

وزارة الصحة العامة
Ministry of Public Health
دولة قطر • State of Qatar



GUIDELINES

FOR PHARMACISTS

DEPARTMENT OF HEALTHCARE PROFESSIONS

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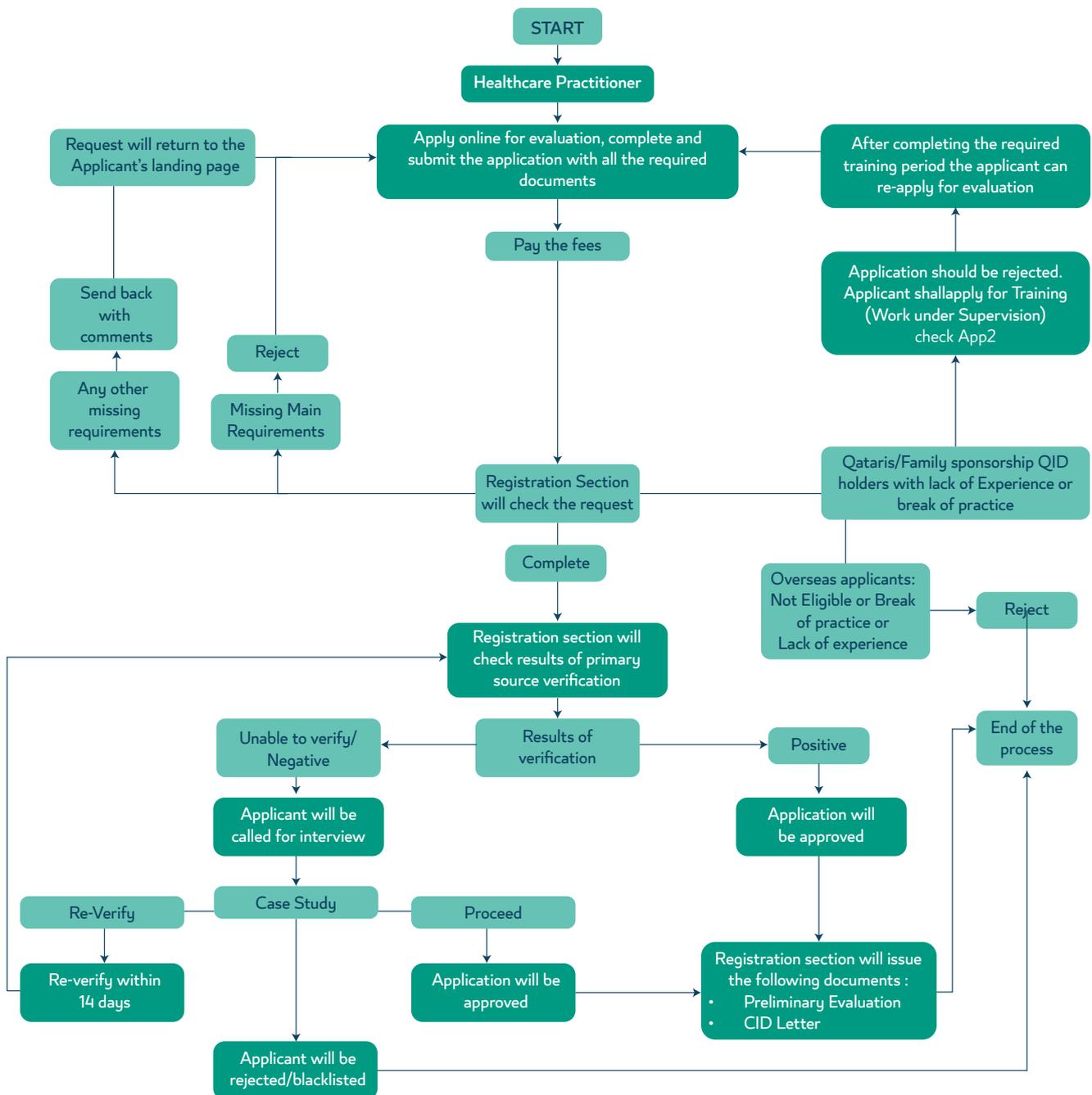
1. GENERAL NOTES

Any application shall be submitted through the Registration/Licensing Electronic System on the Department of Healthcare Professions' website, complete the online application and pay the required fees (if applicable).

1. The applicant will submit on the electronic system the Primary Evaluation Request Without Employer. ([circular no. \(DHP/2024/22\)](#)).
2. Preliminary evaluation is only valid for 6 months. In case the applicant didn't apply for temporary license or permanent license within these 6 months, then he/she needs to apply for a new evaluation.
3. Applications that do not meet the requirements will be sent back to the applicant for completion. The application will be sent back to the applicant maximum 3 times then it will be rejected if all the requirements are not fulfill.
4. The evaluation does not oblige the Department of Healthcare Professions to grant the applicant any specific degree or title.
5. The verification process implemented by the verification companies replaces attestation of certificates by related competent authorities (i.e.: certificates do not have to be attested).
6. The certificate of good standing will be required in the licensing phase unless the case requires otherwise.
7. It is the applicant's responsibility to follow up on the verification report and the receiving of the certificate of good standing.
8. Applicants/employer representatives can follow up on the receiving of the certificate of good standing with DHPGoodSt@moph.gov.qa.
9. For break in practice, refer to the break in practice policy circular no. ([14/2021](#)).
10. Any work experience not covered by a registration license is not considered.
11. Original documents/certificates might be requested on a case-by-case basis.
12. Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of original documents..
13. Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
14. Any other documents required to support the application that are not mentioned must be submitted upon request.
15. Practitioner working in a healthcare facility without a license will not be eligible for registration/licensing in the state of Qatar.
16. Any experience certificate that was not submitted/mentioned in the C.V in the first evaluation application will not be considered in any other evaluation.
17. A case-by-case assessment may be implemented.
18. For Non-Clinical Registration for healthcare practitioners in non-clinical roles working in a licensed facility in the State of Qatar ([refer to circular no. 2/2023](#)).
19. For evaluation for training request through the electronic system and under family sponsorship refer to ([circular no. \(DHP/2024/20\)](#)).
20. For processing time refer to ([circular no \(DHP/2024/16\)](#) or in the guidelines and useful links).
21. Any training inside Qatar without prior approval from DHP will be rejected and not considered refer to ([circular no. \(DHP/2024/11\)](#)).
22. For removal/restoration requirements refer to [circular no. \(DHP/2024/22\)](#).
23. For the current DHP qualifying examination refer to [circular no. \(DHP/2025/03\)](#).

