



UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Renewal of Health Professional License

User Guide

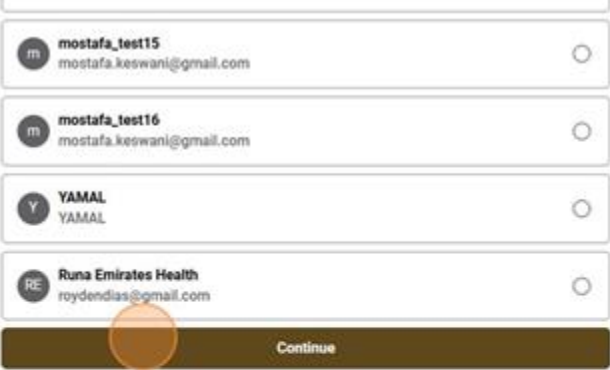
July 2025

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Renew a Medical Professional's License

- 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".



The screenshot displays a sign-in interface with a list of business profiles. Each profile is represented by a circular icon with a letter, followed by the profile name and email address. The profiles are:

- mostafa_test15** (icon: m) mostafa.keswani@gmail.com
- mostafa_test16** (icon: m) mostafa.keswani@gmail.com
- YAMAL** (icon: Y) YAMAL
- Runa Emirates Health** (icon: RE) royendias@gmail.com

Below the list is a brown button labeled "Continue".

Below the "Continue" button, there is a section titled "Or link an existing MoHAP account to your UAE Pass account." with the text: "Suppose you were using an account with a username and a password to access our services previously, you can link it here." Below this text is a text input field labeled "Enter username".

At the bottom of the section, there is a link: "Recover your personal account".

2

From the Facility Dashboard: Click "Services"

Home > Tasks

Facility License Requires Action

License Number	Category	Expiry Date	Action Due Date
MOHAP-123456-2023	Hospital	01.09.2024	28.02.2025

Application Requires Input
The applications that need your attention. Please review.

Application Name	Application No	Submission Date	Action
	MP-EXT-000676-2025	13.02.2025	

Staff Licenses
The Licenses that need your attention. Please review.

Staff Name	License No	Expiry Date	Details
Rana Dias	D20010	01.03.2025	License Renewal
RitaAbiAssaf	D11081	04.03.2025	License Renewal

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Find the service 'Renew a Medical Professional's License'

- The system will ensure the applicant facility has a valid license that is 'Active' to start this service.
- OR
- If the Facility's license has expired, this service can only be initiated if the number of days since facility license expiration hasn't exceeded 180 days.

Home > Services

Medical Facility Services

Initial Approval for Licensing a Medical Facility	License a Visiting Doctor	Licensing a medical professional	Task
Start Service >	Start Service >	Start Service >	Start
Inspection - Final Approval to License a Medical Facility	Final Approval For Licensing A Medical Facility	Cancellation of license of a medical professional	Can
Start Service >	Start Service >	Start Service >	Start
Renewal of License for a Medical Professional	Renewal of Medical Facility License	Adding/Removing Specialties from the Health Facility	Add
Start Service >	Start Service >	Start Service >	Start
Initial Approval to Change the Name of a Medical Facility	Final Approval to Change the Name of a Medical Facility	Modifying the Medical Director of a Health Facility	Cha
Start Service >	Start Service >	Start Service >	Start

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The system will display a list of staff members whose licenses have expired and those whose license will expire in the next 60 days.

Use 'Search' to quickly find licenses to update.

- License of staff members who are blacklisted cannot be renewed.

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Home > Services > Renewal of license for a medical professional

Renewal of license for a medical professional

0% Completed

- Select Staff**
- Add CME Details Title
- Upload Documents
- Review Application
- Payment & Submit

Select Staff

Select the medical professional(s) whose license(s) you want to renew. Below table contains the staff members who are not blacklisted and are due for renewal (less than 2 months for license expiry).

Enter the name or license number of the medical professional.

	Name	License	Category
<input type="radio"/>	Ammar Hamdan	D89012	Physicians
<input type="radio"/>	Rita Abi Assaf	D11081	Physicians
<input type="radio"/>	Mohannad Alsharif	D90123	Physicians

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Click to select the staff whose license you would like to renew. Only one staff member's license can be updated at a time.

