

Educational Professions Licensure System

Ministry of Education



[ABOUT](#) [FAQ](#) [IMPORTANT DOCUMENTS](#) [CONTACT US](#)

[Sign In](#)

[Sign up](#)

العربية



User Manual: Sign Up & Profile Creation & Payment

Version 4.0

TABLE OF CONTENTS

Introduction	4
Sign-Up/Register/Login	5
Change your UserName or Password	9
Change your login email	9
Change your password	10
Submit Your Profile	12
My Profile: Emirates ID and Personal Information	14
Add your Emirates ID details as a newly registered user	14
Update your existing Emirates ID for my “unverified” profile	18
Update your existing Emirates ID for my “verified” profile	21
My Profile: Job Type	25
My Profile: Specialty	26
My Profile: Qualifications	28
My Profile: English Language Test	29
My Profile: Professional Information	30
My Profile: International Educational Professions License	32
Add my International Educational Professions license record	32
View status of my International Educational Professions license record	33
Edit your International Educational Professions license record	34
Delete your International Educational Professions license record	36
My Profile: Certificate Attestation/Equivalency	38
Add certificate with equivalency record for certificate equivalency issued before June 2019	39
Add certificate with equivalency record for certificate equivalency issued after June 2019	41
Add a certificate with pending equivalency	43
Add a certificate without equivalency	45
Add a certificate with attestation from UAE Private University	46
Add a certificate without attestation from UAE Private University	47
Add a certificate from UAE Federal University	48
View the status of my certificate record	50
Edit your certificate record	51
Delete your certificate record	52
My Profile: Additional Contact Details	53
My Profile: Attachments	54

My Profile: Languages.....	55
My Profile: References.....	56
My Profile: Computer Skills.....	57
My Profile: Declare and Submit Profile.....	58
My Profile: Submitted View	59
My Profile: Verified View	60
My Profile: Rejected View	61
My Profile: Returned View	61
My Profile: Reopened View	62
Profile Verifiers	64
Payments.....	65
Pay to submit my profile for the first time with no int'l professional license	65
Pay to submit my profile for the first time with int'l professional license	68
Pay to submit my profile when my int'l professional license is rejected	71
View my payments history in my profile	73

INTRODUCTION

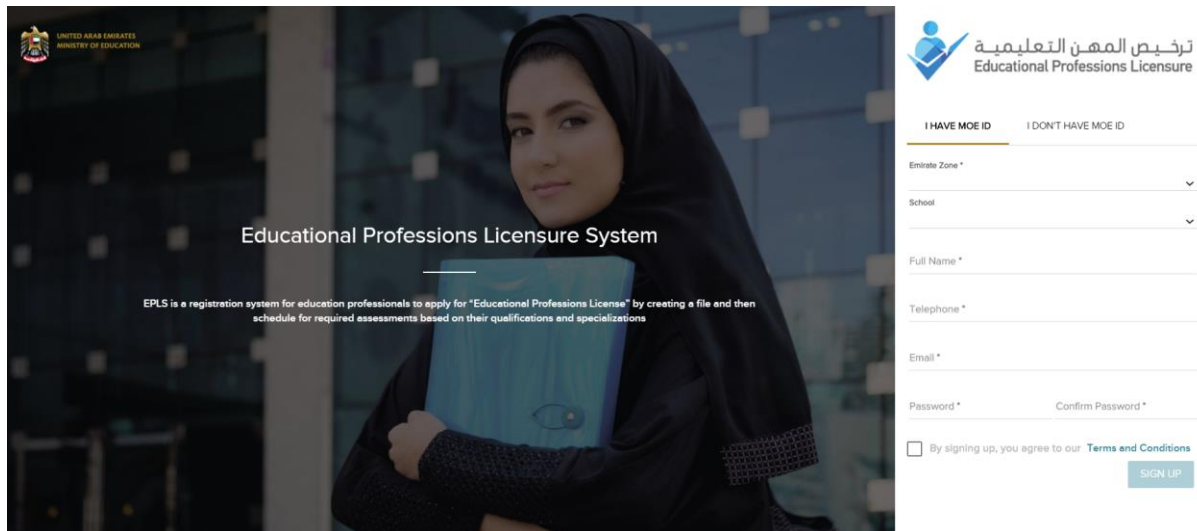
TLS is an initiative for the UAE Education Sector that guarantees the development of standards and the licensing program for teachers, and other education professionals, across the UAE.

This manual will guide professionals in the educational field on the process of registering on TLS and completing their profile before submitting it to schedule exams.

SIGN-UP/REGISTER/LOGIN

As a first-time user of TLS, you will need to register by clicking on the Sign-Up button on the main page.

If you have an MOE Email ID (Public Schools), click on the **I HAVE MOE ID** tab appearing on the Sign-Up page as shown below:



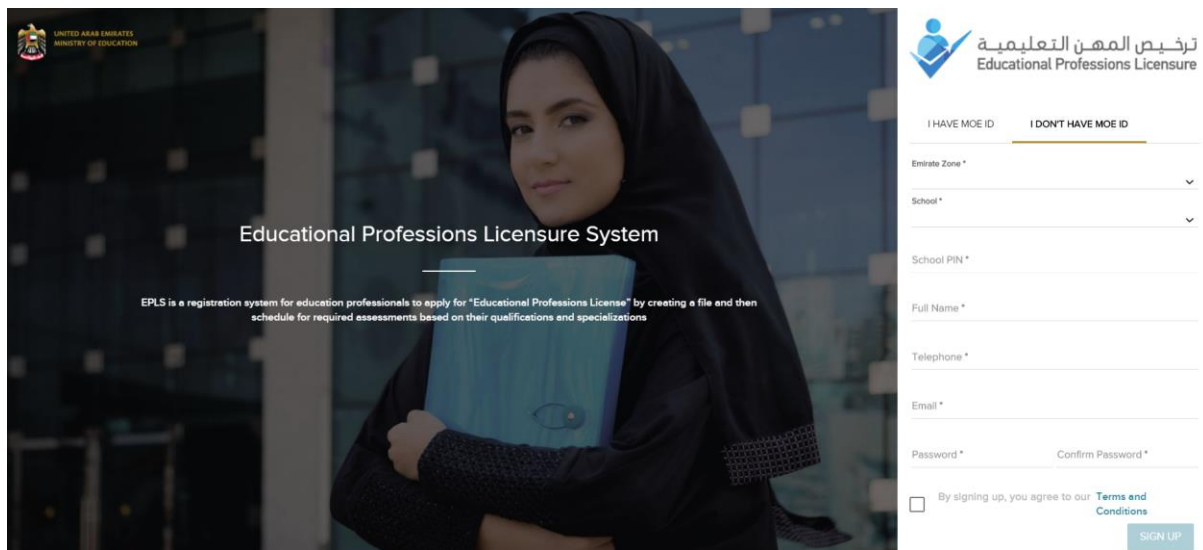
You will need to provide the following details:

- ✓ Select Emirate/Zone from drop down list
- ✓ Select your current School from drop down list
- ✓ Full Name
- ✓ Telephone
- ✓ MOE Email ID (this will be your @moe.gov.ae or @moe.ae email)
- ✓ Password
- ✓ Confirm Password
- ✓ Tick checkbox for Terms and Conditions

Once you have completed all mandatory fields to register on TLS, click the Sign-Up button at the bottom of the form.

***Note:** For Cluster Managers, additional information will be shared by MOE to ensure successful registration on the system

If you do not have an MOE Email ID (Private Schools), click on the **I DON'T HAVE MOE ID** tab appearing on the Sign-Up page as shown below:



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

ترخيص المهن التعليمية
Educational Professions Licensure

Educational Professions Licensure System

EPLS is a registration system for education professionals to apply for "Educational Professions License" by creating a file and then schedule for required assessments based on their qualifications and specializations

I HAVE MOE ID I DON'T HAVE MOE ID

Emirate Zone *

School *

School PIN *

Full Name *

Telephone *

Email *

Password * Confirm Password *

☐ By signing up, you agree to our [Terms and Conditions](#)

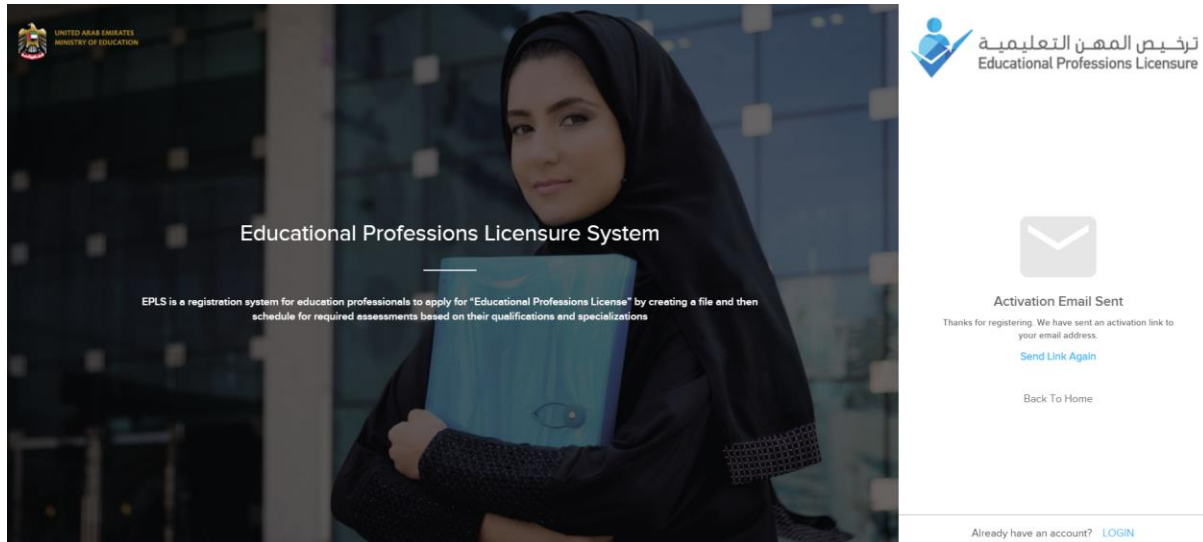
SIGN UP

You will need to provide the following details:

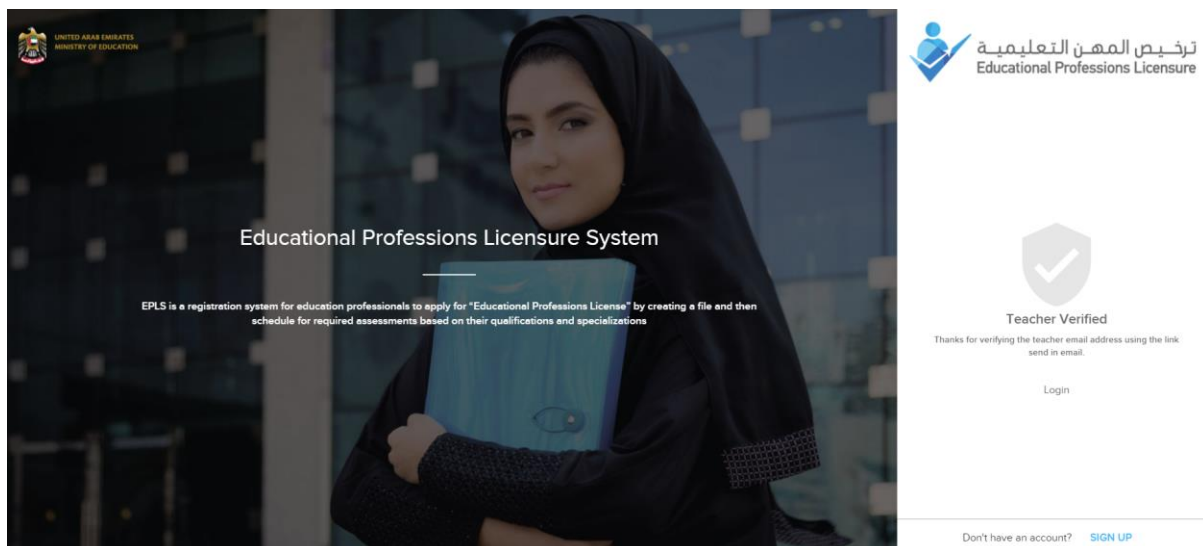
- ✓ Select Emirate/Zone from drop down list
- ✓ Select your current School from drop down list
- ✓ Enter the School PIN that has been shared with you by the school
- ✓ Email ID
- ✓ Full Name
- ✓ Telephone
- ✓ Password
- ✓ Confirm Password
- ✓ Tick checkbox for Terms and Conditions

Once you have completed all mandatory fields to register on TLS, click the Sign-Up button at the bottom of the form.

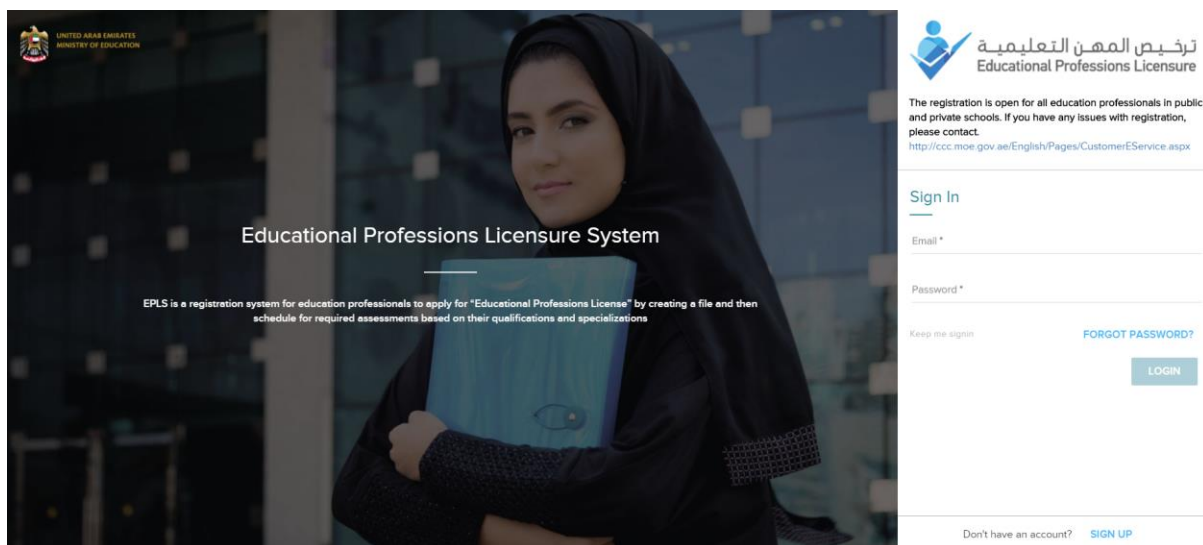
You will receive an email to the email ID you registered to complete the verification process.



Once you have clicked on the link in the email, your account will be verified, and you can continue the registration process to submit your complete profile on TLS by clicking on the Login icon appearing below to add your email ID and password:



Enter your username and password then click on Login button below:



**UNITED ARAB EMIRATES
MINISTRY OF EDUCATION**

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>

Educational Professions Licensure System

EPLS is a registration system for education professionals to apply for "Educational Professions License" by creating a file and then schedule for required assessments based on their qualifications and specializations

Sign In

Email *

Password *

☐ Keep me signed in [FORGOT PASSWORD?](#)

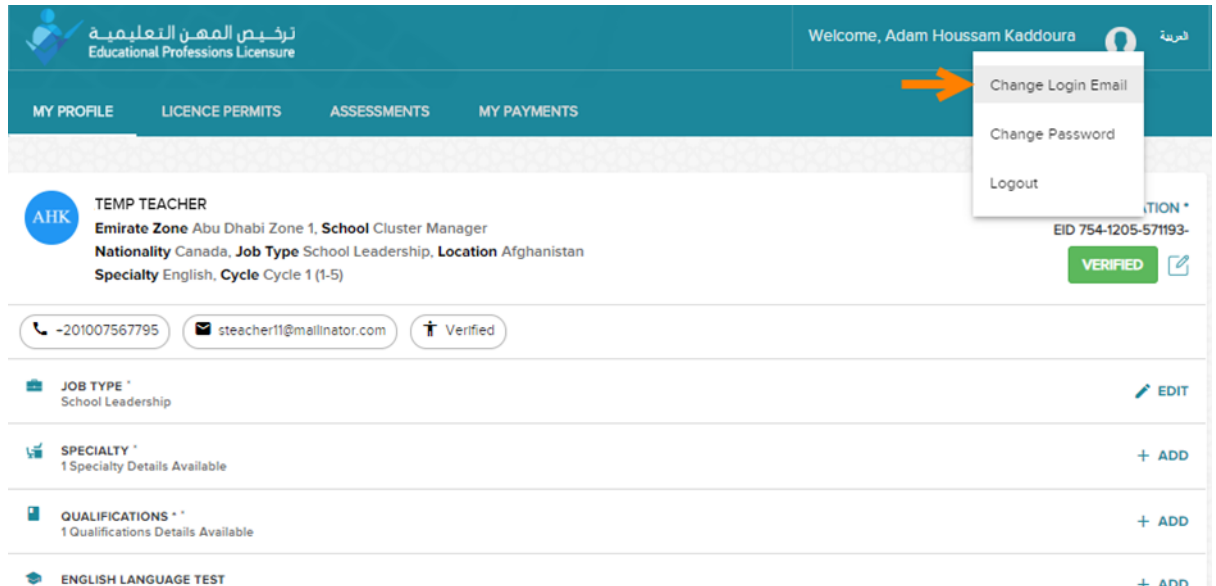
[LOGIN](#)

Don't have an account? [SIGN UP](#)

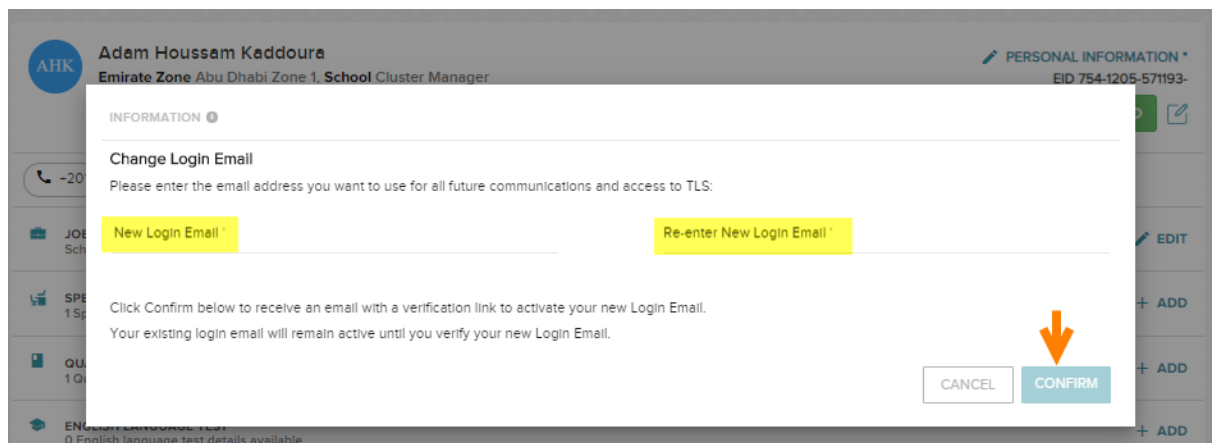
CHANGE YOUR USERNAME OR PASSWORD

CHANGE YOUR LOGIN EMAIL

1. Log in to TLS
2. Click on Profile image then click on "Change Login Email"



3. Enter your new Login Email and re-enter the same Email for confirmation, then click on "CONFIRM" button to save your updates.



