UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Change Title of licensed Health Professional

User Guide

July 2025

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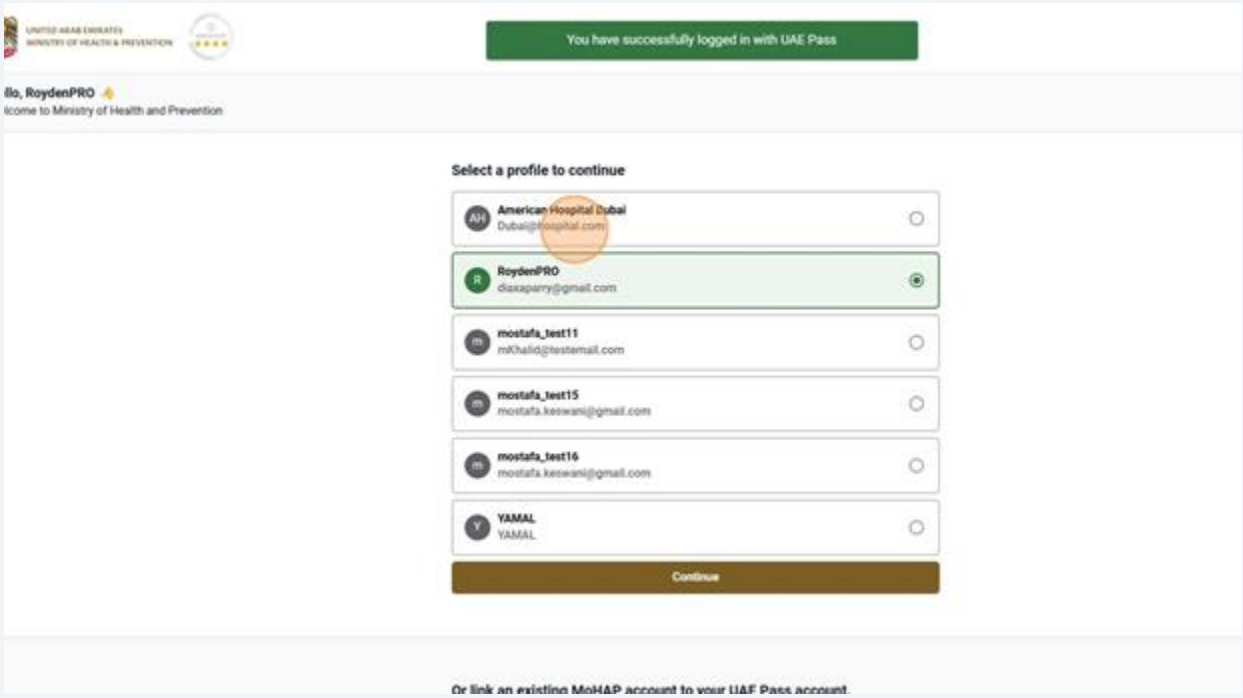
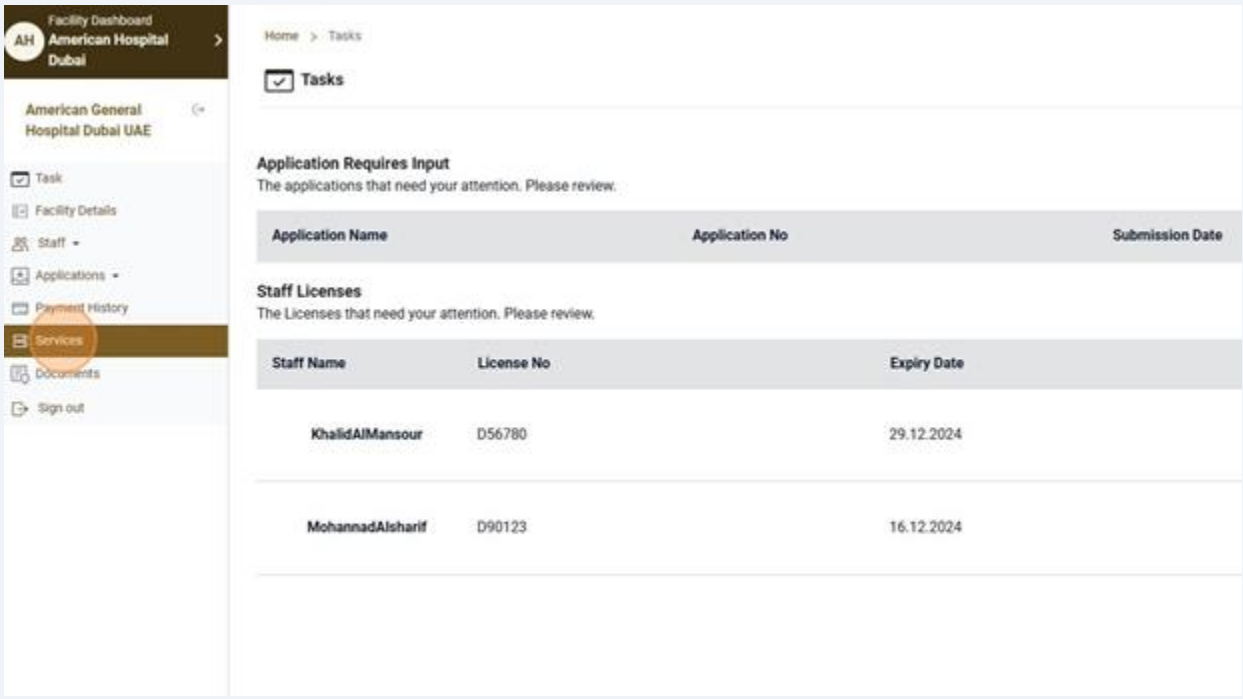
Customer Portal: Raising an Application to Update Staff Licenses