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & WELLNESS

Home > Services > Renewal of license for a medical professional

Renewal of license for a medical professional

0% Completed

- 1 Select Staff
- 2 Add CME Details Title
- 3 Upload Documents
- 4 Review Application
- 5 Payment & Submit

Select Staff

Select the medical professional(s) whose license(s) you want to renew. Below table contains the staff members who are not blacklisted and are due for renewal (less than 2 months for license expiry).

Enter the name or license number of the medical professional.

Search...

Name	License	Category	Specialty	Expiry Date	Status
<input type="radio"/> Ammar Hamdan	D89012	Physicians	Cardiology	01.10.2024	Expired
<input type="radio"/> Rita Abi Assaf	D11081	Physicians	Vascular Surgery	04.03.2025	Active
<input type="radio"/> Mohannad Alsharif	D90123	Physicians	Laboratory Genetics and Genomics	11.04.2025	Active

14 11 to 3 of 3

Cancel Continue

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Click "Continue" to proceed with your selection.

Select Staff

Select the medical professional(s) whose license(s) you want to renew. Below table contains the staff members who are not blacklisted and are due for renewal (less than 2 months for license expiry).

Enter the name or license number of the medical professional.

Search...

Name	License	Category	Specialty	Expiry Date	Status
<input checked="" type="radio"/> Ammar Hamdan	D89012	Physicians	Cardiology	01.10.2024	Expired
<input type="radio"/> Rita Abi Assaf	D11081	Physicians	Vascular Surgery	04.03.2025	Active
<input type="radio"/> Mohannad Alsharif	D90123	Physicians	Laboratory Genetics and Genomics	11.04.2025	Active

14 11 to 3 of 3

Cancel Continue

7

The system will fetch the professional's details and present them for review

Renewal of license for a medical professional

Renewal of license for a medical professional

Is Title


ents

rtion

mit

Add CME Details Title

Below are the medical professional details:



Ammar Hamdan
Cardiology | Specialist

Show Details

Change Medical Professional

CME Documents

- Your document should include
 - Name of the document e.g. Certificate, Marksheet etc.
 - Issuing authority name
 - CME completion date
 - Number of hours completed

Accepted file types: jpg, png, pdf, jpeg Maximum file size: 10 MB

8 Click 'Show Details' to view more license information.

Click 'Change Professional' to go back to the staff list to select a different professional

Ammar Hamdan
Cardiology | Specialist

[Hide Details](#)

Change Medical Professional

Registration Number
841736

License No
D89012

License Expiry
01.10.2024

Employer
American Private Hospital Dubai

License Status
Expired

Specialty 1
Cardiology

Medical Title 1
Specialist

9 Click "Cancel" if you would like to proceed with the same professional.

Ammar Hamdan
Cardiology | Specialist

[Hide Details](#)

Change Medical Professional

Registration Number
841736

License No
D89012

License Expiry
01.10.2024

Employer
American Private Hospital Dubai

License Status
Expired

Specialty 1
Cardiology

Medical Title 1
Specialist

Are you sure you want to change the selected Medical Professional?
Proceeding will result in the loss of the entered details for the current Medical Professional.

Proceed **Cancel**

10

Add the required CME details in the fields provided.

Accepted file types: jpg, png, pdf, jpeg Maximum file size: 10 MB

Choose file No file chosen

Completion Date of Oldest CME Document

DD.MM.YYYY

Completion Date of Latest CME Document

DD.MM.YYYY

Total Number of CME Hours

0

Back Continue

Save and Close the Application

11

Multiple files can be uploaded in the same CME document field.

CME Documents

- Your document should include
 - Name of the document e.g. Certificate, Marksheet etc.
 - Issuing authority name
 - CME completion date
 - Number of hours completed

Accepted file types: jpg, png, pdf, jpeg Maximum file size: 10 MB

Choose file No file chosen

Completion Date of Oldest CME Document

DD.MM.YYYY

12 Enter the CME start date.

The start date should not be greater than 1 year from the current system date.

Completion Date of Oldest CME Document

DD.MM.YYYY



Completion Date of Latest CME Document

DD.MM.YYYY



Total Number of CME Hours

0

Back

Continue

Save and Close the Application

13 Add the CME end date.

The CME end date cannot post date the current system date. That means, the CME last date should have been a date before the current date (at the time of application input).

Completion Date of Oldest CME Document

08.08.2024



Completion Date of Latest CME Document

DD.MM.YYYY



Total Number of CME Hours

0

Back

Continue

Save and Close the Application

14

Input the CME hours in the field. The minimum CME hours required are specific to the category of the medical professional selected.