2. REGISTRATION/EVALUATION PROCESS

Flow Chart 1: Registration/Evaluation Process Map



Registration/Evaluation Requirements:

Submit an electronic “Evaluation” request and upload the below mentioned required documents:

1. Copy of valid passport.
2. Copy of the valid QID (front and back side) (if applicable).
3. One recent photo (according to photo criteria stated in [circular no. \(04/2014\)](#)).
4. An up-to-date Curriculum Vitae (refer to the [CV template](#) in the guidelines and useful link on the DHP website).
5. Copy of all academic certificates relevant to the applicant’s scope with official transcript ([refer to Table no. 1](#)).
6. Copy of the recent official work experience certificates (with an issue date, signed and stamped by the facility) according to applicant’s scope ([refer to Table no. 1](#)).
7. Copy of valid medical/registration licenses accompanying the required years of work experience.
8. Copy of primary source verification report.
9. Copy of the passing certificate of the qualifying exam refer to ([circular \(13/2023\)](#) and [circular \(DHP/2025/03\)](#)).

Note:

The specified time for reviewing the application is 15 working days, starting from the date of completing the requirements.

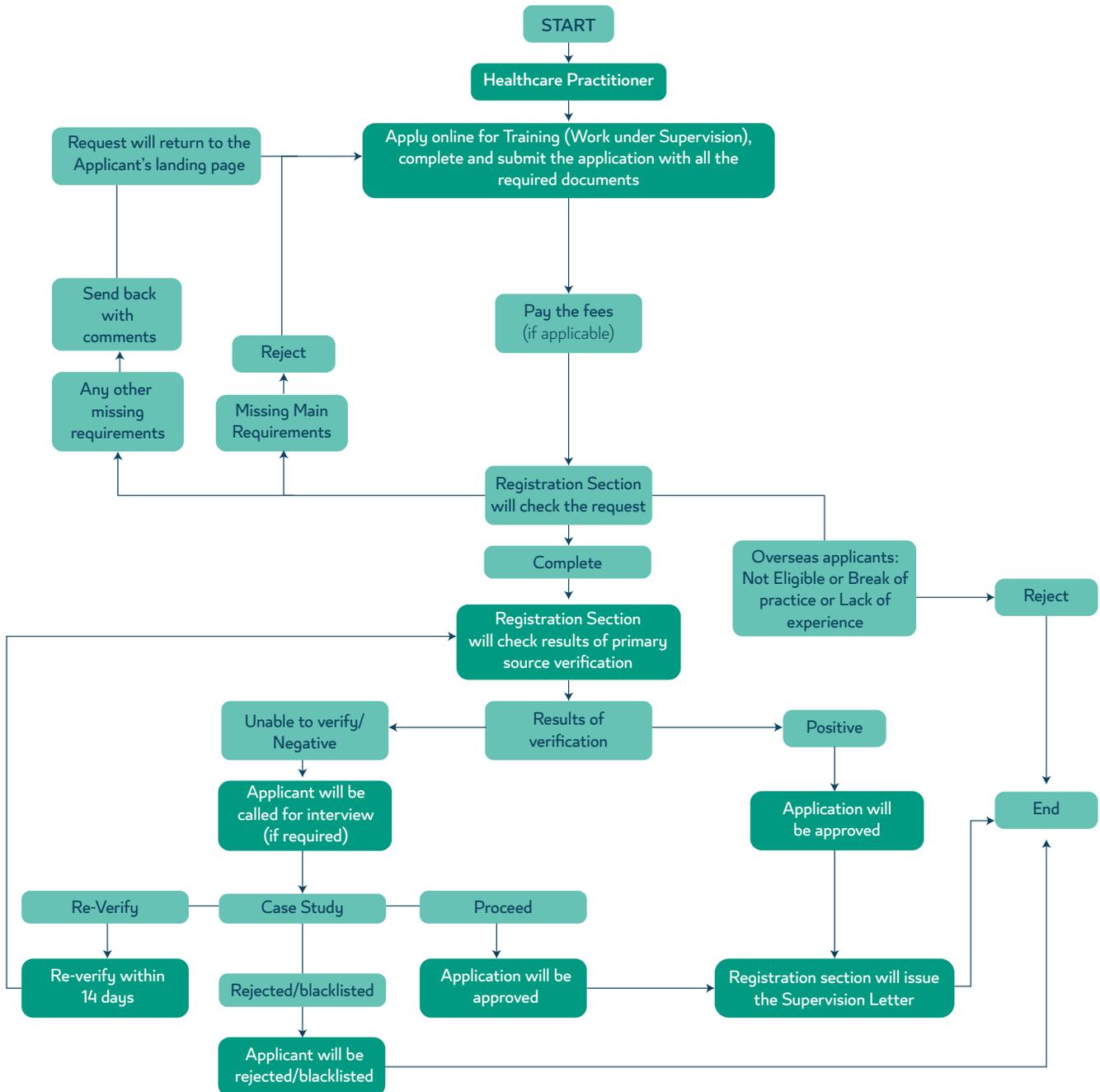
Table No.1:

