



دائرة الصحة  
DEPARTMENT OF HEALTH

# Department of Health

*National Trainee Registration – HPL*



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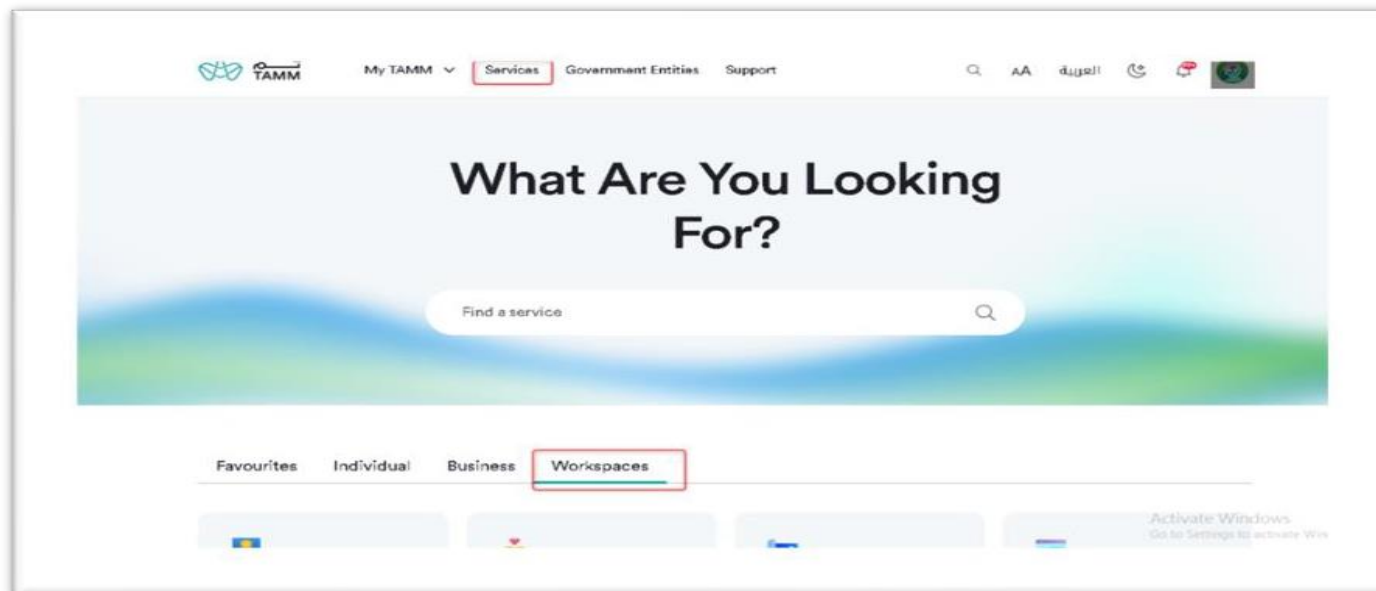


## 1. Introduction

- This guide provides detailed instructions for national trainees on the process of applying for a trainee certificate via the TAMM Interactive Application Interface.
- The upcoming sections provide a comprehensive guide on initiating registration through TAMM.

## 2. Access the service through TAMM portal.

- Applicants can easily access the service by navigating to the TAMM portal, selecting 'Services', and then choosing 'Workspaces'.



*Figure 1: Applicant Home Page*



## 2.1. Health Service Module & dashboard









- Upon selecting 'Services' and then 'Workspaces' on the portal, applicants will find the Health Services module readily available.
- Once the Health Services section is accessed, applicants will be able to access the Health Professional Licensing module.
- In the Health Professional Licensing section, applicants will have the option to access a 'New Request' button, facilitating the initiation of their application process.

*Check figure 2&3*



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Favourites Individual Business **Workspaces**

 <b>Police and Traffic Services</b> View and manage your traffic profile information, and perform drivers licence, vehicles, traffic fines and public services of Abu Dhabi Police.	 <b>CPC Dashboard</b> View POD marriage Request.	 <b>Trade Licences Dashboard</b> View your licences, requests, and drafts, in addition to a set of tools and features.	 <b>DCT Events Licensing Services</b> Through the workspace, you can manage your profile, venues and participants, applications, and receive updates of the latest event circulars.
 <b>ZHO Dashboard</b> Manage POD marriage and training request.	 <b>Health Services</b> View, track statuses, and apply to DoH services from your dashboard	 <b>ACTVET Dashboard</b> View, track statuses, and apply to ACTVET services from your dashboard.	 <b>Customs Dashboard</b> View, track and manage customs requests from your Customs Dashboard. <small>Activate Windows Go to Settings to activate Windows</small>

**Figure 2 Health Services**



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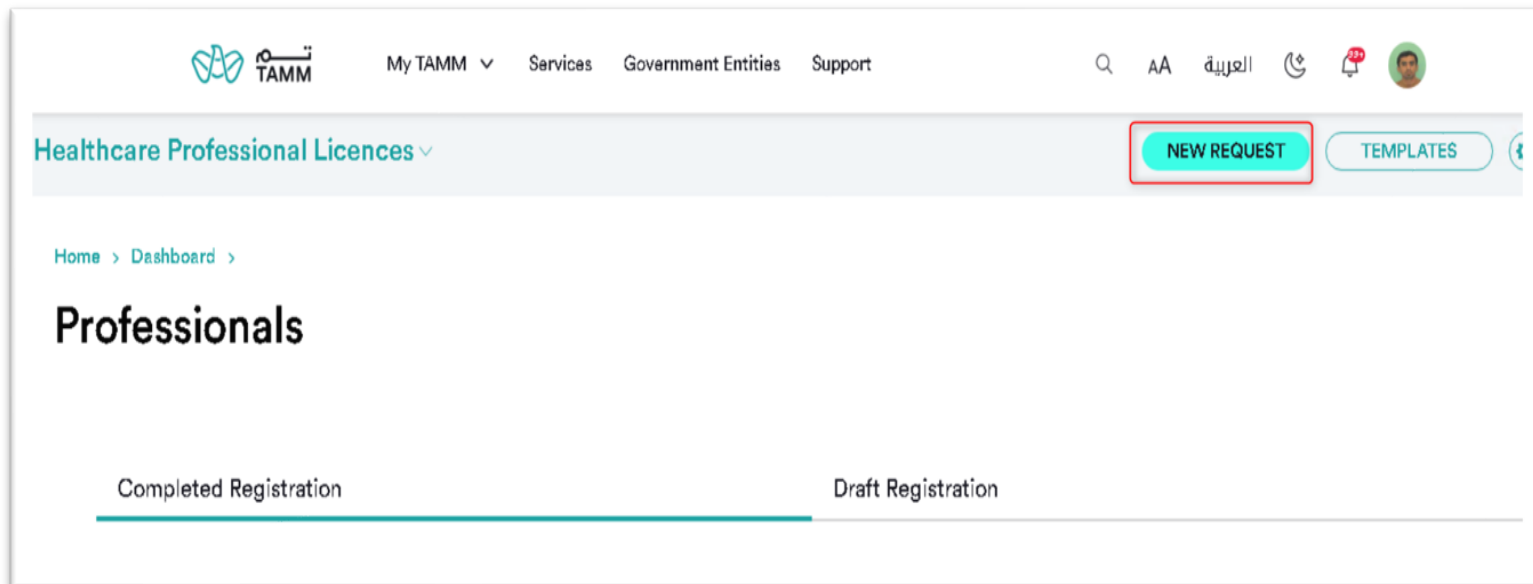
The screenshot shows the Tamm portal dashboard with the following elements:

- Header:** Tamm logo, navigation menu (My Tamm, Services, Government Entities, Support), search icon, language (العربية), and user profile.
- Service Tiles:**
  - Drug:** You can manage all your associated drug codes.
  - Drug Coding:** You can manage all your associated drug codes.
  - Medical Board:** All related approvals from DoH Medical Board Committee.
  - Medical Education and Examination:** Manage all Continuous Medical Education applications.
  - Healthcare Professional Licences:** Manage all related aspects of your professional(a) license. (Highlighted with a red arrow)
  - Public Services:** For public services such as age estimation.
- Footer:** Activate Windows watermark.

