



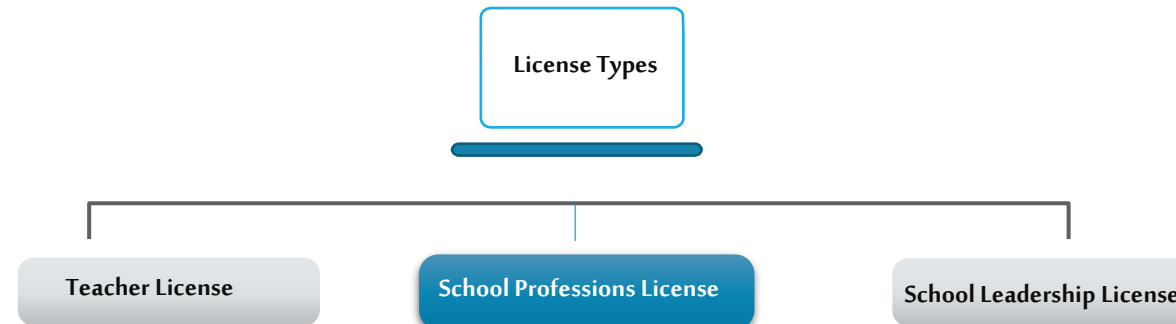
Guide for the Educational Professions Licensure

Professional Licensing Department

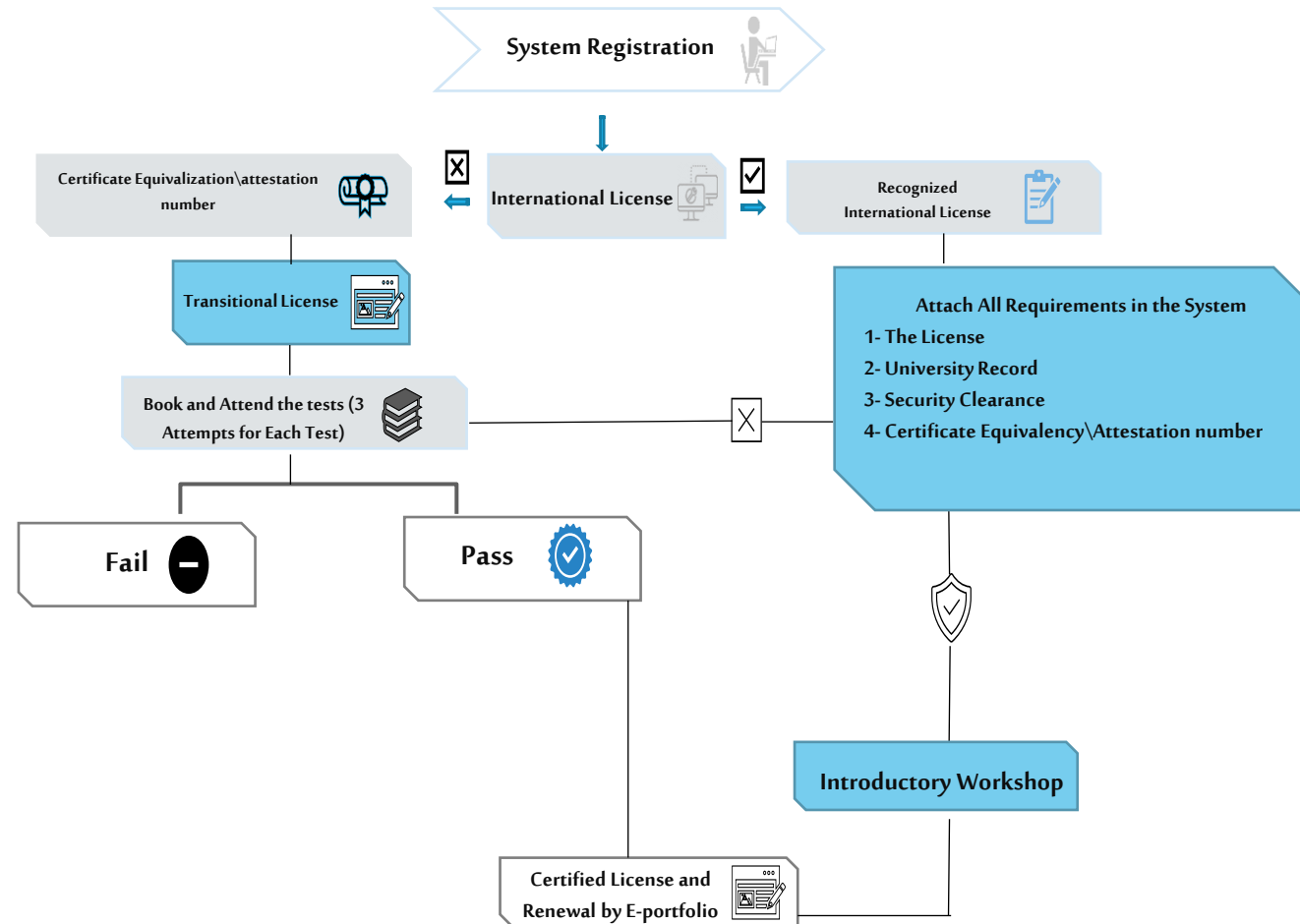
The License



The educational professions license is a permit issued by the MoE after meeting specific requirements, which enable its holder to practice his/her job in the educational field.