1 Sign-in through UAE Pass and proceed to select the business profile linked to your account. In this case, we will proceed with 'American Hospital Dubai' and click "Continue".

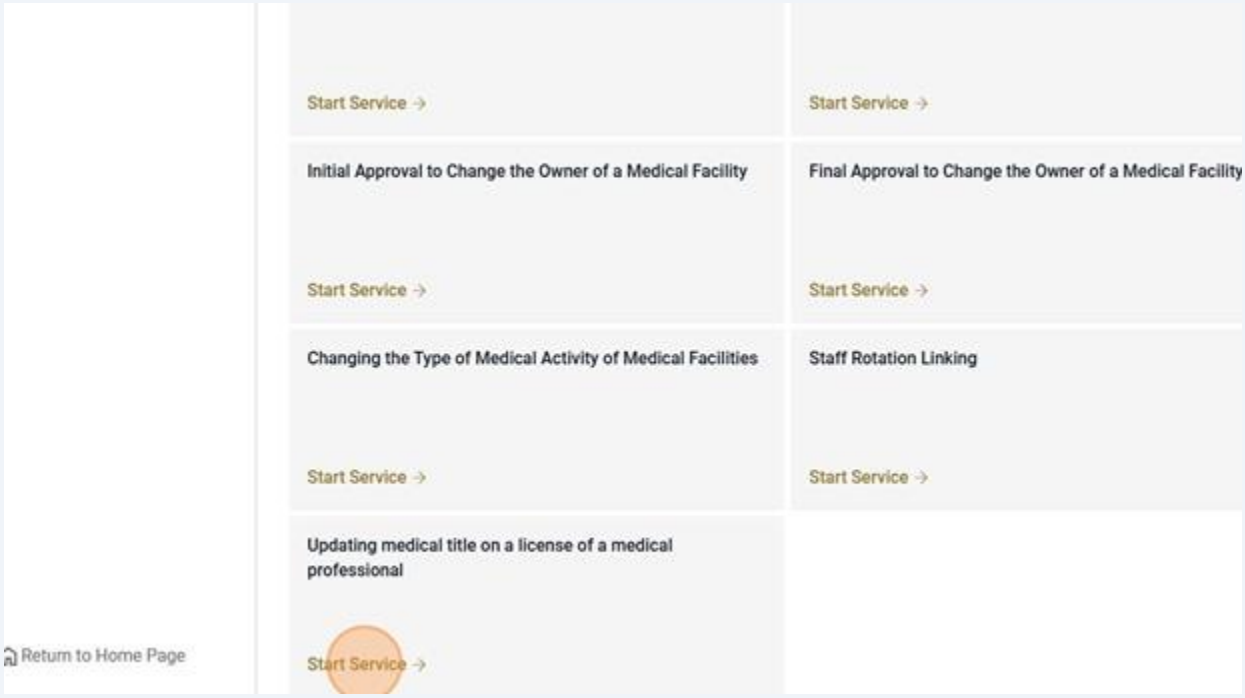


2 From the Facility Dashboard: Click "Services"



3 Find the service 'Update the Specialty/Title on a Medical Professional's License' and click "Start Service"