Scope of practice	Academic Requirements	Experience Requirements*	Qualifying Examination*	Other requirements
Pharmacist	Bachelor's Degree in pharmacy	2 years post graduate experience	Prometric is Required	Registration license from country of experience
	Bachelor's Degree in pharmacy + Master's in pharmacy related fields or equivalent	2 years post graduate experience	Exempted from prometric	Registration license from country of experience
Industrial Pharmacist	Bachelor's Degree in pharmacy	2 years post graduate experience	GMP is required	Registration from country of experience
Clinical Pharmacist	Bachelor's Degree in pharmacy + PharmD (Doctor of Pharmacy) degree (including rotations internship)	2 years post graduate experience	Prometric is required.	Registration from country of experience
	Bachelor's Degree in pharmacy + Master's in clinical pharmacy	2 years post graduate experience	Exempted from prometric	Registration from country of experience
Pharmacy Technician	Diploma in Pharmacy program minimum of two (2) years course duration.	1-year post-graduate experience*	N/A	Registration from country of experience
Pharmacy Technologist	Bachelor's Degree of Science in Pharmacy Technologist (Min 4 years)	2 years post-graduate experience	N/A	Registration from country of experience

- *Regarding the exemption from the work experience refer to the [\(circular \(14/2023\)\)](#) and regarding the qualifying exam exemptions , refer to the [\(circular \(13/2023\)\)](#).
- *For pharmacy technicians exemption refer to [\(circular \(15/2022\)\)](#).
- *GMP exam is conducted at the Pharmacy and drug control department.

3. WORK UNDER SUPERVISION (TRAINING)

Flow Chart 2: Work under supervision (Training) Process Map



- Applicants can apply for evaluation for training request through the electronic system without an employer.
- Applicants must be Qataris, Qatari residents under family sponsorship only.
- The below mentioned categories are required to undergo training under supervision:
 - Category 1: Applicant not fulfilling the required years of experience (refer to the above [table no. 1](#)).
 - Category 2: Applicant with break in practice (refer to the [circular \(14/2021\)](#)).

Work under supervision (Training) requirements:

Refer to circular no. [DHP/2024/20](#):

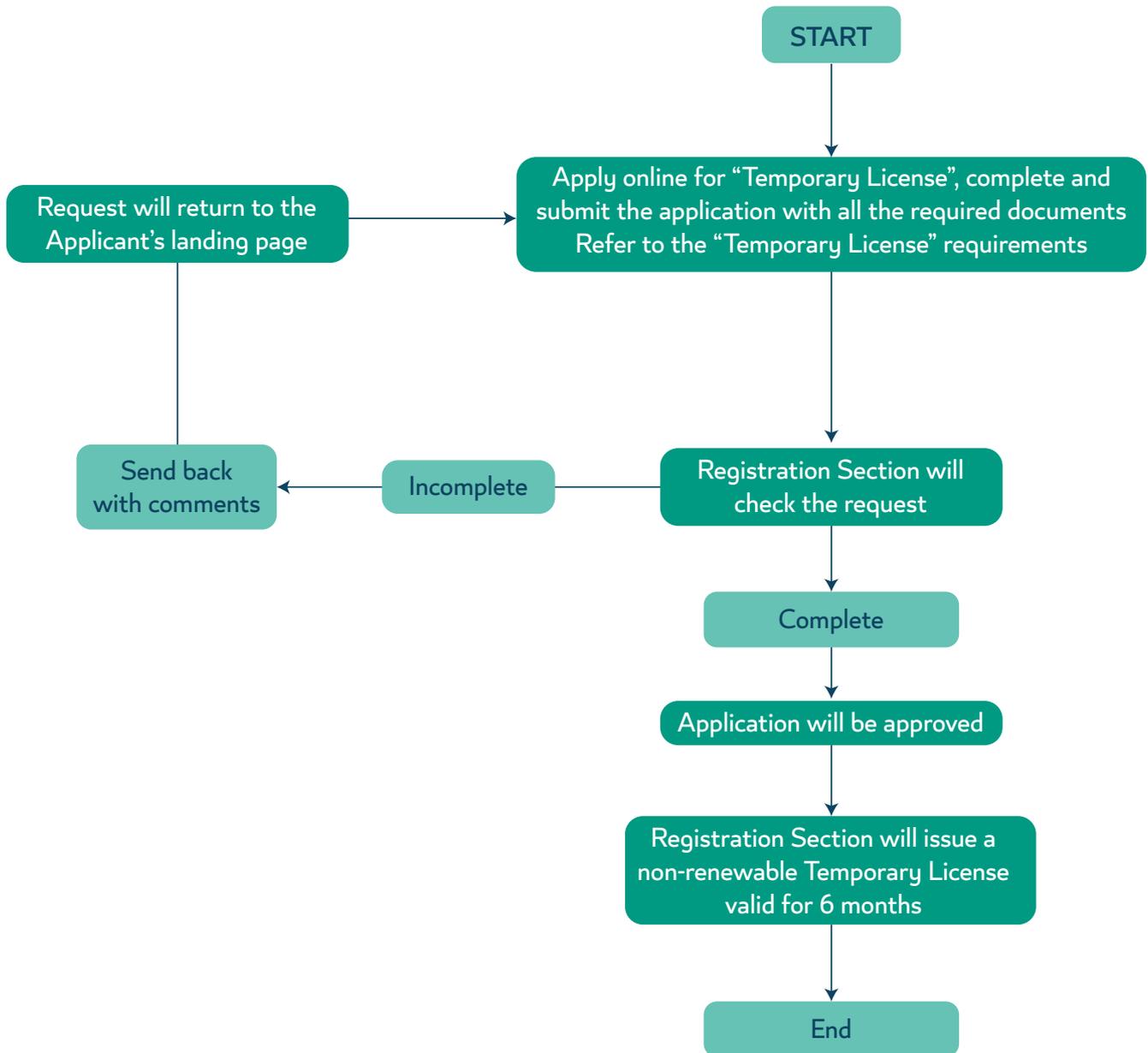
1. Copy of valid passport.
2. Copy of the valid QID (front and back side).
3. One recent photo (as per the photo criteria stated in [circular \(04-2014\)](#)).
4. An up-to-date Curriculum Vitae (refer to the [CV template](#) in the guidelines and useful link on the DHP website).
5. Copy of all academic certificates relevant to the applicant's scope with official transcript ([refer to Table no. 1](#)).
6. Copy of the recent official work experience certificates (with an issue date, signed and stamped by the facility) according to applicant's scope refer to [table no. 1](#) (if applicable).
7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of primary source verification report.