The Process to Obtain the License





Targeted Group



The Targeted Group

Teachers

Teacher
Subject
Arabic for non speakers
Arabic Language
English Language
English Literature
Islamic
Mathematics
Biology
Chemistry
Physics
Science
Computer Science
Social Studies
Business
Accounting
Economics
Philosophy
History
Geography
Technology and Design

Teacher
Subject
Applied Visual Arts
Physical and Health Education
Life Skills
Creative Design and Innovation
Health Science
Moral Education
Commerce
French
Urdu
Spanish
Hindi
ECD Classroom teacher (KG1 –G2)
Vocational Subject-mechanical engineering
Vocational Subject-electrical engineering
Vocational Subject-computer science
Vocational Subject- Health science
Vocational Subject-Business
Vocational Subject- Creative Media Production
Musical Arts

Teacher
Subject
Theater
Chinese Language
TESOL
Home Science
Psychology Teacher
Primary Teacher



The Targeted Group

School Professions

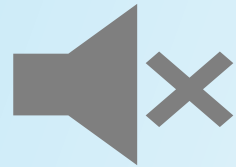
Title
Lab Instructor
Librarian
Assistant Teacher
Guidance Counselor
Special Needs Specialist
Resource Center Learning
Vocational Educational Counselor
Lab Assistant
Psychological Specialist

Title
LAB INSTRUCTOR SUBJECT
Biology Lab
Physics Lab
Computer Lab
Science Lab
Chemistry Lab

The Targeted Group

School Leadership

Title
Principal
Lead Principal
Cluster Lead
Vice Principal of Academic Affairs
Vice Principal of Student Affairs
Vice Principal
Cluster Vice Manager
Middle Leadership – Head of Academic Affairs Unit
Middle Leadership – Head of Student Affairs Unit
Middle Leadership – Head of School Services



Not targeted Group

Not targeted Group

Title
Secretary
Registrar
School Business Coordinator
Administrative Assistant
Facilities Coordinator



Available Tests



Available Tests

Test
Science
Physics
Biology
Chemistry
Math Cycle 3
Math Cycle 2
Arabic Cycle 2 & 3
English Cycle 2 & 3
Pedagogy Cycle 2 & 3
Early Childhood Specialization Test
Leadership Test

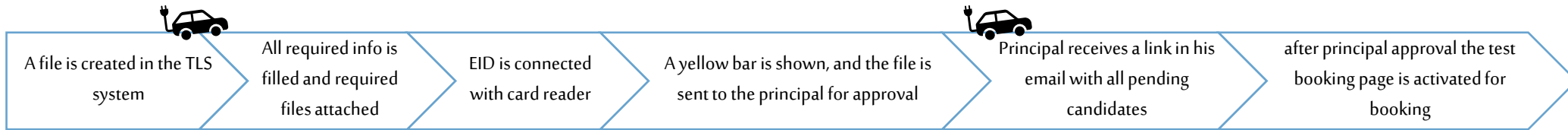
Early Childhood (KG1 – 2)



Registration Steps



Registration and booking process





Most Common Challenges

Most Common Challenges and Solutions

Steps to Link the Profile with the Emirates ID

1- Download the Application by visiting the link below

https://exceedit-my.sharepoint.com/:f/g/personal/may_exceedgulf_com/EholjbVSeE5Hvb1BgllpFEkB7gCcFEPL_A_UckAYK6dsA?e=Uqjomx

2- Watch the explanatory video by visiting the link below

<https://www.youtube.com/watch?v=llQuJfL4UG0&t=4s>

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Challenges and Solutions Related to Linking the Profile with the Emirates ID

Challenge: This EID already exists



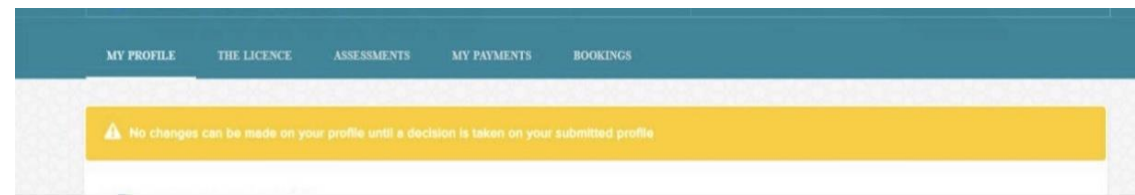
Solution: Report this issue to the below link, and the PLD Team will assist

https://emsat.moe.gov.ae/emsat/PLD_Problems_ar.aspx

Most Common Challenges and Solutions

Yellow Bar – Type 1

After completing the identification process and filling out all the sections, the applicant must save and send the profile, and at that time a yellow bar will appear as shown below



What does the yellow bar mean?