4. Email confirmation will be sent to the new Email, open the Email and click on the Activation link to activate your account with the new Email.
5. Now you can login with the New Email you provided.

CHANGE YOUR PASSWORD

1. log in to TLS
2. Click on Profile image then click on "Change Password"

ترخيص المهن التعليمية
Educational Professions Licensure

Welcome, Adam Houssam Kaddoura

MY PROFILE LICENCE PERMITS ASSESSMENTS MY PAYMENTS

Change Login Email
Change Password
Logout

TEMP TEACHER
Emirate Zone Abu Dhabi Zone 1, School Cluster Manager
Nationality Canada, Job Type School Leadership, Location Afghanistan
Specialty English, Cycle Cycle 1 (1-5)

EID 754-1205-571193-
VERIFIED

-201007567795 steacher11@mailinator.com Verified

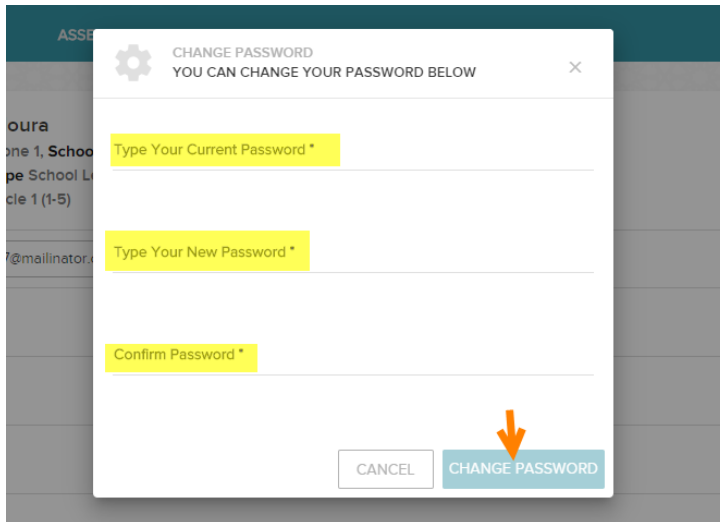
JOB TYPE *
School Leadership EDIT

SPECIALTY *
1 Specialty Details Available + ADD

QUALIFICATIONS * *
1 Qualifications Details Available + ADD

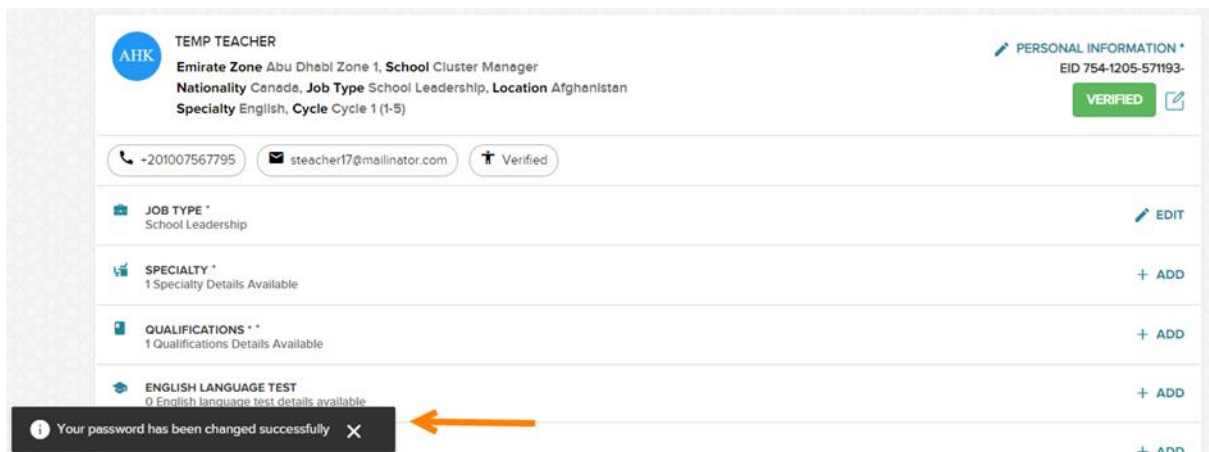
ENGLISH LANGUAGE TEST + ADD

3. Enter your current password, New password and confirm password then click on "CHANGE PASSWORD" button to save your updates.



A screenshot of a web application showing a modal window titled "CHANGE PASSWORD" with the subtitle "YOU CAN CHANGE YOUR PASSWORD BELOW". The modal contains three input fields, each with a yellow placeholder text: "Type Your Current Password *", "Type Your New Password *", and "Confirm Password *". At the bottom of the modal are two buttons: a grey "CANCEL" button and a blue "CHANGE PASSWORD" button. An orange arrow points to the "CHANGE PASSWORD" button.

4. Success message will be displayed to confirm password change, now you can Re login using your new password.



A screenshot of a user profile page. The profile belongs to a "TEMP TEACHER" with the AHK logo. The profile details include: "Emirate Zone Abu Dhabi Zone 1, School Cluster Manager", "Nationality Canada, Job Type School Leadership, Location Afghanistan", and "Specialty English, Cycle Cycle 1 (1-5)". There is a "PERSONAL INFORMATION" section with an "EID 754-1205-571193-" and a "VERIFIED" status. Below this are sections for "JOB TYPE" (School Leadership), "SPECIALTY" (1 Specialty Details Available), "QUALIFICATIONS" (1 Qualifications Details Available), and "ENGLISH LANGUAGE TEST" (0 English language test details available). Each section has an "EDIT" or "ADD" button. At the bottom, a black notification bar with a white "i" icon displays the message "Your password has been changed successfully" with a close "X" button. An orange arrow points to this notification bar.

SUBMIT YOUR PROFILE

After signing in, you will need to complete your profile by filling all mandatory fields to be able to submit on TLS.

The screenshot displays the 'SUBMIT YOUR PROFILE' interface. At the top, there's a header with the logo and 'Welcome, steacher15'. Below this is a navigation bar with 'MY PROFILE', 'LICENCE PERMITS', 'ASSESSMENTS', and 'MY PAYMENTS'. The main content area shows the user's profile details: 'steacher15', 'Emirate Zone N/A', 'School N/A', 'Nationality Un Defined', 'Job Type Cluster Manager', 'Location Un Defined', and 'Specialty N/A, Cycle N/A'. A red banner indicates 'VALID ID REQUIRED'. Below the profile details are several sections for completion, each with an 'ADD' or 'EDIT' button: 'JOB TYPE*' (Not Specified), 'SPECIALTY*' (0 Specialty Details Available), 'QUALIFICATIONS **' (0 Qualifications Details Available), 'ENGLISH LANGUAGE TEST' (0 English language test details available), 'PROFESSIONAL INFORMATION*' (0 Professional Information Details Available), 'INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE*' (0 International Educational Professions license Details Available), 'CERTIFICATE ATTESTATION/EQUIVALENCY*' (0 Certificate Attestation/Equivalency Details Available), 'ADDITIONAL CONTACT DETAILS' (2 Additional Contact Details Available), 'ATTACHMENTS*' (0 Attachments Available), 'LANGUAGES **' (0 Language Details Available), 'REFERENCES' (0 References Details Available), and 'COMPUTER SKILLS' (No Level). At the bottom, there's a 'DECLARATION' section with a checkbox and the text 'I hereby declare that the information provided is true and correct *'. A 'SUBMIT INFORMATION' button is located at the bottom right.

Your profile consists of:

- ✓ Personal Information (mandatory section to be filled) *
- ✓ Emirates ID Verification (mandatory through use of your personal Emirates ID in an Emirates ID card reader provided at your school or at any Customer Happiness Center) *
- ✓ Job Type (mandatory section to be filled) *
- ✓ Specialty (mandatory section to be filled) *
- ✓ Qualifications (mandatory section to be filled) *
- ✓ English Language Test
- ✓ Professional Information (mandatory section to be filled) *
- ✓ International Educational Professions License*
- ✓ Certificate Attestation/Equivalency*

- ✓ Additional Contact Details
- ✓ Attachments (mandatory section to be filled) *
- ✓ Languages (mandatory section to be filled) *
- ✓ References
- ✓ Computer Skills

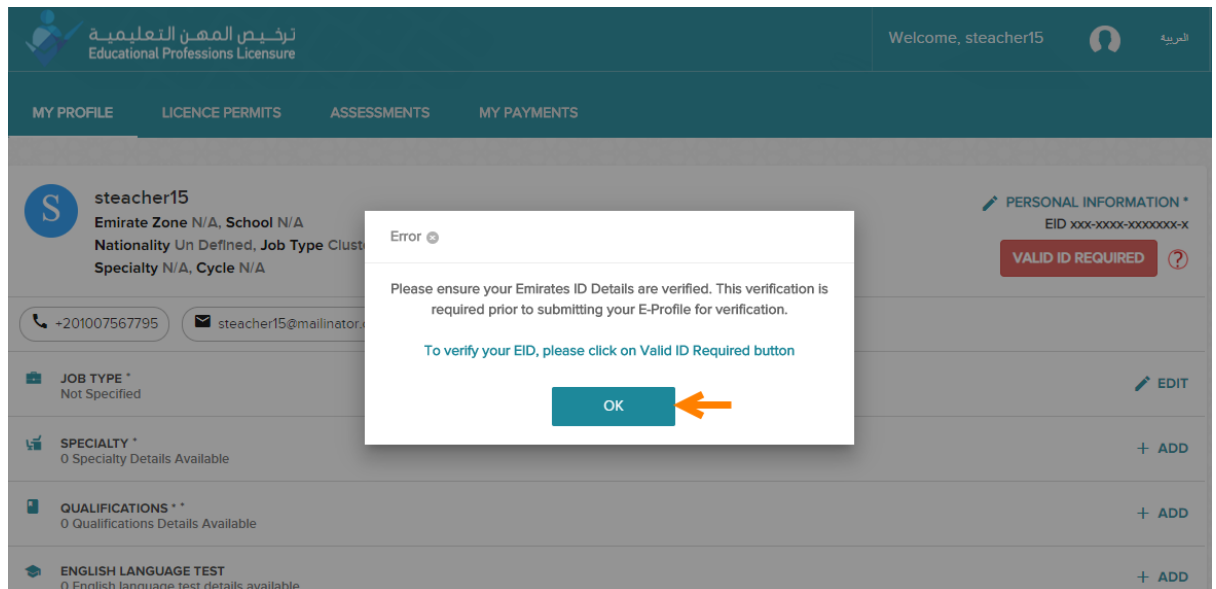
Each of these sections will be explained in this user manual and are accessible from the Add button next to each section

Note that fields and sections marked as mandatory (*) must be filled for your profile to be considered complete and ready for submission.

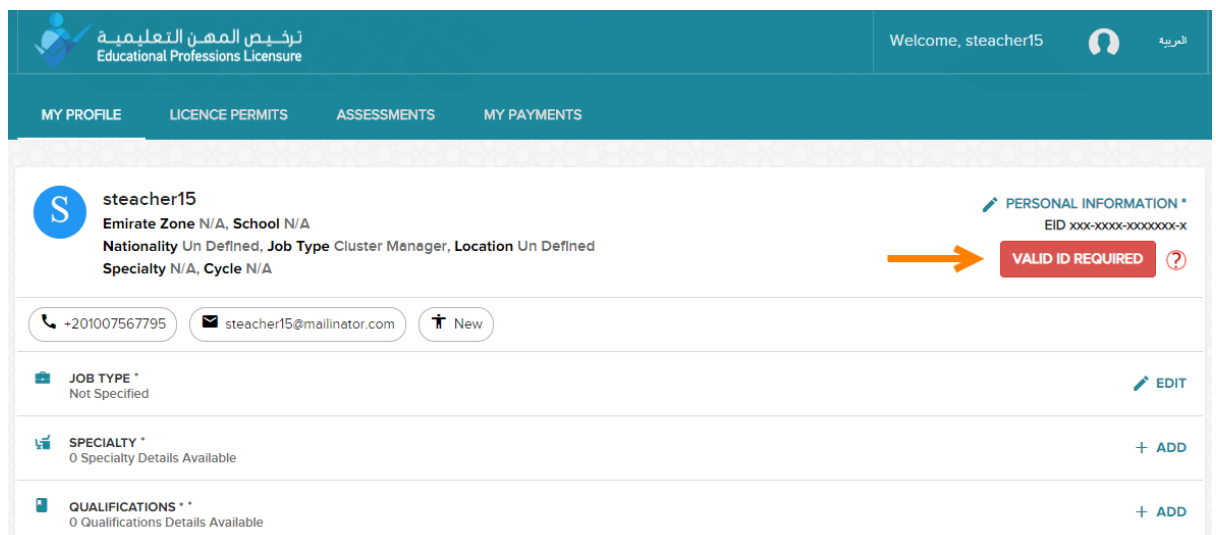
MY PROFILE: EMIRATES ID AND PERSONAL INFORMATION

ADD YOUR EMIRATES ID DETAILS AS A NEWLY REGISTERED USER

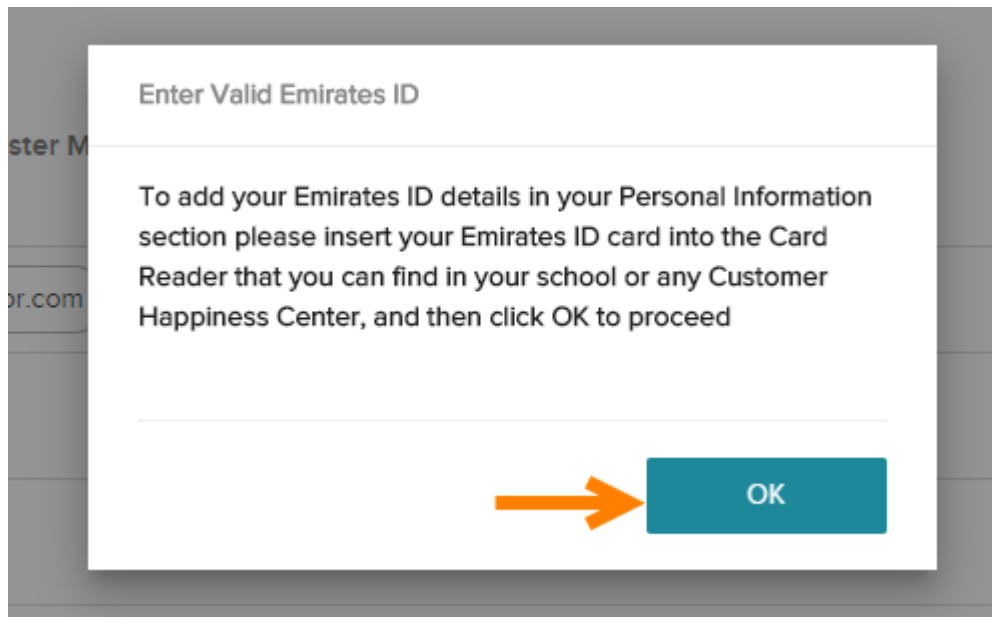
1. Login with your username and password
2. The below message will appear, Click on Ok Button to close it



3. Under Personal Information section label, Emirates ID "EID xxx-xxxxxxxxxxx-x" and status "Valid ID Required" Status appears in Red and is clickable
4. Click on "Valid ID Required"



5. A pop up message appears as follows: "To add your Emirates ID details in your Personal Information section please insert your Emirates ID card into the Card Reader that you can find in your school or any Customer Happiness Center, and then click OK to proceed."



6. Insert valid Emirates ID card into the card reader
7. click on OK button
8. Personal Information window will be displayed

BASIC INFORMATION

Full Name (English): Muhammad Saifullah

Full Name (Arabic): Muhammad Saifullah

Date Of Birth: 18/02/2016

Gender: Male

Nationality: Canada

Location:

Telephone: +20-100-7567795

Emirates ID: 754-1205-871193-

Marital Status:

Emirates:

Religion: Sect:

Residency:

Mailing Address:

PO Box:

Canada

Telephone: +20-100-7567795

Emirates ID: 754-1205-871193-

Marital Status:

Emirates:

Religion: Sect:

Residency:

Mailing Address:

PO Box:

9. Fill all required data then click on "Update" button to save Emirates ID data.

BASIC INFORMATION

Canada

Telephone: +20-100-7567795

Emirates ID: 754-1205-871193-

Marital Status:

Emirates:

Religion: Sect:

Residency:

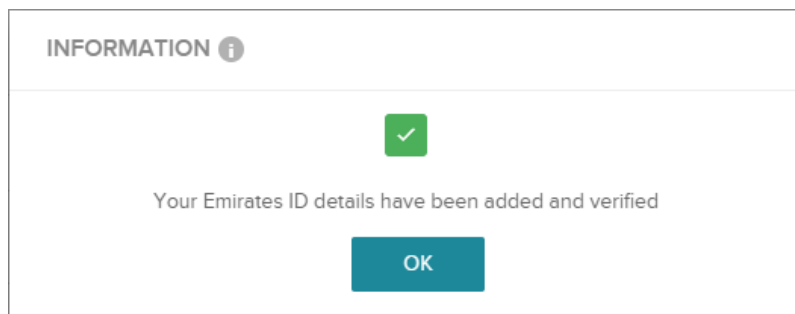
Mailing Address:

PO Box:

MOE Employee Number:

CANCEL UPDATE

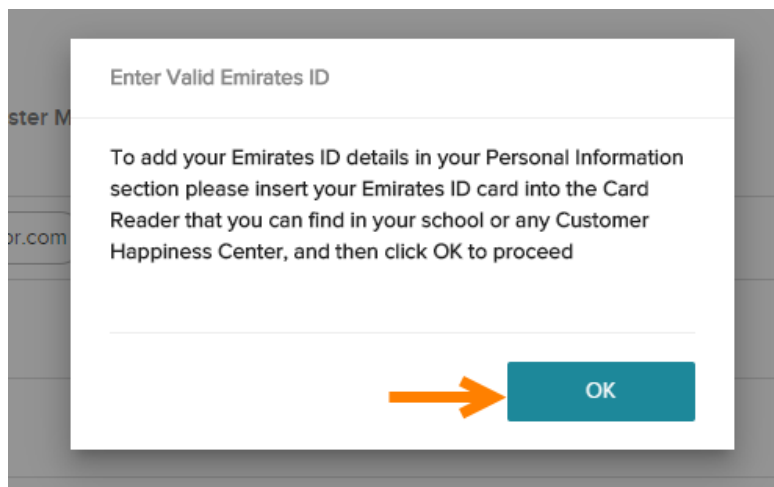
10. Success message will be displayed



UPDATE YOUR EXISTING EMIRATES ID FOR MY “UNVERIFIED” PROFILE

Given that the user is an existing registered user that has had their profile status changed to “Needs Update” and has existing Emirates ID details in Personal Information section that were manually added by the user previously.