**Figure 3: Healthcare Professional Licenses**

## 2.2 Applying for the Service

- To begin a new service request, the applicant needs to click on the 'New Request' button, followed by selecting the option 'Registration of a new License for a Healthcare Professional'.

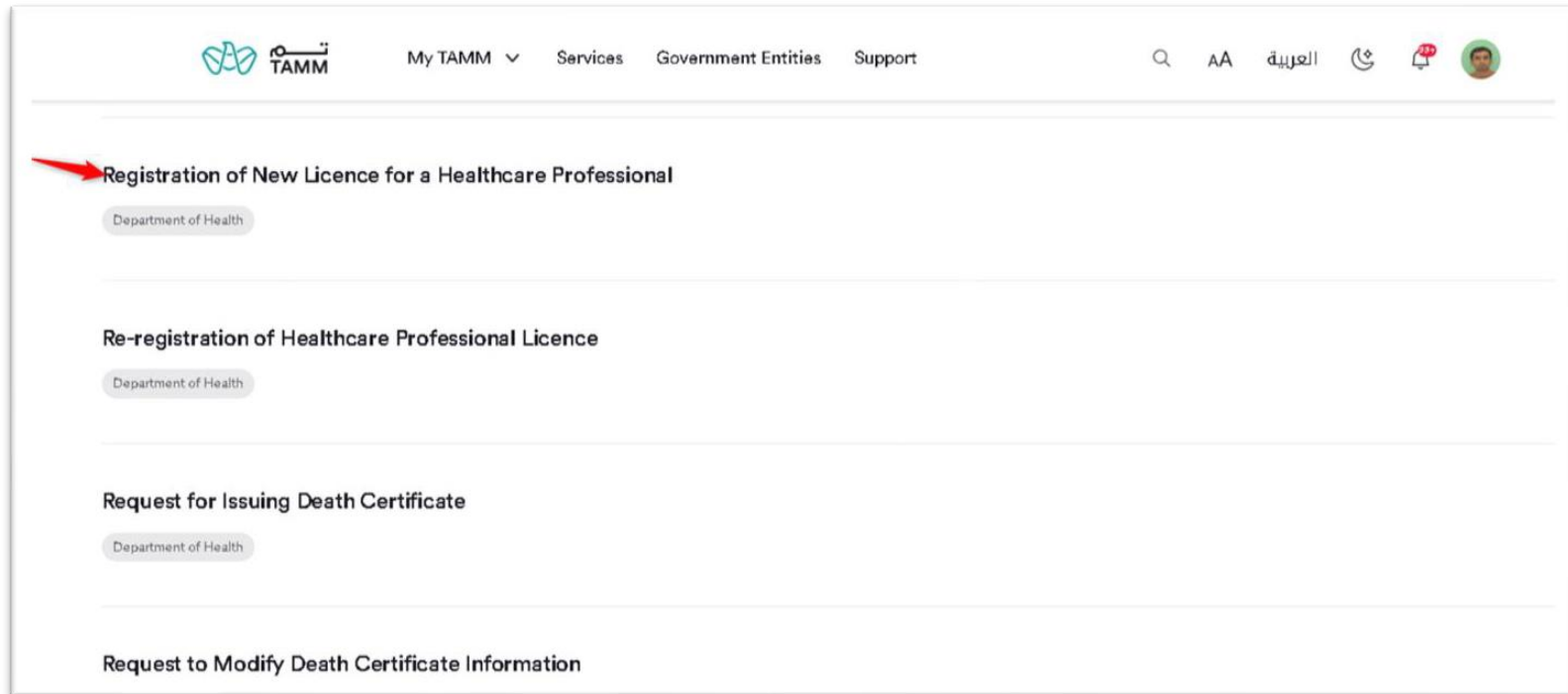


**Figure 4: New Request**





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The screenshot shows the top navigation bar of the Tamm portal. On the left, there is the Tamm logo and the text 'TAMM'. To its right are links for 'My Tamm', 'Services', 'Government Entities', and 'Support'. On the right side of the bar are icons for search, font size (AA), language (العربية), a home icon, a notification bell, and a user profile picture. Below the navigation bar, a list of services is displayed. The first service, 'Registration of New Licence for a Healthcare Professional', is highlighted with a red arrow. Each service entry includes a 'Department of Health' tag.

Registration of New Licence for a Healthcare Professional  
Department of Health

Re-registration of Healthcare Professional Licence  
Department of Health

Request for Issuing Death Certificate  
Department of Health

Request to Modify Death Certificate Information

**Figure 5: Service Link**



- Applicants are required to choose the request type labeled "Trainee Certificate". Upon this selection, a dropdown list specifying different trainee types will become available for further selection.
- To continue, the applicant must click on the "Next" button.

The screenshot shows the Tamm portal interface for registering a new healthcare professional licence. The page title is "Register a New Licence for a Healthcare Professional". Under the heading "Are you applying this service for", the "Trainee Certificate" option is selected with a radio button. Below this, there is a "Trainee type" dropdown menu. On the right side, the "Relevant Entity" is identified as the "Department of Health" with its logo and address: "Behind Al Futtaim Motors, Airport Road, Abu Dhabi". The phone number is listed as "+971 2 449 3333". At the bottom, there are "cancel" and "next >" buttons.

Figure 6: Request Type



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TAMM My Tamm Services Government Entities Support

