دائـــــرة الـصـــحـــة
DEPARTMENT OF HEALTH

Department Of Health Abu Dhabi

Register Trainee – HPL

Revision History

Date of this revision:	19-12-2023

Revision Date	Version Number	Summary of Changes
19-12-2023	1.00	Document creation

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1. Introduction

- This guide provides detailed instructions for national trainees on the process of applying for a trainee certificate service 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'.

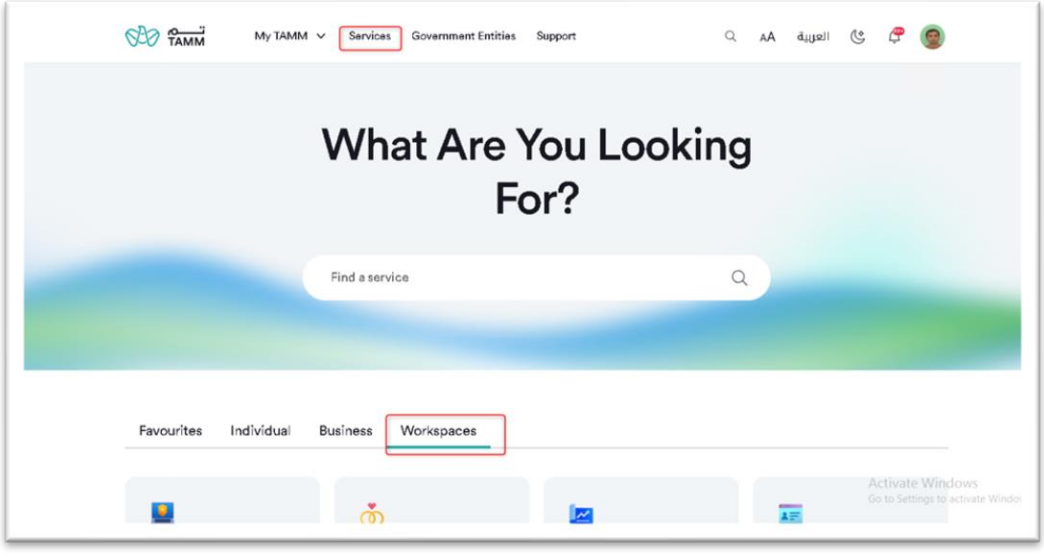

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Figure 1 : Applicant Home Page

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.