1. User logs in to TLS
2. Under Personal Information section label, user sees Emirates ID which the number is added by the user previously in Emirates ID field of Personal Information section
3. Under Emirates ID, click on “Verification Required”
4. Pop up message appears as follow, click OK to proceed.”



5. Insert valid Emirates ID card into card reader
6. click on OK button
7. Personal Information window will be displayed

BASIC INFORMATION

Full Name (English): Muhammad Saifullah
 Date Of Birth: 18/02/2016
 Nationality: Canada
 Telephone: +20-100-7567795
 Emirates ID: 754-1205-871193-

Full Name (Arabic): Muhammad Saifullah
 Gender: Male
 Location:

Marital Status: *
 Religion: *
 Sect: *
 Mailing Address:

Emirates: *
 Residency: *
 PO Box:

Canada
 Telephone: +20-100-7567795
 Emirates ID: 754-1205-871193-

Marital Status: *
 Religion: *
 Sect: *
 Mailing Address:

Emirates: *
 Residency: *
 PO Box:

MOE Employee Number

CANCEL UPDATE

8. Fill all required data then click on “Update” button to save Emirates ID data.

BASIC INFORMATION

Canada
 Telephone: +20-100-7567795
 Emirates ID: 754-1205-871193-

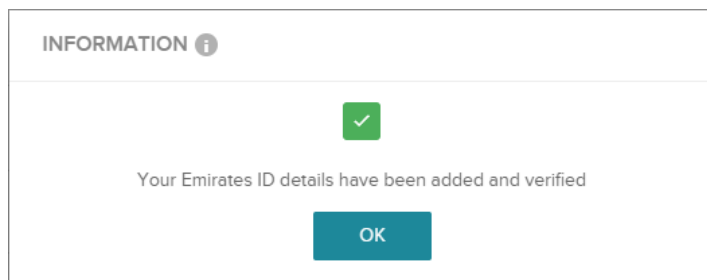
Marital Status: *
 Religion: *
 Sect: *
 Mailing Address:

Emirates: *
 Residency: *
 PO Box:

MOE Employee Number

CANCEL UPDATE

9. Success message will be displayed:



UPDATE YOUR EXISTING EMIRATES ID FOR MY “VERIFIED” PROFILE

Given that the user is an existing registered user that has a verified profile and wants to update the Emirates ID with a new one (due to change in personal details for example).

1. User logs in to TLS with an existing registered user who has a verified Emirates ID
2. Under Personal Information section label, below the Emirate ID the user will see status “Verified” with icon

3. Click on the icon for update
4. Pop up message appears as follow, click OK to proceed.”

10. Insert valid Emirates ID card into card reader
11. Click on OK button
12. Personal Information window will be displayed

BASIC INFORMATION

Country

Telephone *

+20-100-7567795

Emirates Id *

754-1205-871193-

Marital Status *

Emirates *

Religion *

Sect *

Residency *

Mailing Address

PO Box

MOE Employee Number

CANCEL

UPDATE

14. Success message will be displayed to confirm the updates:

INFORMATION

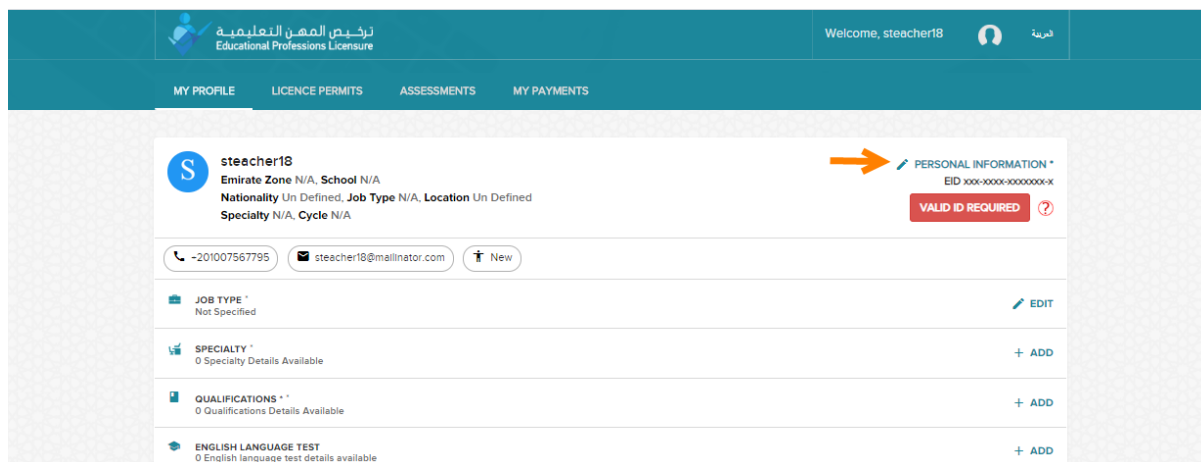
Your Emirates ID details have been updated

1. Emirates Id

From 7541205472193 To 75412054766193

OK

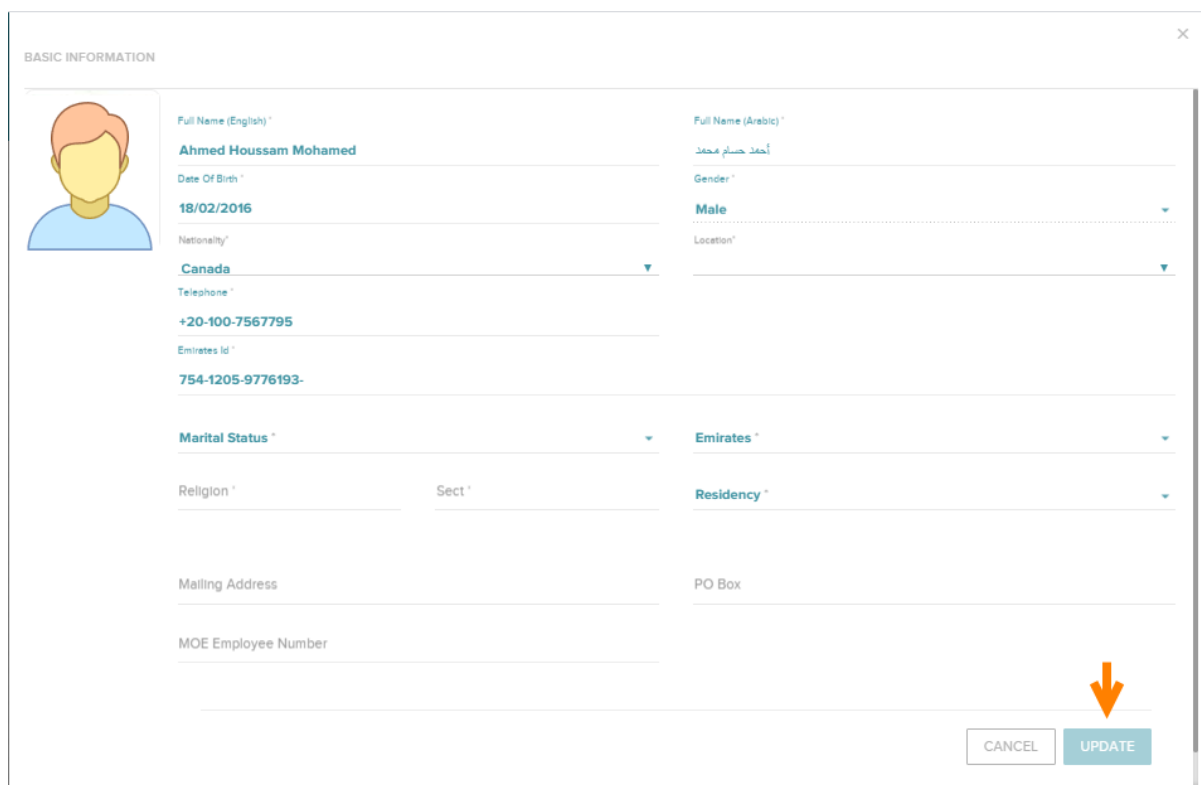
To edit your details in the Personal Information section of your profile, click on the **Personal Information** icon on the top right corner of the form.



The screenshot shows the user interface of the Educational Professions Licensure portal. At the top, there is a header with the logo and name 'تعليمات المهنة التعليمية' (Educational Professions Licensure) and a welcome message 'Welcome, steacher18'. Below the header, there is a navigation bar with tabs: 'MY PROFILE', 'LICENCE PERMITS', 'ASSESSMENTS', and 'MY PAYMENTS'. The 'MY PROFILE' tab is selected. The profile card shows the user's name 'steacher18', email 'steacher18@mailinator.com', and phone number '+201007567795'. The 'PERSONAL INFORMATION' section is highlighted with an orange arrow. It contains fields for 'Emirate Zone', 'School', 'Nationality', 'Job Type', 'Location', 'Specialty', and 'Cycle'. A red button 'VALID ID REQUIRED' is visible. Below the profile card, there are sections for 'JOB TYPE', 'SPECIALTY', 'QUALIFICATIONS', and 'ENGLISH LANGUAGE TEST', each with an 'ADD' button.

Please fill out all the fields marked with (*) as these are mandatory fields. Once all the fields have been filled, click Update to save your changes.

Note: your MOE Employee Number will automatically be filled by the system.



The screenshot shows the 'BASIC INFORMATION' form. It contains fields for 'Full Name (English)', 'Full Name (Arabic)', 'Date Of Birth', 'Gender', 'Nationality', 'Location', 'Telephone', 'Emirates Id', 'Marital Status', 'Emirates', 'Religion', 'Sect', 'Residency', 'Mailing Address', 'PO Box', and 'MOE Employee Number'. The 'UPDATE' button is highlighted with an orange arrow.

MY PROFILE: JOB TYPE

After updating your Personal Information and Emirates ID, you need to add your Job Type in the relevant section as shown below.

The screenshot shows the 'MY PROFILE' page with a teal header containing navigation tabs: MY PROFILE, LICENCE PERMITS, ASSESSMENTS, and MY PAYMENTS. The profile card for Ahmed Houssam Mohamed displays personal information, a verified Emirates ID, and contact details. Below this, the 'JOB TYPE' section is currently set to 'Not Specified'. An orange arrow points to the 'EDIT' button next to it. Other sections like 'SPECIALTY', 'QUALIFICATIONS', and 'ENGLISH LANGUAGE TEST' are also visible with '+ ADD' buttons.

Click on the Edit button appearing on the right side of the Job Type section to make your selection from a defined list, and then click the Add button to save your selection.

This screenshot shows the 'JOB TYPE' selection modal that appears after clicking the 'EDIT' button. The modal has a title bar with a close button and a subtitle 'Please enter below your job details'. It contains a list of four job types: 'Specialisation Teacher' (which is highlighted), 'School Leadership', 'School Profession', and 'Early Childhood Teacher'. The background of the profile page is dimmed.

Please ensure that you make the correct selection for Job Type as this will determine the list of specialties you select from (in the next steps) and is a basis for your profile verification and exam scheduling.

MY PROFILE: SPECIALTY

Based on your selection of Job Type, you will then need to select the relevant Specialties. You can add more than one specialty from the **Specialty** section as shown below by clicking on the Add button.

The screenshot shows the 'MY PROFILE' page with a teal header containing 'MY PROFILE', 'LICENCE PERMITS', 'ASSESSMENTS', and 'MY PAYMENTS'. The profile card for 'Ahmed Houssam Mohamed' displays personal information, contact details, and a 'VERIFIED' status. Below this, the 'JOB TYPE' is 'Not Specified'. The 'SPECIALTY' section shows '0 Specialty Details Available' with an orange arrow pointing to a '+ ADD' button. Other sections include 'QUALIFICATIONS' and 'ENGLISH LANGUAGE TEST', both with '+ ADD' buttons.

Please select your specialty and the applicable cycle from the drop-down lists.

The screenshot shows the 'ADD SPECIALTY' modal form overlaid on the profile page. The form has a title 'ADD SPECIALTY' and a subtitle 'Please enter the details below to add your specialty'. It contains two dropdown menus: 'Specialty' with 'Mathematics' selected, and 'Cycle' with 'Cycle 1 (1-5)' selected. There is a checkbox labeled 'This is Main Teaching Subject' which is currently unchecked. At the bottom of the modal are 'CANCEL' and 'ADD' buttons. The background profile page is dimmed, showing the same 'SPECIALTY' section with '+ ADD' buttons.

If your Job Type is **Teacher**, you will need to have at least one main Teaching Subject and you must tick the checkbox labeled "This is Main Teaching Subject". You will not be able to submit your profile if you do not have a main teaching subject added to

your profile. For any additional specialties added by a teacher, the checkbox will not be clickable.

If your Job Type is **not** Teacher, you will only need to select your specialty and cycle to add it to your profile. You need at least one Specialty to be able to submit your profile for verification.

To add multiple specialties for any Job Type, click the Add button to repeat the steps mentioned above.

MY PROFILE: QUALIFICATIONS

Under Qualifications, you can add all the degrees and qualifications received, such as Diploma, Bachelors, Masters or PhD.

For every qualification, you will need to fill a separate form with the following information and then click Add button:

- School/University Name
- Country
- Degree Type
- Degree Name
- Award Year
- Minor
- Minor
- Credit Hours
- Achievements (such as score)
- Attach

If you have any additional qualifications, click on the Add button in the profile page to add the qualification details similar to the steps mentioned above.

Note that you must create a record in the Qualifications section to be able to submit your profile.

QUALIFICATIONS
Please enter the details below to add education qualification

School or University * Country *

Degree * Degree Name *

Award Year * Major *

Second Major Minor

Credit Hours (Education) Credit Hours (Specialization)

Achievements

attach file

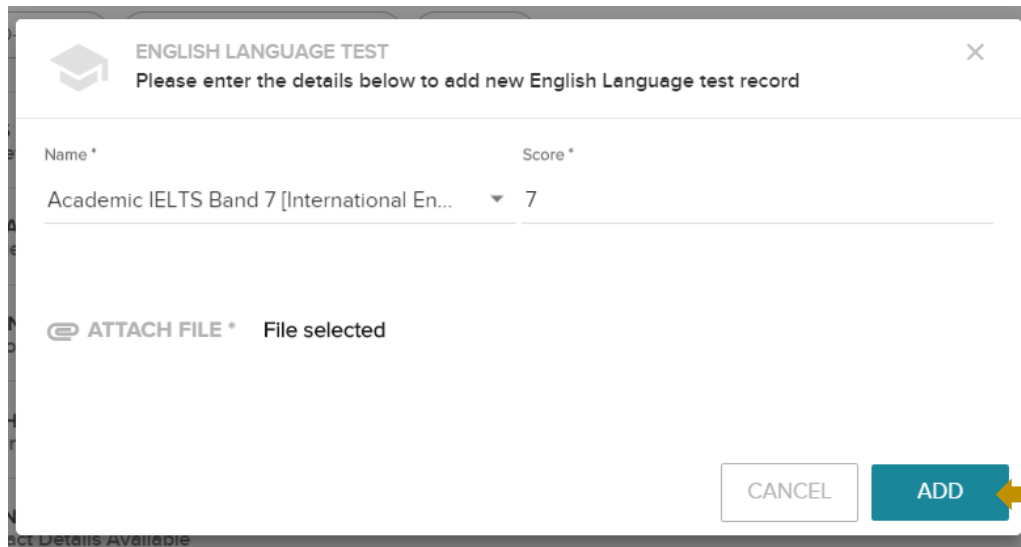
☐ This is Highest Qualification

CANCEL ADD

MY PROFILE: ENGLISH LANGUAGE TEST

If you already certified in an English Language Test such as IELTS, TOEFL, CEF, etc; click on the English Language Test Section Add button and then:

- Select Test Type
- Add Test Score
- Attach copy of the English Language Test Certificate




The screenshot shows a web form titled "ENGLISH LANGUAGE TEST" with a close button (X) in the top right corner. Below the title is the instruction: "Please enter the details below to add new English Language test record". The form contains two input fields: "Name *" and "Score *". The "Name *" field has a dropdown menu with the selected option "Academic IELTS Band 7 [International En..." and a small downward arrow. The "Score *" field contains the number "7". Below these fields is a section for file attachment, labeled "ATTACH FILE *" with a paperclip icon, and it shows "File selected". At the bottom right of the form are two buttons: "CANCEL" and "ADD". A yellow arrow points to the "ADD" button. At the bottom left of the form, there is a small text link: "Get Details Available".

The above-mentioned step may be repeated if you have more than one English Language Test.

MY PROFILE: PROFESSIONAL INFORMATION

Professional Information is details of any and all your previous work experience, including your current job.

1. Click on the Add button in the Professional Information section of your profile.
2. Select one option from the below:

PROFESSIONAL INFORMATION 

Please enter the details below to add professional information


☐ I Currently Work Here

☐ Previous Educational Experience

CANCEL

CONFIRM

3. Fill all required information below:

 PROFESSIONAL INFORMATION ×

Please enter the details below to add professional information

Country *

United Arab Emirates

▼

Educational Sector *

Private

▼

Emirate Zone *

Abu Dhabi

▼

Select School Name *

Al Manara Private School

▼

Job Title *

Subject Teacher

▼

Subjects *

Maths

▼

From Date *

Jan 2020

Select Cycle *

Cycle 1 (1-5)

▼

Curriculum Type *


Government

▼

Contract Hours

8

CANCEL

ADD 

4. Once all the information has been provided, click Add and follow the same steps to add details of any previous jobs you have had in the past.