Home > Digital Services > Department of Health >

## Register a New Licence for a Healthcare Professional

Are you applying this service for

Professional License  Trainee Certificate

Trainee type

| ^

- Observer
- Gap of Practice
- Clinical Training

cancel next >

Relevant Entity

دائرة الصحة  
DEPARTMENT OF HEALTH

Address  
Behind Al Futtaim Motors,  
Airport Road, Abu Dhabi

Phone number  
+971 2 449 3333

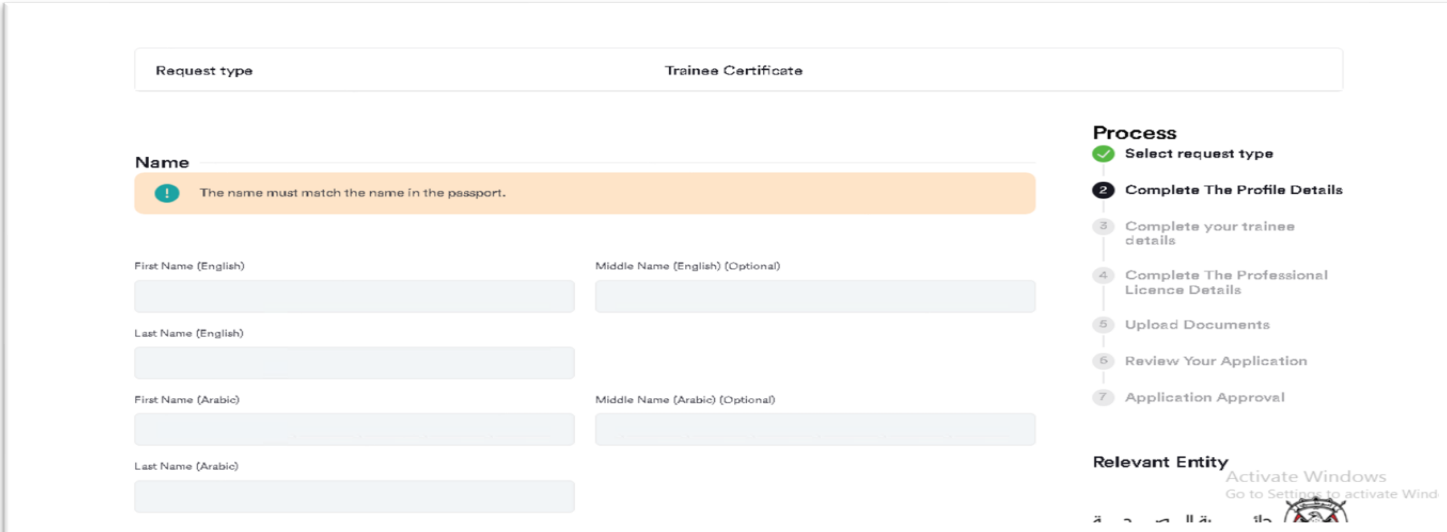
Website  
<https://doh.gov.ae>

Activate Windows  
Go to Settings to activate Windows

Figure 7: Trainee Type

## Applicant information:

- Applicants are required to complete the following section to successfully submit their request.
- The applicant is required to enter their **First Name and Last Name** in both Arabic and English in the designated fields.



Request type: Trainee Certificate

**Name**

The name must match the name in the passport.

First Name (English) Middle Name (English) (Optional)

Last Name (English)

First Name (Arabic) Middle Name (Arabic) (Optional)

Last Name (Arabic)

**Process**

- 1 Select request type
- 2 Complete The Profile Details
- 3 Complete your trainee details
- 4 Complete The Professional Licence Details
- 5 Upload Documents
- 6 Review Your Application
- 7 Application Approval

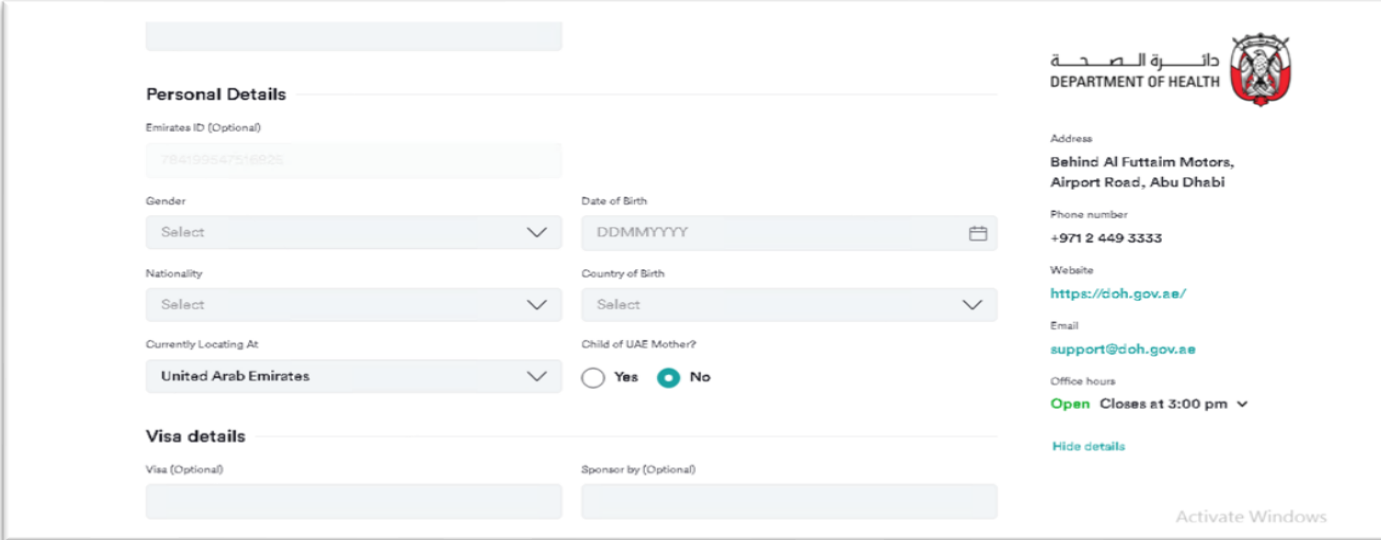
**Relevant Entity**

Activate Windows  
Go to Settings to activate Wind

Figure 8: Name Section

## Personal Details

- The applicant must provide essential personal information, including Gender, Date of Birth, Nationality, Country of Birth, and Current Location, as well as specify if they are a Child of a UAE Mother.



The screenshot shows a web form for the Department of Health. The form is titled "Personal Details" and includes the following fields:

- Emirates ID (Optional): 784199547516925
- Gender: Select (dropdown menu)
- Date of Birth: DDMMYYYY (calendar icon)
- Nationality: Select (dropdown menu)
- Country of Birth: Select (dropdown menu)
- Currently Locating At: United Arab Emirates (dropdown menu)
- Child of UAE Mother?:  Yes  No

Below the "Personal Details" section is the "Visa details" section, which includes:

- Visa (Optional): [Empty text box]
- Sponsor by (Optional): [Empty text box]

On the right side of the form, there is contact information for the Department of Health:

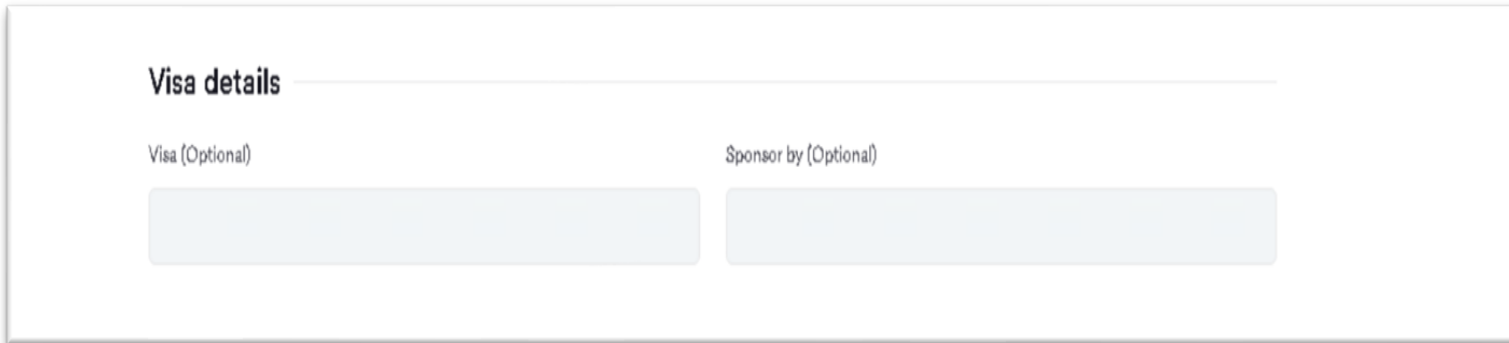
- Address: Behind Al Futtain Motors, Airport Road, Abu Dhabi
- Phone number: +971 2 449 3333
- Website: <https://doh.gov.ae/>
- Email: [support@doh.gov.ae](mailto:support@doh.gov.ae)
- Office hours: Open Closes at 3:00 pm
- Hide details (link)

At the bottom right of the form, there is a "Activate Windows" watermark.

