. Choose the appropriate tab as per the following:

- Login/Sign In – If you already have a username and password as an applicant with DHP
- Register/Sign Up – If you want to create a new account as a new applicant with DHP
- Guidelines – For guidelines on using the system and process overviews

[Login/Sign In](#) | [Register/Sign Up](#) | [Guidelines](#)

Login

Username

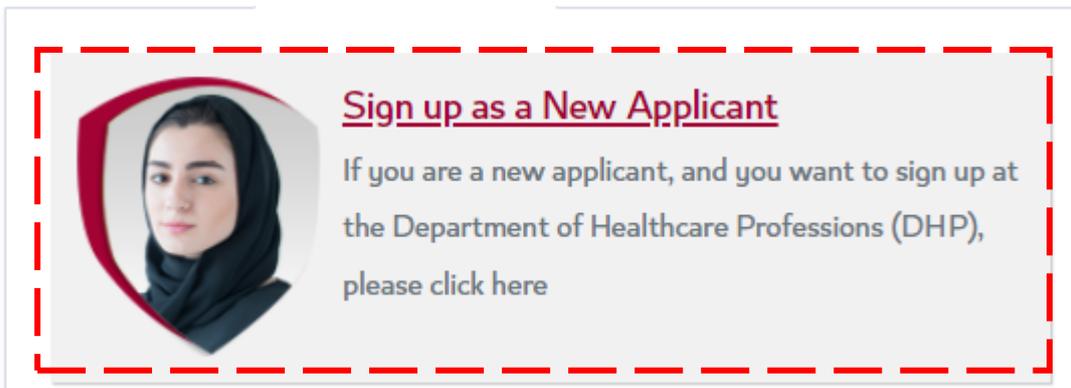
Password

[Sign In](#) ↗

[Forgot Password](#)

To Register/Sign Up

Click on "Sign up as a New Applicant"



Fill the details required for registration and click on “Sign Up”. After submission, an activation email will be sent to the provided email address.

User Registration

E-mail*

Confirm E-mail*

Password*

Confirm Password*

First Name*

Middle name

Last Name*

National Id / Qatar Id*

Mobile Number*

Enter Code*  

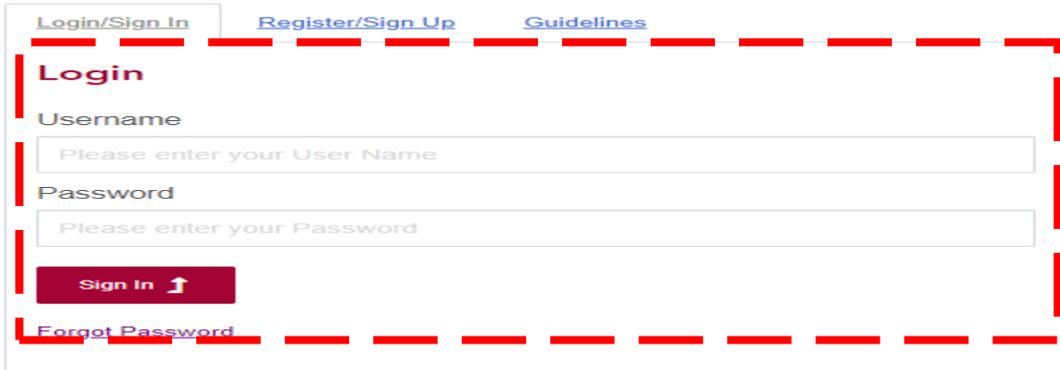
 On submission, an account activation email will be sent to your email address.

If you have a previous account or are already licensed, please contact dphelpdesk@moph.gov.qa to get your account details.

Note: A new password must include a letter, a number, and a special character (e.g.: asd@12345)