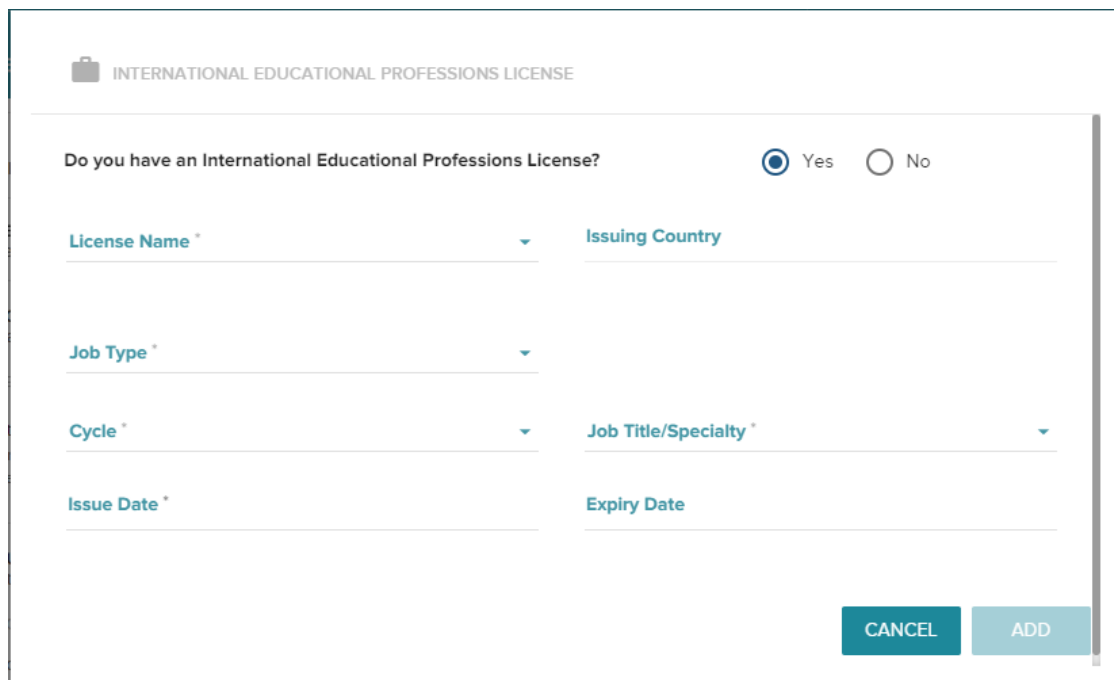
Note that you must create a “I Currently Work Here” record in the Professional Information section to be able to submit your profile. You can have any number of Previous Work Experience records in your profile.

MY PROFILE: INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE

Users will need to fill this mandatory section of the profile to declare whether they do have or do not have an existing and valid International Educational Professions License.

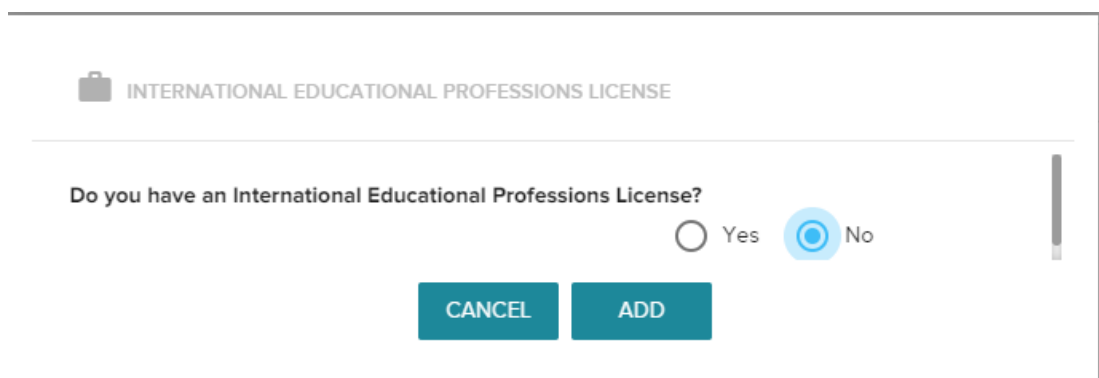
ADD MY INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE RECORD

1. Click on the Add button in the INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE section to add the details required, as shown below. If you select "Yes" you will be prompted to provide further details regarding the teaching license.



The screenshot shows a form titled "INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE" with a briefcase icon. The first question is "Do you have an International Educational Professions License?" with radio buttons for "Yes" (selected) and "No". Below this are several input fields: "License Name" and "Issuing Country" in the first row, "Job Type" in the second row, "Cycle" and "Job Title/Specialty" in the third row, and "Issue Date" and "Expiry Date" in the fourth row. All fields have a small asterisk indicating they are required. At the bottom right are two buttons: "CANCEL" and "ADD".

2. If you select "No" for the checkbox "**Do you have an International Educational Professions License?**", no details will be needed



The screenshot shows the same form as above, but the "No" radio button is selected. The input fields for license details are no longer visible, and the "ADD" button is disabled (grayed out). The "CANCEL" button remains visible.

3. Once all the information is provided, click on the Add button to save the information provided. You can only add one valid International Educational Professions License at a time and can only add when the previous record has been either Verified or Rejected by the PLD team.

VIEW STATUS OF MY INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE RECORD

1. To view the status of your international educational profession license, login to TLS using your account
2. In your profile page, scroll down to see your license

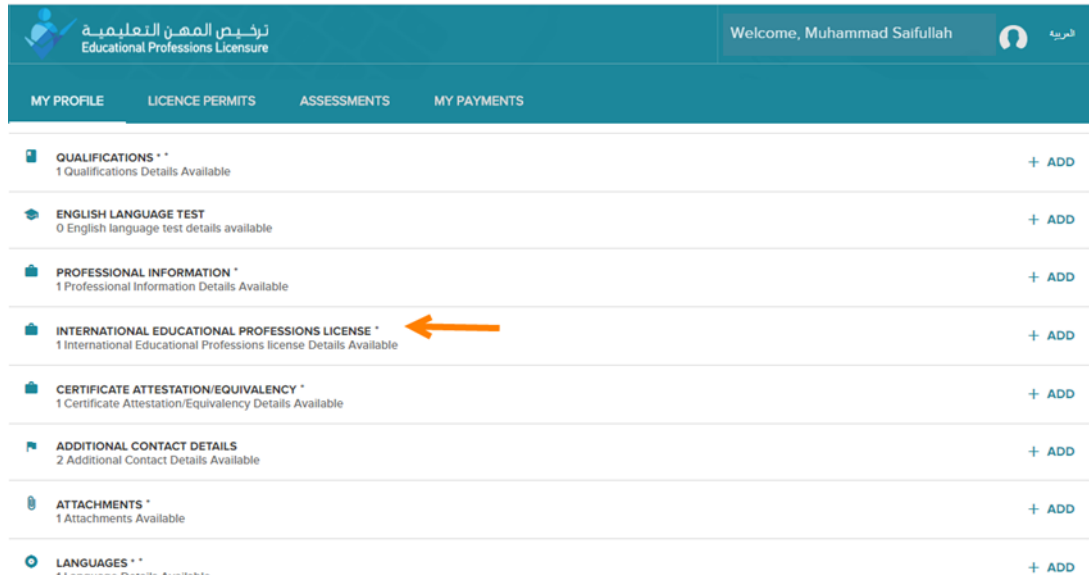
The screenshot shows the user profile page for Muhammad Saifullah. The 'INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE' section is highlighted with an orange arrow. The page includes a navigation bar with 'MY PROFILE', 'LICENCE PERMITS', 'ASSESSMENTS', and 'MY PAYMENTS'. The 'INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE' section shows 1 International Educational Professions license Details Available.

3. Click on the license section to view more details
4. License details will be displayed, and the status is displayed as shown below:

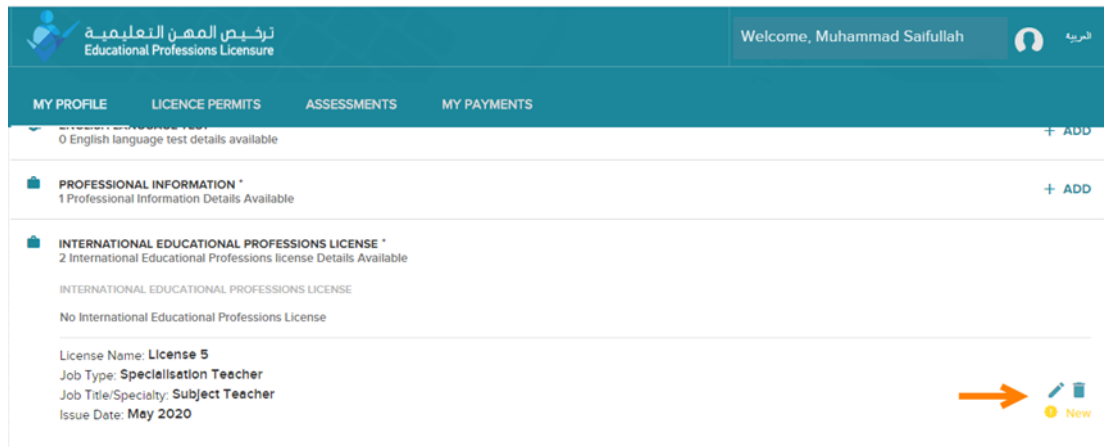
The screenshot shows the details of the 'INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE'. The license name is 'License 5', the job type is 'Specialisation Teacher', the job title/specialty is 'Subject Teacher', the issue date is 'Apr 2020', and the license status reason is 'Expired'. An orange arrow points to the 'Rejected' status.

EDIT YOUR INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE RECORD


1. To edit your international educational profession license, login to TLS using your account
2. In your profile page, scroll down to see your license






3. Click on the license section to view more details
4. Your license status should be "New" or "Returned" to allow edit




5. Click on the Edit icon, the license details will be displayed
6. Apply your modifications then click on "Update" button to save or click on "Cancel" button to cancel your modifications

 INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE

Issue Date * May 2020	Expiry Date
License paper  ATTACH FILE * File selected Download	Professional License  ATTACH FILE * File selected Download
Registration Record  ATTACH FILE * File selected Download	

CANCEL

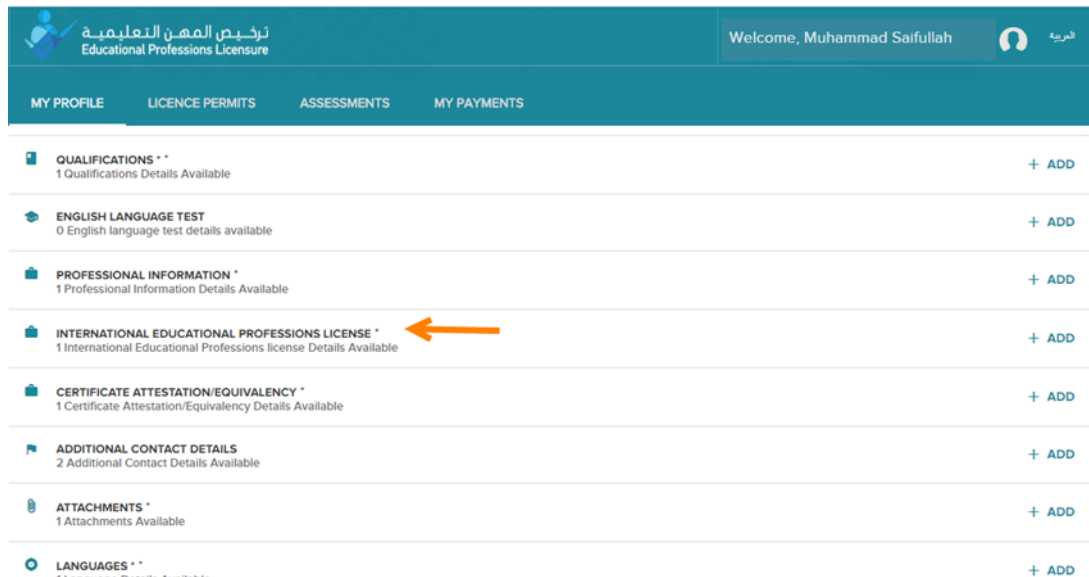

 UPDATE

Notes:

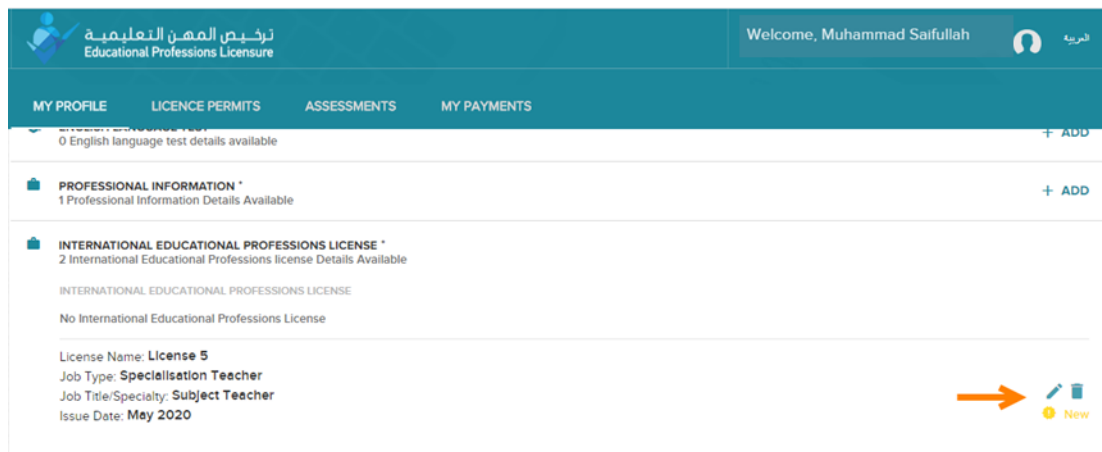
- You cannot edit record that has status Pending, Under Review, Recognized or Rejected
- You can edit license that has status New or Returned.

DELETE YOUR INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE RECORD


1. To delete your international educational profession license, login to TLS using your account
2. In your profile page, scroll down to see your license



3. Click on the license section to view more details
4. Your license status should be "New" to allow delete




5. Click on the Delete icon, the license will be deleted, and success message will appear to confirm deletion



المهنة التعليمية
Educational Professions Licensure

Welcome, Muhammad Saifullah










المستخدم

MY PROFILE

LICENCE PERMITS

ASSESSMENTS

MY PAYMENTS

<div>  <div>0 English language test details available</div> </div>	+ ADD
<div>  <div>PROFESSIONAL INFORMATION *</div> <div>1 Professional Information Details Available</div> </div>	+ ADD
<div>  <div>INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE *</div> <div>1 International Educational Professions license Details Available</div> <div>INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE</div> <div>No International Educational Professions License</div> </div>	+ ADD
<div>  <div>CERTIFICATE ATTESTATION/EQUIVALENCY *</div> <div>1 Certificate Attestation/Equivalency Details Available</div> </div>	+ ADD
<div>  <div>ADDITIONAL CONTACT DETAILS</div> <div>2 Additional Contact Details Available</div> </div>	+ ADD
<div>  <div>ATTACHMENTS *</div> <div>1 Attachments Available</div> </div>	+ ADD
<div>  <div>International Educational Professions License has been Deleted</div> </div>	+ ADD

Notes:

- You can only delete license that has status New

MY PROFILE: CERTIFICATE ATTESTATION/EQUIVALENCY

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Select Certificate Type from the below:

The screenshot shows the 'MY PROFILE' page of the 'ترخيص المهن التعليمية' (Educational Professions Licensure) system. The user is Muhammad Saifullah. The 'CERTIFICATE ATTESTATION/EQUIVALENCY' section is highlighted, and a modal window titled 'INFORMATION' is open. The modal contains the text 'I graduated from a university' and three radio button options: 'University outside UAE', 'UAE Federal University (UAEU, ZU, HCT, National Defense College)', and 'UAE Private University'. The modal has 'CANCEL' and 'ADD' buttons at the bottom right.

3. Certificate details will differ based on your selection, fill all required fields then click on “ADD” button to add the certificate to your profile.

ADD CERTIFICATE WITH EQUIVALENCY RECORD FOR CERTIFICATE EQUIVALENCY

ISSUED BEFORE JUNE 2019

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Dialog box will appear with text "I graduated from a university" followed by 3 defined options:
 - a. Outside UAE
 - b. UAE Federal University
 - c. UAE Private University

The screenshot shows the user interface of the Educational Professions Licensure portal. The user is logged in as Muhammad Saifullah. The main menu includes MY PROFILE, LICENCE PERMITS, ASSESSMENTS, MY PAYMENTS, and BOOKING. The user's profile is displayed with various sections: 1 Specialty Details Available, QUALIFICATIONS (1 Qualifications Detail), ENGLISH LANGUAGE (1 English language test), PROFESSIONAL INFO (1 Professional Information), INTERNATIONAL EDU (4 International Education), CERTIFICATE ATTESTATION (11 Certificate Attestations), ADDITIONAL CONTACT (2 Additional Contact Details Available), and ATTACHMENTS (1 Attachments Available). A dialog box titled "INFORMATION" is open, displaying the text "I graduated from a university" and three radio button options: "University outside UAE", "UAE Federal University (UAEU, ZU, HCT, National Defense College)", and "UAE Private University". The dialog box has "CANCEL" and "ADD" buttons at the bottom right.

3. Selects option "Outside UAE" and this will display 3 options:
 - a. Certificate with Equivalency
 - b. Certificate Pending Equivalency
 - c. Certificate without Equivalency

INFORMATION ⓘ

☒ Certificate with Equivalency ←


☐ Certificate Pending Equivalency

☐ Certificate Without Equivalency

☒ Certificate with Equivalency Issued before 1st June 2019 ←

☐ Certificate with Equivalency Issued after 1st June 2019

Equivalency No * ⓘ

ATTACH FILE * 

Please upload the certificate that has been stamped and approved by MOE Equivalency Team

4. Select Certificate with Equivalency and this will display 2 options:
 - a. Certificate with Equivalency Issued before 1st June 2019
 - b. Certificate with Equivalency Issued after 1st June 2019
5. Select Certificate with Equivalency Issued before 1st June 2019
6. Fill all required data then click on "Add" button to save
7. Note: When you add the number, add only the numbers in the middle without any special characters that might be there or any spaces. Example: If the number was aaaa/bbbb then you have to add it this way aaaabbbb

ADD CERTIFICATE WITH EQUIVALENCY RECORD FOR CERTIFICATE EQUIVALENCY

ISSUED AFTER JUNE 2019

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Dialog box will appear with text "I graduated from a university" followed by 3 defined options:
 - a. Outside UAE
 - b. UAE Federal University
 - c. UAE Private University

The screenshot shows the 'Educational Professions Licensure' portal. A user named Muhammad Saifullah is logged in. The 'MY PROFILE' tab is active, displaying a list of sections: '1 Specialty Details Available', 'QUALIFICATIONS * * * 1 Qualifications Details Available', 'ENGLISH LANGUAGE 1 English language test', 'PROFESSIONAL INFO 1 Professional Information', 'INTERNATIONAL ED 4 International Education', 'CERTIFICATE ATTES 11 Certificate Attestations', 'ADDITIONAL CONTA 2 Additional Contact Details Available', and 'ATTACHMENTS * 1 Attachments Available'. A modal dialog box titled 'INFORMATION' is open, displaying the text 'I graduated from a university' and three radio button options: 'University outside UAE', 'UAE Federal University (UAEU, ZU, HCT, National Defense College)', and 'UAE Private University'. At the bottom of the dialog are 'CANCEL' and 'ADD' buttons.