Figure 9: Personal Details Section

## Visa Details

- Completing the Visa Details section is optional and not mandatory for the application process.



The screenshot shows a form section titled "Visa details". Below the title, there are two optional fields: "Visa (Optional)" and "Sponsor by (Optional)". Each field is represented by a light blue rectangular input box.

**Figure 10: Visa Details**

## Contact & Address Details

- The applicant must provide the necessary contact and address details, such as Email Address, Mobile Number, City, Emirate, and Address.

### Contact and Address Details

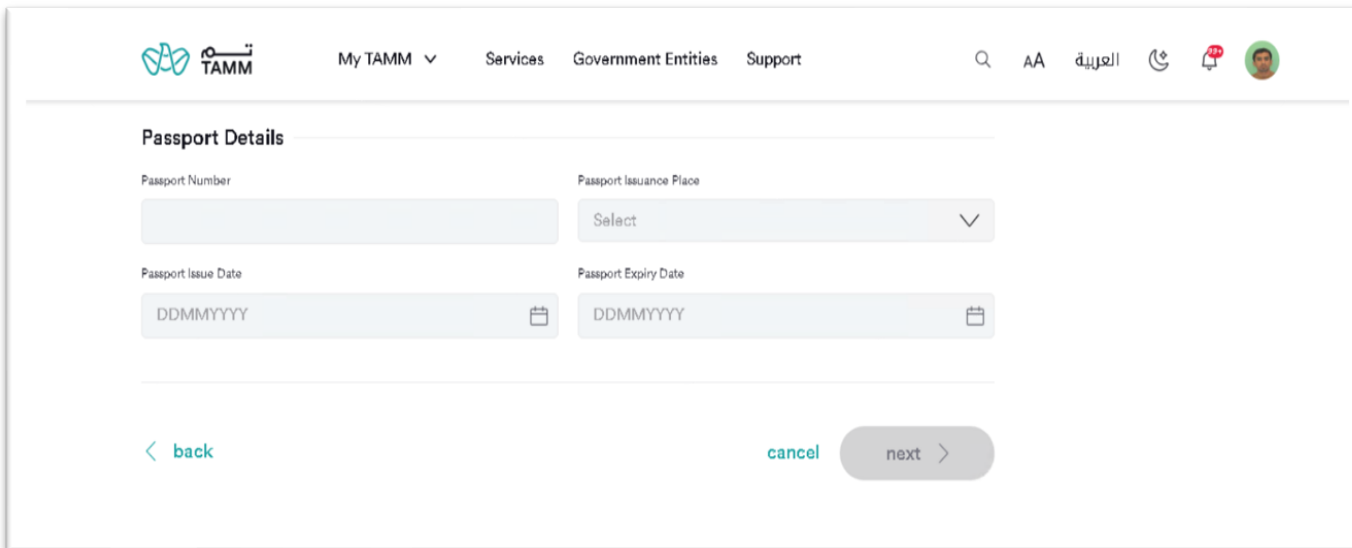
ⓘ Please ensure to enter the healthcare professional's contact details and not the PRO's.

Email Address	Mobile Number
<input type="text"/>	<input type="text" value="🇦🇪"/>
City	Emirate
<input type="text"/>	<input type="text" value="▼"/>
Another Mobile Number (Optional)	Home Phone Number (Optional)
<input type="text" value="📞"/>	<input type="text" value="📞"/>
Father Mobile Number (Optional)	Mother Mobile Number (Optional)
<input type="text" value="📞"/>	<input type="text" value="📞"/>
Address	
<input type="text"/>	

**Figure 11: Contact & Address Details**

## Passport Details

- The applicant is required to enter specific personal details, including Passport Number, Place of Passport Issuance, Date of Passport Issuance, and Passport Expiry Date.
- To continue, the applicant must click on the “Next” button.



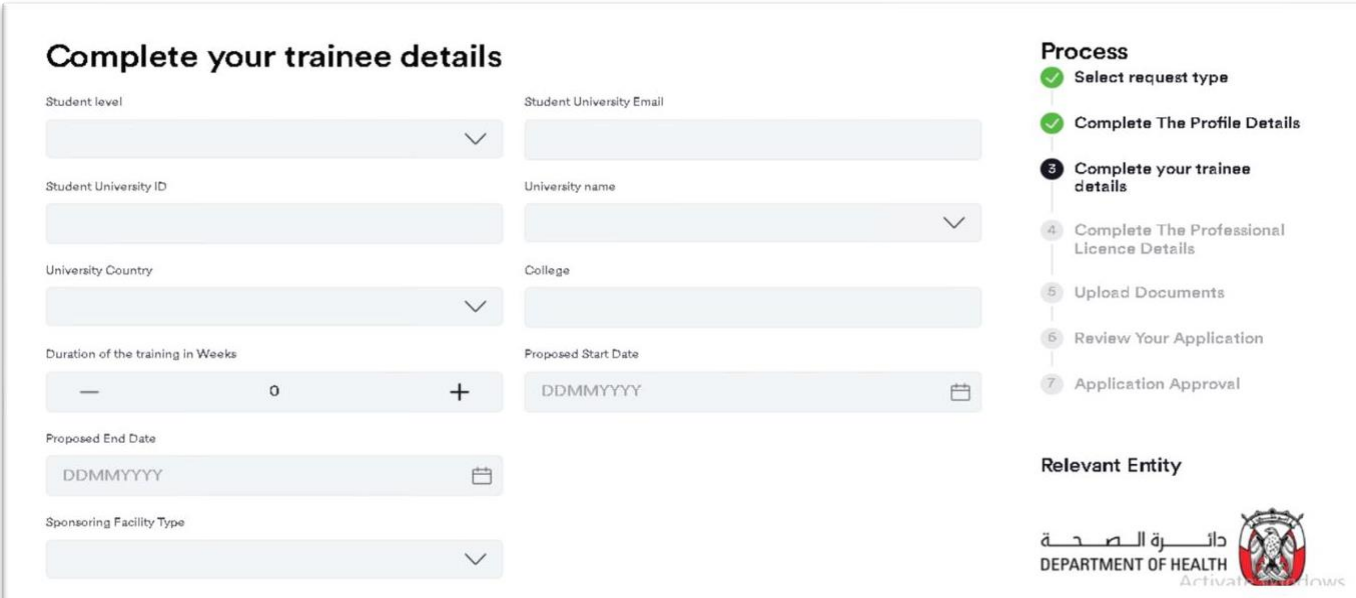
The screenshot shows the Tamm portal interface for entering passport details. The header includes the Tamm logo, 'My Tamm', 'Services', 'Government Entities', and 'Support'. The main content area is titled 'Passport Details' and contains four input fields: 'Passport Number' (text input), 'Passport Issuance Place' (dropdown menu with 'Select' and a downward arrow), 'Passport Issue Date' (calendar icon and 'DDMMYYYY' placeholder), and 'Passport Expiry Date' (calendar icon and 'DDMMYYYY' placeholder). At the bottom, there are three buttons: a blue 'back' button with a left arrow, a grey 'cancel' button, and a grey 'next' button with a right arrow.

