

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 contains letters A-Z, numbers 0-9 and special characters !@#\$ % ^ & *).

The screenshot shows the login and registration page of the QCHP website. It features a login form with fields for 'Email' and 'Password', a 'Sign In' button, and a 'Sign me in automatically' checkbox. Below the login form, there are two links: 'Sign Up for New Applicant' and 'Sign Up for Already Registered Practitioner'. The 'Sign Up for New Applicant' link is highlighted with a red box. To the right, there is a contact information section for various staff members, including Mr. Craig Smith, Dr. Yasamin Ali Morad, Ms. Rasmeh Al Huneiti, Ms. Jowaher Al Ali, and Ms. Dalal Hareb.

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.

Renewal	78144	Prosthodontics	Awaiting Payment	Show Evaluation
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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.

Renewal	20131	Cardiology	Employer Completing	Show Evaluation
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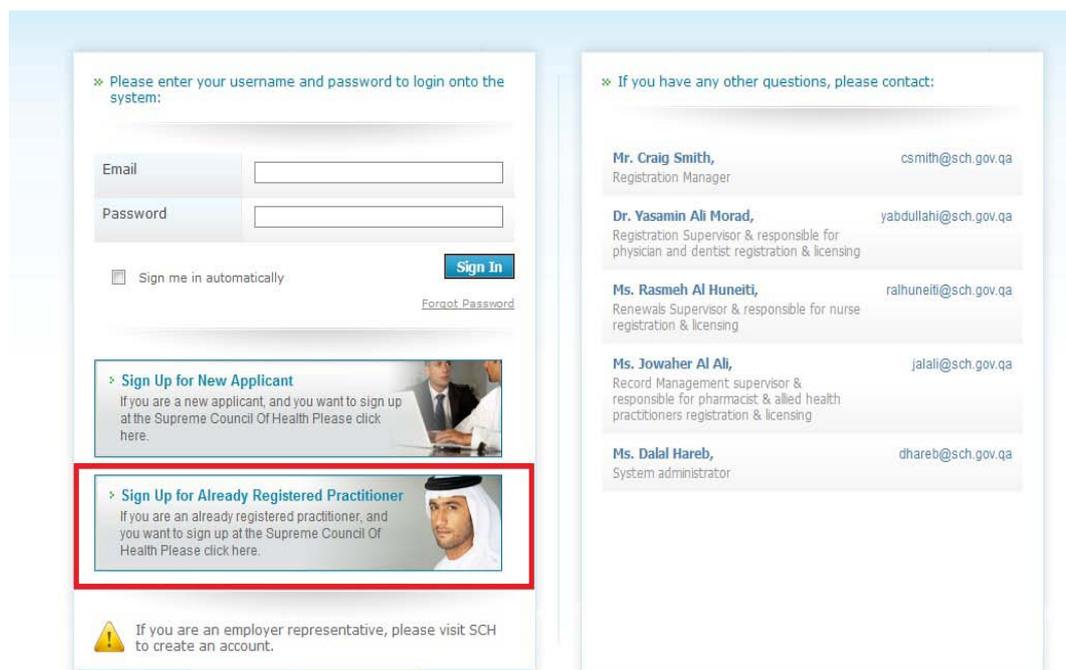
7. Be sure to complete all the information and upload all the related attachment.

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.

The screenshot displays the website interface for the Qatar Council for Healthcare Practitioners. The top navigation bar includes links for 'Register to E-Bulletin', 'FAQs', 'Contact us', 'Site Map', 'About us', and 'Email this page to a friend'. The main header features the organization's name in Arabic and English, along with a search bar. The navigation menu includes 'HOME', 'ABOUT US', 'FOR HEALTH PRACTITIONERS', 'FOR PUBLIC', 'WEBSITE FEEDBACK', and 'MEDIA CENTER'. The 'Recent News' section highlights a news item from 29/12/2010. The 'Events' section lists an event from 09/12/2010. The 'Announcements' section contains a notice for physicians/dentists. The 'ONLINE SERVICES' section is highlighted with a red box, showing the 'Login to the Medical Licensing Registration System' link. Other services include a self-assessment tool and an online complaint submission. The 'Book for your Examination online' section is also visible, along with a search form for registered practitioners.

2. Enter the institution account & sign in.

« Please enter your username and password to login onto the system:

Email

Password

Sign me in automatically [Sign In](#) [Forgot Password](#)

> **Sign Up for New Applicant**
If you are a new applicant, and you want to sign up at the Supreme Council Of Health Please click here.