3. Select option "Outside UAE" and this will display 3 options:
 - a. Certificate with Equivalency
 - b. Certificate Pending Equivalency
 - c. Certificate without Equivalency
4. Select Certificate with Equivalency and this will display 2 options:
 - a. Certificate with Equivalency Issued before 1st June 2019
 - b. Certificate with Equivalency Issued after 1st June 2019
5. Select Certificate with Equivalency Issued after 1st June 2019

INFORMATION ⓘ

☒ Certificate with Equivalency Issued after 1st June 2019 ←

Document No * ⓘ

Verification No * ⓘ

ATTACH FILE * 

Please upload the electronic certificate issued by MOE Equivalency Team

CANCEL ADD

6. Fill all required data then click on "Add" button to save
7. Note: When you add the number, add only the numbers in the middle without any special characters that might be there or any spaces. Example: If the number was aaaa/bbbb then you have to add it this way aaaabbbb

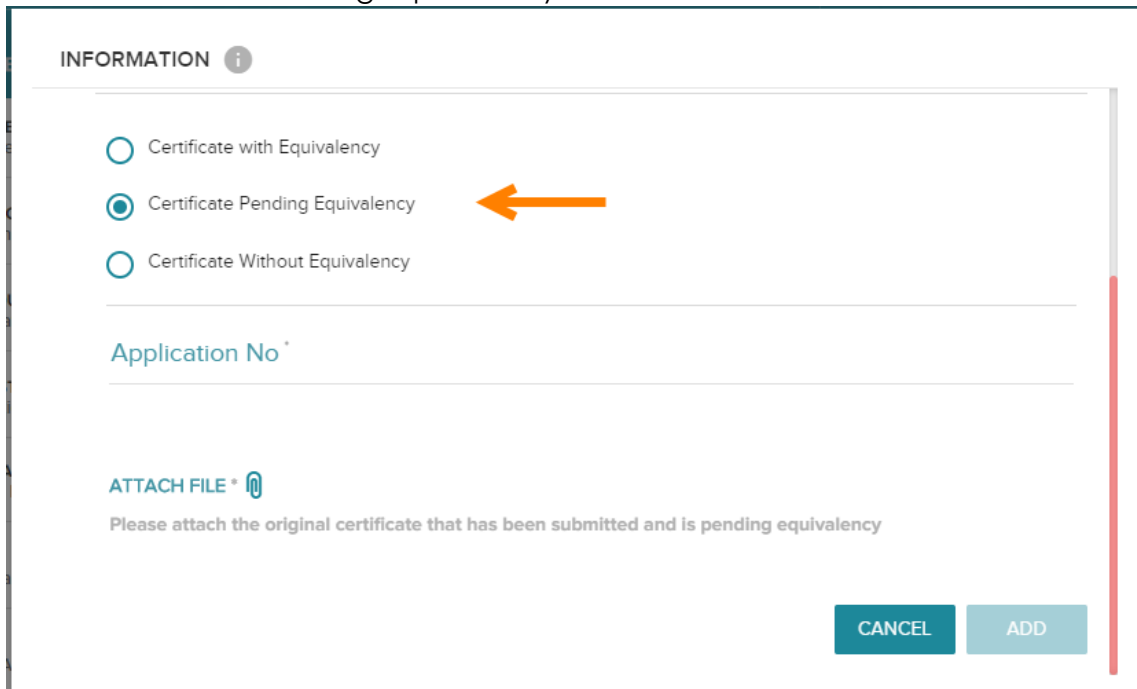
ADD A CERTIFICATE WITH PENDING EQUIVALENCY

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Dialog box will appear with text "I graduated from a university" followed by 3 defined options:
 - a. Outside UAE
 - b. UAE Federal University
 - c. UAE Private University

The screenshot shows the 'Educational Professions Licensure' portal. The user is logged in as 'Muhammad Saifullah'. The 'MY PROFILE' tab is active. A dialog box titled 'INFORMATION' is displayed over the 'CERTIFICATE ATTESTATION' section. The dialog box contains the text 'I graduated from a university' and three radio button options: 'University outside UAE', 'UAE Federal University (UAEU, ZU, HCT, National Defense College)', and 'UAE Private University'. The 'UAE Private University' option is selected. At the bottom of the dialog box are 'CANCEL' and 'ADD' buttons. The background shows the user's profile details, including 'QUALIFICATIONS', 'ENGLISH LANGUAGE', 'PROFESSIONAL INFO', 'INTERNATIONAL EDU', 'CERTIFICATE ATTESTATION', 'ADDITIONAL CONTACT', and 'ATTACHMENTS'.

3. selects option "Outside UAE" and this will display 3 options:
 - a. Certificate with Equivalency
 - b. Certificate Pending Equivalency
 - c. Certificate without Equivalency

4. select Certificate Pending Equivalency




INFORMATION ⓘ

☐ Certificate with Equivalency

☒ Certificate Pending Equivalency

☐ Certificate Without Equivalency

Application No *

ATTACH FILE * 

Please attach the original certificate that has been submitted and is pending equivalency

CANCEL ADD

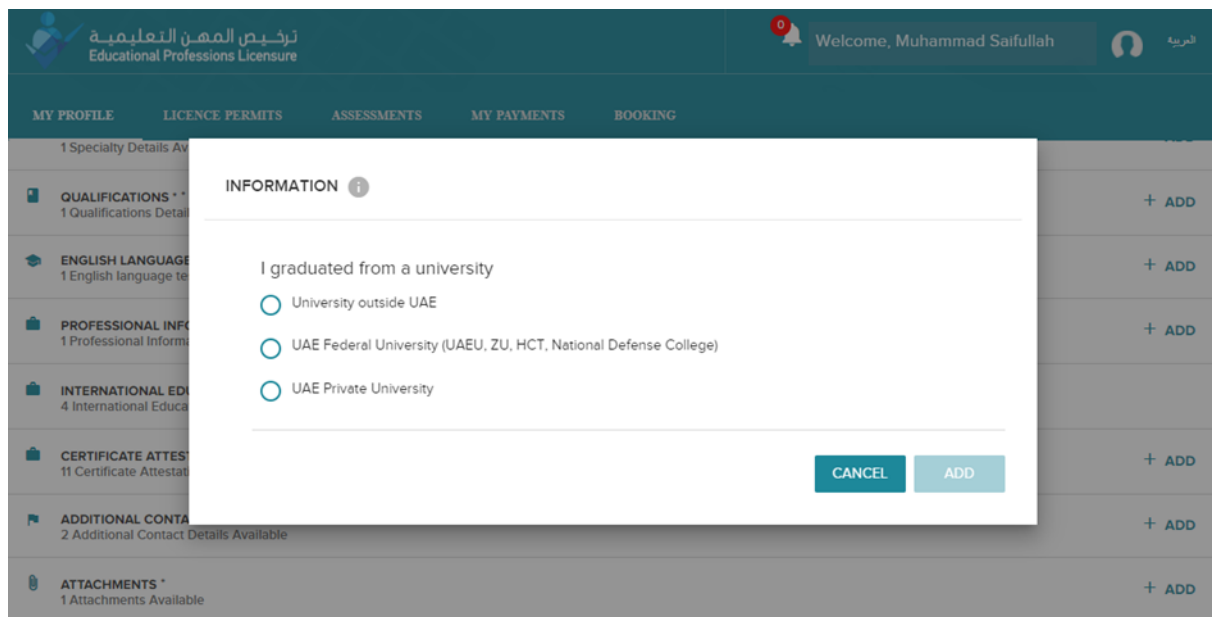
5. Fill all required data then click on "Add" button to save

6. Note: When you add the number, add only the numbers in the middle without any special characters that might be there or any spaces. Example: If the number was aaaa/bbbb then you have to add it this way aaaabbbb

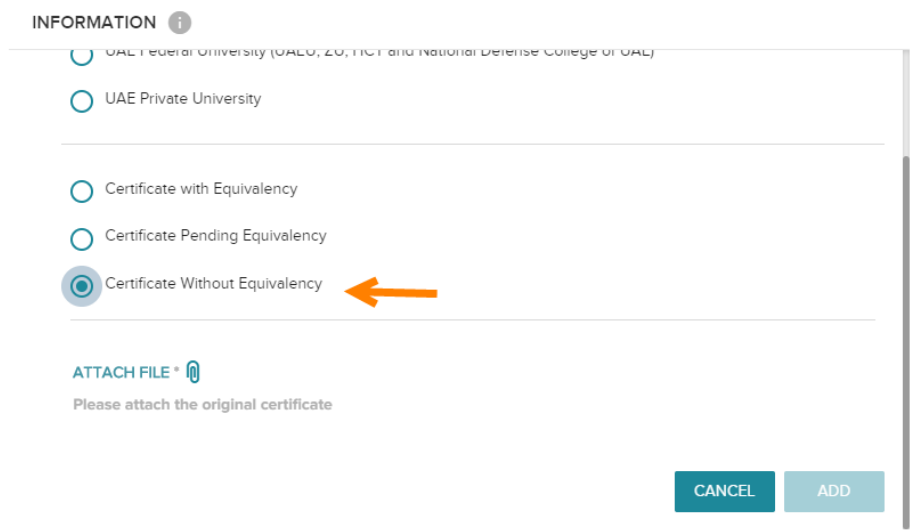
Note: Once your certificate has been made equivalent by the Certificate Equivalency Department at MOE, the record will automatically be updated to reflect a Certificate with Equivalency and this will replace the old record. You will receive an email notification as well to inform you of the change on the system.

ADD A CERTIFICATE WITHOUT EQUIVALENCY

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Dialog box will appear with text "I graduated from a university" followed by 3 defined options:
 - a. Outside UAE
 - b. UAE Federal University
 - c. UAE Private University



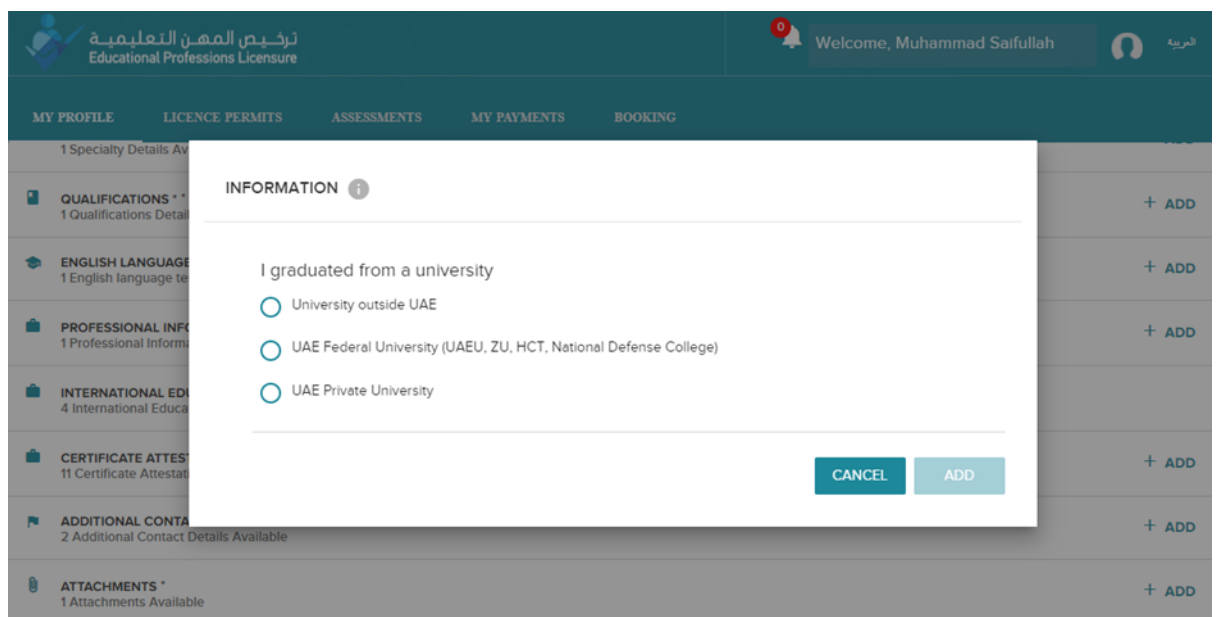
3. Select option "Outside UAE" and this will display 3 options:
 - a. Certificate with Equivalency
 - b. Certificate Pending Equivalency
 - c. Certificate without Equivalency
4. Select Certificate Without Equivalency



5. Fill all required data then click on “Add” button to save

ADD A CERTIFICATE WITH ATTESTATION FROM UAE PRIVATE UNIVERSITY

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Dialog box will appear with text “I graduated from a university” followed by 3 defined options:
 - a. Outside UAE
 - b. UAE Federal University
 - c. UAE Private University



3. Selects option “UAE Private University” and this will display 3 options:
 - a. Certificate with Attestation
 - b. Certificate without Attestation
4. select Certificate with Attestation

5. Fill all required data then click on “Add” button to save

ADD A CERTIFICATE WITHOUT ATTESTATION FROM UAE PRIVATE UNIVERSITY

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Dialog box will appear with text “I graduated from a university” followed by 3 defined options:
 - a. Outside UAE
 - b. UAE Federal University
 - c. UAE Private University

3. Select option “UAE Private University” and this will display 3 options:

- a. Certificate with Attestation
 - b. Certificate without Attestation
4. Select Certificate Without Attestation

INFORMATION ⓘ

I graduated from a university

- ☐ University outside UAE
- ☐ UAE Federal University (JAEU, ZU, HCT, National Defense College)
- ☒ UAE Private University

Certificate with Attestation

☒ Certificate without Attestation

ATTACH FILE *

Please attach the original certificate

CANCEL ADD

5. Fill all required data then click on “Add” button to save

ADD A CERTIFICATE FROM UAE FEDERAL UNIVERSITY

1. To add a certificate to your profile, click on the Add button in the CERTIFICATE ATTESTATION/EQUIVALENCY section
2. Dialog box will appear with text “I graduated from a university” followed by 3 defined options:
 - a. Outside UAE
 - b. UAE Federal University
 - c. UAE Private University

The screenshot shows the 'Educational Professions Licensure' portal. A modal titled 'INFORMATION' is open, displaying the statement 'I graduated from a university' and three radio button options: 'University outside UAE', 'UAE Federal University (UAEU, ZU, HCT, National Defense College)', and 'UAE Private University'. The 'ADD' button is visible at the bottom right of the modal. The background shows a sidebar with categories like 'QUALIFICATIONS', 'ENGLISH LANGUAGE', 'PROFESSIONAL INFO', 'INTERNATIONAL EDU', 'CERTIFICATE ATTEST', 'ADDITIONAL CONTA', and 'ATTACHMENTS'.

3. Select option "UAE Federal University"

This screenshot is similar to the previous one, but the 'UAE Federal University (UAEU, ZU, HCT, National Defense College)' option is now selected, indicated by a blue dot and an orange arrow. Below the radio buttons, there is a section titled 'ATTACH FILE' with a document icon and the text 'Please upload the attested certificate'. The 'ADD' button remains at the bottom right.

4. Fill all required data then click on "Add" button to save

VIEW THE STATUS OF MY CERTIFICATE RECORD

1. To view the status of your certificate, login to TLS using your account
2. In your profile page, scroll down until you see CERTIFICATE ATTESTATION/EQUIVALENCY section
3. Click on the CERTIFICATE ATTESTATION/EQUIVALENCY section to view more details
4. License details will be displayed, and the status is displayed as shown below:

The screenshot shows the user profile page for the Educational Professions Licensure (EPL) system. The user is Muhammad Saifullah. The page has a teal header with the EPL logo and navigation tabs: MY PROFILE, LICENCE PERMITS, ASSESSMENTS, and MY PAYMENTS. Below the header, there is a section for 'School Leadership' and a list of sections with '+ ADD' buttons. The 'CERTIFICATE ATTESTATION/EQUIVALENCY' section is highlighted, showing '1 Certificate Attestation/Equivalency Details Available'. Below this, it says 'Certificate from UAE Federal University' and 'File Attached: [icon]'. An orange arrow points to the 'Pending' status of this section.

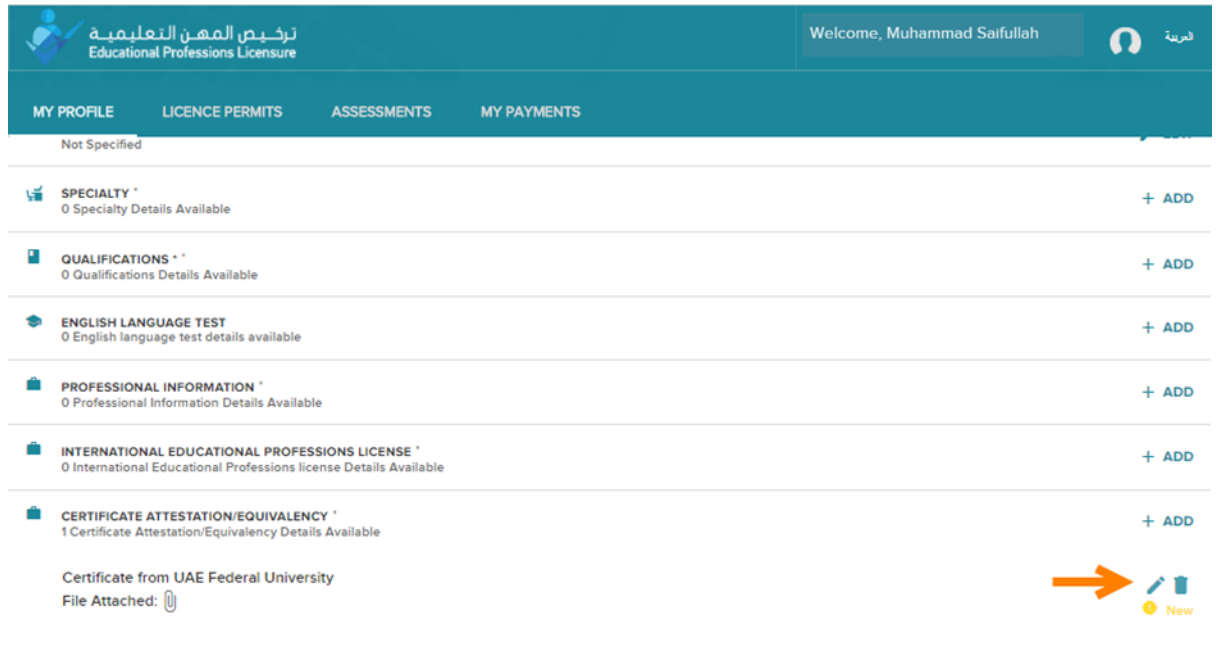
Section	Details	Action
SPECIALTY *	1 Specialty Details Available	+ ADD
QUALIFICATIONS * *	1 Qualifications Details Available	+ ADD
ENGLISH LANGUAGE TEST	0 English language test details available	+ ADD
PROFESSIONAL INFORMATION *	1 Professional Information Details Available	+ ADD
INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE *	2 International Educational Professions license Details Available	
CERTIFICATE ATTESTATION/EQUIVALENCY *	1 Certificate Attestation/Equivalency Details Available	+ ADD
Certificate from UAE Federal University File Attached: [icon] Pending		
ADDITIONAL CONTACT DETAILS	2 Additional Contact Details Available	+ ADD
ATTACHMENTS *	1 Attachments Available	+ ADD