**Figure 12: Passport Details**



## Complete your training details

- The applicant needs to provide comprehensive training-related information such as Student Level, Student University Email, Student University ID, Name of University, Country of University, College, Duration of Training (in weeks), Proposed Start Date, Proposed End Date, and Type of Sponsoring Facility.



**Complete your trainee details**

Student level  
Student University Email  
Student University ID  
University name  
University Country  
College  
Duration of the training in Weeks  
Proposed Start Date  
Proposed End Date  
Sponsoring Facility Type

**Process**

- 1 Select request type
- 2 Complete The Profile Details
- 3 Complete your trainee details**
- 4 Complete The Professional Licence Details
- 5 Upload Documents
- 6 Review Your Application
- 7 Application Approval

**Relevant Entity**

دائرة الصحة  
DEPARTMENT OF HEALTH  
Activation flows

Figure 13: Training Details



## Add Training Certificate Details

- This section is optional, where the applicant can provide details of any existing Training Certificate, if applicable. This includes information such as Facility Name, Country of Facility, Designation during Training, Training Start Date, Training End Date, and the Department that approved the training.
- It is essential for the applicant to click the "Save" button to ensure that all entered information is successfully saved.
- To continue, the applicant must click on the "Next" button.


*Check figure 14*



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Request type: Trainee Certificate

### Add Training Certificate Details

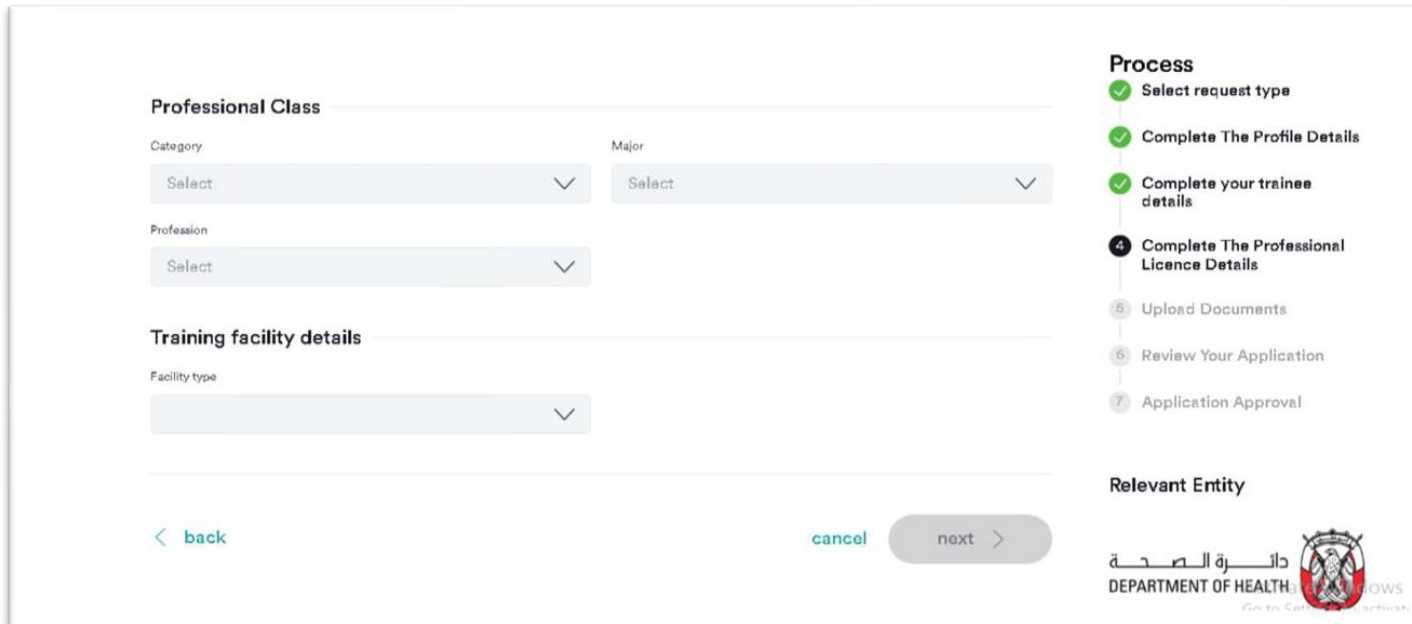
Facility Name	Country	Relevant Entity دائرة الصحة DEPARTMENT OF HEALTH 	
Designation	Training Start Date		Address Behind Al Futtain Motors, Airport Road, Abu Dhabi
Training End Date	Approved Department		Phone number +971 2 449 3333
		Website <a href="https://doh.gov.ae/">https://doh.gov.ae/</a>	
		Email <a href="mailto:support@doh.gov.ae">support@doh.gov.ae</a>	

[< back](#)      [cancel](#)      [Save >](#)

Figure 14: Training Certificate Details

## Professional Class

- The applicant is required to fill in essential Professional Class information, including Category, Major, and Profession.
- To continue, the applicant must click on the “**Next**” button.



**Professional Class**

Category  Major

Profession

**Training facility details**

Facility type

[back](#) [cancel](#) [next](#)

**Process**

- ✓ Select request type
- ✓ Complete The Profile Details
- ✓ Complete your trainee details
- 4** Complete The Professional Licence Details
- 5 Upload Documents
- 6 Review Your Application
- 7 Application Approval

