



الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

General Regulation of Professional Classification and Registration



1439 AH



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IN CASE OF ANY DISPUTE, ARABIC VERSION SHALL BE
REFERRED TO AND SHALL BE FINAL

Preface

The General Regulation of Professional Classification and Registration aims at updating classification and professional registration standards and to provide an opportunity for relevant parties and individuals to review policies of classification and professional registration processes and the standards which the Saudi commission follows in this regard. However, the commission believes that any defect in estimating these standards and the associated qualifications and competencies may lead to a defect in professional practice that threatens the patient health and safety. This regulation is applied through executive regulations approved by the Executive Council for Professional Practice.



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1 First Chapter

DEFINITIONS AND GENERAL PROVISIONS

Article (1):

The following expressions in this Regulation shall have the meanings set forth below:

The Commission	Saudi Commission of Health Specialties
Health Practitioner	Each of those who are authorized to practice a health profession, including many of the categories mentioned in the health professions code and other health professions agreed upon among the Minister of Health, the Civil Service and the Commission.
Professional Classification	Awarding the appropriate professional grade to the health practitioner based on a sequential procedure that includes the study of qualifications, experience, documentation and professional assessment.
Professional Registration	Saving of detailed data of the health practitioner in the Commission database.
Temporary Registration	Saving of preliminary data of the health practitioner in the Commission database.
Rejection of Registration	Reject the applicant from registering in the Commission due to incomplete registration requirements.
Suspension of Registration	Temporary suspension of registration due to a legitimate reason that requires re-considering the eligibility of applicants for professional registration.
Activation of	Allow re-registration after rejection or suspension.

Registration	
Cancellation of Registration	Removing the name of the practitioner from the list of registered practitioners in the Commission.
Re-Registration	Extension of the registration period after verifying that the health practitioner has complied to provide re-registration requirements.
verification	Verification of the authenticity of documents submitted for classification from their source through the approved procedures by the Commission
Professional Evaluation	Determining the competency, scientific and professional level of applicants for professional classification.
Professional Practice	Practicing in the field of specialty.
Discontinuation of Professional Practice	Discontinuation of professional practice for two consecutive years for purposes other than studying and training in the field of specialty.
Training Center	A health facility accredited by the SCFHS for participation in training programs.
On Job Training	Obtaining a training under the supervision of specialized personnel to acquire additional skills/experience in the field of specialty.
Main Qualification	The first qualification that the practitioner obtained and classified by the Commission for professional health practice.
General Specialty	The main specialty in one of the medical fields or the

	other health specialties.
Sub-Specialty	A branch of the general specialty that require a pre-requisite qualification in the general specialty.
Saudi Specialty Certificate	The highest professional certificate in general specialties awarded by the Commission.
A Decision of Recognition	Acceptance of qualifying program of a duration not less than one academic year, obtained by the practitioner and accredited by authorities accepted by the Commission.
Examination Cycle	A time-bound or exam-attempts-bound cycle during which the applicant can pass the professional examination.
Certificate of Completion Training	An acknowledgement from the certification authority that the trainee has completed the required training before he/she can sit for the final examination.
Executive Council of Professional Practice	A council approved by the Board of Trustees of the Commission, chaired by the Secretary General of the Commission. It is composed of authorities representing the Commission, the Ministry of Civil Service, the Ministry of Education, the Ministry of Health and the private sector.
Academic Year	A study year consisting of two semesters of a total period not less than nine months.
Visiting Health Practitioner	A health practitioner brought from outside the KSA by a government or private agency to benefit from

	her/him although this practitioner does not have permanent professional classification and registration from the Commission. This should be based on the code of Practicing Healthcare Professions.
Clinical Training	Practical training in the field of specialty that qualifies the trainee for professional practice in the country of origin.

Article(2):General Terms

1. The articles of this Regulation shall be applied to all health practitioners who want to practice health care in the Kingdom of Saudi Arabia.
2. The registration period of the health practitioner is two years, after which re-registration is required.
3. Professional registration shall not be renewed after passing 180 days from the expiry date unless with an excuse accepted by the Commission is provided, otherwise it shall be treated as a new registration application.
4. A health practitioner is not allowed to register in more than one occupational category at the same time such as medicine and nursing.
5. The Commission shall have the right to re-evaluate the health practitioner if deemed necessary to check his / her professional efficiency.
6. Implementation of the provisions of this Regulation is based on the executive regulation approved by the Executive Council of Professional Practice.
7. The Secretary General has the right to exempt from the provisions of this Regulation based on the recommendations of the Councils of the Commission, the Chief Executive

of Professional Practice, or the request of government authorities for national interests. The exemption to individual cases shall be in the following:

- a. Required experience period.
- b. Number of allowed examination attempts.
- c. Fees.
- d. Required Continuing Medical Education hours.