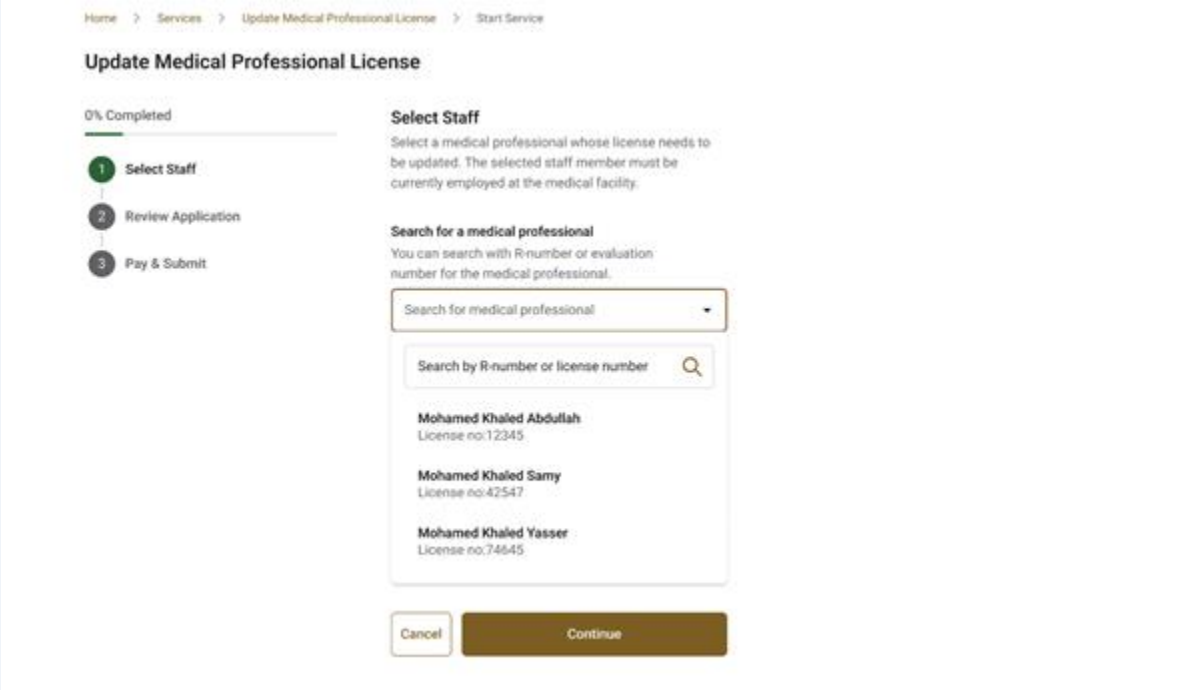
•The system will ensure the applicant facility has a valid Initial Approval or at least valid license that is 'Active'.



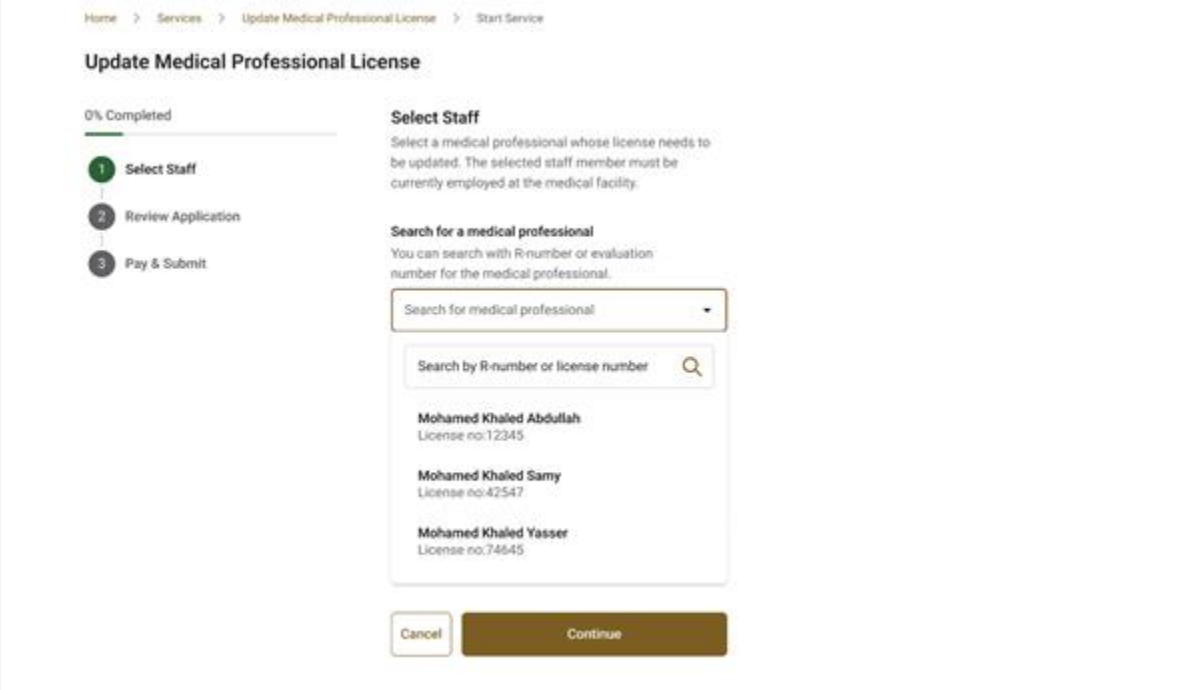
4 The system will display a list of staff members with a difference in their title or specialty on their current 'Active' license and the Evaluation for the same category.