Notes:

- In case of lack of required experience or break in practice, applicants must apply for evaluation of training directly.
- Qualifying exam is not being requested during the training period; however, it must be completed before applying for evaluation on the electronic system refer to [circular \(13/2023\)](#) and [circular \(DHP/2025/03\)](#).
- After completing the training period, you must apply for an evaluation request on the electronic system providing all the required documents and the training completion letter and the assessment for pharmacist under-supervision [refer to circular no \(DHP/2024/20\)](#).
- The specified time to complete the application is 15 working days, starting from the date of completing the requirements.

4. TEMPORARY LICENSE PROCESS

Flow Chart 3: Temporary License Process Map



Temporary License Requirements:

Submit an electronic “Temporary License” request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):

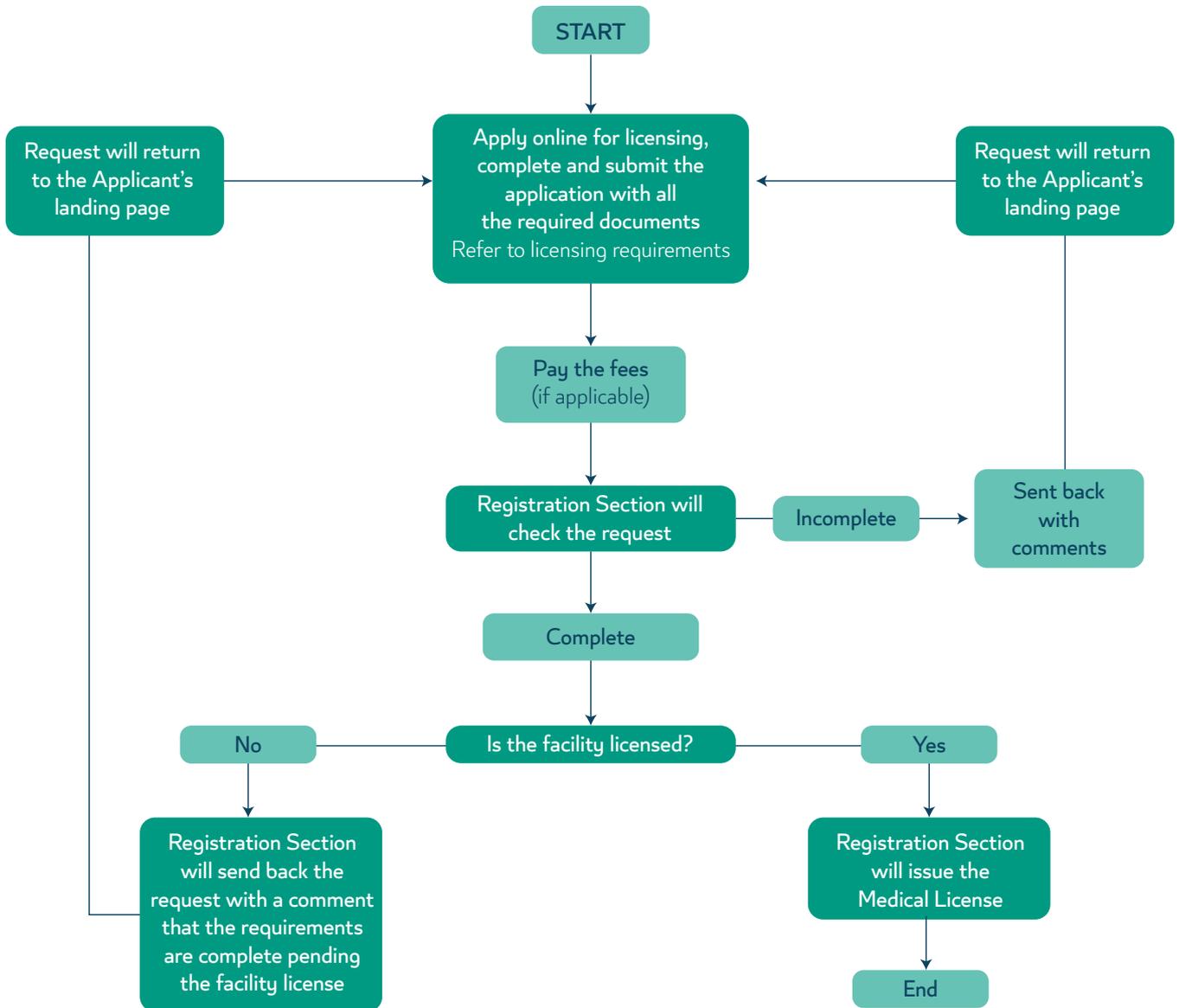
1. Copy of valid front and back side of the QID.
2. In case the healthcare practitioner applies for the temporary license without a QID, then the following documents must be submitted:
 - Medical Test from home country (Blood Test, Chest X-ray) attested from the Ministry of Foreign Affairs in Qatar (MOFA).
 - Police Clearance Certificate from home country attested from MOFA.
3. Undertaking letters for the temporary license for the practitioner and facility (the templates are in the [“Additional Templates”](#) document).