Notes:

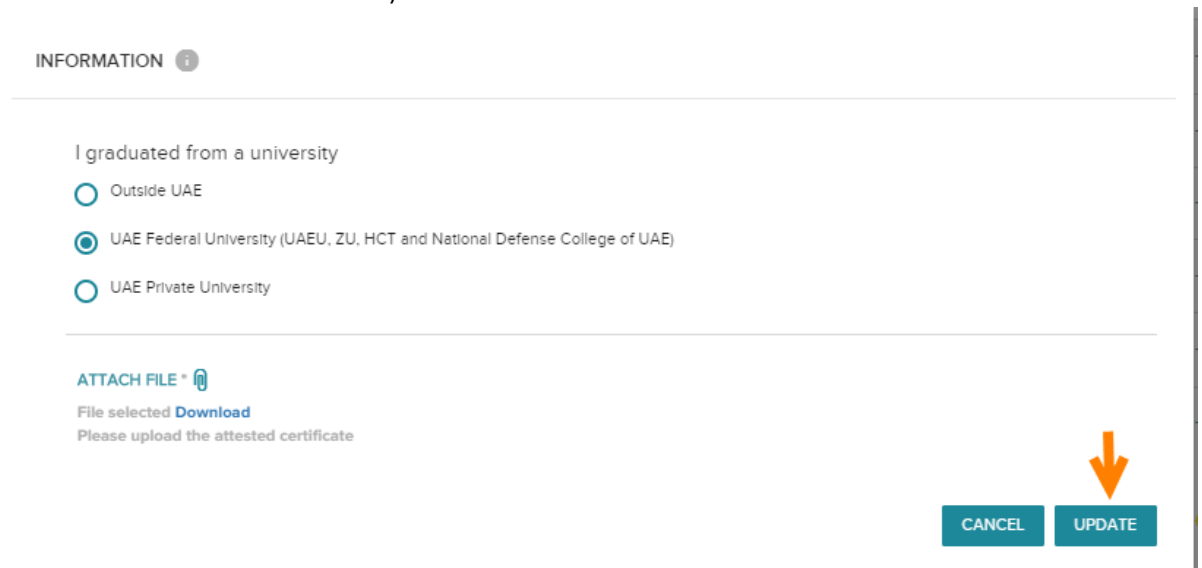
- You can see status for the following certificates types: Certificate with Equivalency, Certificate Pending Equivalency, Certificate with Attestation from UAE Private University, Certificate from UAE Federal University
- The following certificate types have no status: Certificate without Equivalency and Certificate without Attestation from UAE Private University

EDIT YOUR CERTIFICATE RECORD

1. To edit your certificate, login to TLS using your account
2. In your profile page, scroll down until you see CERTIFICATE ATTESTATION/EQUIVALENCY section
3. Click on the CERTIFICATE ATTESTATION/EQUIVALENCY section to view more details
4. Your Certificate status should be "New" or "Returned" to allow edit



5. Click on the Edit icon, the certificate details will be displayed
6. Apply your modifications then click on "Update" button to save or click on "Cancel" button to cancel your modifications

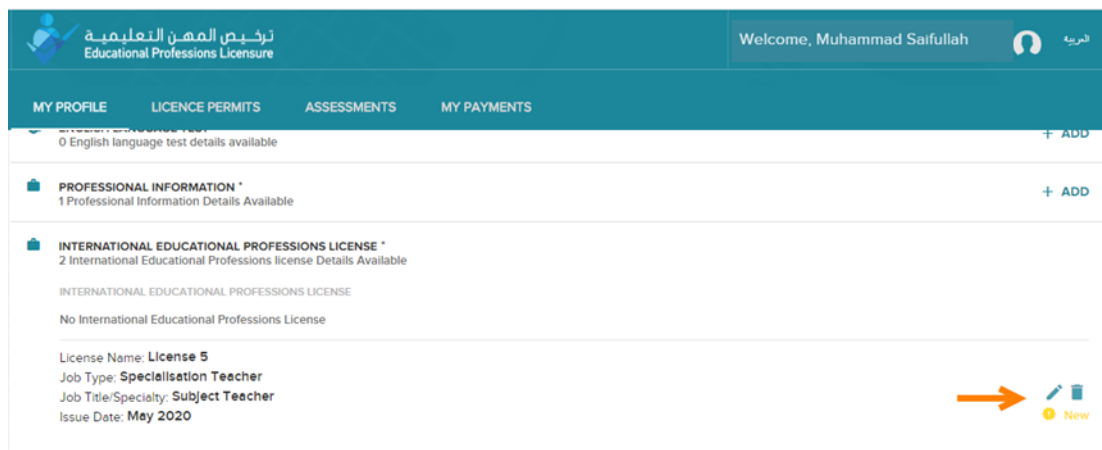


Notes:

- You can edit certificate record that has status New or Returned.

DELETE YOUR CERTIFICATE RECORD

1. To delete your certificate, login to TLS using your account
2. In your profile page, scroll down until you see CERTIFICATE ATTESTATION/EQUIVALENCY section
3. Click on the CERTIFICATE ATTESTATION/EQUIVALENCY section to view more details
4. Your certificate status should be "New" to allow delete



5. Click on the Delete icon, the certificate will be deleted, and success message will appear to confirm deletion

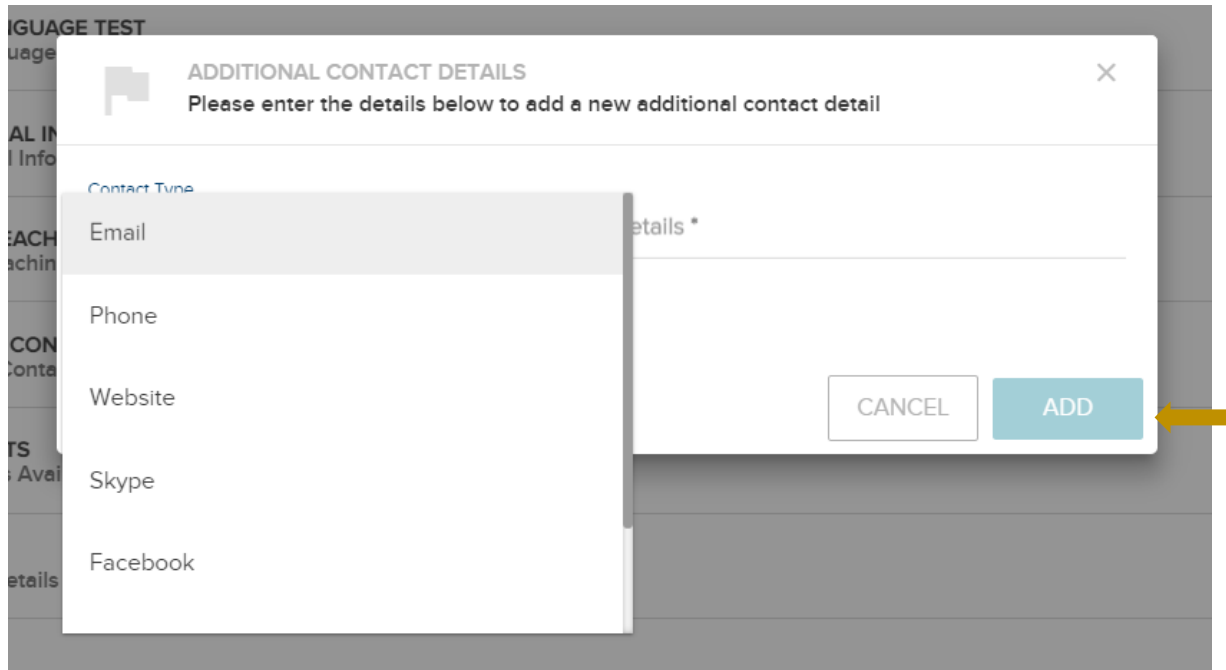
Notes:

- You can delete certificate record that has status New

MY PROFILE: ADDITIONAL CONTACT DETAILS

To add any additional contact details, click on the Add button in the Additional Contact Details section and fill out the relevant contact details.

Once the information related to the Additional Contact Details is filled, click on the Add button to save.



The screenshot shows a web interface with a modal window titled "ADDITIONAL CONTACT DETAILS". The modal has a close button (X) in the top right corner. Below the title, it says "Please enter the details below to add a new additional contact detail". There is a dropdown menu labeled "Contact Type" with a list of options: Email, Phone, Website, Skype, and Facebook. The "Email" option is currently selected and highlighted. To the right of the dropdown is a text input field labeled "Details *". At the bottom right of the modal, there are two buttons: "CANCEL" and "ADD". A yellow arrow points to the "ADD" button. The background of the page shows a sidebar with various menu items like "LANGUAGE TEST", "AL IN", "Info", "TEACH", "machin", "CON", "Conta", "TS", "Avai", and "etails".

MY PROFILE: ATTACHMENTS

Teacher will need to add attachments as supporting documents linked to their profile.

Click on Add button in the Attachments section each time to add an attachment/document.

The types of documents that can be attached are:

- Police Code of Conduct
- Resume
- Transcript
- Passport*
- Residency Visa

Click upload after attaching the relevant documents.

Please fill out all the fields marked with (*) as these are mandatory fields.

Note that you must create a record in the Attachments section to be able to submit your profile.

FILE UPLOAD ×

Please enter the details below to upload new file

Title *

- Emirates ID
- Certificate with Equivalency
- Certificate without Equivalency
- Others
- Passport

ATTACH FILE *

CANCEL **UPLOAD**

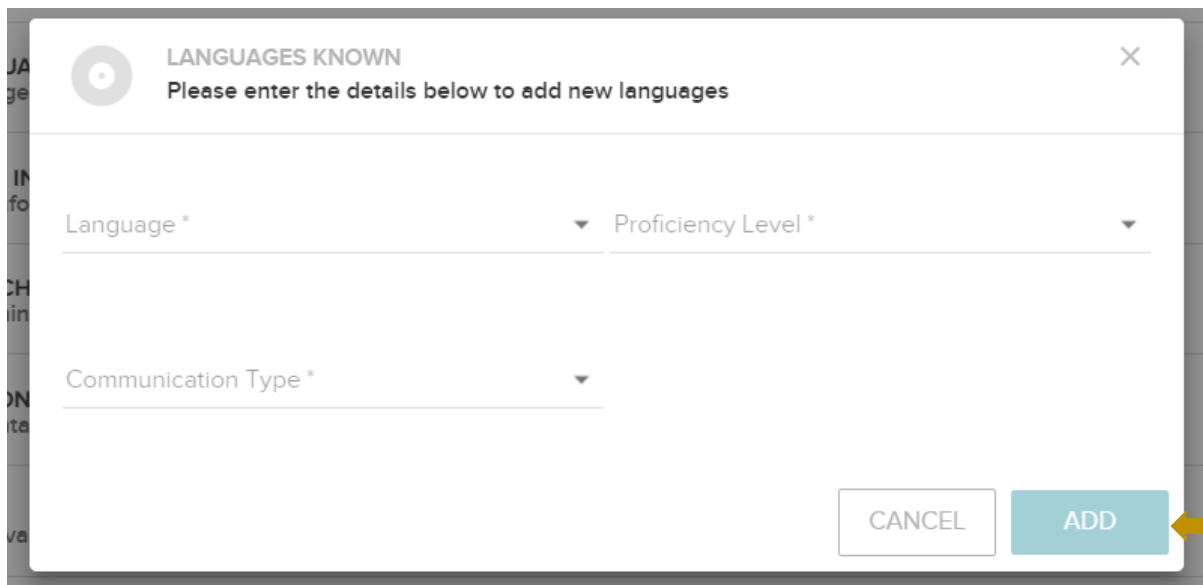
MY PROFILE: LANGUAGES

The languages known by the Teacher are added in the Languages section. Click Add button in the Languages section to provide the following details for each language:

- Language
- Proficiency Level
- Communication Type (Reading, Writing, Speaking)

Follow the above-mentioned steps to add more languages, if needed.

Note that you must create a record in the Languages section to be able to submit your profile.



The screenshot shows a modal window titled "LANGUAGES KNOWN" with a close button (X) in the top right corner. Below the title is the instruction "Please enter the details below to add new languages". The form contains three required fields, each marked with an asterisk (*):

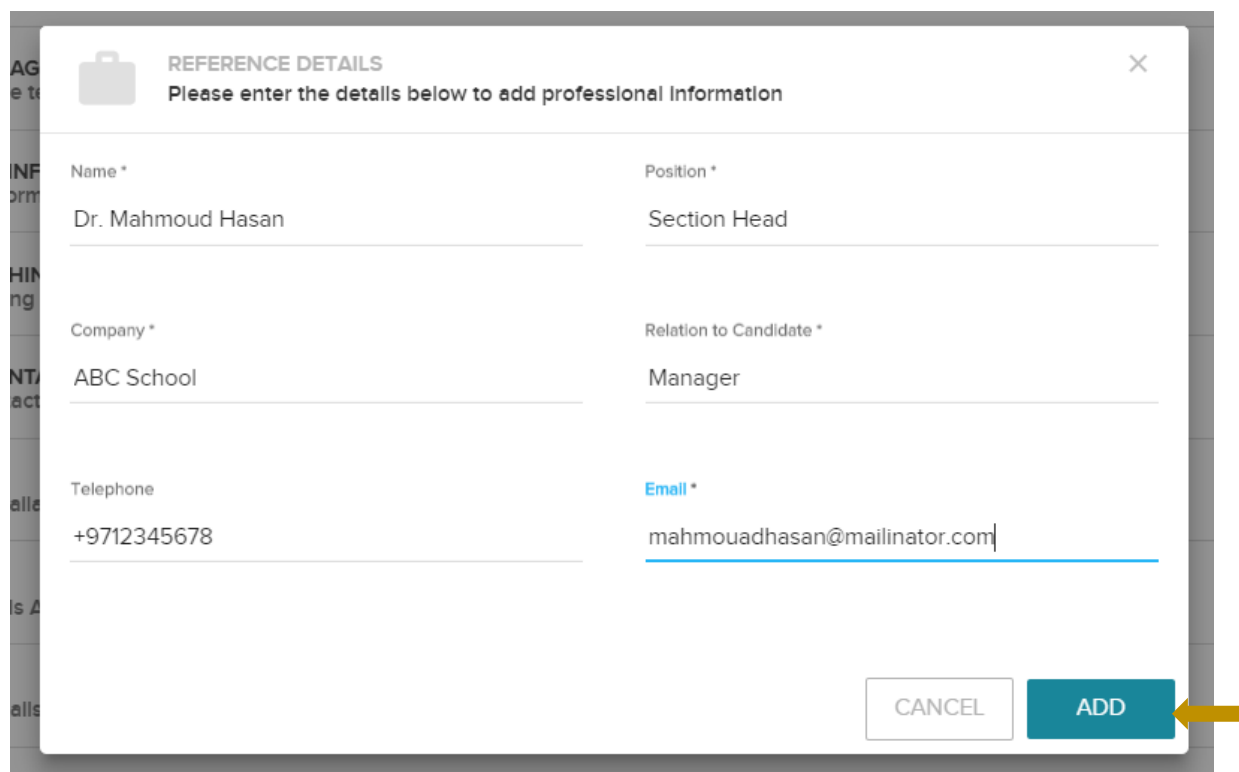
- Language ***: A dropdown menu.
- Proficiency Level ***: A dropdown menu.
- Communication Type ***: A dropdown menu.

At the bottom right of the form are two buttons: a "CANCEL" button and an "ADD" button. A yellow arrow points to the "ADD" button.

MY PROFILE: REFERENCES

If there are references from previous jobs that the teacher wants to provide, those can be added/listed under the References section of the profile.

Click Add button to fill in the required information and then click Add to Save the information provided.



The screenshot shows a modal window titled "REFERENCE DETAILS" with a close button (X) in the top right corner. Below the title is a subtitle: "Please enter the details below to add professional Information". The form contains several input fields arranged in two columns:

- Name ***: Dr. Mahmoud Hasan
- Position ***: Section Head
- Company ***: ABC School
- Relation to Candidate ***: Manager
- Telephone**: +9712345678
- Email ***: mahmouadhasan@mailinator.com

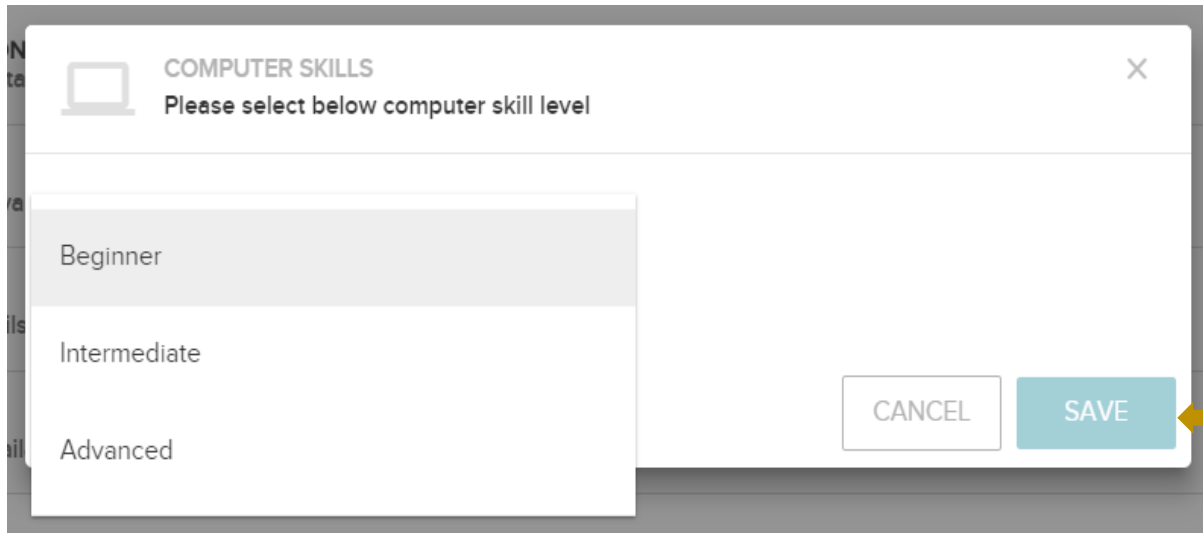
At the bottom right of the form, there are two buttons: "CANCEL" and "ADD". A yellow arrow points to the "ADD" button.

To add multiple references, click on the Add button in the References section and repeat the steps mentioned above.

MY PROFILE: COMPUTER SKILLS

The teacher's Computer Skill Level is updated in the Computer Skills section of the profile.

Click the Edit button and select the relevant skill level, then click Save.

