
 <b>GOVERNMENT OF DUBAI</b>	<b>General Licensure Requirements for Healthcare Professionals Guidance for Applicants</b>		سلطة مدينة دبي الطبية Dubai Healthcare City Authority Regulation - القطاع التنظيمي 
	Document #: GL/HCP/050/01	Issue Date: 06/06/2016	

## Healthcare Professionals Licensure

Dubai Healthcare City Authority – Regulatory (DHCR) regulates and licenses healthcare professionals in Dubai Healthcare City (DHCC). A healthcare professional intending to apply for a license to practice in DHCC, must complete and submit all required documents online via the e-service gateway on DHCR’s website [www.dhcr.gov.ae](http://www.dhcr.gov.ae) for initial review.

## General Licensure Requirements

All Applicants have to comply with the General Licensure Requirements listed below. To avoid delays or rejection of an application, Applicants must carefully read through the general requirements before completing and submitting an application. It is the responsibility of each Applicant to ensure that all information provided are correct and documents are fully completed.



	<b>General Licensure Requirements</b>
<b>Personal Details</b>	<ul style="list-style-type: none"> <li>▪ Full name and surname (as it appears in the passport)</li> <li>▪ Passport number and expiration date (must match with passport copy)</li> <li>▪ Valid contact details (email and telephone/mobile numbers)</li> <li>▪ Nationality</li> <li>▪ Country of residence (current)</li> <li>▪ Address (current residence)</li> </ul>
<b>Professional Qualification</b> (undergraduate/postgraduate qualification, specialty board or other, if applicable)	<ul style="list-style-type: none"> <li>▪ A professional qualification must be issued by recognized institutions from the country of training:               <ul style="list-style-type: none"> <li>➤ Undergraduate university degree/diploma and transcript</li> <li>➤ Postgraduate qualification and transcript (required for specific specialties only**).</li> <li>➤ Specialty board certificate/other certificate along with residency/training completion letter from institute/hospital (for medical, dental and faculty specialties only).</li> </ul> </li> <li>▪ Professional qualifications must contain the Applicant’s full name, degree completed, date of completion, and the name of the institute that issued the certificate.</li> </ul>
<b>Clinical Work Experience</b>	<ul style="list-style-type: none"> <li>▪ Will be considered after obtaining qualifications required for the intended field of practice. <i>Experiences gained during the training/residency/specialty program in order to obtain the required qualification shall not be considered.</i></li> </ul>



	<ul style="list-style-type: none"> <li>▪ It must be relevant to the category and specialty applied for, and attained in an appropriate clinical setting licensed by the relevant regulatory authority in the country of practice.</li> <li>▪ A letter of experience (LOE) in the applied field of practice must be signed and stamped by an authorized signatory of the employer (e.g. Medical Director or Human Resource Department).</li> <li>▪ The LOE must include Applicant's name, position(s) held, dates of employment, and the name of the issuing hospital/institute.</li> <li>▪ An Applicant with a discontinuation of practice of more than two years from the date of application, must submit a letter explaining the reason for gap in practice. This letter must be submitted online with the application and other required documents.</li> <li>▪ An Applicant must comply with the minimum clinical experience required by DHCA for the intended field of practice**.</li> </ul>
<p><b>Professional License</b></p>	<ul style="list-style-type: none"> <li>▪ An Applicant must have a valid and current license to practice and/or registration in the intended field of practice.</li> <li>▪ The license to practice and/or registration must be issued from the relevant regulatory authority in the country of employment.</li> <li>▪ An Applicant is responsible to submit evidence of all license(s) to practice and/or registration(s) over the last two years from the country(s) of practice.</li> <li>▪ For specialties where there is no regulatory authority, the applicant is responsible to provide official document(s) from the Department/Ministry of Health or equivalent body to confirm that such specialties is not regulated in the country.</li> <li>▪ In countries that issues both a License and Registration – An Applicant is required to submit both documents.</li> </ul>
<p><b>Certificate of Good Standing (CGS)</b></p>	<ul style="list-style-type: none"> <li>▪ A CGS is required from all healthcare professional Applicants.</li> <li>▪ The CGS must be valid and not exceed 6 months from time of issuance to submission of application.</li> <li>▪ The CGS must be issued by the relevant regulatory authority in the country of practice.</li> <li>▪ The Applicant's name and licensed category must appear on the CGS.</li> </ul>
<p><b>English Proficiency Test</b></p>	<ul style="list-style-type: none"> <li>▪ An Applicant that is a graduate of a program offered in a language other than English, must provide:</li> <li>▪ Evidence of English proficiency examination:</li> </ul>