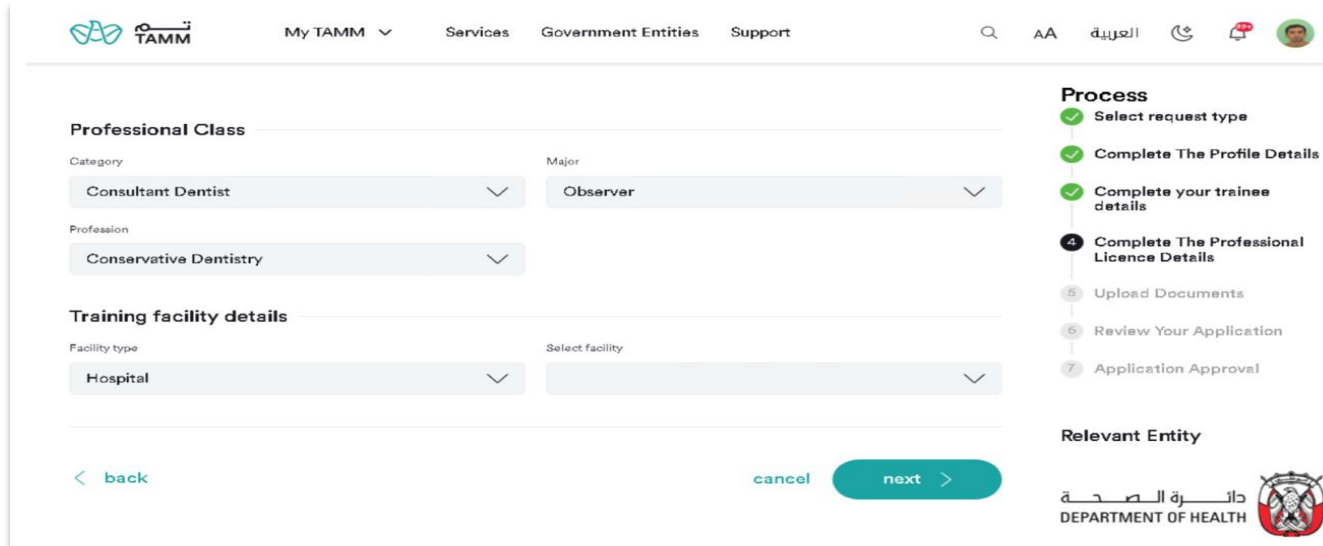
**Relevant Entity**

دائرة الصحة  
DEPARTMENT OF HEALTH  
GEMS HEALTHCARE PARTNERS

Figure 15: Professional Class

## Training Facility Details

- The applicant must select the required Training Facility by choosing a Facility Type. Once this is selected, a list of available facilities will be automatically populated in the Facility dropdown menu for further selection.
- To continue, the applicant must click on the “Next” button.



The screenshot shows the 'Training Facility Details' form in the Tamm system. The form is divided into several sections:

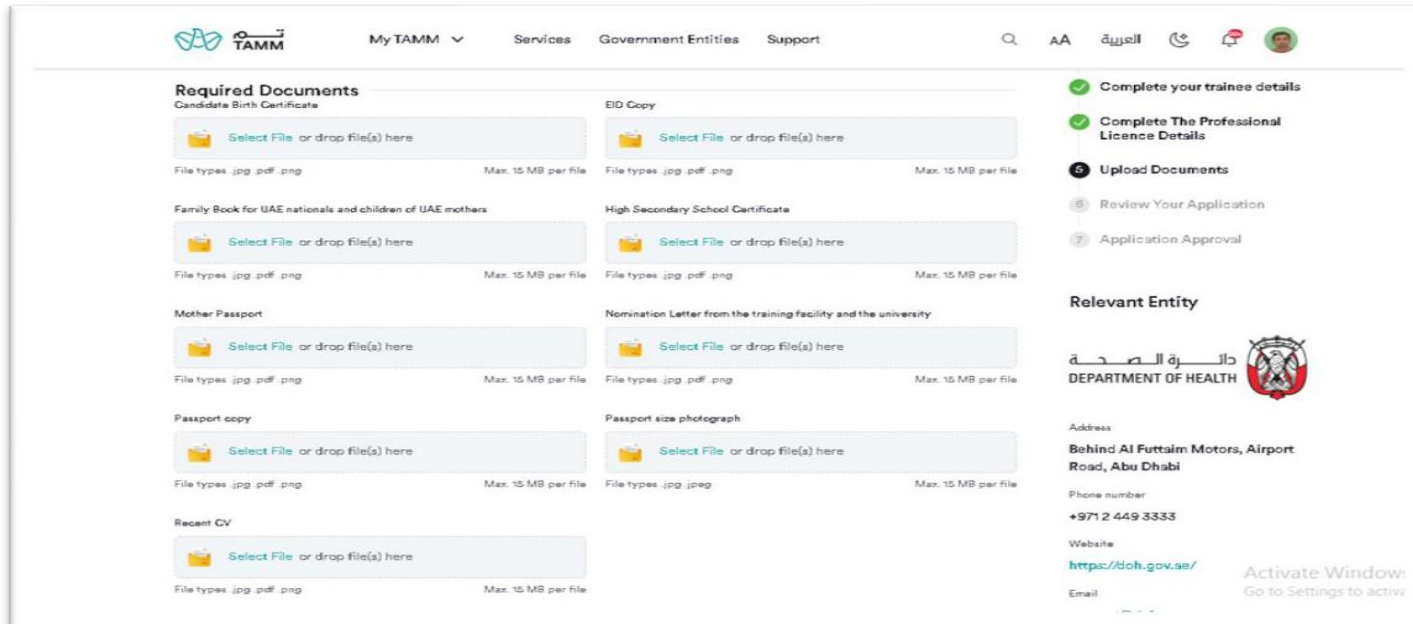
- Professional Class:** Includes 'Category' (Consultant Dentist) and 'Major' (Observer) dropdowns, and 'Profession' (Conservative Dantistry) dropdown.
- Training facility details:** Includes 'Facility type' (Hospital) and 'Select facility' dropdowns.
- Process:** A vertical list of steps: 1. Select request type (checked), 2. Complete The Profile Details (checked), 3. Complete your trainee details (checked), 4. Complete The Professional Licence Details (current step, highlighted with a blue circle), 5. Upload Documents, 6. Review Your Application, 7. Application Approval.
- Relevant Entity:** Includes the Department of Health logo and name in Arabic and English.

Navigation buttons include 'back', 'cancel', and 'next'.

Figure 16: Training Facility Details

## Required Documents:

- The required attachments will vary based on the student's grade and whether they have selected 'Child of UAE Mother'. In addition to common documents.
- For uploading attachments, the applicant should follow these steps:
  1. Click on the “Select File” link.
  2. Select the desired document from their files.



The screenshot displays the 'Required Documents' section of the Tamm portal. It features a grid of document upload fields, each with a 'Select File' button and a 'Max. 15 MB per file' limit. The documents listed are:

- Candidate Birth Certificate (File types: .jpg, .pdf, .png)
- EID Copy (File types: .jpg, .pdf, .png)
- Family Book for UAE nationals and children of UAE mothers (File types: .jpg, .pdf, .png)
- High Secondary School Certificate (File types: .jpg, .pdf, .png)
- Mother Passport (File types: .jpg, .pdf, .png)
- Nomination Letter from the training facility and the university (File types: .jpg, .pdf, .png)
- Passport copy (File types: .jpg, .pdf, .png)
- Passport size photograph (File types: .jpg, .jpeg)
- Recent CV (File types: .jpg, .pdf, .png)

On the right side, there is a progress bar with steps: Complete your trainee details, Complete The Professional Licence Details, Upload Documents (highlighted), Review Your Application, and Application Approval. Below this is the 'Relevant Entity' information for the Department of Health, including the address: Behind Al Futtain Motors, Airport Road, Abu Dhabi, and the phone number: +971 2 449 3333.