- Use 'Search' to quickly find licenses to update.

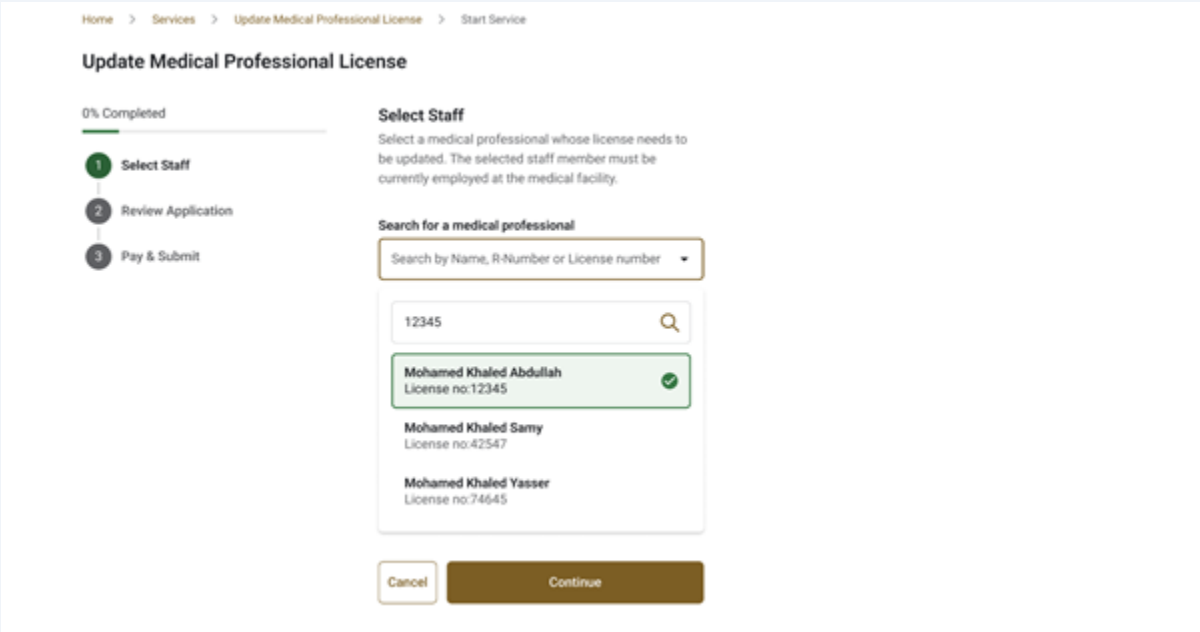
•License of staff members who have expired licenses, blacklisted licenses or pending DataFlow verification requests cannot be updated.