Notes:

- The specified time for reviewing the application is 5 working days, starting from the date of completing the requirements.
- Temporary license is valid for 6 months and is non-renewable.
- Refer to [circular no. \(10/2019\)](#) for medical tests required and validity.
- For practitioners on their employer sponsorship (male or female), the sponsor on the QID must be as per their potential employer and the occupation as per the scope of practice.

5. LICENSING PROCESS

Flow Chart 4: Licensing process map



Licensing Requirements:

Submit an electronic "Apply for Licensing" request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):

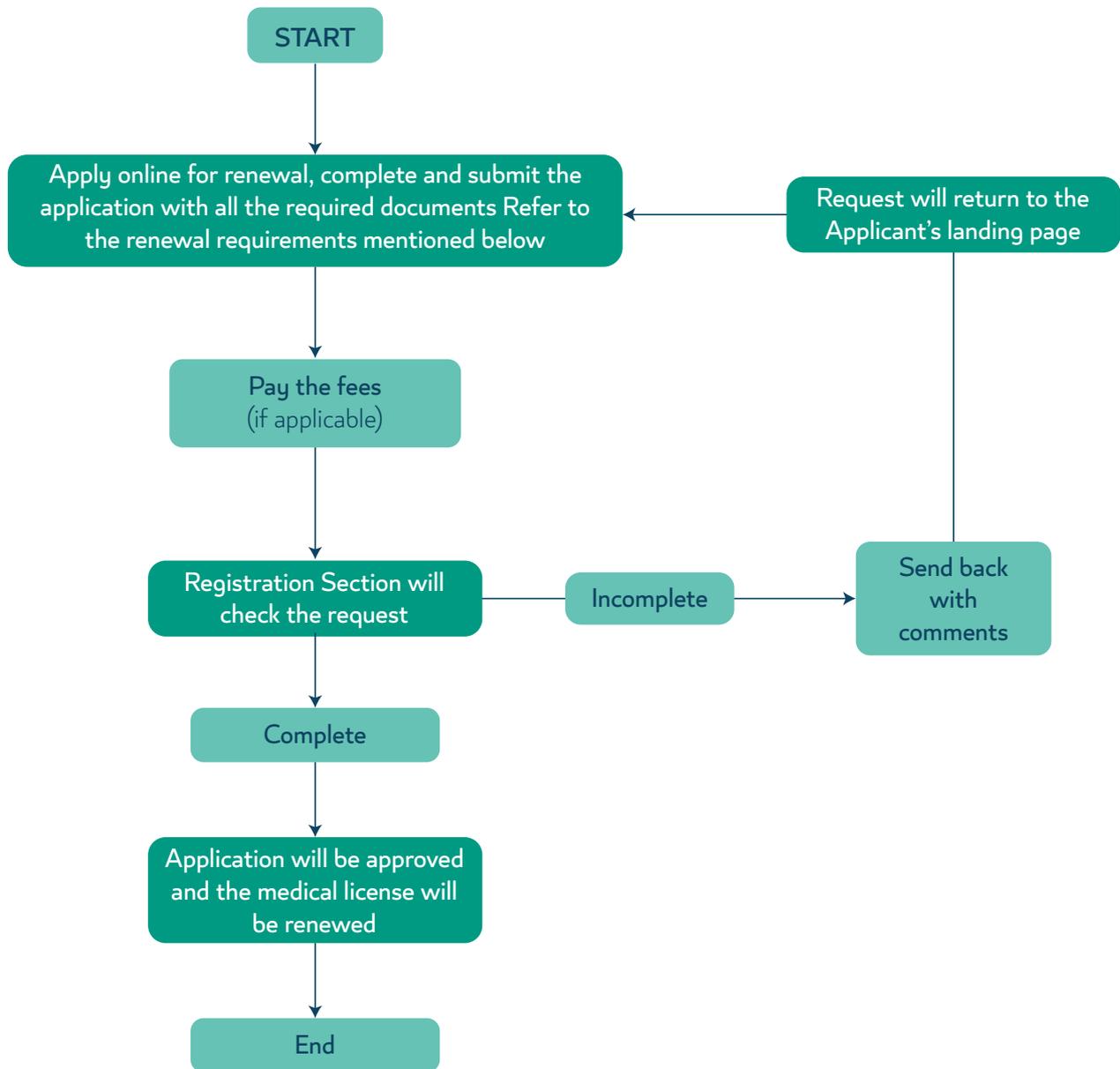
1. Copy of valid passport.
2. Copy of valid front and back side of the QID.
3. Copy of the verification report.
4. Copy of valid Police Clearance Certificate from Qatari Ministry of Interior Addressed to Ministry of Public health (validity of 3 months).
5. Medical report (refer to [circular no. \(10/2019\)](#) for tests validity). The medical report can be issued by:
 - HMC
 - Medical Commission
 - Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
 - Primary Health Care Corporation (For Qataris only)
6. Medical report must include the following tests: HIV test, HCV AB test, HBV Surface Ag, HBV Surface Ab, HBV core Ab and Chest X-Ray. (Please refer to [circular no. 10/2019](#) & [circular no. 07/2022](#)).
7. For the Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent, please refer to circular no. (DHP/2024/06)
8. Original Certificate of Good Standing must be sent directly from the Registration authority (or authorities) of the most recent required years of work experience, to: Registration Section, Department of Healthcare Professions, Ministry of Public Health, P.O. Box: 7744, Doha, Qatar or DHPGoodSt@moph.gov.qa or it can be verified by the verification companies.