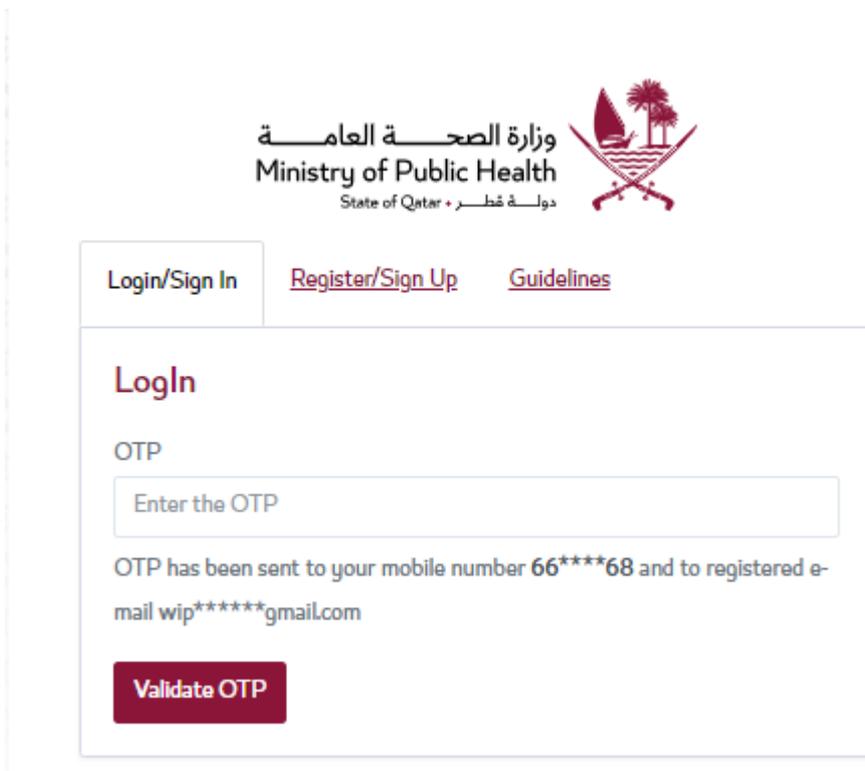
Please open the provided email account and click on the *activation link* to activate the account to login.

Please visit the DHP Website / Registration & Licensing System to sign in: <https://dhportal.moph.gov.qa/>
Enter the registered Email/Username and Password and click on “Sign In” to login to the system.



The screenshot shows the 'Login/Sign In' page of the DHP portal. It features a navigation bar with 'Login/Sign In', 'Register/Sign Up', and 'Guidelines'. The main content area is titled 'Login' and contains a form with two input fields: 'Username' (with placeholder text 'Please enter your User Name') and 'Password' (with placeholder text 'Please enter your Password'). Below the fields is a red 'Sign In' button with an upward arrow icon. At the bottom left of the form area, there is a link for 'Forgot Password'.

Enter the OTP that has been sent to your mobile number and registered email address to login to your account.



The screenshot shows the OTP validation page. It features the Ministry of Public Health logo and navigation links for 'Login/Sign In', 'Register/Sign Up', and 'Guidelines'. The main content area is titled 'LogIn' and contains an 'OTP' input field with the placeholder text 'Enter the OTP'. Below the field, a message states: 'OTP has been sent to your mobile number 66****68 and to registered e-mail wip*****gmail.com'. At the bottom of the form area is a red 'Validate OTP' button.

If you face any technical issues, please send an email to our technical support helpdesk: dhphelpdesk@moph.gov.qa

Policy Name: Removal/Restoration Policy
Policy Code:
Version Number:
Developed by: Department of Healthcare Professions - Registration Section
Co-Consultants: N/A
Reviewed by: Policy Working Group
Approved by:
Date Effective:
Date of Due Revision:
Validity: This policy is valid until it has been updated, replaced, or canceled by the Department of Healthcare Professions. Any future updates, replacement or cancellation of this policy may occur without prior notice. However, all concerned individuals and parties shall comply with such once officially notified by the Department of Healthcare Professions.
Copyright Statement: All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher. For permission requests, write to the publisher, addressed "Attention: Registration Coordinator," to the address below . <p style="text-align: right;">Department of Healthcare Professions Registration Section P.O. Box 7744, Doha, Qatar Phone: (+974) 44092033</p>

1. Introduction

Consistent with the pursuit to develop unified policies that set clear standards for healthcare practitioners' assessment and eliminate inconsistencies in the regulatory processes and decisions, the DHP Registration Section has developed this policy for removal from and restoration to the registry. This policy informs healthcare practitioners and providers about the necessity of removal from registry when they stop practicing for any reason, and what is required in different scenarios to restore their license when needed.

2. Policy Statement:

- 2.1. Healthcare Facilities (HCF) and Healthcare Practitioners (HCP) are mandated to apply for a "Removal from the Registry" application through the online portal, when a healthcare practitioner stops practicing in the healthcare facility for any reason or else, they will be subjected to disciplinary actions.
- 2.2. An HCP who has a valid license to practice can submit a "Restoration to the Registry" application.
- 2.3. An HCP whose license to practice has expired can submit "Restoration to the Registry & Renewal" application with all restoration and renewal requirements attached.