5 Simply click to select the staff whose license you would like to update

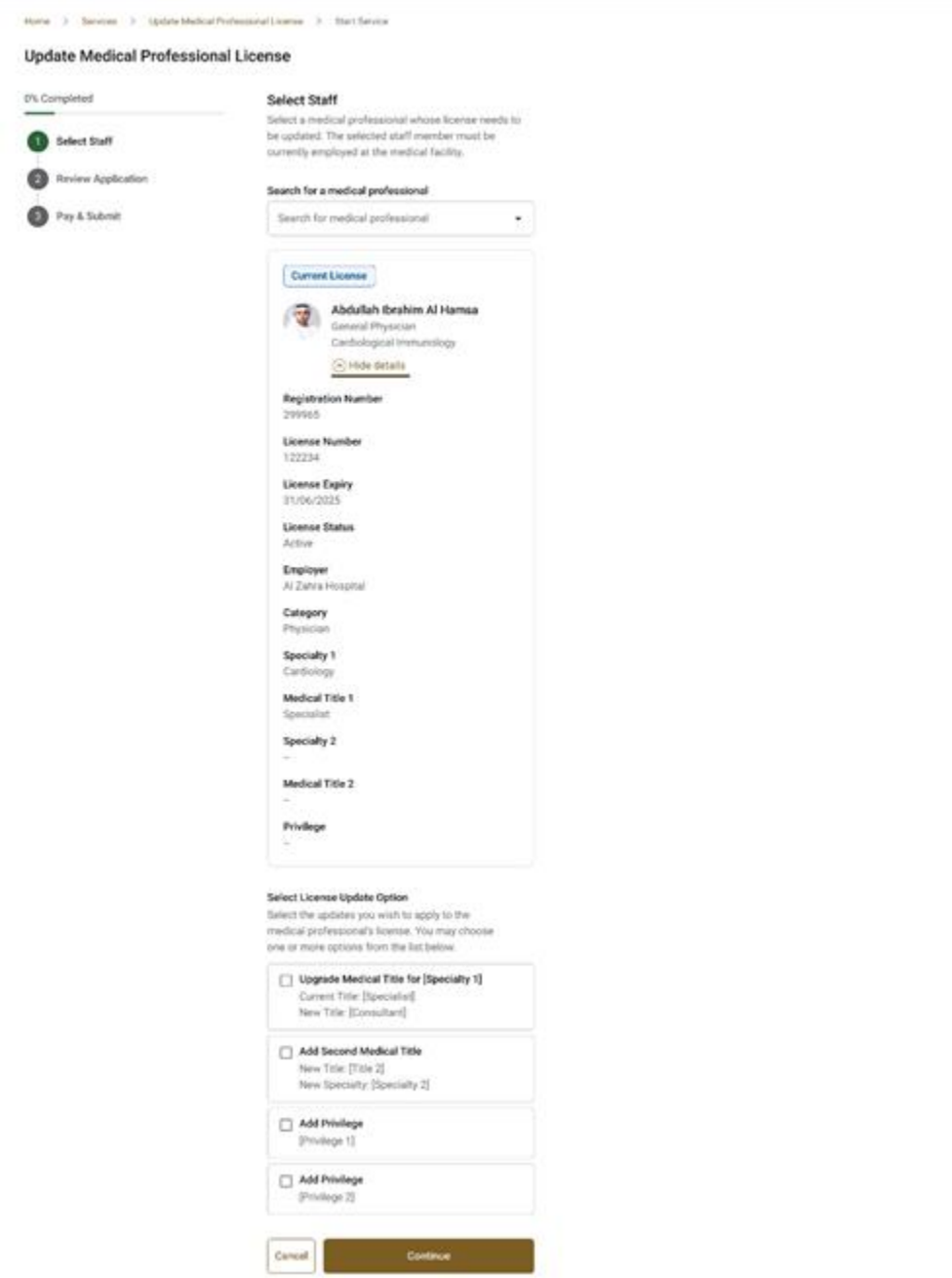


6 Click "Continue" to proceed with your selection.

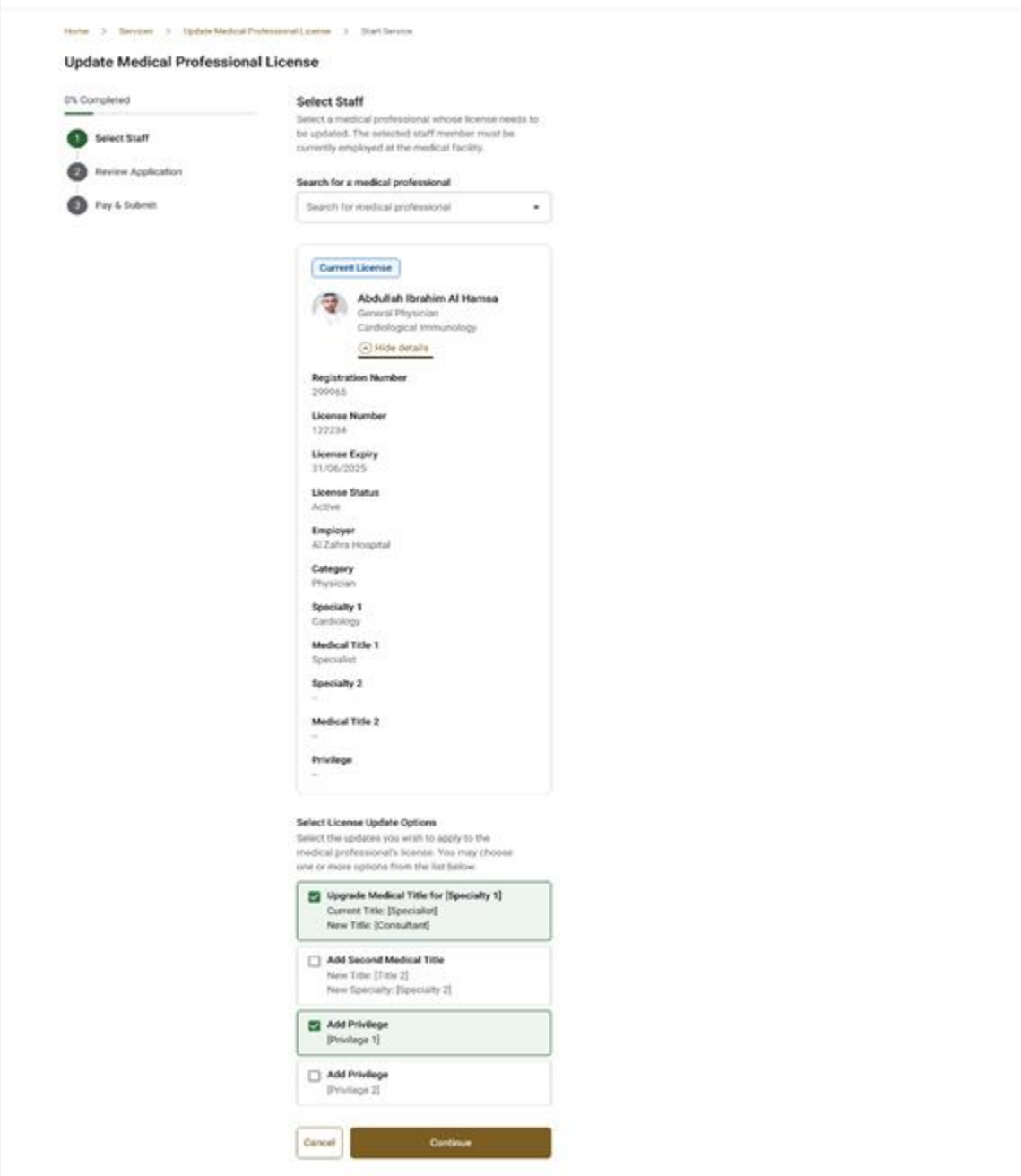


6.1 The system will present the available updates for the staff's license. Based