It means that the profile has been submitted to the school principal of the mentioned school in the professional information section- I currently work here - and the school principal must take a decision on the submitted profile either to accept / return / or reject the profile

What happens if the profile was submitted to the principal of another school, or if the profile does not reach the principal of the school in which I work?

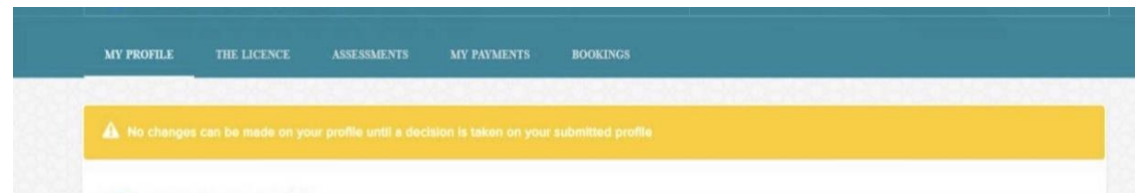
Solution: Raise the challenge on the link below under

“ Can’t update my information after submission (A yellow tab appears) ”

https://emsat.moe.gov.ae/emsat/PLD_Problems_ar.aspx

Most Common Challenges and Solutions

Yellow Bar – Type 1



- 1- Ensure that the yellow bar shows that “no change can be made on your profile”
- 2- Verify the details of the Submitted person and the name of the school that you submitted your profile to – incase the submission is made without a school's name the challenge must be raised in the link below under “ Can’t update my information after submission (A yellow tab appears) ”
- 3- incase the principal changes or the files do not reach the school’s principals, the challenge must be raised in the link below under the section” Can’t update my information after submission (A yellow tab appears) ”

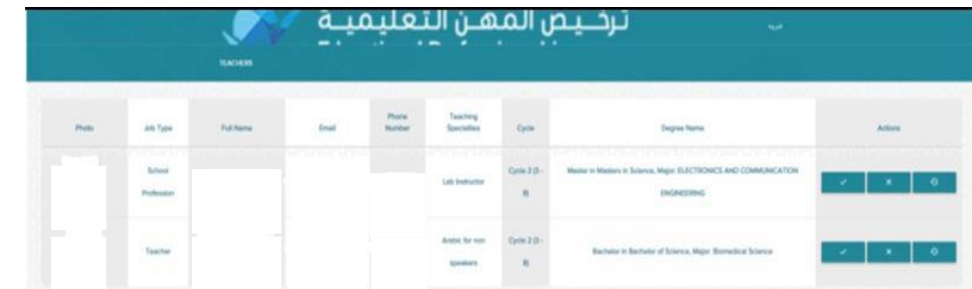
https://emsat.moe.gov.ae/emsat/PLD_Problems_ar.aspx

Approval of the profile by the principal

The school principal must take a decision on the submitted file either to accept / return / reject the file, as the principal will receive by e-mail a link showing a list of the educational professions who have submitted their files as shown in the picture

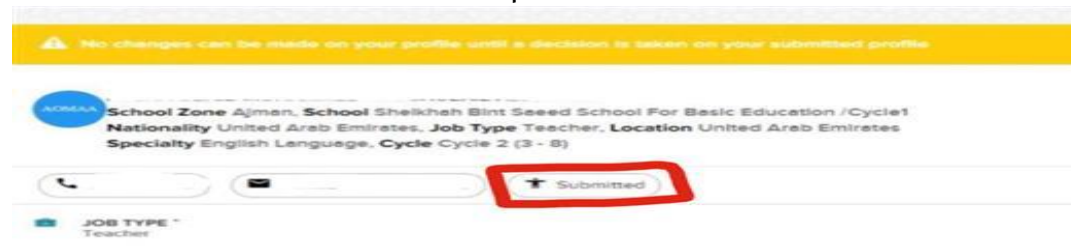
After approval of the file by the principal, the exams bookings page opens

What are the reasons that the candidate is not able to view the exam booking page?