2 Second Chapter QUALIFICATION

Article (3): Recognition of Qualifications

1. In principle, the Commission acknowledges all qualifications issued by accredited national and international universities and educational institutions.
2. It is essential to obtain the equivalency of the academic certificates (Bachelor, Masters, PhD) by the Ministry of Education for Saudis who obtain such certificates from outside the Kingdom.
3. Practical experience is not considered an alternative for qualification requirement in classification.
4. New scientific degrees shall be reviewed by specialized committees and councils determined by the Chief Executive of the Professional Practice. The recommendation thereof shall be submitted to and approved by the Executive Council of Professional Practice.
5. The Commission is guided by the rules and regulations that are implemented in the Kingdom to classify health workers qualifications.
6. The date of the university's approval of results is considered the actual date of certificate issuance.
7. The Minimum requirements for conditions of admission for the issuer of the certificate shall be one of the main determinants in the classification process.
8. The Commission shall issue a certificate of recognition to the health practitioner in the qualification program provided it is submitted and accredited by a local or international authority and after consideration by the Commission's committees. The certificate shall

not be used in advance for professional classification purposes and shall not lead to amendment in the current classification of the practitioner.

9. The practitioner shall be entitled to get a certificate of recognition for a certificate outside his/her main specialty, and if he/she wishes to classify this training professionally, the requirements for classification and registration of the same specialty must be complete.
10. If the applicant's bachelor certificate is not related to the health field, then the subsequent health qualification shall be considered as the main qualification in the specialty.
11. The health practitioner may modify his/her professional classification by changing from one specialty to another, considering the factor of discontinuation of professional practice.

Article (4): Non-Accredited Certificates in Classification

1. Certificates obtained by physicians without the involvement of structured clinical and practical training in the specialty field.
2. Research-based certificates obtained by applicants with no direct relationship to health practice.
3. Master's and PhD degrees for which training requirements were completed while working in KSA. However, these requirements do not include paper discussion or passing the examination.
4. Honors certificates.
5. Certificates related to folk and alternative medicine.
6. Registration certificates for a work license or society membership that are awarded after passing the licensing examinations in some countries, such as the United States of America.

3 Third Chapter Verification

Article (5): Authentication of Certificates

1. The commission does not accept any application for registration /classification or re-registration except if attached with a verification result of the qualification and registration, or experiences from the country of origin.
2. The commission shall verify the authenticity of professional licensing/registration certificates issued by the appropriate medical boards in the country of origin.
3. The Commission shall only verify the experience in the absence of license / professional registration certificates in the country of origin.

Article (6): The Acceptable training

1. The training programs in the health field acceptable by the Commission are standardized programs in which the practitioner is promoted from one level to a higher level in conformity with predetermined controls in accredited training centers by the Commission or any other accredited authority.
2. The actual training period in the clinical specialties shall be considered in classifying the certificates.
3. The overlapped training durations to obtain different qualifications shall be accepted with referencing to the overlapped periods.

5 Fifth Chapter EXPERIENCE

Article (7): Acceptance of Experiences

1. The experience shall be accepted if it was a continuous practice in the field of specialty at an entity that fulfilled the professional practice requirements.
2. Voluntary professional practice shall be accepted if it was in the same field of specialty, matched actual professional practice and verified by a reference entity acceptable to the commission.

Article (8): Discontinuation of Professional Practice

1. Experience in teaching, conducting research and administrative work shall not be considered a professional practice.
2. Enrollment in an educational program shall not be considered as a professional practice unless it includes a professional training in the same field.
3. An additional training shall be required in case the practitioner had two consecutive years of professional practice discontinuation.
4. Required training periods after discontinuation are as follows:
 - a. The practitioner shall have 3 months training if he/she had professional practice discontinuation from 2 years to 4 years duration
 - b. The practitioner shall have 6 months training if he/she had discontinuation of professional practice for more than 4 years to 6 years duration.
 - c. The practitioner shall have 12 months training if he/she had discontinuation of professional practice for more than 6 years duration.

5. The practitioner shall set for a professional evaluation after completing the training period and before renewing his/her professional registration.



6 Sixth Chapter REGISTRATION

Article (9): In accordance with Articles 10, 11 and 12, the Commission shall suspend, cancel or reject professional classification and registration and address the relevant authorities.

Article (10): Suspension of Registration

The Commission has the right to suspend the practitioner professional registration in the following cases:

1. The practitioner is unable to perform professional duties safely due to illness reasons or physical or mental disability with documented evidence.
2. If an official entity or a scientific committee had provided evidence of potential criminal charges submitted to the commission to suspend a practitioner registration. Whenever the charge is related to honor, integrity or patient's safety according to the point of view of the commission legal affairs department until the issue is closed by the official authorities.
3. If there is strong evidence deemed by the commission as doubts on the authenticity of submitted documents or in case the practitioner submitted an incorrect information until validating them is confirmed.
4. Discontinuation of professional practice for two consecutive years.
5. In case the classification or registration decision is inconsistent with the Commission's policies until amending it.