on the available options you can choose the updates you would like to add to their license:

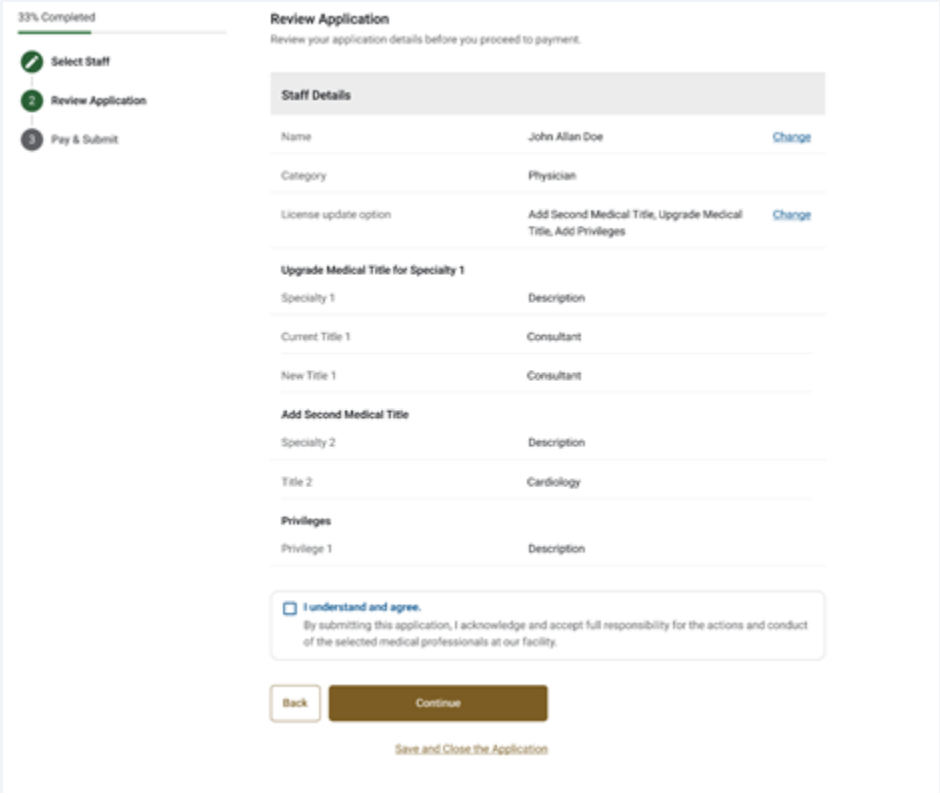
- You can update the staff's Specialty 1 and Title 1
- You can update the staff's Specialty 2 and Title 2
- You can add a privilege to the staff's license