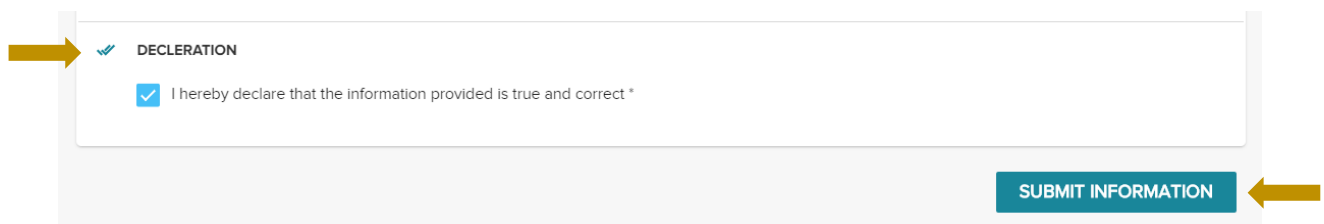




The screenshot shows a modal dialog box titled "COMPUTER SKILLS" with a close button (X) in the top right corner. Below the title bar, there is a laptop icon and the text "Please select below computer skill level". A dropdown menu is open, displaying three options: "Beginner", "Intermediate", and "Advanced". The "Beginner" option is currently selected and highlighted. At the bottom right of the dialog, there are two buttons: "CANCEL" and "SAVE". A yellow arrow points to the "SAVE" button.

MY PROFILE: DECLARE AND SUBMIT PROFILE


Once all the sections that are relevant have been filled, tick the Declaration checkbox to confirm that all the information provided in your profile is accurate and correct.

If any mandatory sections have not been filled, then you will not be able to submit your profile and a warning message indicating the missing mandatory sections will appear.



  **DECLARATION**

☒ I hereby declare that the information provided is true and correct *


SUBMIT INFORMATION 

MY PROFILE: SUBMITTED VIEW


After submitting your profile, you will be able to see all the details filled in each section. Your profile status will be "Submitted" and will undergo verification by the responsible parties to confirm that the information you have provided is correct and accurate.

To view the details that you have added for each section, click on the section name to expand the section and view the records that have been added.


If you wish to make any updates to your profile, you will need to submit your profile once again for the updates to take effect and appear on your profile.





ترخيص المهن التعليمية
Educational Professions Licensure


Welcome, Adam Houssam Kaddoura  العربية


MY PROFILELICENCE PERMITSASSASSESSMENTSMY PAYMENTS



 No changes can be made on your profile until a decision is taken on your submitted profile


 **TEMP TEACHER**
Emirate Zone Abu Dhabi Zone 1, School Cluster Manager
Nationality Canada, Job Type School Leadership, Location Albania
Specialty English, Cycle Cycle 1 (1-5)


 **PERSONAL INFORMATION ***
EID 754-1205-271193-
VERIFIED


 +201007567795


 steacher14@mailinator.com


 Submitted 


 **JOB TYPE ***
School Leadership


 **SPECIALTY ***
1 Specialty Details Available


 **QUALIFICATIONS ****
1 Qualifications Details Available


 **ENGLISH LANGUAGE TEST**
0 English language test details available


 **PROFESSIONAL INFORMATION ***
1 Professional Information Details Available


 **INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE ***
1 International Educational Professions license Details Available


 **CERTIFICATE ATTESTATION/EQUIVALENCY ***
1 Certificate Attestation/Equivalency Details Available

 **ADDITIONAL CONTACT DETAILS**
2 Additional Contact Details Available

 **ATTACHMENTS ***
1 Attachments Available


 **LANGUAGES ****
1 Language Details Available

 **REFERENCES**
0 References Details Available


 **COMPUTER SKILLS**
No Level


MY PROFILE: VERIFIED VIEW


If your profile has been verified, you will notice that the status of your profile has changed from “Submitted” to “Verified”.



**TEMP TEACHER**



Emirate Zone Abu Dhabi Zone 1, School Cluster Manager
Nationality Canada, **Job Type** School Leadership, **Location** Anguilla
Specialty English, **Cycle** Cycle 1 (1-5)



PERSONAL INFORMATION *
EID 754-1205-4766193-
VERIFIED 



 +201007567795



 steacher14@mailinator.com

 **Verified** 

 **JOB TYPE ***
School Leadership  **EDIT**


 **SPECIALTY ***
1 Specialty Details Available  **ADD**

 **QUALIFICATIONS ****
1 Qualifications Details Available  **ADD**

 **ENGLISH LANGUAGE TEST**
0 English language test details available  **ADD**

MY PROFILE: REJECTED VIEW


If your profile has been rejected, you will notice that the status of your profile has changed from "Submitted" to "Rejected".



Mark Mark
Emirate Zone N/A, School test
Nationality Andorra, Job Type Specialisation Teacher, Location Anguilla
Specialty Mathematics, Cycle Cycle 1 (1-5)

+12345673456

✉ Mark-moe@mailinator.com

🚫 Principal Rejected 

📁

JOB TYPE *
Specialisation Teacher

📋

SPECIALTY *
1 Specialty Details Available


📄

QUALIFICATIONS **
1 Qualifications Details Available


If your profile has been rejected, you will be able to access all the sections in your profile and can modify them accordingly to repeat the verification process once again.


MY PROFILE: RETURNED VIEW

If your profile has been returned, you will notice that the status of your profile has changed from "Submitted" to "Returned".




TEMP TEACHER
Emirate Zone Abu Dhabi Zone 1, School Cluster Manager
Nationality Canada, Job Type School Leadership, Location Afghanistan
Specialty English, Cycle Cycle 2 (6-8)

 **PERSONAL INFORMATION ***
EID 754-1205-471193-

VERIFIED 


+201007567795

✉ steacher15@mailinator.com

🚫 Returned 


📁

JOB TYPE *
School Leadership

 EDIT


📋

SPECIALTY *
1 Specialty Details Available

 ADD

📄

QUALIFICATIONS **
1 Qualifications Details Available

 ADD

If your profile has been returned, you will be able to access all the sections in your profile and can modify them accordingly to repeat the verification process once again.

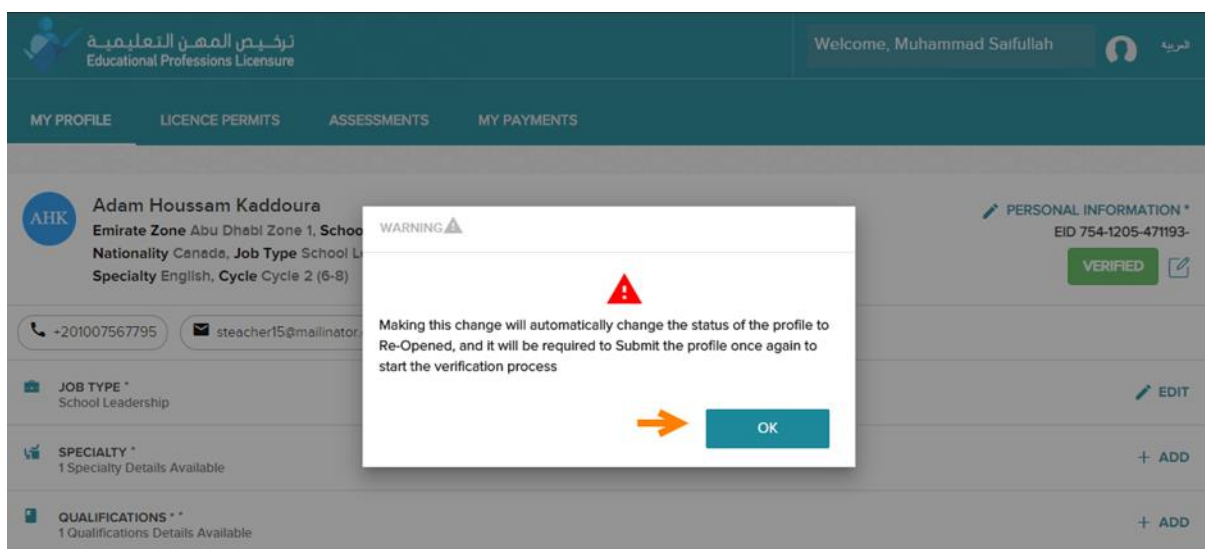
MY PROFILE: REOPENED VIEW

Reopened status is automatically enabled when user or admin makes major changes in a Verified profile that will require approval from an assigned approver.


Any changes done in the following sections will impact the profile status to change to "Re-opened" and will require the user to submit profile again to start the verification process. (Major Change)

- Emirate ID
- Job Type
- Specialty
- Qualifications
- Professional information "I currently work here" only
- International educational professions license

Click to edit any of the above sections, the below message will appear, click on Ok to proceed.



After updating section details, you will notice that the status of your profile has changed from "Verified" to "Reopened".

 You have made major changes to your profile. These changes have been saved however you will need to submit your profile again to start the verification process

AHK

TEMP TEACHER


Emirate Zone Abu Dhabi Zone 1 ,School Cluster Manager

Nationality Canada, Job Type School Profession, Location Afghanistan


Specialty N/A, Cycle N/A



PERSONAL INFORMATION *


EID 754-1205-471193-

VERIFIED 


+201007567795


 steacher15@mailinator.com

 Re Opened 


 JOB TYPE*

School Profession

EDIT 

 SPECIALTY*

0 Specialty Details Available

ADD 

63

PROFILE VERIFIERS

If you are a School Principal or Cluster Manager, you will be responsible to verify the profiles submitted by educational and non-educational professionals within your School or Zone.

When a profile has been submitted, you will receive an email notification stating the name of the user, along with a link to view the profile details. The link will direct you to the TLS site however you are not required to Sign In or access the system to view the required details for verification.

توكيد المهنيين التعليميين Educational Professions Licensure								الترتيب
TEACHERS								
Photo	Job Type	Full Name	Email	Phone Number	Teaching Specialties	Cycle	Degree	Actions
	School Leadership	Maria Ann Mark	ahmedtahir90@mailinator.com	010-203-05203	English	Cycle 1 (1-5)	Diploma in tsit, Major: tsit	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	School Leadership	Maria Ann Mark	teacher14@mailinator.com	+20-100-7567795	English	Cycle 1 (1-5)	Bachelor in sde, Major: esd	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	School Leadership	Maria Ann Mark	teacher5@mailinator.com	010-652-9875	English	Cycle 1 (1-5)	Diploma in Fine Arts, Major: Computer	<input checked="" type="checkbox"/>

As shown above, a table listing all the users who have submitted their profile will be displayed and you are required to verify the following information for each user:

- Job Type
- Full Name
- Email
- Phone Number
- Specialty
- Degree
- Cycle

If all the information provided is correct, click on the Verify button. If any of the information provided is incorrect, click on the Reject or Return buttons to return the profile again for review.

You will always have access to the list of all users, and they will be arranged based on the Action that needs to be taken to ensure easy access and viewing.

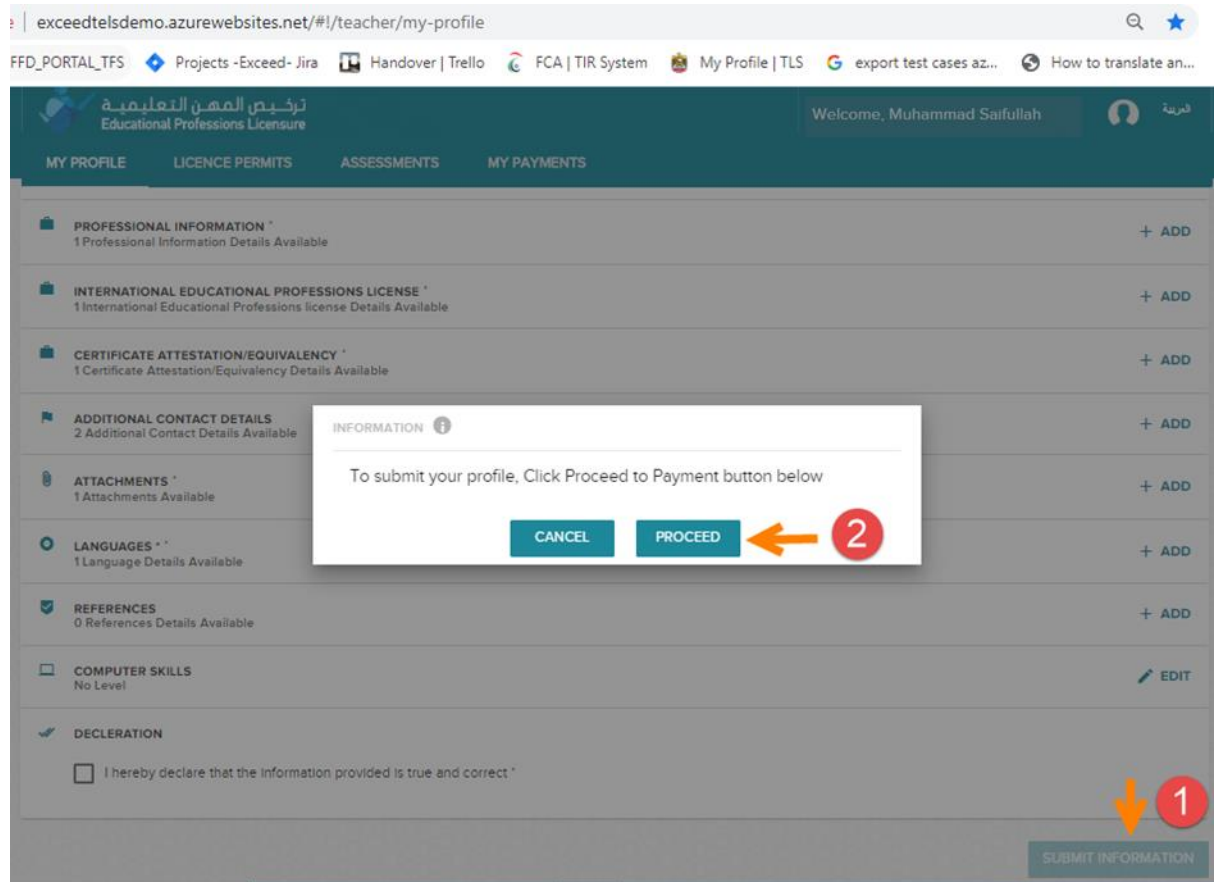
PAYMENTS

PAY TO SUBMIT MY PROFILE FOR THE FIRST TIME WITH NO INT'L PROFESSIONAL LICENSE

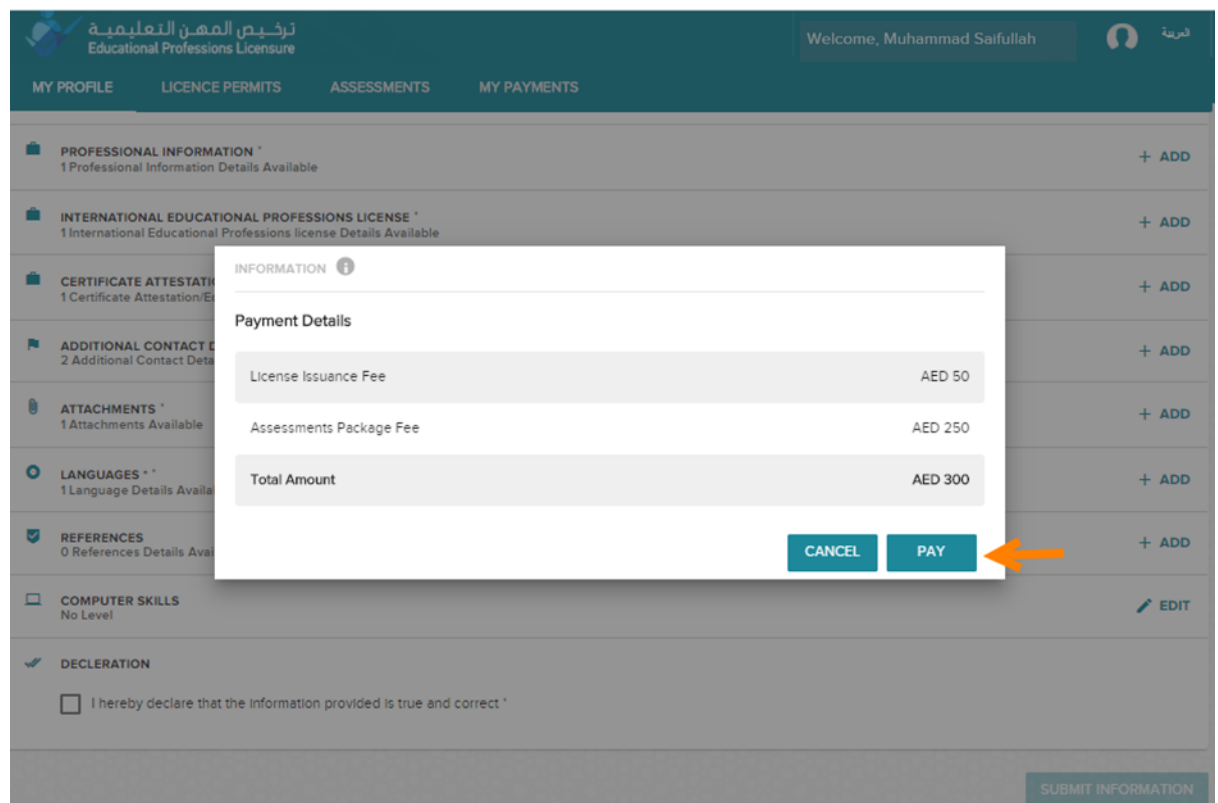
1. Login to TLS using your account for the first time.
2. Fill all required information in profile and make sure that you select option No in International profession license section.

The screenshot shows a web browser window with the URL `exceedtelsdemo.azurewebsites.net/#/teacher/my-profile`. The page is titled "Educational Professions License" and displays a user profile for "Muhammad Saifullah". A modal dialog is open, asking "Do you have an International Educational Professions License?". The "No" option is selected, indicated by an orange arrow. The background shows various profile sections with "+ ADD" buttons.

3. Click on Submit Information button, the payment window will appear, click on Proceed button



4. Payment details will appear, click on Pay button to continue



5. Add your payment card details then click on Pay Now button to confirm your payment.

The screenshot displays a payment interface with two main sections. On the left, a 'Card' tab is active, showing a 'Card Number' input field with an orange arrow and a red circle '1' pointing to it. Below the input field, a note states: 'For proper completion of your transaction, please do not refresh this page or click the browser's back button.' At the bottom of this section are 'Cancel' and 'Pay Now' buttons, with an orange arrow and a red circle '2' pointing to the 'Pay Now' button. On the right, a 'Payment Details' sidebar shows a list of charges: 'service(3 AED price)service(3 AED price)' for AED 50.00 and 'Fees & Charges' for AED 3.00. The total payment amount is AED 53.00. At the bottom right, it says 'Powered by e-dirham'.