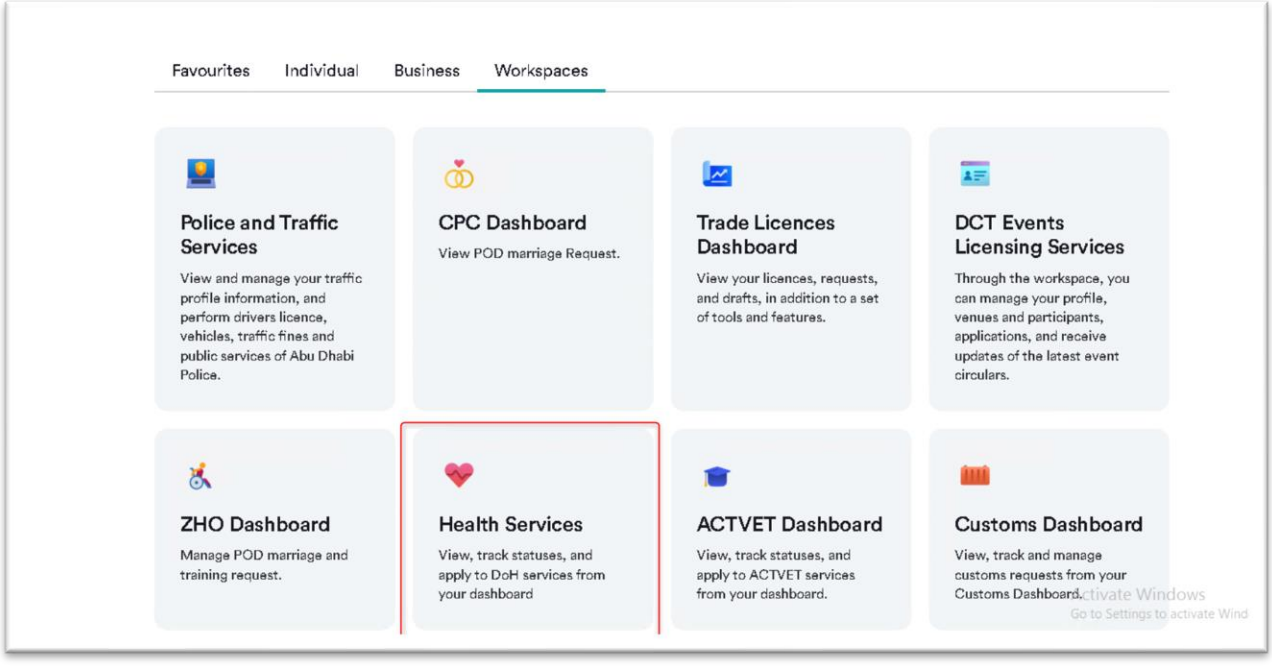

Figure 2: Health Services

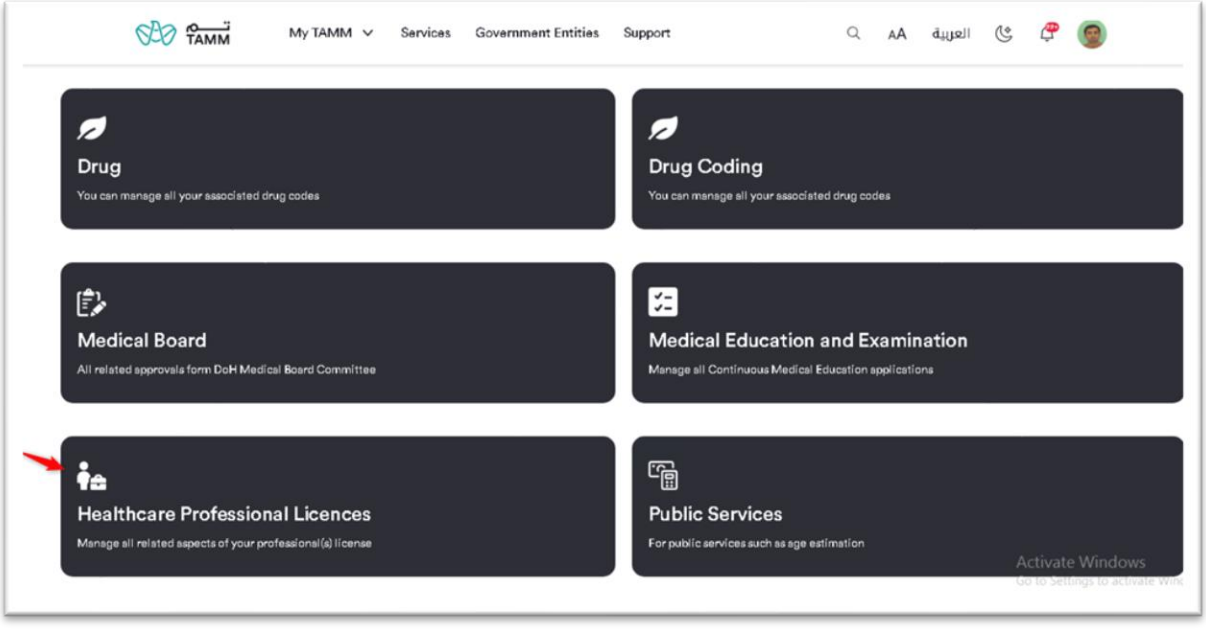

Figure 3: Healthcare Professional Licenses

2.2. Applying on 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 New License for a Healthcare Professional'.

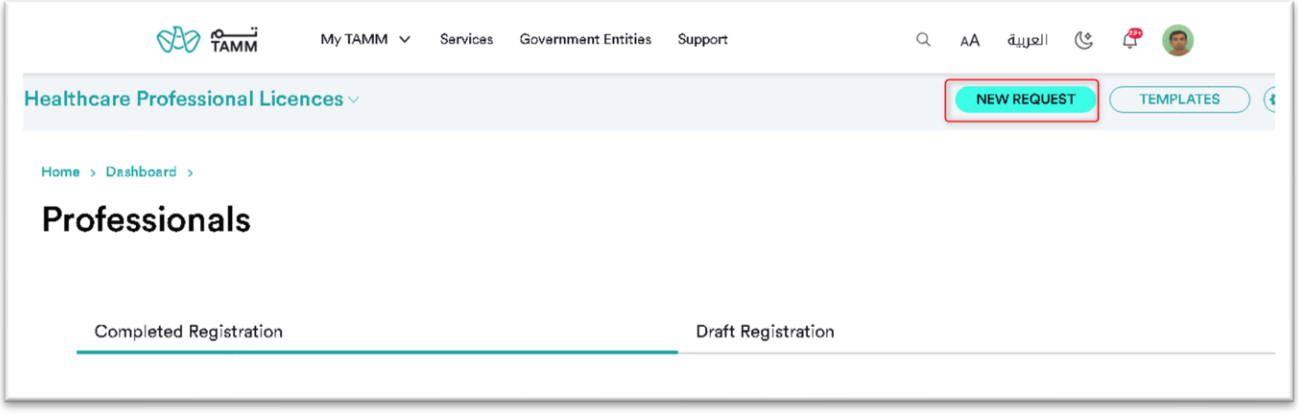

Figure 4: New Request

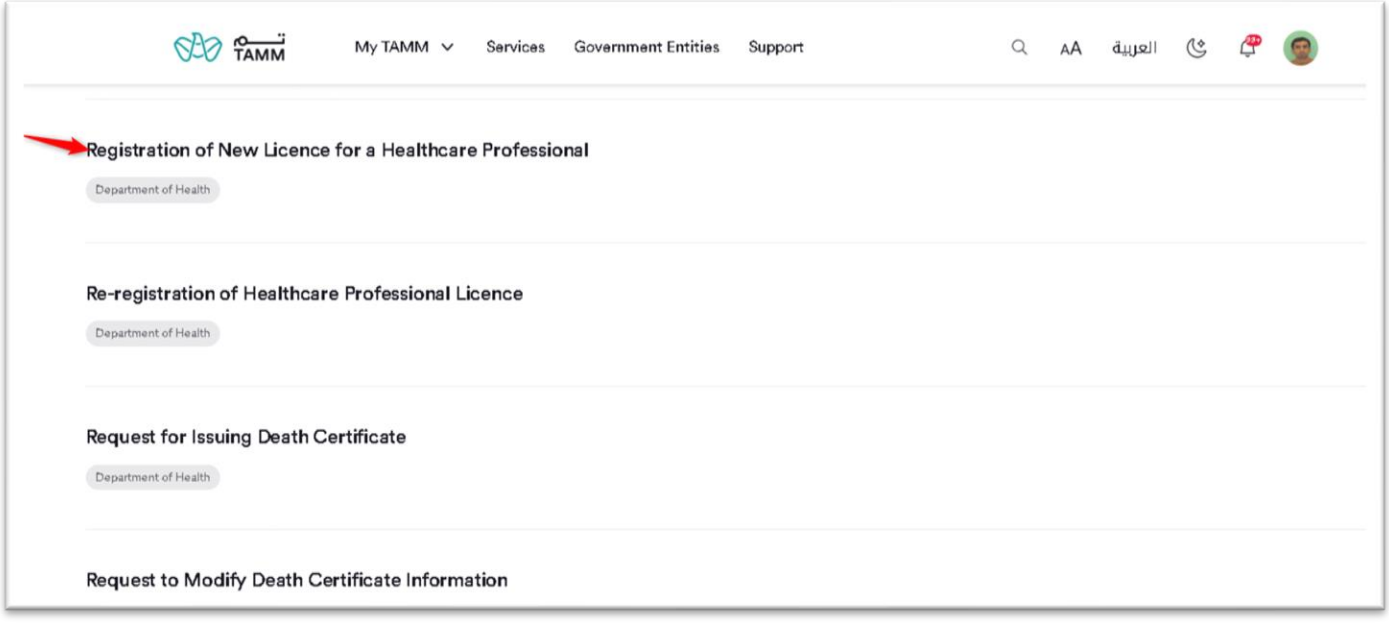

Figure 5: Service Link

- 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.