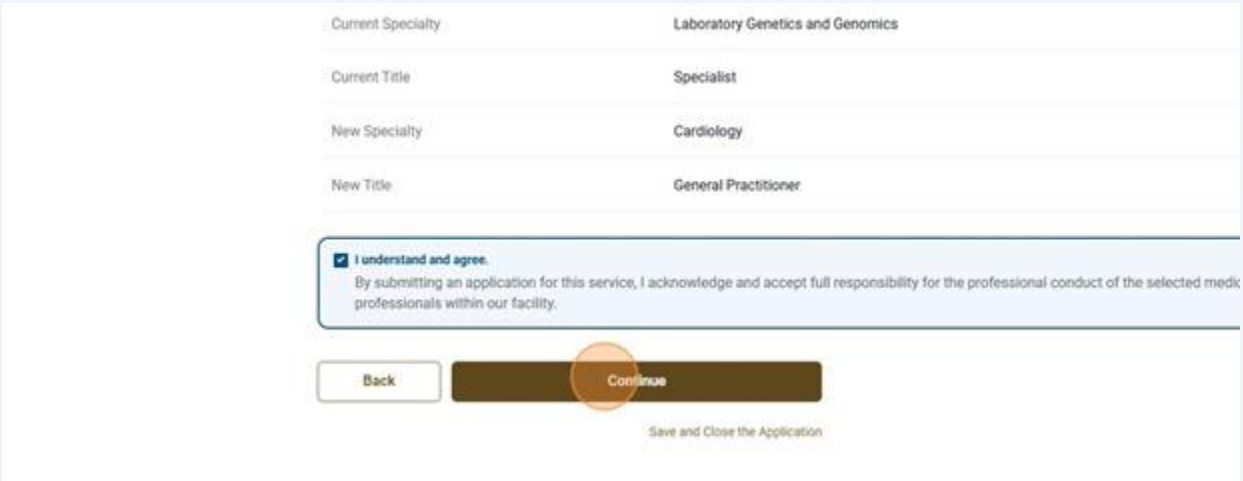
6.2 The system will allow multi-select



7 After reviewing the details on the application review page, click the "I Understand and Agree" field to proceed.



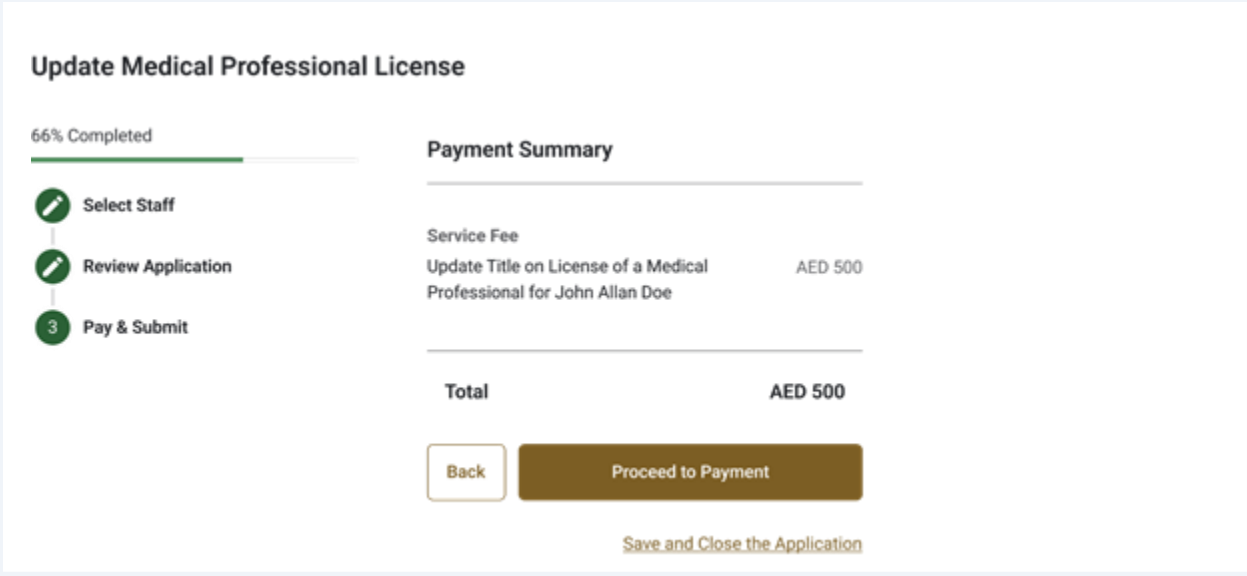
8 After checking the consent box, click on "Continue"