- Physicians/Dentists: Minimum 40 CME hours
- Nurses & Midwives: Minimum 20 CME hours
- Allied Healthcare and TCAM Professionals: Minimum 10 CME Hours

If the CME hours entered are less than the minimum, the system will display an additional comment field to input a valid reason for the less CME Hours. This field will be displayed only if the CME hours entered are less than the minimum, but are still within an acceptable range.

- Physicians/Dentists: Acceptable minimum range - 35 to 40 CME hours
- Nurses & Midwives: Acceptable minimum range - 15 to 20 CME hours
- Allied Healthcare and TCAM Professionals: Acceptable minimum range - 5 to 10 CME hours

Completion Date of Oldest CME Document

08.08.2024



Completion Date of Latest CME Document

01.02.2025



Total Number of CME Hours

0

Back

Continue

Save and Close the Application

15 The next page will list the documents to be uploaded with specific requirements clearly described.

- The system will validate the type and size of the document uploaded (Allowed formats: JPEG, .PNG, .JPG, PDF within 10 MB only)

The screenshot shows a web application interface for a medical professional named Ammar Hamdan, Cardiology Specialist. On the left, a vertical sidebar contains five steps: 1. Add CME Details Title, 2. Upload Documents (highlighted with a green circle), 3. Review Application, 4. Payment & Submit, and 5. Payment & Submit. The main content area displays the professional's name and title, a 'Show Details' button, and a 'Change Medical Professional' link. Below this, three document upload sections are visible: 'Physical & Mental Report', 'Insurance Against Medical Error', and 'Surgical Logbook'. Each section includes a description of the document type, accepted file formats (jpg, png, pdf, jpeg), and a maximum file size of 10 MB. Each section has a 'Choose file' button and a 'No file chosen' status. At the bottom, there are 'Back' and 'Continue' buttons, with a 'Save and Close the Application' link below them.

16 Once all the required documents have been uploaded, click 'Continue' to proceed.

The screenshot shows the same web application interface as in the previous step, but now the 'Insurance Against Medical Error' and 'Surgical Logbook' sections show uploaded files. The 'Insurance Against Medical Error' section displays a file named 'Insurance.pdf' with a 'Remove' button. The 'Surgical Logbook' section displays a file named 'Logbook.pdf' with a 'Remove' button. Above each file, there is an 'Add Another Document' link. At the bottom, the 'Continue' button is highlighted with an orange circle, and the 'Back' button is also visible. The 'Save and Close the Application' link is at the bottom right.

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

The screenshot shows the 'Review Application' page for a medical professional's license renewal. The page is titled 'Renewal of license for a medical professional' and shows a progress bar at 80% completion. The left sidebar lists five steps: 1. Select Staff, 2. Add CME Details Title, 3. Upload Documents, 4. Review Application (highlighted with an orange circle), and 5. Payment & Submit. The main content area is divided into two sections: 'Staff Details' and 'CME Details'. The 'Staff Details' section contains a table with the following information:

Name	Ammar Hamdan	Change
License No	D89012	
Category	Physicians	
Specialty 1	Cardiology	
License Expiry	01.10.2024	
License Status	Expired	
Employer	American Private Hospital Dubai	

The 'CME Details' section contains a table with the following information:

CME Documents	CME document.pdf	View Document	Change
Completion Date of Oldest CME Document	08.08.2024		Change

- 18** After checking the consent box, click on "Continue"

The screenshot shows the 'I Understand and Agree' consent page. It features a table with three rows of documents:

Physical & Mental Report	P&M Report.pdf	View Doc
Insurance Against Medical Error	Insurance.pdf	View Doc
Surgical Logbook	Logbook.pdf	View Doc

Below the table, there is a checkbox labeled 'I Understand and Agree' which is checked. The text below the checkbox reads: 'By applying for license renewal service, I acknowledge and confirm that all the required details and docs including CME details are correct and meet the minimum required CME hours as per the PQR. I also confirm Insurance against Medical Faults is valid.'

At the bottom, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with an orange circle. Below the buttons, there is a link that says 'Save and Close the Application'.

19 A fee is applicable for Private Sector facilities, which will include:

- An Application Fee of 100 AED
- A Service Fee for License Renewal
- Fines if the license had expired at the time of renewal

Click "Proceed to Payment" to continue.