Notes:

- The specified time for reviewing the application is 10 working days, starting from the date of completing the requirements.
- The certificate of good standing will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.
- For practitioners on their employer sponsorship (male or female), the sponsor must be their potential employer.
- It is the Applicant/employer representative's responsibility to follow-up on the certificate of good standing with DHPGoodSt@moph.gov.qa.

6. LICENSE RENEWAL PROCESS

Flow Chart 5: License Renewal Process Map



License Renewal Requirements

Step 1: Fulfilling CPD Requirements:

- All licensed healthcare practitioners are mandated to participate in CPD activities according to the policies and regulations of the Accreditation Section at DHP to renew their licenses.
- All licensed healthcare practitioners are responsible to fulfill annual, category-specific, and CPD cycle requirements and maintain records of CPD activities in the CPD Portfolio prior to submission of their renewal applications.
- Refer to the Accreditation Section on DHP website for more details about CPD Requirements.

Note: Healthcare Practitioners cannot submit renewal applications unless they are fully compliant with the CPD Requirements. The system will not allow practitioners to apply for renewal of their licenses and an automated message will be generated informing practitioners that they don't meet the CPD requirements.

Step2: Fulfilling Renewal Application Requirements:

Submit an electronic "Apply for Renewal" request and upload the below mentioned required documents:

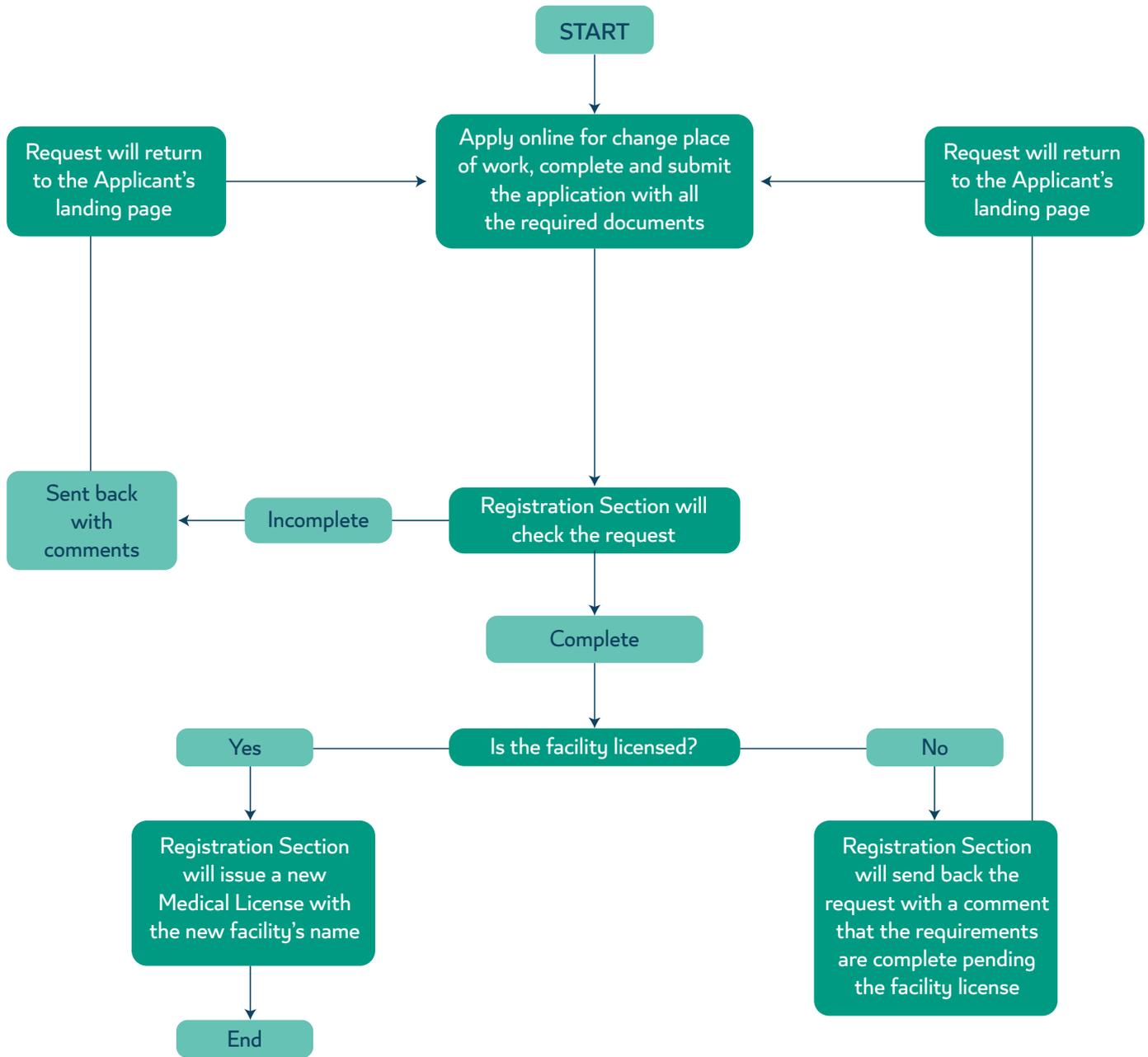
1. Copy of valid passport (If applicable).
2. Copy of valid front and back side of the QID. "For practitioners on their employer sponsorship (male or female), the sponsor must be their potential employer".
3. One recent photo (refer to [circular no. \(04/2014\)](#) or in the "[Additional Attachments](#)" for photo criteria).
4. An official employment letter from the facility signed by the medical director and stamped by the facility (the template is in the "[Additional Attachments](#)", attachment "2")

Notes

- The specified time for reviewing the application is 7 working days, starting from the date of completing the requirements.
- Medical Report is not required; however, it can be requested based on a case-by-case assessment.
- For practitioners working in governmental healthcare facilities (refer to [circular \(08-2021\)](#) and to the process map in the guidelines on [DHP website](#)).