Figure 17: Required Documents



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### Upload Documents

Kindly upload the requested documents below and any additional documents relevant to your request that can support your application

#### Required Documents

Document Type	Upload Field
Candidate Birth Certificate	Select File or drop file(s) here
EID Copy	Select File or drop file(s) here
Passport copy	Select File or drop file(s) here
Passport size photograph	Select File or drop file(s) here

Open

This PC > Downloads

Name	Date modified	Type
IMG_0992-1702443578284	12/13/2023 9:01 AM	PNG F
IMG_0991-1702441559741 (1)	12/13/2023 8:56 AM	PNG F
IMG_0991-1702441559741	12/13/2023 8:56 AM	PNG F
IMG_0989-1702441461691	12/13/2023 8:55 AM	PNG F
IMG_0990-1702441451204	12/13/2023 8:55 AM	PNG F

File name: other-party-signature-AUDITINSP

Open Cancel

#### Process

- Select request type
- Complete The Profile Details
- Complete your trainee details
- Complete The Professional Licence Details
- Upload Documents**
- Review Your Application
- Application Approval

#### Relevant Entity

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DEPARTMENT OF HEALTH

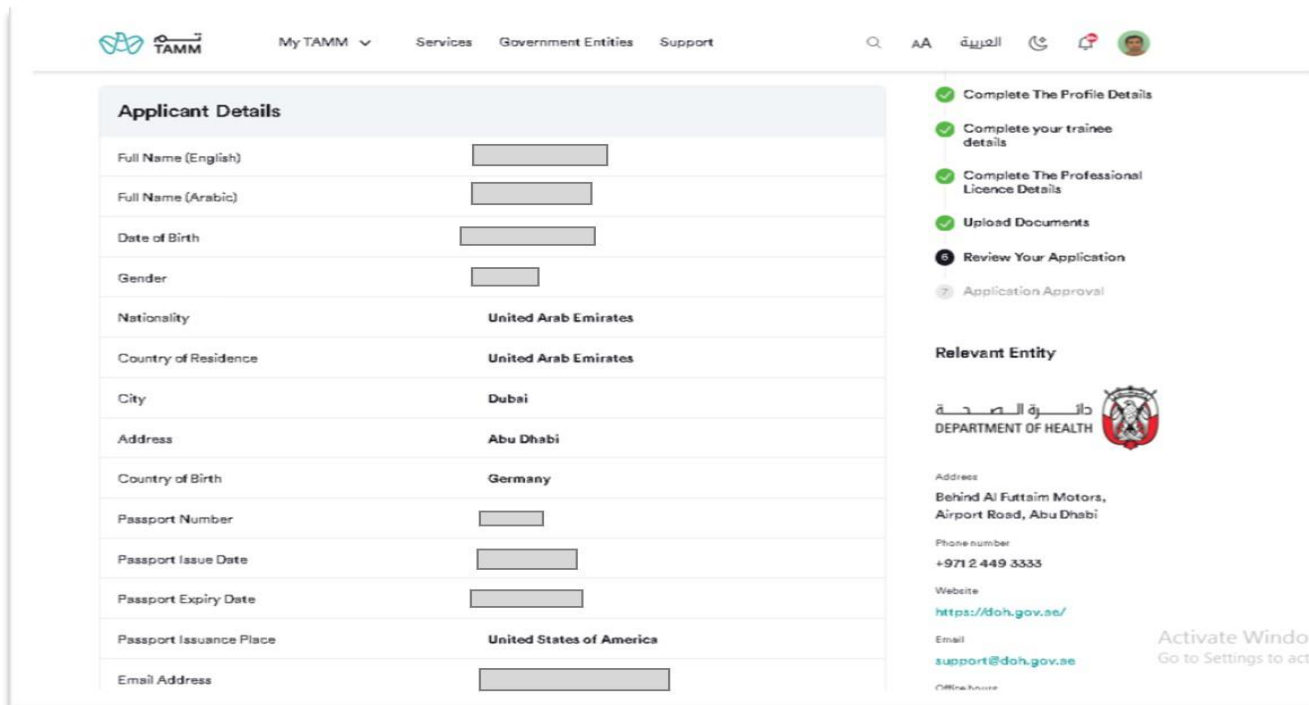
Activate Windows  
Go to Settings to activate Windows

Address  
Behind Al Fustatim Motors

Figure 18: Add Document

## Review Page:

- On the 'Review Page', the applicant is given the opportunity to make any final edits to their information before finalizing the application.
- To continue, the applicant must click on the “Next” button.



Applicant Details	
Full Name (English)	<input type="text"/>
Full Name (Arabic)	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="text"/>
Nationality	United Arab Emirates
Country of Residence	United Arab Emirates
City	Dubai
Address	Abu Dhabi
Country of Birth	Germany
Passport Number	<input type="text"/>
Passport Issue Date	<input type="text"/>
Passport Expiry Date	<input type="text"/>
Passport Issuance Place	United States of America
Email Address	<input type="text"/>

**Progress Bar:**

- Complete The Profile Details
- Complete your trainee details
- Complete The Professional Licence Details
- Upload Documents
- Review Your Application**
- Application Approval

**Relevant Entity:**

دائرة الصحة  
DEPARTMENT OF HEALTH

Address: Behind Al Futtaim Motors, Airport Road, Abu Dhabi  
Phone number: +971 2 449 3333  
Website: <https://doh.gov.ae/>  
Email: [support@doh.gov.ae](mailto:support@doh.gov.ae)

Activate Window  
Go to Settings to act

Figure 19: Review Page



- It's essential for the applicant to read and acknowledge the terms and conditions by ticking the checkbox prior to submitting their request.

The screenshot displays a user interface for document management. At the top, there is a navigation bar with the Tamm logo, 'My Tamm' dropdown, and links for 'Services', 'Government Entities', and 'Support'. On the right, there are search and language options. Below the navigation is a table of uploaded documents:

IMG_0991-1702441559741.png	Recent CV	142 kb
1000000496 (1).jpg	Passport size photograph	324 kb
IMG_0991-1702441559741.png	Passport copy	142 kb
IMG_0989-1702441461691.png	Nomination Letter from the training facility and the university	144 kb
IMG_0989-1702441461691.png	Mother Passport	144 kb
IMG_0991-1702441559741.png	High Secondary School Certificate	142 kb
IMG_0990-1702441451204.png	Family Book for UAE nationals and children of UAE mothers	100 kb
IMG_0989-1702441461691.png	EID Copy	144 kb
IMG_0992-1702443578284.png	Candidate Birth Certificate	67 kb

Below the table is an 'EDIT' button. At the bottom, there is a checkbox and the text:  I agree to the Department of Health's [Terms and Conditions](#).

**Figure 20: Terms & Conditions**



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The screenshot shows a web application interface with a dark theme. At the top, there is a navigation bar with the Tamm logo, 'MyTAMM', and links for 'Services', 'Government Entities', and 'Support'. A search bar and user profile icon are also visible. The main content area displays a list of image files with names like 'IMG\_0991-1702441559741.png'. A modal dialog box titled 'Terms and Conditions' is open in the center. It contains a list of bullet points detailing requirements for healthcare professionals or trainees. At the bottom of the dialog, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a red border. Below the dialog, there is a checkbox and the text 'I agree to the Department of Health's Terms and Conditions...'. The 'EDIT' button is visible at the bottom left of the main content area.