Renewal of license for a medical professional

80% Completed

- 1 [Select Staff](#)
- 2 [Add CME Details Title](#)
- 3 [Upload Documents](#)
- 4 [Review Application](#)
- 5 [Payment & Submit](#)

Payment & Submit

Payment Summary Description in English

Application Fees	
Application Fees Ammar Hamdan	AED 100
Service Fees	
Renewal of License for Ammar Hamdan	AED 3000
Fines Professionals	
Late renewal fine after license expiry Ammar Hamdan (139 days) Ammar Hamdan	AED 3750
Total Amount to be Paid:	AED 6850

[Back](#) [Proceed to Payment](#)

Save and Close the Application

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

The renewed license can be downloaded and the medical professional is notified of their license renewal.

The same details can be found on the dashboard under the Application Section.

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Home > Services > Renewal of License for a Medical Professional

Renewal of License for a Medical Professional

Application Submitted Under Review

Your application is submitted and the license is renewed. Under Review

Application Number	Application Date	Amount Paid AED
MPL-LRNW-000738-2025	18.02.2025	6850

[You can Download your payment receipt here](#)

Processing Time: **2 business days**

If the review succeeds
You will be notified about it.

If the review fails
Your application will be sent back to you for more information. If the required information & documents are not submitted, your renewed license will be cancelled.
In rare instances where an application is rejected, you will receive a notification and reasoning for the rejection. The application will be cancelled and closed.

[Go to Dashboard](#) [Download Renewed License](#)

[Show Application Details](#)

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The payment invoice can be accessed by clicking on 'Download payment receipt'



Ministry of Health
Kingdom of Saudi Arabia

Renewal of License for a Medical Professional

التجديد لـ

Medical Professional

Application Submitted

Your application is submitted and the license is renewed.

Application Number: MPL-LRNW-000738-2025

Application Date: 18.02.2025

You can Download your payment receipt here

Processing Time: 2 business days

If the review succeeds
You will be notified about it.

If the review fails
Your application will be sent back to you for more information. If the license will be cancelled.

[← Back to applications](#)