- 2.4. The DHP license will be restored to the registry to the scope of practice the HCP was previously licensed.
- 2.5. Restoration of the license can be applied under the same or a different healthcare facility.
- 2.6. When a removal from the registry/restoration to the registry application is submitted, the HCP and the HCF will be notified.

3. License to Practice Status:

3.1. Statuses that are time sensitive and reflect validity/expiry:

- 3.1.1. **Active:** A license status which indicates that the practitioner's license is active, and they can practice.
- 3.1.2. **Inactive (Expired):** A license status which indicates that the practitioner's license has been expired but for less than three months.
- 3.1.3. **Inactive (Automatically Removed):** A license status which indicates that the practitioner's license has been expired more than three months but less than five years.
- 3.1.4. **Inactive (Permanently Removed):** A license status which indicates that the practitioner's license has been expired for more than five years.

3.2. Statuses that reflect disciplinary actions:

- 3.2.1. **Inactive (Suspended):** A license status which indicates that the practitioner's license has been suspended temporarily due to a disciplinary action.
- 3.2.2. **Inactive (Revoked):** A license status which indicates that the practitioner's license has been suspended permanently due to a disciplinary action.

3.3. Statuses that reflect removal from the registry either by admin or voluntarily:

- 3.3.1. **Inactive (Voluntarily Removed):** A license status which indicates that the practitioner's license has been removed voluntarily by the practitioner or the employer.
- 3.3.2. **Inactive (Removed by Admin):** A license status which indicates that the practitioner's license has been removed from the system due to a non-disciplinary reason (such as getting another license in a different profession).

4. Abbreviations

- DHP: Department of Healthcare Professions
AHP: Allied Healthcare Practitioners
HCP: Healthcare Practitioner
HCF: Healthcare Facility

5. Scope

This policy applies to all healthcare practitioners who for any reason have their license to practice voluntarily or involuntarily removed and who are seeking to return to practice in the State of Qatar after their licenses have been removed from the registry.

6. Procedures/Guidelines

6.1. Removal from the registry:

- 6.1.1. Any HCP or HCF planning to remove a license from the registry must submit a "Removal from the Registry" application through the online portal and attach a supporting document such as a resignation letter, end of service letter, or others, signed by the medical director of the facility and including the facility stamp.
- 6.1.2. "Removal from Registry" application can be submitted by HCP or HCF.

6.2. Restoration to the registry:

- 6.2.1. Any HCP seeking for restoration to the registry after removal and a valid license to practice can apply for restoration to the registry application through the online portal.
- 6.2.2. Any HCP seeking for restoration to the registry after removal and expiry of the license can apply for “Restoration & Renewal application” through the online portal.
- 6.2.3. Requirements for restoration are detailed in the chart and tables below.