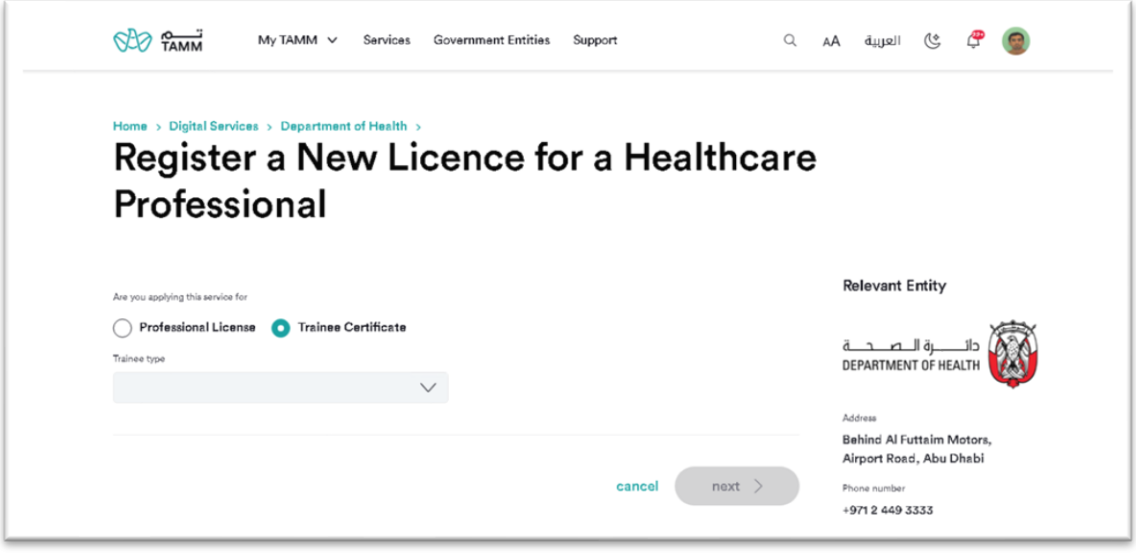

Figure 6: Request Type

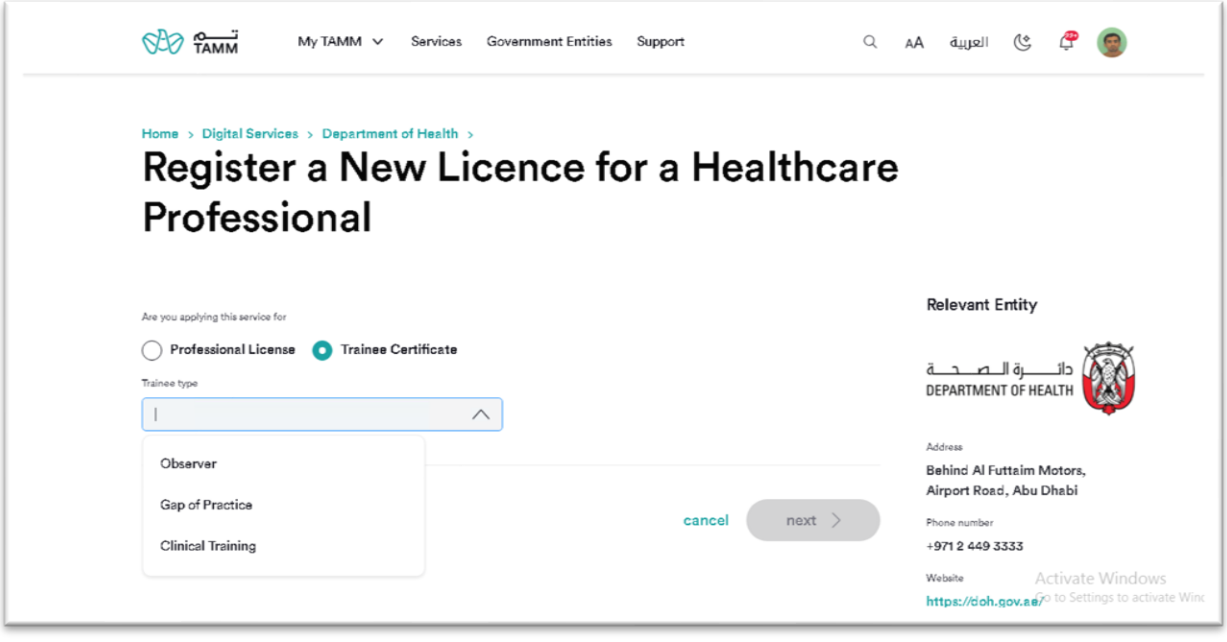

Figure 7: Trainee Type

Applicant information :

- Applicants are required to complete the following section to successfully submit their request.

Name

- The applicant is required to enter their First Name and Last Name in both Arabic and English in the designated fields.

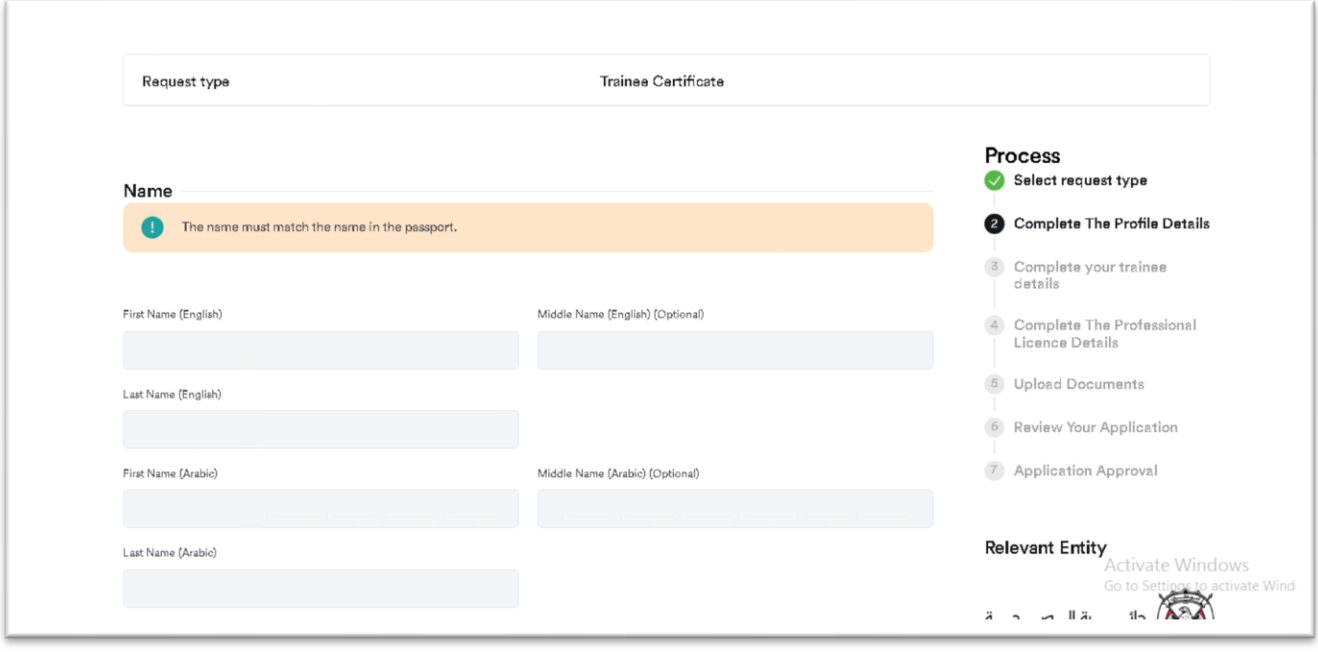

Figure 8: Name Section

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.