> **Sign Up for Already Registered Practitioner**
If you are an already registered practitioner, and you want to sign up at the Supreme Council Of Health Please click here.

« If you have any other questions, please contact:

Mr. Craig Smith, csmith@sch.gov.qa
Registration Manager

Dr. Yasamin Ali Morad, yabdullahi@sch.gov.qa
Registration Supervisor & responsible for physician and dentist registration & licensing

Ms. Rasmeh Al Hunaiti, ralhuneiti@sch.gov.qa
Renewals Supervisor & responsible for nurse registration & licensing

Ms. Jowaher Al Ali, jalali@sch.gov.qa
Record Management supervisor & responsible for pharmacist & allied health practitioners registration & licensing

Ms. Dalal Hareb, dhareb@sch.gov.qa
System administrator

3. Click on registering on behalf of an institution staff member.

Employer Landing Page

You could perform the following actions:

- « - Complete applications for Registration
- « - Renew APLs for employees
- « - Change Place Of Work
- « - Restoration to the register
- « - Removal from the register
- « **Registering on behalf of institution staff member**
- « Review application for change in scope of practice
- « Review application for change supervisor

Status of employees' applications:

🔍 Search

Applicant/Practitioner Name :

Licence Number:

Request Date From:

Request Date To:

Request Type:

[Search](#)

4. Search for the required practitioner and click show requests.

Registering on behalf of an institution Staff Member

Please register on behalf of an institution Staff Member in the following options:

Search

Applicant Name: User Type:

Profession: Scope of practice:

Licence Number:

Search

Full Name	Profession	Scope Of Practice	User Type				Licence Number	Licence Expiry Date	Licence status
HAITHAM OSMAN ELBASHIR	Physician	Pediatrics	Practitioner	ShowRequests	Send Email	View Information		N/A	N/A
Haitham Mohammed Jassim	Physician	Internal medicine	Practitioner	ShowRequests	Send Email	View Information	4237	31-07-2012	Active
Haitham Tharwat Mohamed Hassan	Physician	Urology	Practitioner	ShowRequests	Send Email	View Information	4630	31-12-2011	Active

5. Click create new request on the top left.

Haitham Mohammed Jassim

Create new request

Search

Request Type: Request Status:

Request Date From: Request Date To:

Completed : Request No.

Search

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).

Employer Landing Page

You could perform the following actions:

- Complete applications for Registration
- Renew APLs for employees
- Change Place Of Work
- Restoration to the register
- Removal from the register
- Registering on behalf of institution staff member
- Review application for change in scope of practice
- Review application for change supervisor

Status of employees' applications:

Search

Applicant/Practitioner Name : Licence Number:

Request Date From: Request Date To:

Request Type:

Applicant/Practitioner Name	Licence Number	Licence Expiry Date	Request Type	Scope of Practice	Request Creation Date	Status
Haltham Mohammed Jassim	4237	31-07-2012	Renewal	Internal medicine	09/08/2012	Employer Completing
Haltham Mohammed Jassim	4237	31-07-2012	Renewal	Internal medicine	06/07/2011	Completed
Haltham Mohammed Jassim	4237	31-07-2012	Apply For A Certificate Of Good Standing	Internal medicine	11/03/2012	Under process with SCH
Haltham OSMAN Elbashir	4956	31-01-2012	Apply for Licensing	Pediatrics	16/01/2011	Completed
Haltham Abdelraheem Hodhod		N/A	Application for Evaluation	Emergency medicine	09/04/2014	Employer Completing Employer

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.