Terms and Conditions

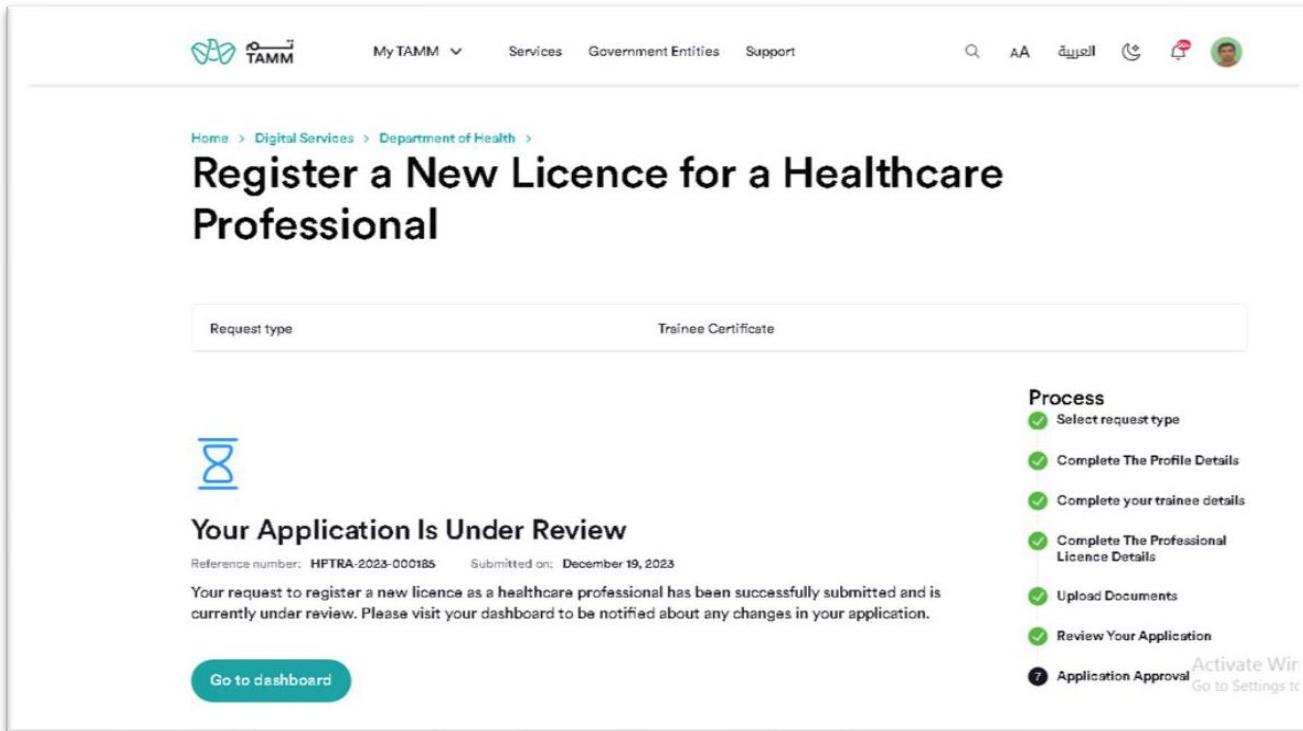
- The following documents have been attached as per DoH Requirements, including but not limited to: Personal details as per the passport, recent passport sized photograph with a white background, signed authorization Form and the staff data form, qualification(s), employment certificate(s) with the valid license(s) and related Good Standing Certificate(s) covering the required experience duration for the requested title.
- All documents have been attached in the correct corresponding fields.
- The healthcare professional/healthcare trainee is fit to practice (A status where the healthcare professional/healthcare trainee consistently demonstrates appropriate professional conduct and behavior. Pertaining to the required skills and knowledge to practice without any impediments, i.e., physical or others).
- The healthcare professional/healthcare trainee declares to abide by all related DoH rules and regulations.
- The healthcare professional/healthcare trainee has read and understood the above, and therefore declare the listed statements to be true.

Decline Accept

I agree to the Department of Health's Terms and Conditions...

Figure 21: Terms & Conditions-Accept

- Once the terms and conditions are accepted, the applicant must click on the “Next Button” to proceed with submitting their application.



The screenshot shows the Tamm portal interface for registering a new healthcare professional licence. The page title is "Register a New Licence for a Healthcare Professional". Below the title, there is a form with "Request type" set to "Trainee Certificate". A message states: "Your Application Is Under Review". Below this message, it says: "Your request to register a new licence as a healthcare professional has been successfully submitted and is currently under review. Please visit your dashboard to be notified about any changes in your application." A "Go to dashboard" button is visible. On the right side, there is a "Process" checklist with the following items: "Select request type" (checked), "Complete The Profile Details" (checked), "Complete your trainee details" (checked), "Complete The Professional Licence Details" (checked), "Upload Documents" (checked), "Review Your Application" (checked), and "Application Approval" (not checked). At the bottom right of the checklist, there is a link to "Activate Wir" and "Go to Settings".

**Figure 22: Request submission**

- Following the approval from the CME Officer, the applicant will gain access to their training certificate via the TAMM Dashboard.

### Professionals

Completed Registration | Draft Registration

Professionals

Actions ↕ 🔄 Last update: 20 December 2023, 11:44AM 🔍 Search

Professional Name	Professional Licence	Facility Name	Category	Major	Profession	Status	Issue Date	Expiry Date	Actions
			Allied Health Care	Intern	Aesthetician	Trainee - Active	14 December, 2023	22 December, 2023	<span>⋮</span>

Showing 1 of 1

Amend  
Comments  
**Outputs**  
View

Figure 23: Outputs



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Healthcare Professional Licences ▾

NEW REQUEST

TEMPLATES



[Back](#)

## Outputs

aa

TA0032 Trainee - Active



Profession Aesthetician

Category Allied Health Care

Facility Name

Name	Report Type
<a href="#">Trainee Certificate</a>	Report


**Figure 24: Training Certificate Link**



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- Upon choosing the 'Output Report' option, a list of available reports will be displayed. When the applicant selects the 'Trainee Certificate' from this list, it will become accessible for downloading.

**Training registration certificate**  
شهادة تسجيل طالب متدرب

  
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DEPARTMENT OF HEALTH

Trainee Profile ID	TA0024		رقم ملف المتدرب
Trainee Registration Number	HPTRA-2023-000138		رقم تسجيل المتدرب
Name			الاسم
Training Title	Allied Health Care-Intern-Acupuncture Practitioner	المهن الصحية المتداولة-متدرب لتدبير-ممارس إبر	مسمى التدريب
Registration Status	Trainee - Active	متدرب - فعال	حالة التسجيل
Nationality	Russia	روسيا	الجنسية
Training Facility			المنشأة
Sponsoring Facility			المنشأة الكفيلة
Training Starting Date	07/11/2023		تاريخ بدء التدريب
Training End Date	30/11/2023		تاريخ انتهاء التدريب

This registration certificate was printed on 20/12/2023, its contents may change at any time it is in the discretion of the concerned authority/organization to require an up-to-date copy.

Any change in Sponsoring Facility License/Training Facility License status will invalidate the additional transactions.

This registration certificate dose not authorizes the holder's name here in named to practice the profession as indicated in accordance with UAE laws rules and regulations.

The registration certificate will be considered as expired once not renewed from its training end date.

صلاحية مزاولة المهنة

لا تسمح شهادة التسجيل هذه لصاحبها المذكور هنا بمزاولة المهنة كما هو موضح وفقاً لقواعد وألوائح قوانين دولة الإمارات العربية المتحدة. تظل شهادة التسجيل سارية حتى تاريخ انتهاء التدريب المشار إليه، ما لم يتم إلغاؤها أو تعليقها لأسباب عاجلة. تعتبر شهادة التسجيل منتهية صلاحيتها في حال عدم تجديدها من تاريخ انتهاء التدريب.

Figure 25: Trainee Certificate