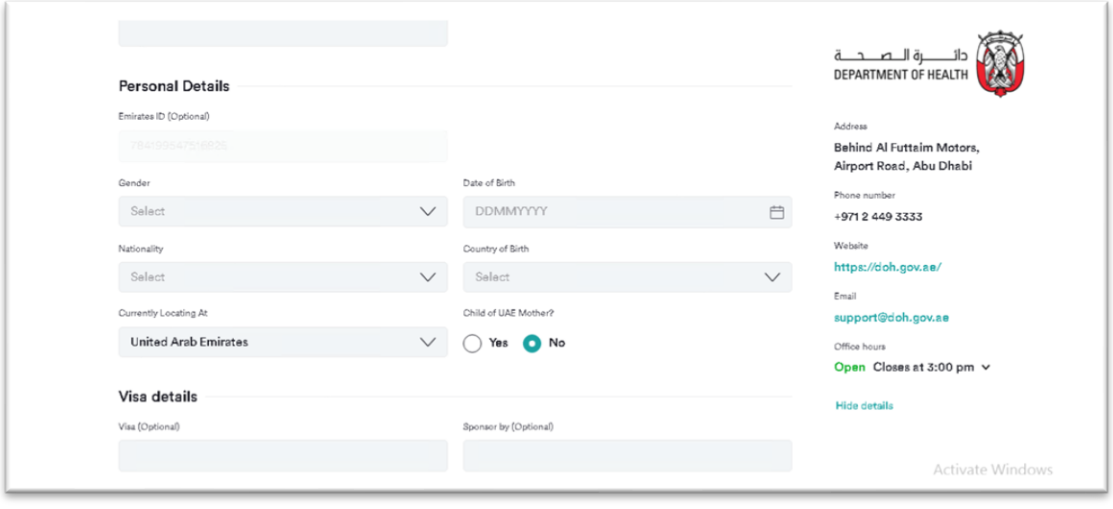

Figure 9: Personal Details Section

Visa Details

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

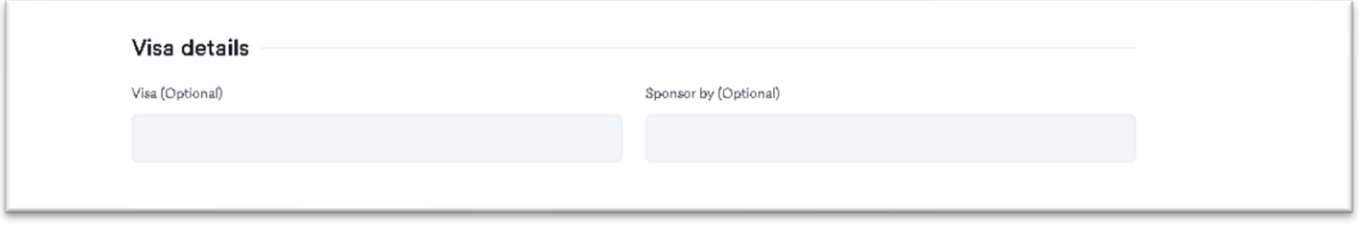

Figure 10: Visa Details

Contact &Address Details

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

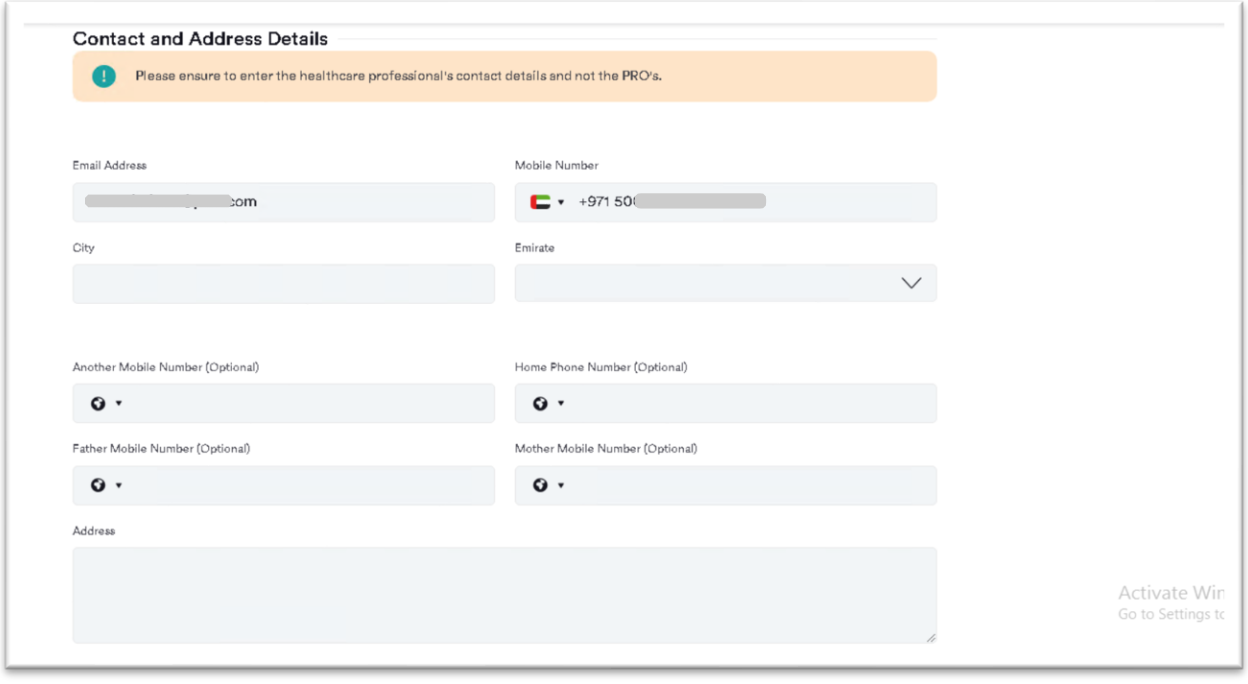

Figure 11: Contact & Address Details

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.

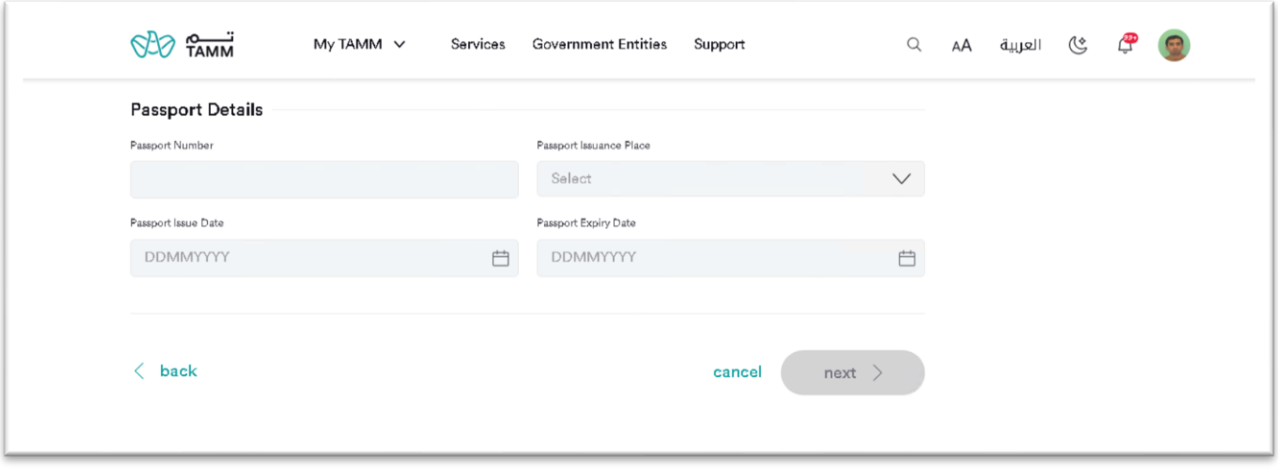

Figure 12: Passport Details

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.