9 Application Fees (Based on Staff Category and Update Type):

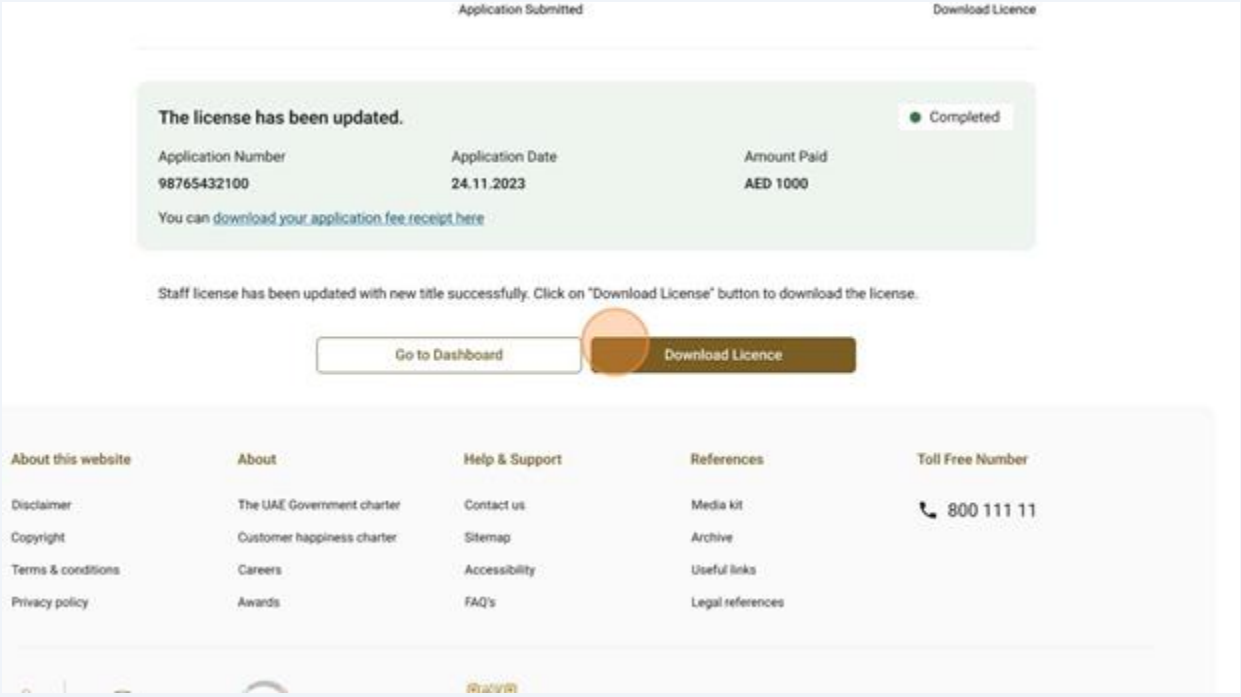
- Physicians & Dentists: 500 AED – for updating Specialty 1/Title 1 or upgrading to Specialty 2/Title 2
- Nurses, Allied Health, Midwives, T&CM: 100 AED – for updating Specialty 1/Title 1 or upgrading to Specialty 2/Title 2
- Add Privilege / Add Title 2: Free (0 AED)

Click "Proceed to Payment" to continue.



10 On successful payment or submission, you are shown a detailed application status page with pertinent details about the application.

The same details can be found on the dashboard under the Application Section. Click "Download Licenses" to save the staff members' updated licenses.



Service Ends