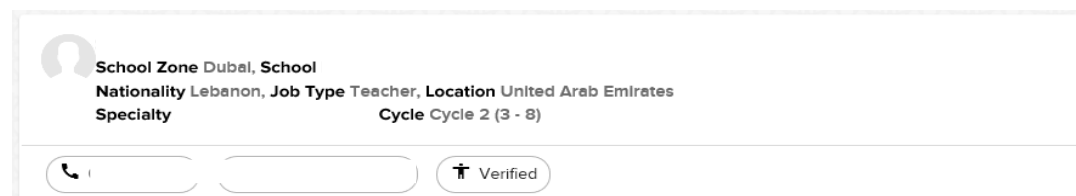


Tests may not appear for the following reasons:

1- Your profile has not been submitted - Ensure that the profile has been submitted (the status of the profile should be "submitted")



2- Your profile has not been approved by the school principal (the status of the profile should be "verified")



Most Common Challenges and Solutions

Tests may not appear for the following reasons:

3- No tests are available to book or exam days - please find out which exams are available on the specific dates (it will be communicated by the PLD through email)

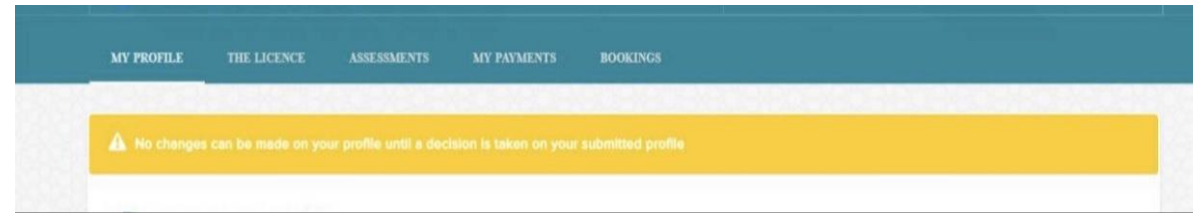
4- Tests do not match the data on your profile.

Example: A math test is available, and your profile contains a specialization of Physics – please double check the data entered in the profile and make sure that there is available test for them

Most Common Challenges and Solutions

Yellow bar (will soon turn to orange bar) – Type 2

When you make changes to the profile, they are saved automatically, and at that time the yellow bar (orange bar) will appear below



What does yellow bar (orange bar) mean?


It means that the file must be submitted to the principal, by going to the bottom of the page and clicking on “Declaration”, then “Submit Information”

A screenshot of a form titled 'DECLARATION' with a green checkmark icon to its left. Below the title, there is a checkbox followed by the text 'I hereby declare that the information provided is true and correct'. At the bottom right of the form, there is a blue button labeled 'SUBMIT INFORMATION'.

Most Common Challenges and Solutions

Forgot Password

When the profile password is lost, please choose (Forgot your password?) As shown below. A link to change the password will be sent to your e-mail.


ترخيص المهن التعليمية
Educational Professions Licensure

The registration is open for all education professionals in public and private schools. If you have any issues with registration, please contact.
<http://ccc.moe.gov.ae/English/Pages/CustomerEService.aspx>

Sign In

Email *

Password *

☐ Keep me signed in

FORGOT PASSWORD?

LOGIN

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What happens if the password for the profile is not received or in case of resignation from the Ministry and the e-mail cannot be accessed?

Solution: Send the problem to service desk via e-mail: sd@moe.gov.ae



Most Common Challenges and Solutions

Challenges related to results and payments, please raise them below

https://emsat.moe.gov.ae/emsat/PLD_Problems_ar.aspx



Frequently Asked Questions

Frequently Asked Questions

1- Visit our website

<https://tls.moe.gov.ae>

2- Click on FAQ



ABOUT FAQ IMPORTANT DOCUMENTS CONTACT US

Sign In

Sign Up

العربية



3- You will be directed to the below page

Q.1 What is meant by the Educational Professions License?	>
Q.2 Are there different types of the Educational Professions License?	>
Q.3 Are there different statuses for the Educational Professions License?	>
Q.4 How are professional standards associated with the Educational Professions License?	>
Q.5 How can I apply for the Educational Professions License?	>



Important Documents

Important Documents

1- Visit our website

<https://tls.moe.gov.ae>

2- Click on Important Documents



UNITED ARAB EMIRATES
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[ABOUT](#) [FAQ](#) [IMPORTANT DOCUMENTS](#) [CONTACT US](#)

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العربية

3- You will be directed to the below page

Standards	▼
Registration Guide	▼
Study Guides and Test Samples	▼
What is the Educational Professions License ?	▼
Guideline to Read Your Test Results	▼
Fees of Educational Professions License	▼
Recognised International Licenses	▼
Understanding Computer Adaptive Test	▼



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Thank you ...