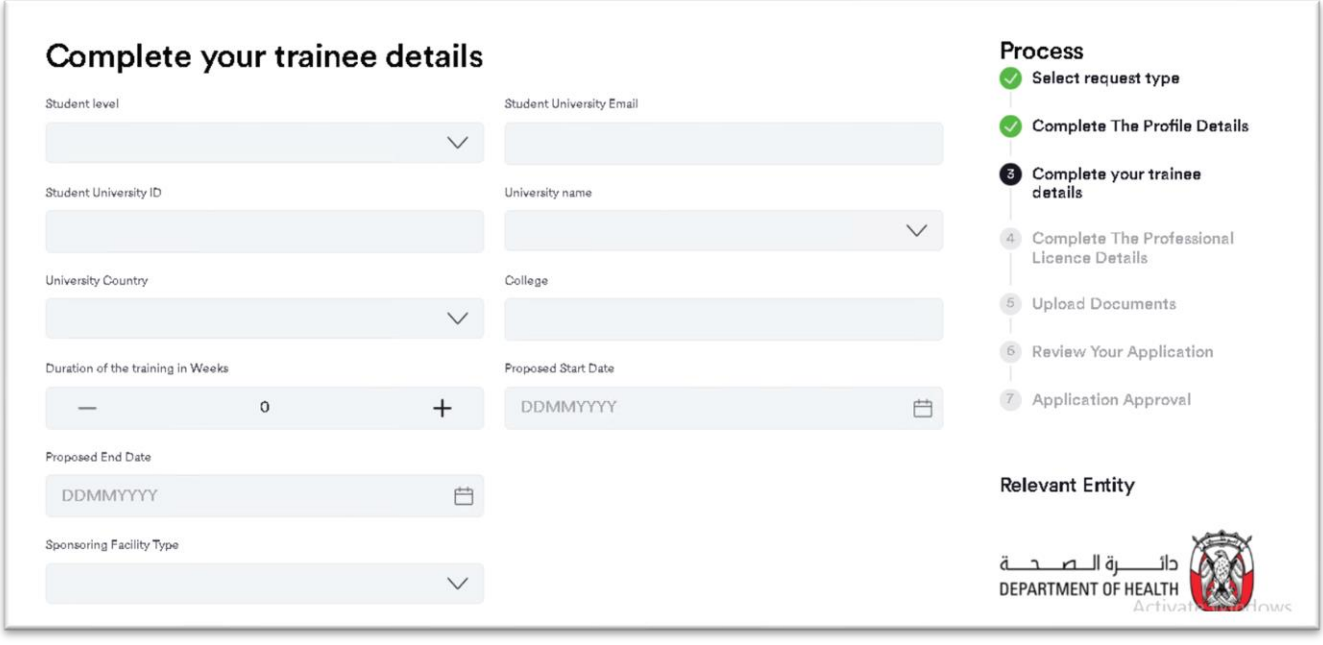

Figure 13: Training Details

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.

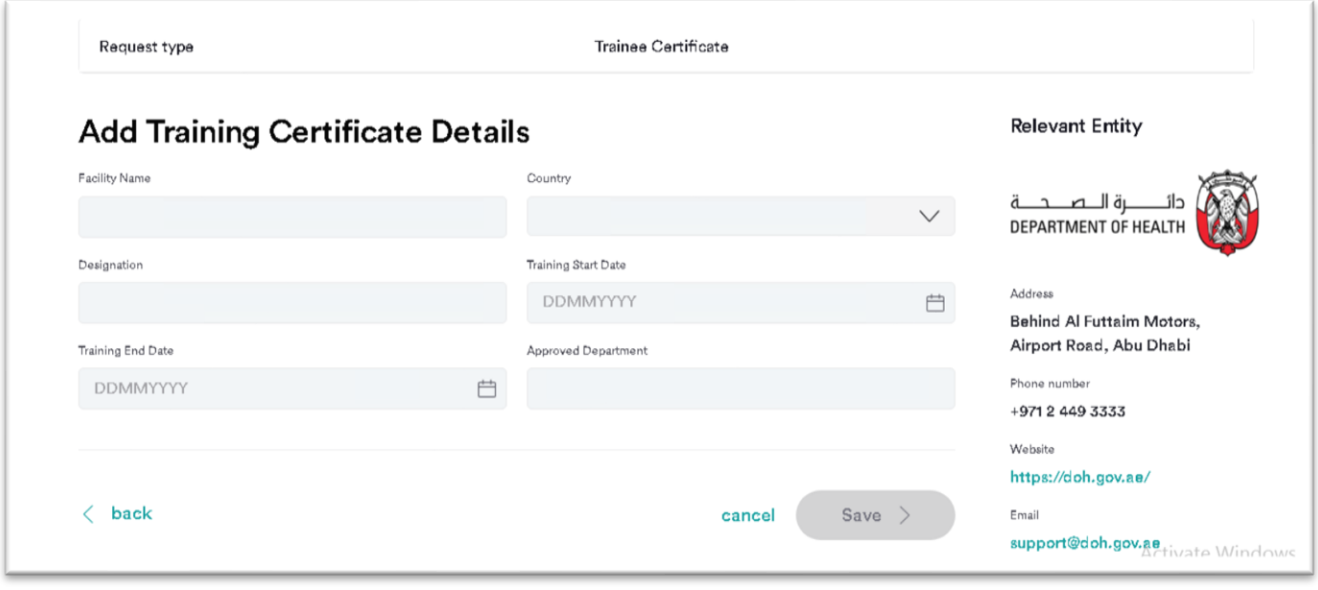

Figure 14: Training Certificate Details

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.

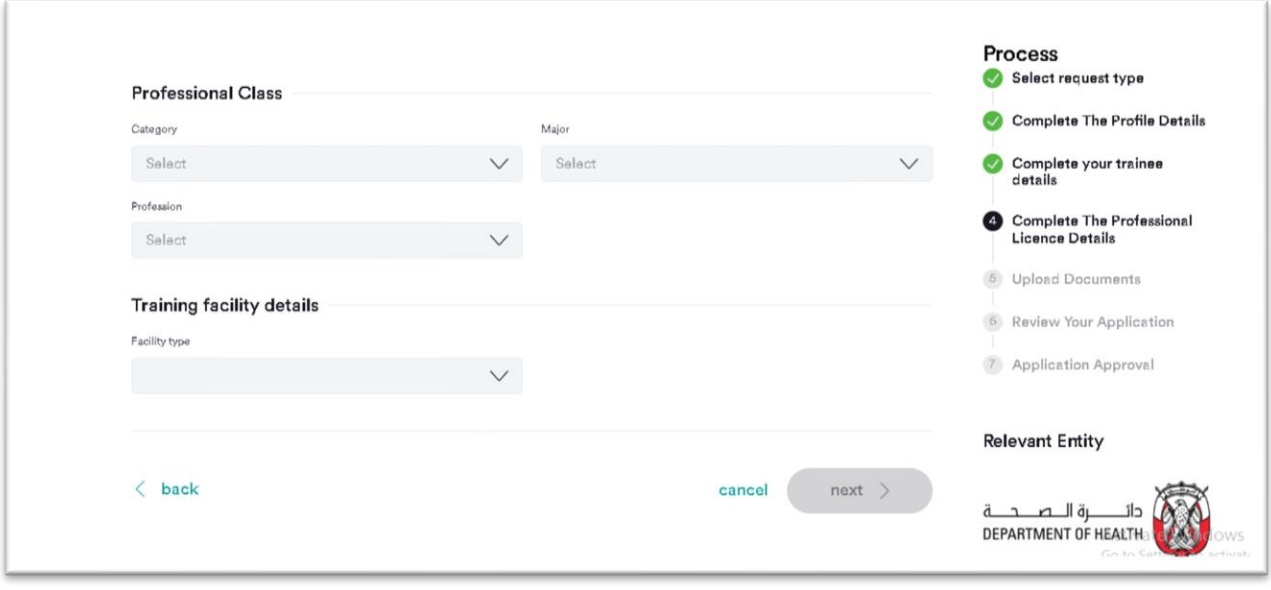

Figure 15: Professional Class

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.