Supreme Council Of Health | دولة قطر | المجلس الأعلى للصحة | State Of Qatar

Change your password | Sign Out

Pay Fees and Submit Application

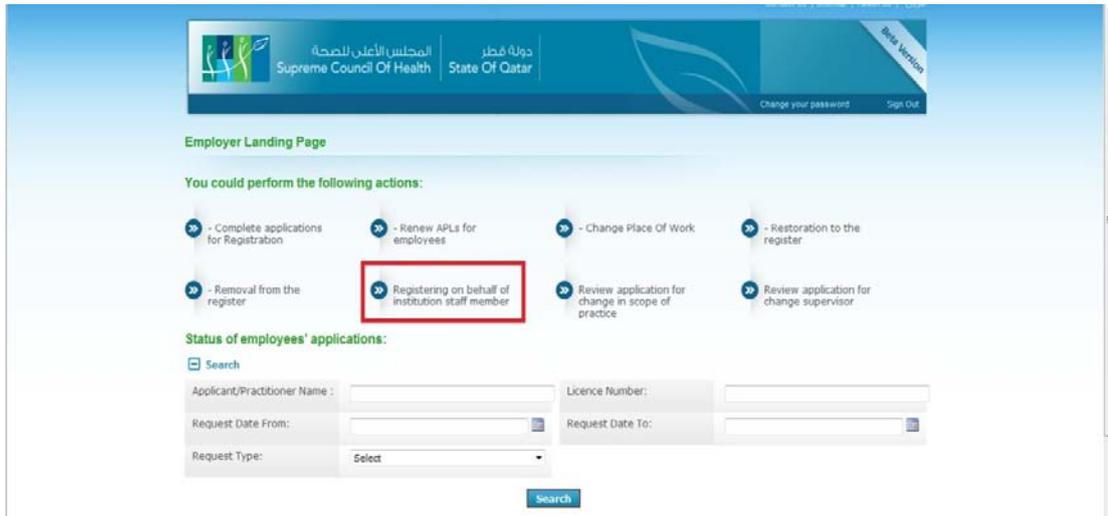
There are No Fees For This Request
Medical License renewal request will be processed within 15 days after Employer Submission
Medical Radiation License renewal request will be processed within 15 days after Employer Submission

Request Type:

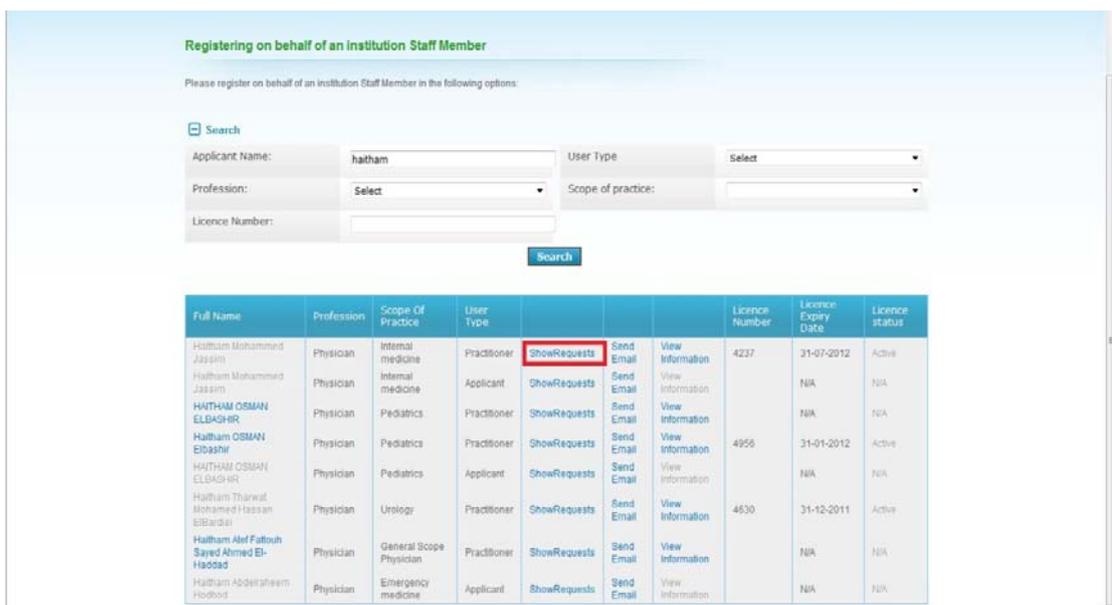
Request Transaction ID:

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”.



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

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Halham Mohammed Jassim

Search

Request Type: Request Status:

Request Date From: Request Date To:

Completed: Request No.:

Request Type	Request No.	Scope of Practice	Request Status	
Renewal	8624	Internal medicine	Completed	Show Evaluation
Renewal	14260	internal medicine	Completed	Show Evaluation
Apply For A Certificate Of Good Standing	25310	Internal medicine	Under process with SCH	Show Evaluation
Renewal	38612	Internal medicine	Employer Completing	Show Evaluation
Apply To Change Place of Work	75265	N/A	Practitioner Completing	Show Evaluation
Apply To Change Scope of practice	75266	N/A	Practitioner Completing	Show Evaluation

4. Approve the request and submit.

Enter Employment & Supervision Info.

Declaration

Instructions: Select only one of the responses below

Enter Declaration

To the best of your knowledge has this applicant

No	Questions	Yes	No
1	Ever been denied a license to practice medicine ?	<input type="radio"/>	<input type="radio"/>

Comments:

Type in your comments

Attachments :

Select File

Maximum File Size is : 2 MB
Max Resolution is 400 DPI

File Description