Card

eD-Wallet

We Accept

Card Number

1

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

2

Cancel Pay Now

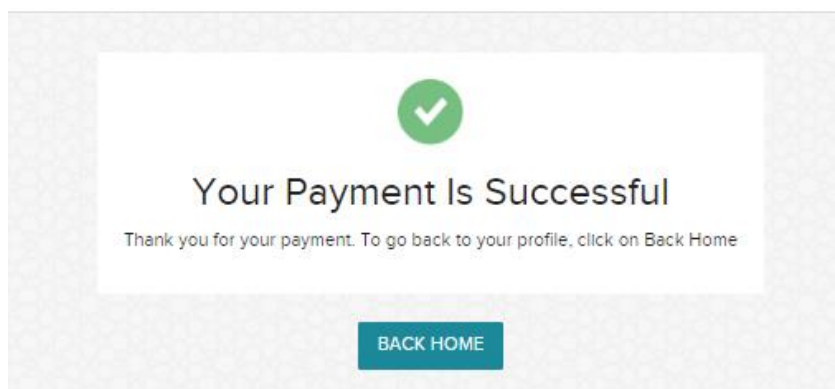
Payment Details

service(3 AED price)service(3 AED price)	AED 50.00
Fees & Charges	AED 3.00
Total Payment Amount	
AED 53.00	

Verified by

Powered by e-dirham

6. If your payment is successful, the below payment confirmation will appear:



PAY TO SUBMIT MY PROFILE FOR THE FIRST TIME WITH INT'L PROFESSIONAL LICENSE

1. Login to TLS using your account for the first time.
2. Fill all required information in profile and make sure that you select option Yes in International profession license section.

INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE

Do you have an International Educational Professions License? ☒ Yes ☐ No

License Name * Required

Issuing Country

Job Type *

Cycle *

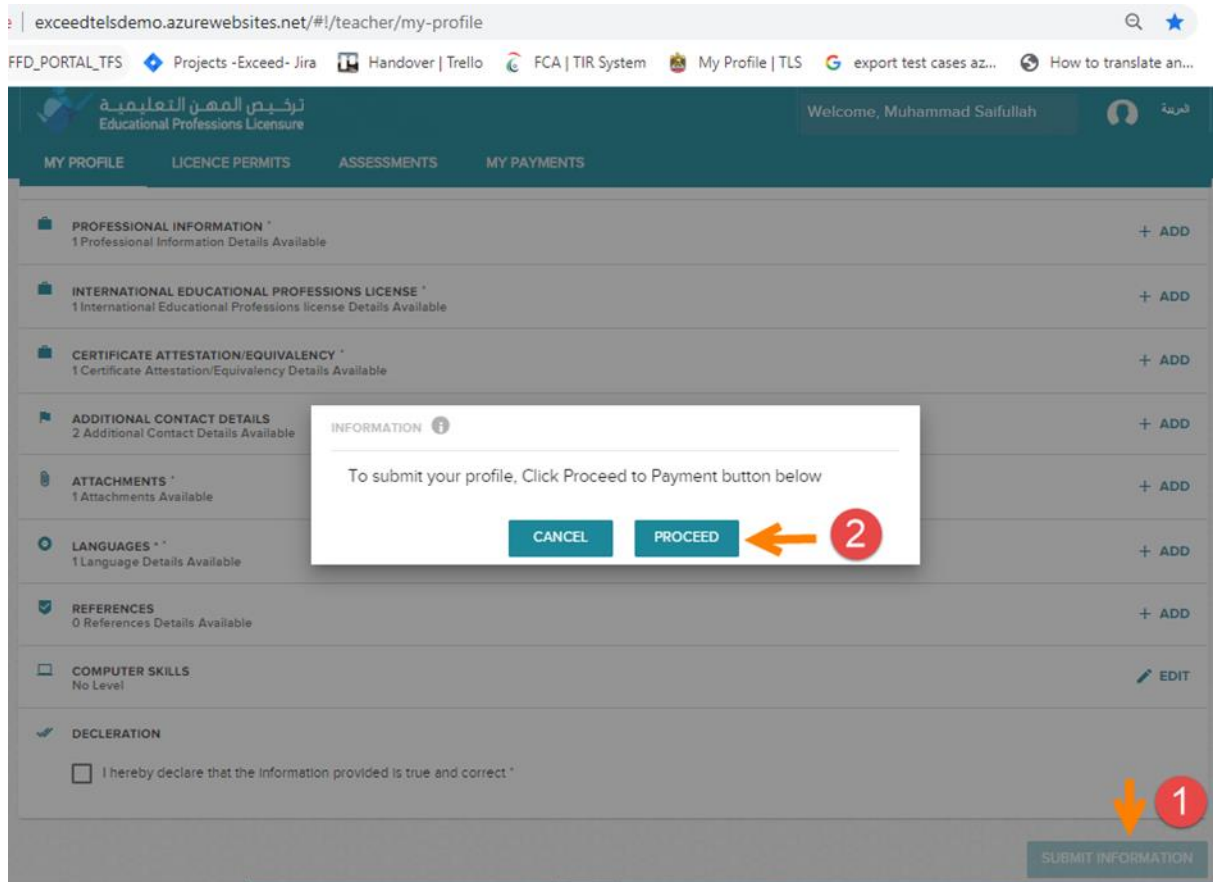
Job Title/Specialty *

Issue Date *

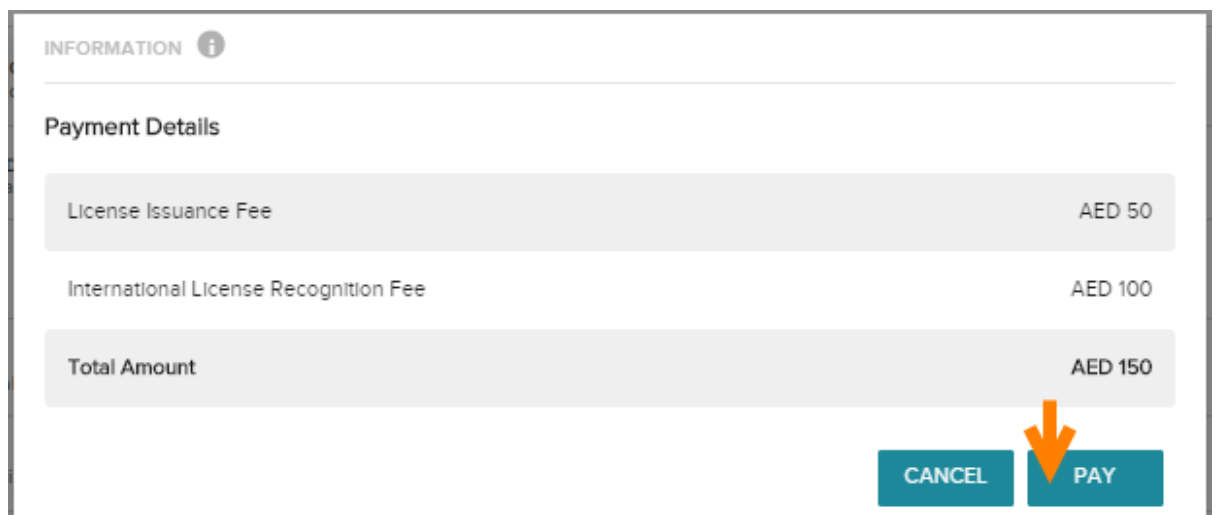
Expiry Date

CANCEL ADD

3. Click on Submit Information button, the payment window will appear, click on Proceed button



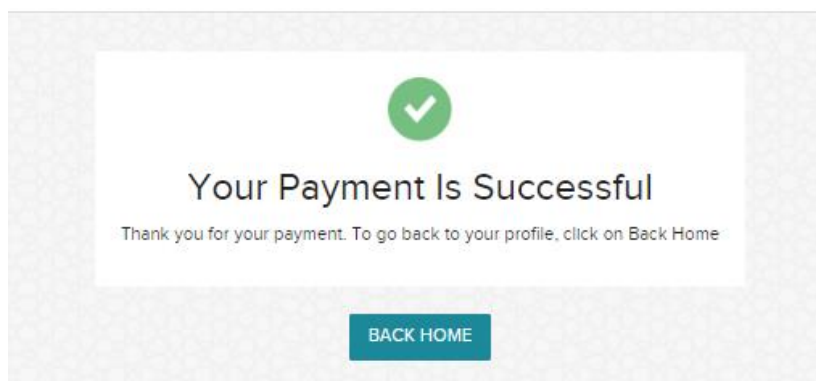
4. Payment details will appear, click on Pay button to continue



5. Add your payment card details then click on Pay Now button to confirm your payment.

The screenshot displays a payment interface with two main sections. On the left, the 'Card' payment method is selected, showing a 'Card Number' input field with an orange arrow and a red circle '1' pointing to it. Below the input field, there is a note: 'For proper completion of your transaction, please do not refresh this page or click the browser's back button.' At the bottom of this section are 'Cancel' and 'Pay Now' buttons, with an orange arrow and a red circle '2' pointing to the 'Pay Now' button. On the right, a 'Payment Details' sidebar shows a list of items: 'service(3 AED price)' for 'AED 50.00' and 'Fees & Charges' for 'AED 3.00'. At the bottom of the sidebar, the 'Total Payment Amount' is 'AED 53.00'. At the very bottom of the page, there are logos for 'Verified by VISA', 'Mastercard SecureCode', 'PCI DSS', and 'Powered by e-dirham'.

6. If your payment is successful, the below payment confirmation will appear:



Note: If you have more than one International Educational Professions License then you will pay the same fees for each added license record (whereby only 1 is allowed to be submitted at any given time)

PAY TO SUBMIT MY PROFILE WHEN MY INT'L PROFESSIONAL LICENSE IS REJECTED

1. Login to TLS using your account after you got an email that your professional license is rejected.

ترخيص المهن التعليمية
Educational Professions Licensure

Welcome, Muhammad Saifullah

MY PROFILE LICENCE PERMITS ASSESSMENTS MY PAYMENTS

ENGLISH LANGUAGE TEST
0 English language test details available + ADD

PROFESSIONAL INFORMATION *
1 Professional Information Details Available + ADD

INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE *
1 International Educational Professions license Details Available + ADD

INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE

License Name: License 5
Job Type: Specialisation Teacher
Job Title/Specialty: Subject Teacher
Issue Date: May 2020
License Status Reason: Not Eligible

Rejected

2. Click on Submit Information button, the payment window will appear, click on Proceed button

exceedtelsdemo.azurewebsites.net/#/teacher/my-profile

FFD_PORTAL_TFS Projects - Exceed - Jira Handover | Trello FCA | TIR System My Profile | TLS export test cases az... How to translate an...

ترخيص المهن التعليمية
Educational Professions Licensure

Welcome, Muhammad Saifullah

MY PROFILE LICENCE PERMITS ASSESSMENTS MY PAYMENTS

PROFESSIONAL INFORMATION *
1 Professional Information Details Available + ADD

INTERNATIONAL EDUCATIONAL PROFESSIONS LICENSE *
1 International Educational Professions license Details Available + ADD

CERTIFICATE ATTESTATION/EQUIVALENCY *
1 Certificate Attestation/Equivalency Details Available + ADD

ADDITIONAL CONTACT DETAILS
2 Additional Contact Details Available + ADD

ATTACHMENTS *
1 Attachments Available + ADD

LANGUAGES *
1 Language Details Available + ADD

REFERENCES
0 References Details Available + ADD

COMPUTER SKILLS
No Level EDIT

DECLARATION
☐ I hereby declare that the information provided is true and correct *

INFORMATION

To submit your profile, Click Proceed to Payment button below

CANCEL PROCEED

SUBMIT INFORMATION

3. Payment details will appear, click on Pay button to continue

INFORMATION

Payment Details

Assessments Package Fee	AED 250
Total Amount	AED 250

CANCEL

PAY

- Add your payment card details then click on Pay Now button to confirm your payment.

Card

eD-Wallet

We Accept

VISA

Mastercard

SecureCode

Card Number

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

Cancel

Pay Now

Payment Details

- service(3 AED price)service(3 AED price) AED 50.00
- Fees & Charges AED 3.00

Total Payment Amount

AED 53.00

Powered by

الدولة الإلكترونية e-dirham

- If your payment is successful, the below payment confirmation will appear:

✓

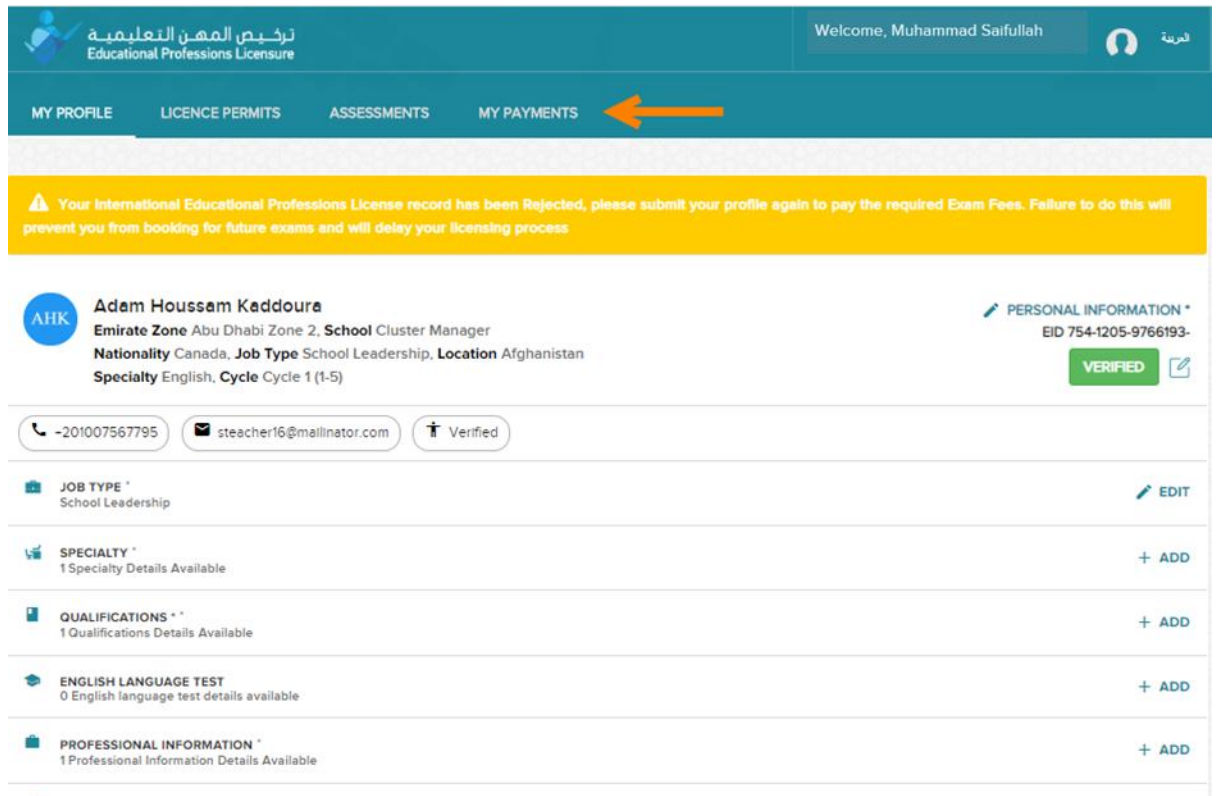
Your Payment Is Successful

Thank you for your payment. To go back to your profile, click on Back Home

BACK HOME

VIEW MY PAYMENTS HISTORY IN MY PROFILE

1. Login to TLS using your account
2. In your profile page, click on MY PAYMENTS tab to view your payments:



ترخيص المهن التعليمية
Educational Professions Licensure

Welcome, Muhammad Saifullah

الرخصة

MY PROFILE LICENCE PERMITS ASSESSMENTS MY PAYMENTS

⚠ Your International Educational Professions License record has been Rejected, please submit your profile again to pay the required Exam Fees. Failure to do this will prevent you from booking for future exams and will delay your licensing process

Adam Houssam Kaddoura
Emirate Zone Abu Dhabi Zone 2, School Cluster Manager
Nationality Canada, Job Type School Leadership, Location Afghanistan
Specialty English, Cycle Cycle 1 (1-5)

PERSONAL INFORMATION *
EID 754-1205-9766193-
VERIFIED

-201007567795 steacher16@mailinator.com Verified

JOB TYPE *
School Leadership EDIT

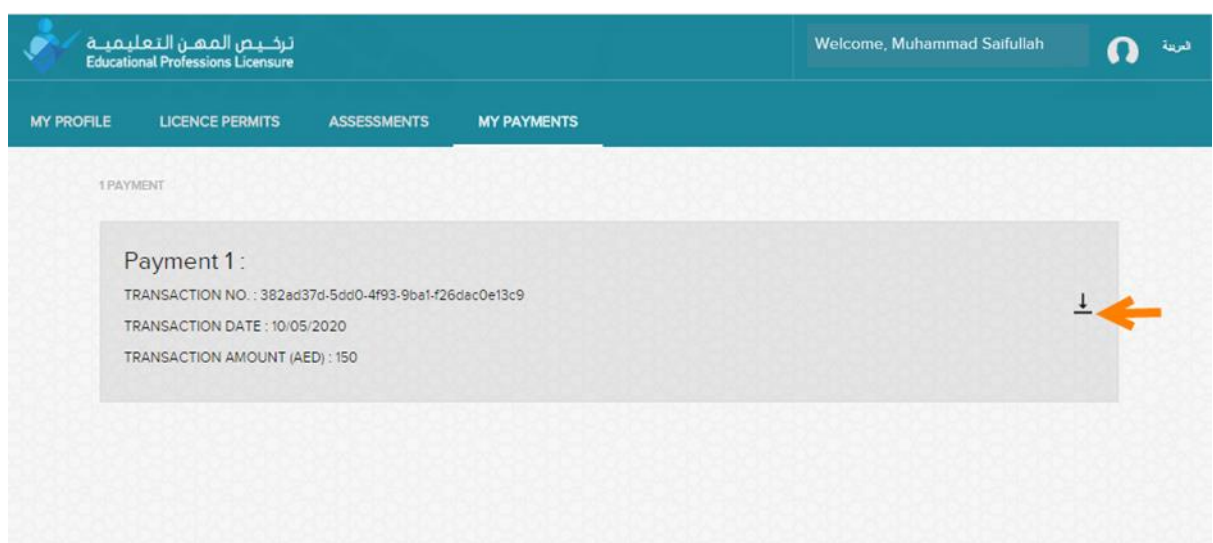
SPECIALTY *
1 Specialty Details Available + ADD

QUALIFICATIONS * *
1 Qualifications Details Available + ADD

ENGLISH LANGUAGE TEST
0 English language test details available + ADD

PROFESSIONAL INFORMATION *
1 Professional Information Details Available + ADD

3. Your previous payments are displayed, and you can download it in PDF format by clicking on download link below:



ترخيص المهن التعليمية
Educational Professions Licensure

Welcome, Muhammad Saifullah

الرخصة

MY PROFILE LICENCE PERMITS ASSESSMENTS MY PAYMENTS

1 PAYMENT

Payment 1 :

TRANSACTION NO. : 382ad37d-5dd0-4f93-9ba1-f26dec0e13c9

TRANSACTION DATE : 10/05/2020

TRANSACTION AMOUNT (AED) : 150