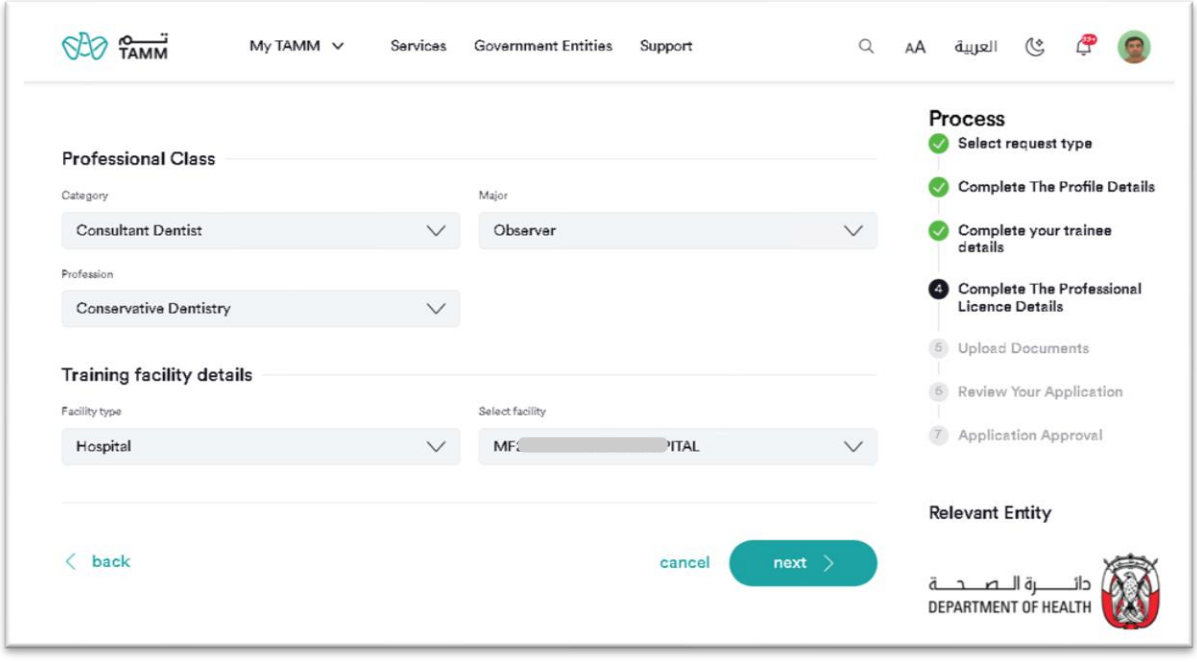

Figure 16: Training Facility Details

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:

• Click on the “Select File” link.

• Select the desired document from their files.

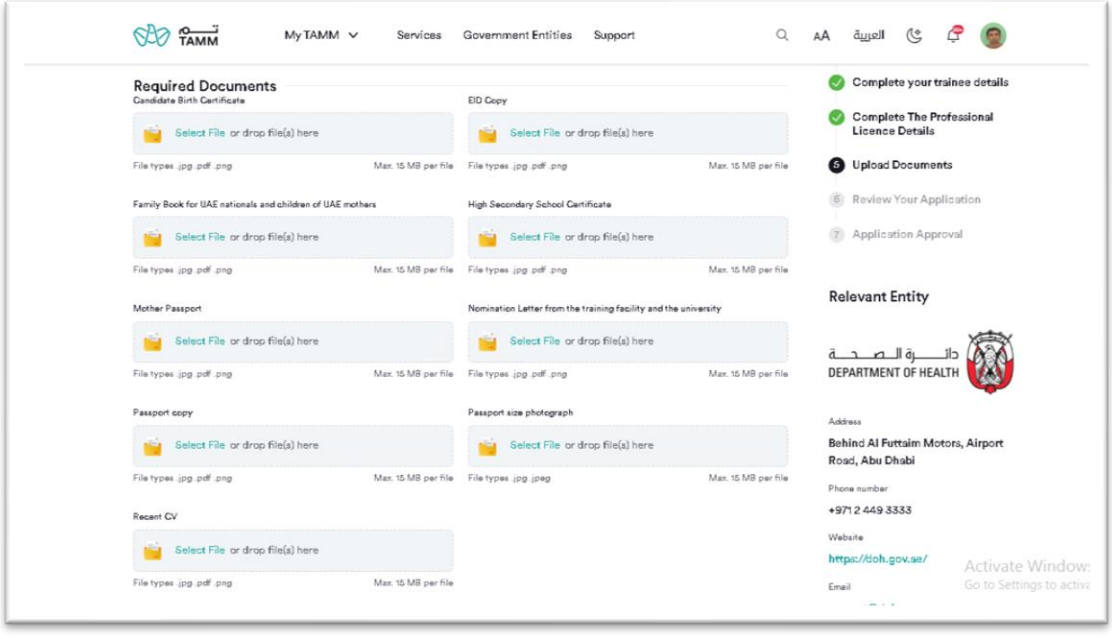

Figure 17: Required Documents

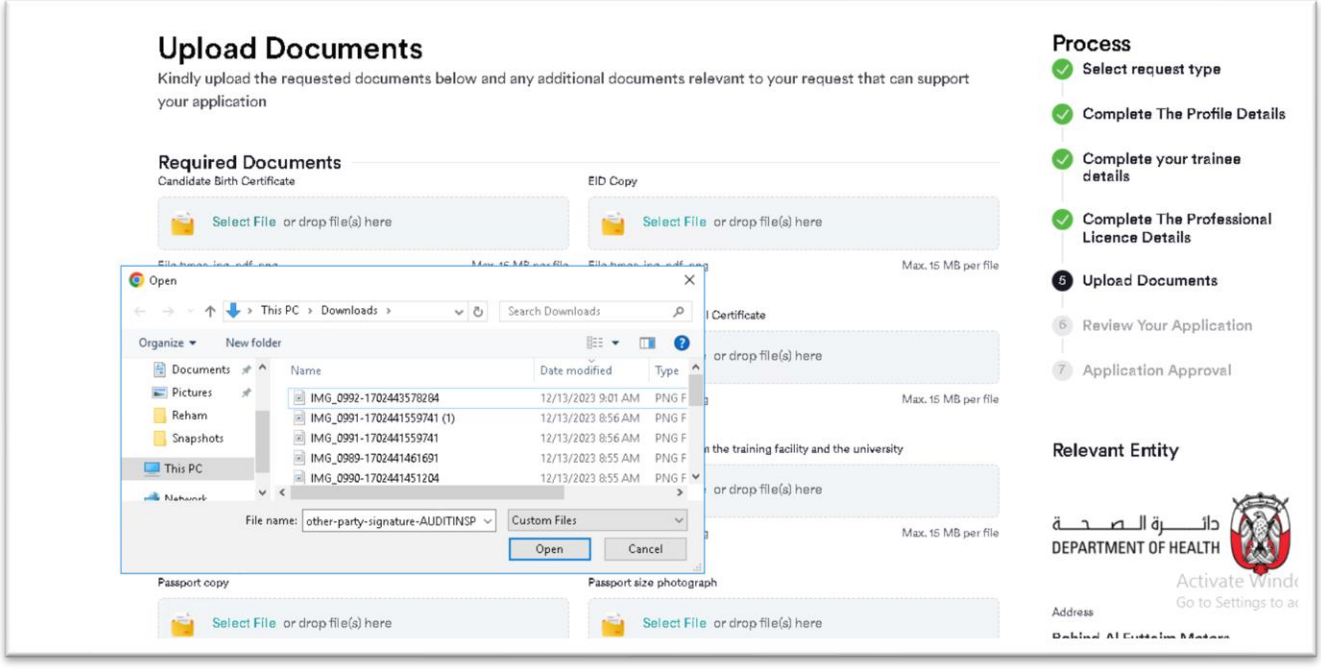

Figure 18: Add Document

- To continue, the applicant must click on the “Next” button.

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.