	<p>Test of English as a Foreign Language (TOEFL) – a minimum score of 550 (paper based) and 78 (internet based test) <b>or</b> International English Language Test System (IELTS) –a minimum score of 6.0 <b>or</b> equivalent.</p> <ul style="list-style-type: none"> <li>▪ The English Proficiency evidence must be valid and not exceed 2 years from issuance to submission of application.</li> <li>▪ Applicants who have practiced his/her health care profession or hold a license from a native English speaking country for at least one (1) year may be exempted from English Proficiency Test.</li> </ul>
<b>DHCA Licensing Exam</b>	<ul style="list-style-type: none"> <li>▪ Applicants from specific specialties and countries are required to pass a DHCR examination which is conducted via a Prometric Testing Company**.</li> <li>▪ An Applicant can only undertake the examination after submission of the online application. The Applicant will be notified via email/SMS to proceed to undertake the examination.</li> <li>▪ Prometric examinations are conducted in the English language with a multiple choice questions format.</li> <li>▪ DHCR can provide a list of reference material that Applicants may review in preparation for the examination. No examples/samples of examination questions are provided.</li> <li>▪ An Applicant will be notified of the result (PASS or FAIL) via email by the Prometric Testing Company. No other details (such as scores) will be provided.</li> <li>▪ An Applicant will be granted a maximum of three attempts to pass the examination.</li> </ul>
<b>Recommendation letters</b>	<ul style="list-style-type: none"> <li>▪ 2 written references issued in the last 2 years from healthcare professionals engaged in the same field of practice.</li> </ul>
<b>Curriculum Vitae</b>	<ul style="list-style-type: none"> <li>▪ Should be up to date with latest experience and qualifications.</li> </ul>
<b>Police Clearance Certificate</b>	<ul style="list-style-type: none"> <li>▪ Only applicable to Physicians and Dentists</li> <li>▪ Issued from country of last practice</li> </ul>
<b>Latest Personal Photo</b>	<ul style="list-style-type: none"> <li>▪ Passport size with white background photo should be scanned and submitted in JPEG format.</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>▪ Payment can only be through online credit card payment. Cash payments are not acceptable.</li> <li>▪ Initial review fees should be paid in order to review the submitted application. <i>Please check the website for the latest fee structure.</i></li> <li>▪ Once the application passed the initial review stage, the Applicant will be notified via email (at each stage of the process) to pay the:</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Processing and verification fee;</li> <li>➤ Examination fee (if applicable); and</li> <li>➤ License issuance fee</li> <li>▪ Each fee transaction will be subject to a Knowledge fee and an Innovation fee.</li> </ul>
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**Important additional information:**

- All information must be in English. A certified English translation is required in addition to the original documents, if the original documents are not in English.
- No attestation of documents is required for DHCA licensure purpose. However it may be required to apply for residency permit (visa).
- Initial application review (Credentialing) may take up to 2 weeks.
- Once the application passed the initial review stage, the relevant submitted documents will be sent for Primary Source Verification (PSV)
- A letter of acceptance (LOA) is a letter issued before a license to practice for those applications that fulfill all DHCR requirements. The LOA assist an Applicant to seek employment in DHCC. The LOA is valid for 1 year from the date of issuance. Obtaining an LOA does not permit a healthcare professional to commence practice in DHCC without obtaining a license to practice.
- Additional documents, which are not required at the initial stage but should be submitted before issuing the license to practice, are:
  - Evidence of Medical Malpractice Insurance (MMI) for all approved applications. MMI must cover the healthcare professional under the healthcare operator which they will practice.
  - An employment/job offer letter from a licensed healthcare operator in DHCC issued in the last 3 months. The employment/job offer letter must specify the Applicant's name, job title, duration and location of work.
  - A valid Basic Life Support Certification issued from the American Heart Association (AHA) or any accredited provider.
  - Evidence of registration in DHCC's Al Maktoum Medical Library.

**\*\* Review DHCA guidelines for specific professions on the DHCR's website for more information.**