

## Instructions for Completing the “Application for Nursing License”

This guide was developed to accompany the “Application for Nursing License.” It is intended to help individuals complete the application by clarifying potential areas of confusion and listing which documents **must** be included with the application. Failure to refer to this guide while completing the application may result in essential documents not being sent to CPQ’s Professional Licensing Department (PLD).

### Operator Who Is Sponsoring This Application

- An operator is a Healthcare Organization or Operator (HCO) within DHCC. If you have current employment with one of these facilities, please indicate the name of that facility.

### No Operator

- Check this box if you are not currently employed within DHCC.
- A letter of acceptance will be issued to indicate that you have met all stated requirements for licensure within DHCC.
- You must notify CPQ’s PLD once you secure employment to exchange the Letter of Acceptance for a DHCC license.

## Section 1. Name

- It is necessary to include your maiden and/or a previous name if any licenses, degrees, certifications, and so on, were obtained under that name. Knowledge of these names is required to complete the primary source verification (PSV) process.
- If you do change your name, you must provide a copy of “change of name” confirmation.

## Section 2. Contact Information

- Provide all information requested within this section.
- Occasionally, CPQ’s PLD may need to contact you with respect to your application. Not being able to contact you may delay the processing of your application.

## Section 3. Date and Place of Birth

- If you possess citizenship in more than one country, please include the nationality/citizenship of the passport under which you travel.

## Section 4. Gender

- You need to specify your gender.

## Section 5. Identification Numbers

- The information should correspond with “Nationality/Citizenship” claimed in Section 3.
- CPQ’s PLD requires that the following documents be included with your application:

- A photocopy of your passport, which must include your image, signature, and passport number.

### **Section 6. License/Registration**

- Include information relevant to **all** nursing licenses/registrations, or equivalent thereof, which have been issued to you, whether they are active, inactive, suspended, or revoked.
- Provide all information requested within this section. Complete and accurate information about your nursing license/registration jurisdiction (address, phone/fax numbers, Web site address, license number, etc.) will expedite the PSV process.
- CPQ's PLD requires that the following documents be included with your application:
  - Photocopies of **all** nursing licenses/registrations ever issued to you. Copies must include authenticated/certified stamps.
- If your license is in a language other than English, CPQ's PLD requires:
  - A photocopy of your original license which must include authenticated/certified stamps  
AND
  - A certified English translation of your original license.
- **NOTE: At any time, CPQ's PLD may request a "Letter of Good Standing" from any of your licensing/registration jurisdictions for any license/registration you currently hold or held in the past.**

### **Section 7. Language Proficiency**

- Provide all information requested within this section.
- CPQ's PLD requires that the following documents be included with your application, if applicable:
  - A photocopy of your TOEFL exam results.
- If your TOEFL exam results are in a language other than English, CPQ's PLD requires:
  - A photocopy of your original TOEFL exam results  
AND
  - A certified English translation of your original TOEFL exam results.

### **Section 8. Secondary Schooling**

- This section must be completed only by applicants who have **not** obtained a Bachelor of Nursing degree, or equivalent thereof.
- CPQ's PLD requires that the following documents be included with your application, if applicable:
  - A photocopy of your high school diploma which must include authenticated/certified stamps
- If your high school diploma is in a language other than English, CPQ's PLD requires:
  - A photocopy of your original diploma which must include authenticated/certified stamps  
AND
  - A certified English translation of your original diploma.

### **Section 9. University/School**

- Include information relevant to **all** nursing schools attended during completion of your nursing degree/diploma, or equivalent thereof.
- Also include information relevant to any other university/college/undergraduate schooling completed prior to attending nursing school.
- Provide all information requested within this section. Complete and accurate information about your schools (e.g., years in attendance, addresses, phone/fax numbers, Web site addresses, etc.) will expedite the PSV process.
- CPQ's PLD requires that the following documents be included with your application:
  - A photocopy of your professional degree/diploma which must include authenticated/certified stamps  
AND
  - Photocopies of your allied health school transcripts.
- If either your degree/diploma or your transcripts are in a language other than English, CPQ's PLD requires:
  - A photocopy of the original degree/diploma or transcripts which must include authenticated/certified stamps  
AND
  - A certified English translation of the original degree/diploma or transcripts.
- **NOTE: Your nursing school transcripts must show proof of clinical education in each of the following areas: adult medical/surgical nursing, maternal/infant nursing, pediatric nursing, and psychiatric/mental health nursing.**

### **Section 10. Postgraduate Education**

- Include information relevant to **all** postgraduate education obtained after completion of your nursing degree/diploma.
- Provide all information requested within this section. Complete and accurate information (e.g., institute name(s), dates of attendance, address, phone/fax numbers, Web site addresses, etc.) will expedite the PSV process.
- CPQ's PLD requires that the following documents be included with your application:
  - A photocopy of **each** postgraduate degree/diploma/certificate that you cite on the application. Copies must include authenticated/certified stamps.
- If your postgraduate degree/diploma/certificate is in a language other than English, CPQ's PLD requires:
  - A photocopy of the original postgraduate degree/diploma/certificate which must include authenticated/certified stamps  
AND
  - A certified English translation of the original postgraduate degree/diploma/certificate.

### **Section 11. Professional Memberships/Affiliations**

- Include information relevant to **all** organizations/associations/societies in which you hold professional membership or affiliation.



- Provide all information requested within this section.
- **Do not** include work experience or employment history in this section. That information is requested in Section 11.

### **Section 12. Work Experience**

- Include a chronological account of your work experience/employment history for the last ten (10) years, beginning with your most recent placement.
- Your curriculum vitae should provide a thorough description of your **entire** employment history.

### **Section 13. Board- or College-Certified Specialties**

- Include information relevant to **all** nursing specialties for which you have received board/college/association certification, or equivalent thereof.
- Provide all information requested within this section. Complete and accurate information about each certifying board/college/association (e.g., address, phone/fax numbers, Web site address, identification number, etc.) will expedite the PSV process.
- CPQ's PLD requires that the following documents be included with your application:
  - A photocopy of your board/college/association certificate which must include authenticated/certified stamps.
- If your board/college/association certificate is in a language other than English, CPQ's PLD requires:
  - A photocopy of the original board/college/association certificate which must include authenticated/certified stamps  
AND
  - A certified English translation of the original board/college/association certificate.

### **Section 14. Additional Questions**

- If you answered "yes" to any of the questions in this section, attach a thorough explanation, including dates and outcomes.
- Each explanation must be typed on a separate sheet of paper.
- CPQ's PLD requires that the following documents be included with your application, if available:
  - Photocopies of your BLS and/or ACLS certificates.

### **Final Application Requirements**

- p. 7 - Sign and date.
- p. 8 - "Section 16. Attestation"
  - Sign and date.
  - Attestation must be notarized by an appropriate individual.
- p. 9 - "Authorization for Release of Information, Documents and Records"
  - Sign and date.
  - Attach one passport-sized photograph of yourself.



- Information contained within the application **must be neat and legible**. Typed applications are permitted.
- English translations must be certified by the institution performing the translation.
- Include copies of **both** the original documents and the subsequent English translations with your application.
- Review the checklist in “Section 15 Documentation” prior to submitting your application. This will ensure that all required documents are included.
- Organize all documents in an orderly manner.
- Abiding by these instructions will ensure that you have fulfilled the requirements of the application.

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For further information on the licensing procedure, please contact:

**Laheeb M. Al-Mutwelli**, Licensing Manager at [Laheeb.AIMutwelli@dhcc.ae](mailto:Laheeb.AIMutwelli@dhcc.ae) or  
Tel no. +971 4 362 2763