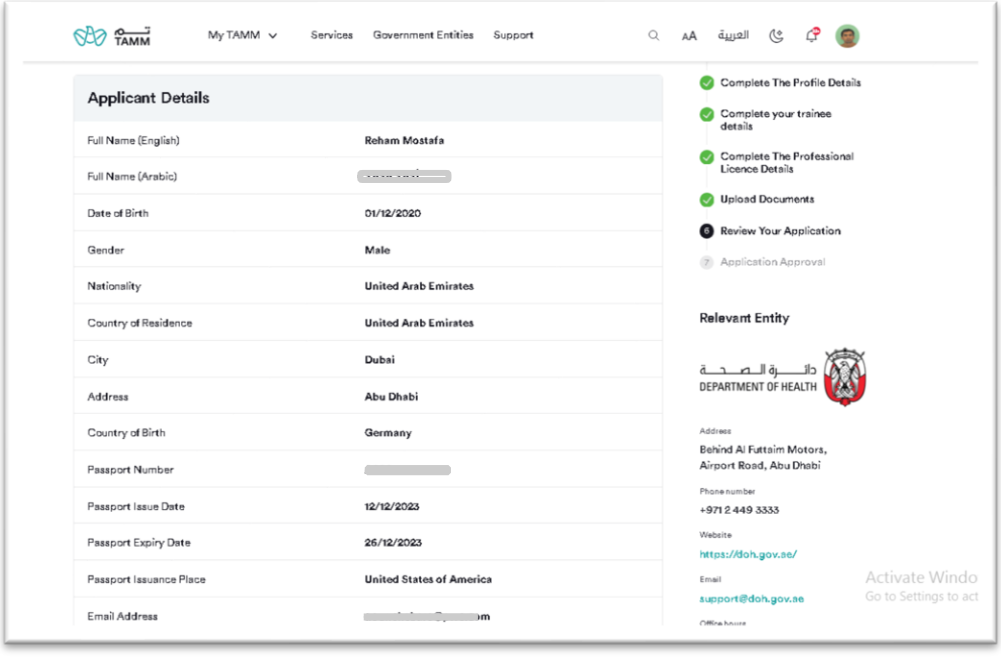

Figure 19: Review Page

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

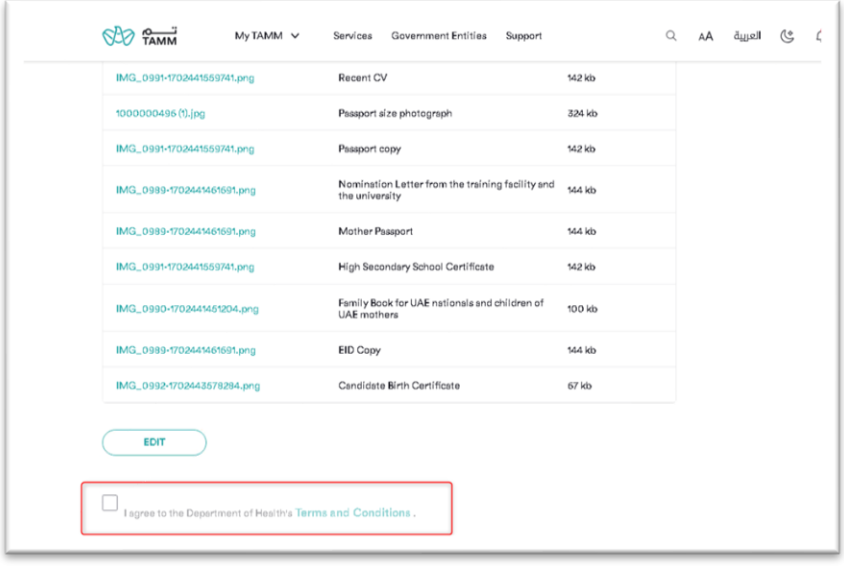

Figure 20: Terms & Conditions

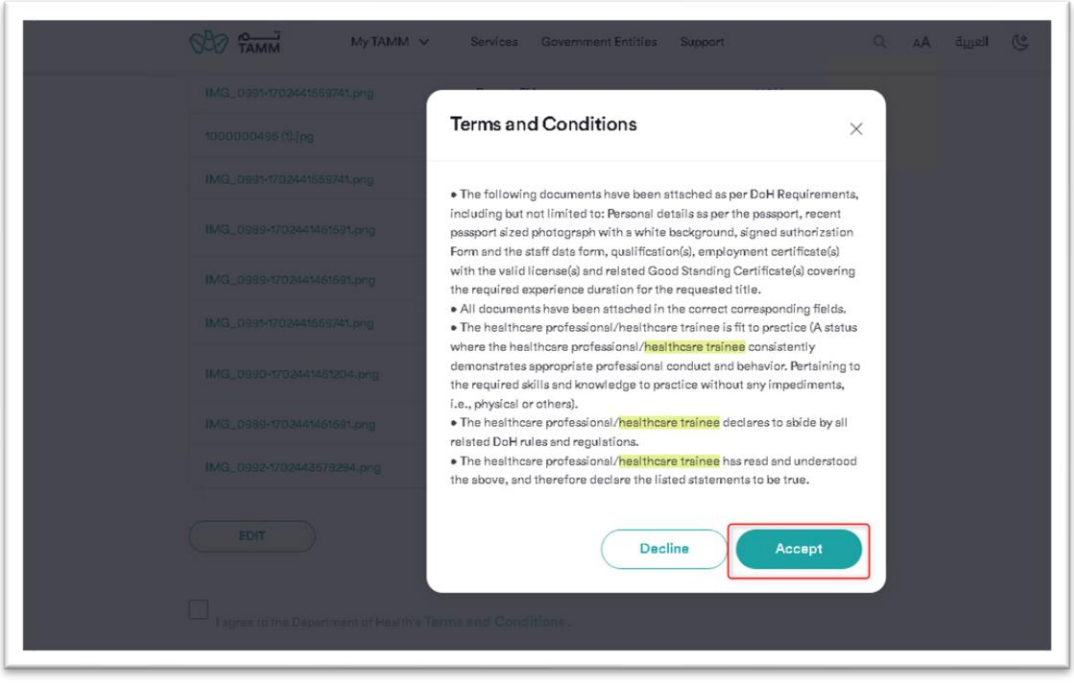

Figure 21: Terms & Conditions-Accept

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

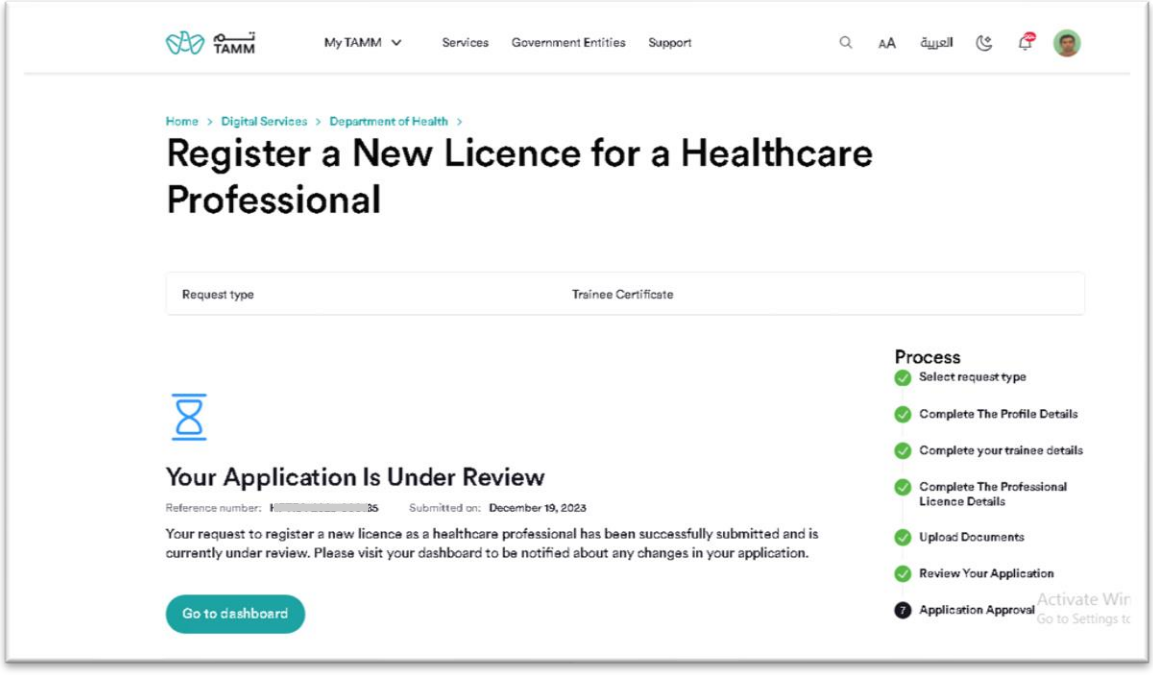

Figure 22: Request submession

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

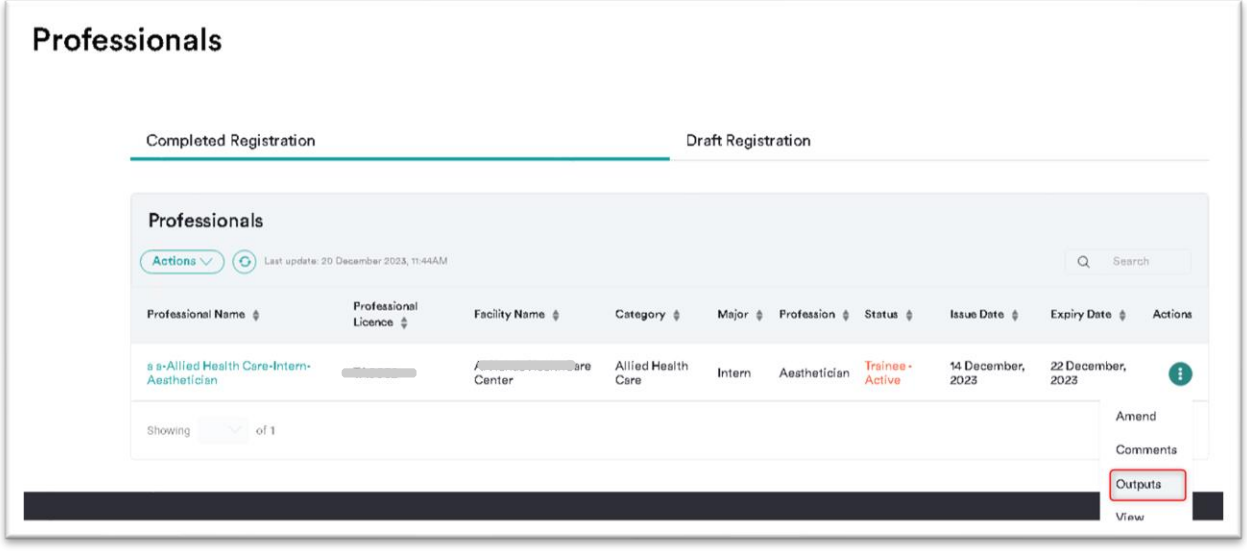

Figure 23: Outputs

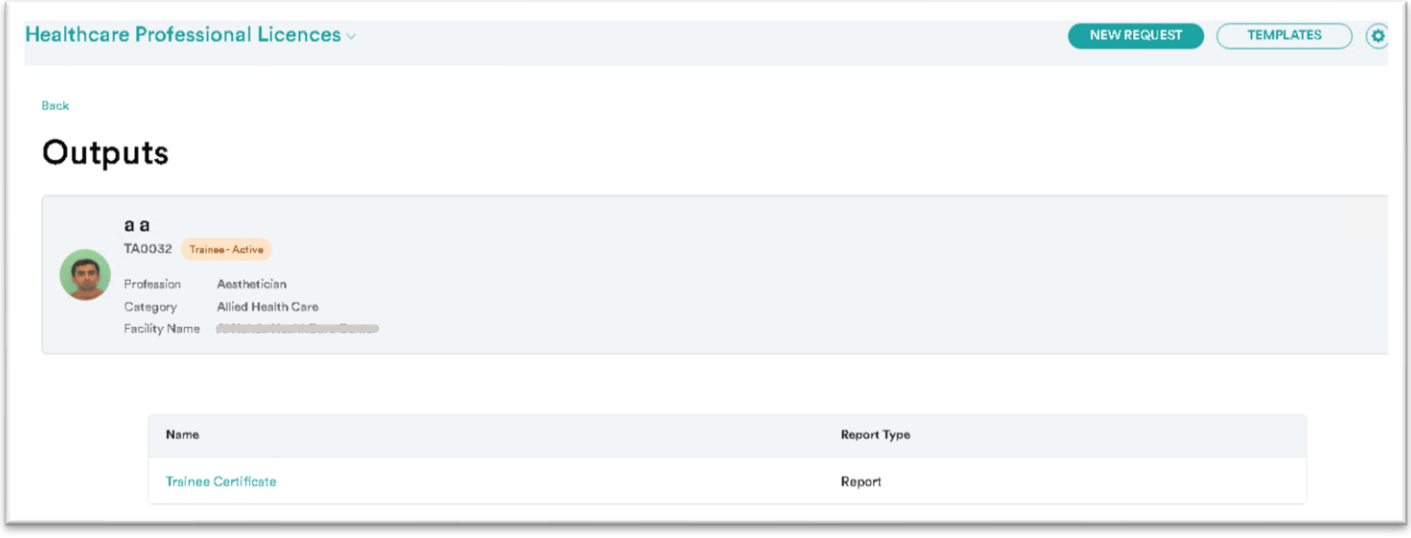

Figure 24: Training Certificate Link

- 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

دائـــرة الـصـحـــة
DEPARTMENT OF HEALTH

Trainee Profile ID	[redacted]		رقم ملف المتدرب
Trainee Registration Number	HPTRA-2023-000138		رمز سجل المتدرب
Name	[redacted]	[redacted]	الاسم
Training Title	Allied Health Care-Intern-Acupuncture Practitioner	المهن الصحية المساعدة-متدرب اخصائي إبر صينية	صنف التدريب
Registration Status	Trainee - Active	متدرب - فعال	حالة التسجيل
Nationality	Russia	روسيا	الجنسية
Training Facility	[redacted]		المنشأة
Sponsoring Facility	M[redacted]R		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 ولوائح قوانين دولة الإمارات العربية المتحدة.
تظل شهادة التسجيل سارية حتى تاريخ انتهاء التدريب المشار إليه ما لم يتم إلغاؤها أو تعليقها لسبب عاجل.
تعتبر شهادة التسجيل منتهية الصلاحية في حال عدم تجديدها من تاريخ انتهاء التدريب.

Figure 25: Trainee Certificate