Requirements for Restoration of License in Different Scenarios

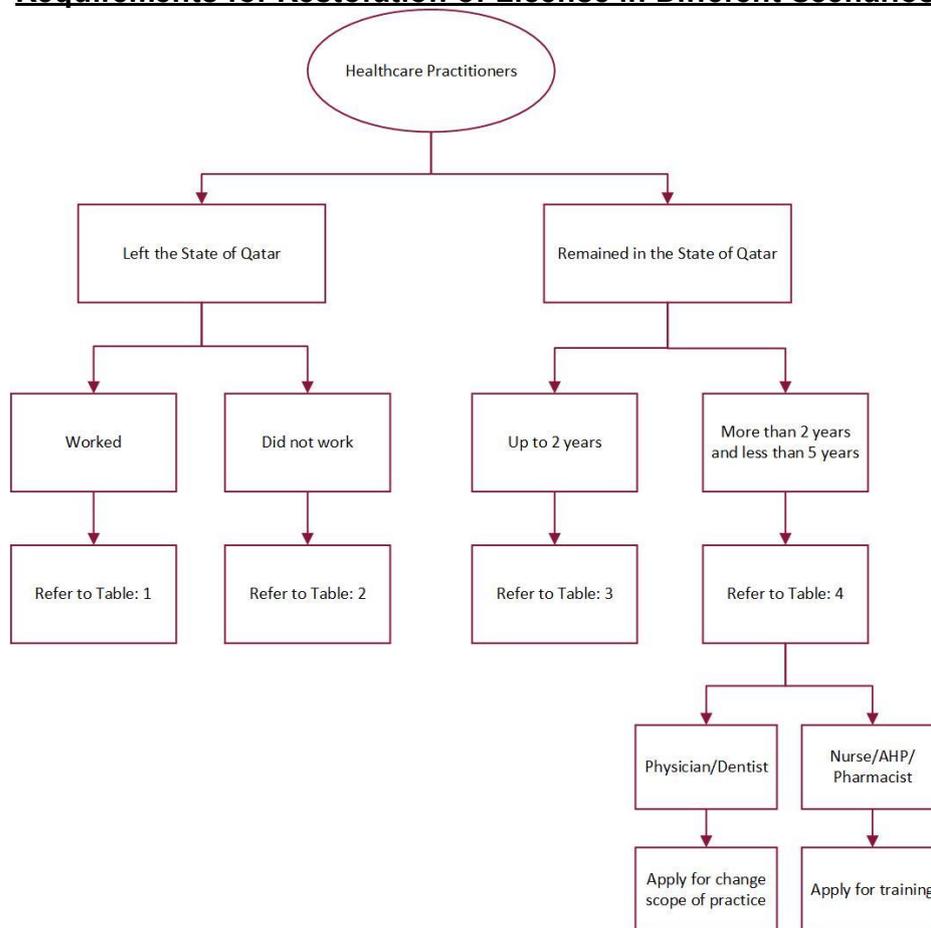


Table 1:
If the HCP left State of Qatar and worked abroad after the removal from the registry.

1. Valid QID (if applicable).
2. Valid Police Clearance Certificate from Qatar.
3. Valid medical report.
4. Letter of intent from the HCF.
5. Work experience certificate covered with license and to be verified.
6. Certificate of good standing sent directly from the licensing authority covering the experience.

* If the HCP resided outside the State of Qatar for more than a year, current guidelines and policies related to each profession will be applied.

** If the HCP resided outside the State of Qatar for more than 5 years, they must apply for new evaluation as per the current guidelines and policies related to each profession.

**Table 2:
If the HCP left the State of Qatar and did not work after the removal from the registry.**

1. Valid QID (if applicable).
2. Letter of intent from the HCF.
3. Experience certificate from previous employer in Qatar.
4. Valid Police Clearance Certificate from Qatar (if the HCP stayed out of Qatar for more than one year).
5. Valid medical report (if the HCP stayed out of Qatar for more than one year).
6. Justification letter.

* The break in practice [policy](#) will be applied as per the HCP's profession.

* *If the HCP resided outside the State of Qatar for more than a year, current guidelines and policies related to each profession will be applied.

*** If the HCP resided outside the State of Qatar for more than 5 years, they must apply for new evaluation as per the current guidelines and policies related to each profession.

**Table 3:
If the HCP did not leave the State of Qatar and applied for restoration within 2 years of removal from the registry.**

1. Valid QID (if applicable).
2. Letter of intent from the HCF.
3. Experience certificate from previous employer in Qatar.
4. Justification Letter.

**Table 4:
If the HCP did not leave the State of Qatar and applied for restoration between 2 to 5 years after removal from the registry.**

As per the break in practice [policy](#).

7. Notes

- 7.1. Once the license has expired, the status will automatically change to "Inactive (Expired)".
- 7.2. During the first three months of expiration, the practitioner can apply for renewal directly. Once the renewal application is approved, the status will change back to "Active" automatically.
- 7.3. After three months of expiration, the status will automatically change to "Inactive (Automatically Removed)", and the place of work will be removed from the practitioner's license. The practitioner will have to apply for a Restoration to the Registry & Renewal application (Once applicable) through the system to restore their license and renew it.
- 7.4. After five years of expiration, the status will be changed automatically to "Inactive (Permanently Removed)" and **cannot** be restored to the registry.
- 7.5. If the practitioner's license was voluntarily removed but has been expired for 5 years, the status will be automatically changed to "Inactive (Permanently Removed)" and accordingly **cannot** be restored to the registry.
- 7.6. If the status is "Inactive (Suspended)", "Inactive (Revoked)", "Inactive (Removed by Admin)" or "Inactive (Permanently Removed)", then neither the practitioner nor the employer can apply through the system to restore it through an online application. They must contact DHP Registration team to proceed accordingly.

- 7.7. For applying for restoration to the registry as Locum/Non-Resident, please refer to the guidelines of the respective profession.
- 7.8. For CPD points and related queries, please contact the DHP - [Accreditation Section](#).