Renewal of License for a Medical Professional

Under Review

التجديد لـ

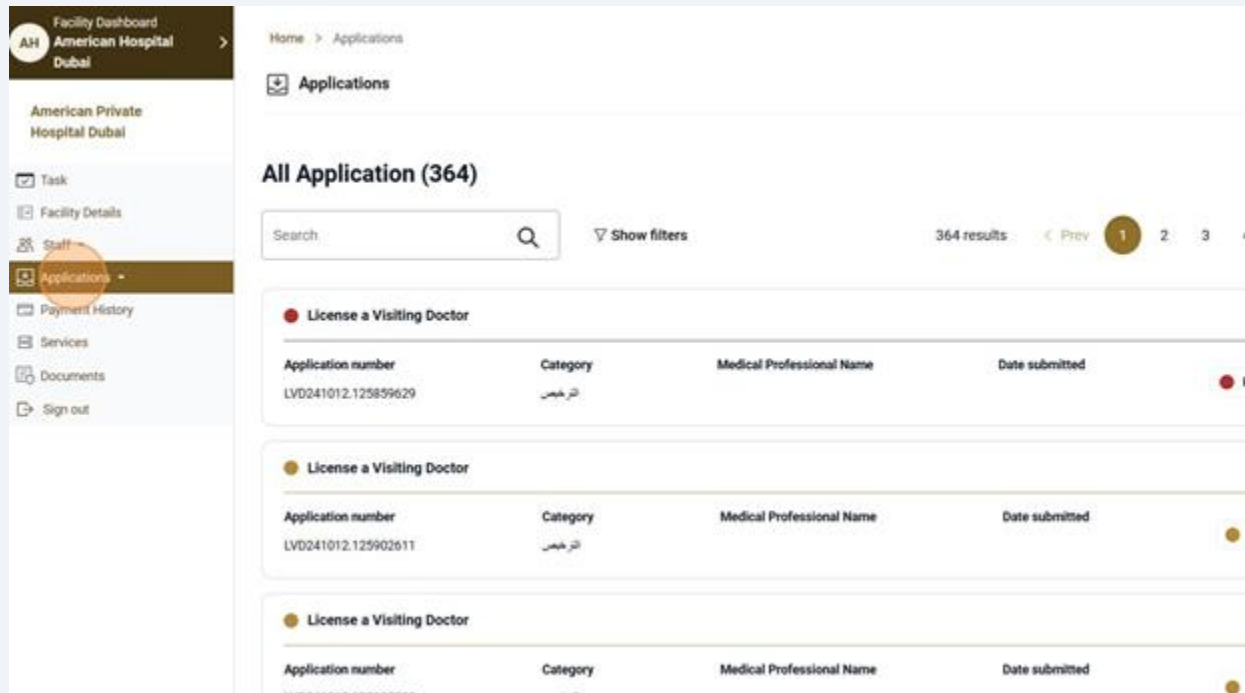
Payment Receipts

Transaction ID	Amount	Payment date	
MPL-LRNW-000738-202518022505205243	6850	18.02.2025	Download Invoice

1 to 1 of 1

Customer Portal: Application Update and Completion of Service to Renew a Medical Professional's License

- 37** To review the status of your application, click "Applications" from your facility dashboard.



Facility Dashboard
American Hospital
Dubai

American Private
Hospital Dubai

Task
Facility Details
Staff
Applications
Payment History
Services
Documents
Sign out

Home > Applications

Applications

All Application (364)

Search Show filters

364 results < Prev 1 2 3

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125859629	الترخيص		

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125902611	الترخيص		

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125902611	الترخيص		

38 Click "All Applications" or on the relevant tab based on the status of your application;

- Action Required: Applications pending payment updates or a payment.
- In progress: Applications that are pending action from MOHAP Auditors.
- Completed: Applications that have been successfully completed.
- Drafts: Applications with a draft status that are yet to be submitted.
- Rejected: Applications that were rejected by the MOHAP Auditors.
- Expired: Applications that expired while awaiting action from the applicant.

Facility Dashboard
American Hospital
Dubai

Home > Applications

Applications

All Application (364)

Search Show filters

364 results < Prev 1 2 3

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125859629	الترخيص		

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125902611	الترخيص		

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125902611	الترخيص		


- 39 Click the "Search" field and enter the application to quickly find the desired application.

Facility Dashboard
American Hospital
Dubai

Home > Applications

Applications

All Application (364)

Search  Show filters 364 results < Prev 1 2 3

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125859629	الترخيص		


License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted
LVD241012.125902611	الترخيص		


License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted


- 40 Once found, click "View Details" to open it.

n number	Category	Medical Professional name	Date submitted		
100233-2024	الترخيص	Sara Al-Sheikh	14.10.2024	Completed	 View Details


License a medical professional

n number	Category	Medical Professional Name	Date submitted		
100524-2024	الترخيص	Sara Al-Sheikh	12.11.2024	Completed	 View Details


Rotation Linking

n number	Category	Medical Professional Name	Date submitted		
15-2025	الترخيص	Sara Al-Sheikh	27.01.2025	Completed	 View Details

Rotation Unlink

n number	Category	Medical Professional Name	Date submitted		
23-2025	الترخيص	Sara Al-Sheikh	05.02.2025	Completed	 View Details

Renewal of License for a Medical Professional

n number	Category	Medical Professional Name	Date submitted		
14-000738-2025	الترخيص	Ammar Hamdan	18.02.2025	Completed	 View Details

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The system will display the status of the application.

- The renewed license will remain available for download on an approved application.

The screenshot displays the 'Renewal of License for a Medical Professional' page on the American Hospital Dubai portal. The left sidebar contains navigation links for Facility Dashboard, Task, Facility Details, Staff, Applications (All Applications, Action Required, In Progress, Completed), Payment History, Services, Documents, and Sign out. The main content area shows the application status as 'Completed' and 'Application Approved'. It includes the application number (MPL-LRNW-000738-2025), application date (18.02.2025), and amount paid (AED 6850). A progress bar indicates the application has moved from 'Application Submitted' to 'Under Review'. A large orange circle is visible on the right side of the page.

Facility Dashboard
American Hospital
Dubai

Home > Services > Renewal of License for a Medical Professional

Renewal of License for a Medical Professional Completed

التجديد

Application Number: MPL-LRNW-000738-2025
Application Date: 18.02.2025
Payment Received: 18.02.2025
Amount Paid: AED 6850 [Download your service fee receipt here](#)

Application Submitted Under Review

Application Approved
Your application has been approved and your document is now available for download.

[Download License](#)

[Show Application Details](#)

Service Ends