7. CHANGE PLACE OF WORK

Flow Chart 6: Change Place of Work Process Map



Change Place of Work Requirements:

Submit an electronic “Apply to Change Place of Work” request and upload the below mentioned required documents:

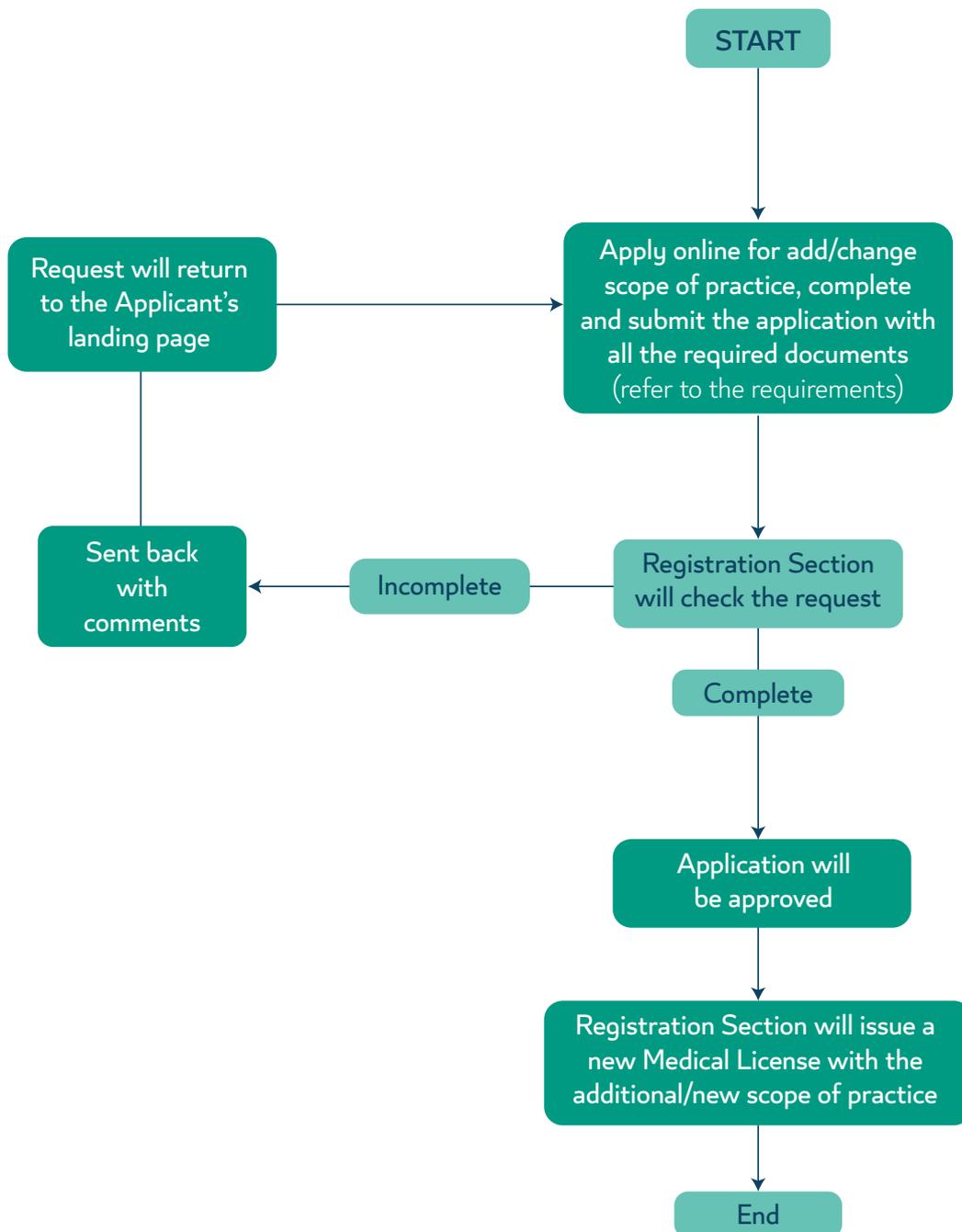
1. Copy of valid passport (If applicable).
2. Copy of valid front and back side of the QID.
 - For practitioners on their employer’s sponsorship (male and female), the sponsor should be the new employer, or a secondment from the Ministry of Interior shall be attached to the application, along with an undertaking letter illustrating that a renewed secondment or QID will be submitted upon expiry of the attached secondment.
 - For practitioners on a family sponsorship (male and female): provide the QID + no objection letter from previous employer + no objection letter from the new employer.
3. Any other adjustment according to the current laws and regulations in the State of Qatar.

Notes:

- The specified time for reviewing the application is 7 working days, starting from the date of completing the requirements.
- Any other adjustment according to the current laws and regulations in the State of Qatar will be implemented.
- In case the “Apply to Change Place of Work” request was submitted after evaluation (before licensing), then the QID will not be required. However, a letter of intent from the new employer and a letter of no objection from the old employer will be required instead.