Article (11): Cancellation of Registration

The Commission has the right to cancel the professional registration of the health practitioner in the following cases:

1. A judicial order judgment is issued resulting from honor and integrity misconduct.
2. A judicial order judgment issued stating the cancellation of work license in the Kingdom.
3. A formal request attached with all supported documents from government or state-owned health sectors after review by the legal affairs department at the Commission and approval by the Chief Executive of Professional Practice.

Article (12): Rejection of Registration

The Commission shall have the right to reject the practitioner professional registration in the following cases:

1. Failure to pass the professional evaluation despite completing the examination cycle.
2. Failure to meet professional registration requirements during the allowed period.

Article (13): Temporary Registration

1. In case the practitioner had completed and submitted the classification and registration application he/she may obtain a temporary registration for six months period till the completion of formal procedures. However, temporary registration is not a permission for professional practice.
2. Temporary registration shall be issued with the name of the functional group which the practitioner belongs to without mentioning a degree.

3. Applicant with a resident identity card showing that he /she is unauthorized to work shall not obtain temporary registration for any reason.

Article (14): Visitor healthcare practitioner

The commission registers a visiting health practitioner under the following conditions:

1. The health practitioner will have a consultant rank or equivalent in his / her own country. Moreover, he / she should be specialized in a demanded specialty by the Kingdom according to the beneficiary entity.
2. The practitioner shall have a valid license to practice the profession in his/her own country.
3. Registration as a visitor practitioner shall be issued to the practitioner only once.
4. The validity of the registration as a visitor practitioner shall not exceed three months from arrival to the Kingdom. The Executive Council of the Professional Practice might assign a longer period based on a request of a governmental authorities
5. The application of registration shall be submitted by the government authority whom are wishing to recruit the visitor practitioner or by the Directorate of Health Affairs, in accordance with 3/5L of the Executive Regulation of the code of Practicing Healthcare Professions.
6. If the authority wants to frequently recruit the same health practitioner as a visitor practitioner they shall complete the permanent professional classification and registration procedures.

7 Seventh Chapter FEES

Article (15): Services Fees

1. The Commission has the right to charge for its services.
2. Direct relatives of martyrs shall be exempted from professional registration and classification fees.
3. In case the practitioner requests to cancel his/her application and receive refund, the following shall be done:
 - a. Refund 50% of the fees to the practitioner In Case he/she wants to cancel the application within a maximum period of one month from the date of submission and before sitting the professional examination.
 - b. Fees will not be refunded after more than one month from the date of submission or after sitting the professional examination.

Article (16): Classification Fees

	Service	Fees (Saudi Riyal)
1	General Physician / Resident / Resident Physician-in-training	1100
2	Physicians (Registrar / Senior Registrar / Fellow Physician)	1500
3	Consultant Physicians	1800
4	A Decision of Recognition	600
5	Classifications of fellowships in subspecialties (physicians) / other additional fellowships of the same specialty	1100
6	Pharmacists and health specialists (specialist / senior specialist)	1100
7	Pharmacist -in-training/ Nurse -in-training /Trainee specialist	1100
8	Pharmacists and Health Specialists (consultant)	1500
9	Technicians / Health Assistants	600
10	Direct decision for Saudi universities Bachelor's degree	500

Article (17): Professional Registration and Re-Registration Fees for a Period of Two Years

	Service	Fees (Saudi Riyal)
1	Consultant (Physicians)	500
2	Registrar / Senior Registrar / Fellow Physician	400
3	General Physician / Resident / Resident Physician-in-training	320
4	Specialist/Pharmacist	240
5	Senior specialist / senior Pharmacist	320
6	non-Physician consultant	400
7	Technicians / Health assistants	160

Article (18): Additional Fees

	Service	Fees (Saudi Riyal)
1	Delay in professional registration from 31-90 days	300
2	Delay in professional registration from 91-180 days	600
3	Temporary Registrations for six months - Physicians	300
4	Temporary Registrations for six months – Specialists and Pharmacists	200
5	Temporary Registrations for six months – health assistants - Nurses	100
6	Delay in registration for written examination	300
7	Issuing an eligibility for examination entrance	200
8	Evaluation or re-evaluation by a committee	classification fees
9	visitor health practitioner	600
10	Classification Certificate Translation / classification Certificates Accreditation	300
11	Classification amendment / Replacement of lost classification decision (health assistant)	200
12	Replacement of lost classification decision and	300

	classification amendment for physicians, pharmacists, specialists, and persons of similar status.	
13	Amendment in professional registration card / Replacement of lost classification certificate	150
14	Certificate of good standing/professional practice	300
15	Verification from the original source (Physicians) for two Certificates	600
16	Verification from the original source (Non-Physicians) for two Certificates	500