8. ADD/CHANGE SCOPE OF PRACTICE

Flow Chart 7: Add/Change Scope of Practice Process Map



Add/Change Scope of Practice Requirements:

Submit an electronic “Apply to Add/Change Scope of Practice” request and upload the below mentioned required documents:

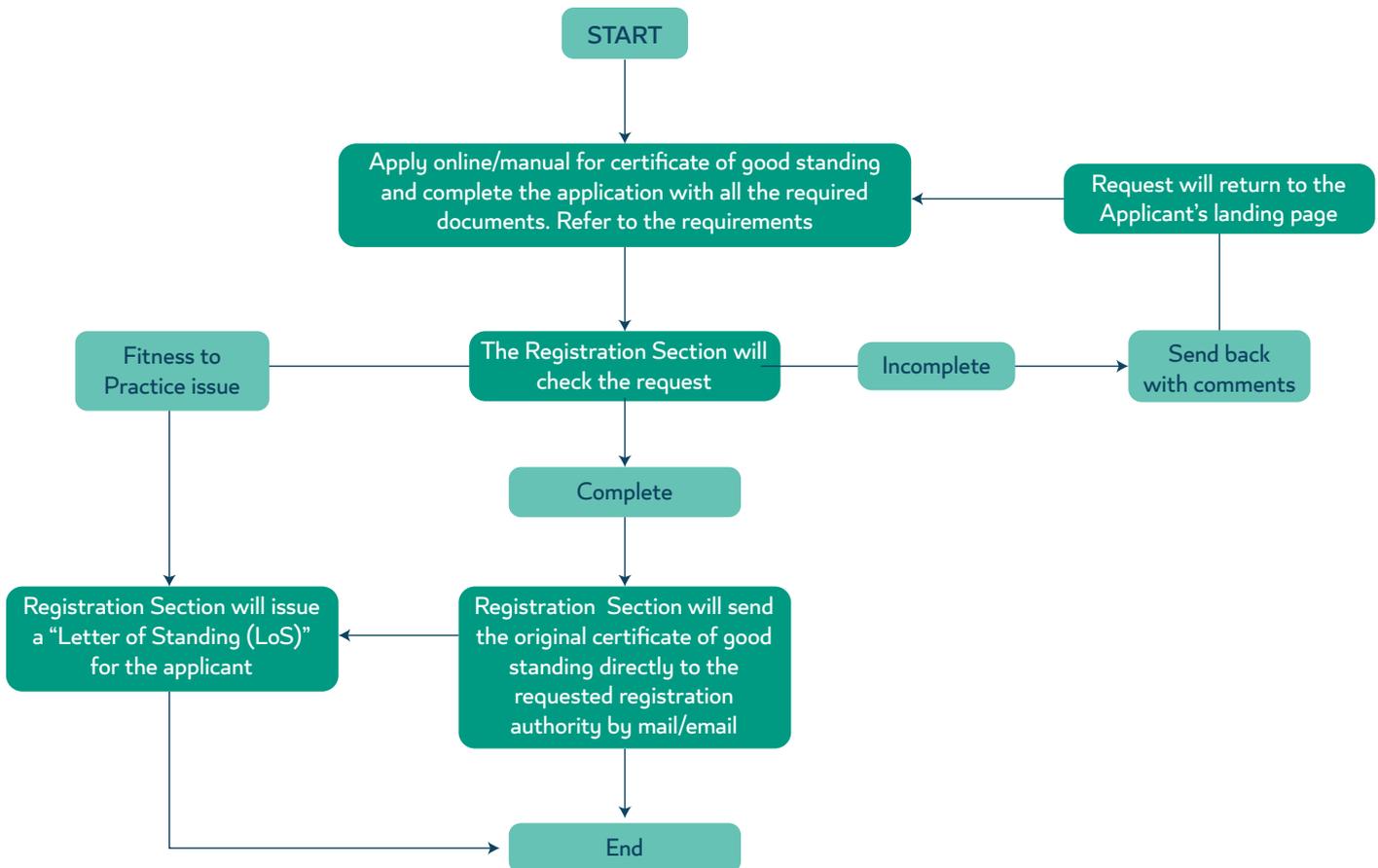
1. Copy of valid passport (If applicable).
2. Copy of valid front and back side of the QID.
3. A recent no objection letter from the employer for the addition/change of scope.
4. Copy of additional academic certificates relevant to the new scope (if applicable).
5. Copy of additional experience certificates (with an issue date) relevant to the new scope (if applicable).
6. Copy of the verification report for any additional documents.
7. Copy of the qualifying exam as the following:
 - Change scope of practice from “Industrial Pharmacist” to “Pharmacist”, a copy of valid Prometric exam refer to [circular \(13/2023\)](#) and [circular \(DHP/2025/03\)](#).
 - Change scope of practice from “Pharmacist” to “Industrial Pharmacist”, a copy of valid GMP exam (refer to Pharmacy and drug control department)

Note:

- The specified time for reviewing the application is 15 working days, starting from the date of completing the requirements.

9. CERTIFICATE OF GOOD STANDING PROCESS

Flow Chart 8: Certificate of Good Standing Process Map



• *Refer to Circular 11/2021

Certificate of Good Standing (COGS) Requirements:

Submit an electronic “Apply for a Certificate of Good Standing” request and upload the below mentioned required documents:

1. Copy of valid passport (If applicable)
2. Copy of valid of front and back side of the QID (if applicable).
3. Name and official email of the Registration Authority to which the DHP will issue and submit the certificate.

Note:

- The specified time for reviewing the application is 10 working days, starting from the date of completing the requirements.
- COGS can only be issued for Healthcare Practitioners who have a medical license issued by DHP.
- COGS can be printed from practitioner’s profile upon approval of the COGS application.
- The Registration certificate/ To whom it may concern certificate can be issued and collected by the applicant only in a sealed envelope.
- Verification forms should be attached to the COGS application and will be filled in and sent automatically to the concerned authority upon approval of the COGS application.
- COGS are issued by DHP shall be sent directly to registration authorities and cannot be sent to email addresses of healthcare facilities.



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