List of frequently asked questions about engineer Licenses services

No.	Question	Answer
1	who can apply for the services of the "Engineers Licencing System"?	The related engineer has to create a UAE Pass account to be able to log in the system to apply for the required service in person. All required data and attachments should be submitted as per the accredited engineering discipline.
2	What are the accredited engineering disciplines?	You can log in the "DMT Portal " to review the list of accredited engineering disciplines under the "Fundamentals of the Engineers Licencing System" that are periodically updated.
3	How to change current employer data provided under Licence data?	Click the service of "Request to Amend an Engineer Licence", then select the amendment of current employer data and update data under "Continuity of Work". Attach all required documents and submit your application.
4	How to change engineering discipline, profession, or registered title?	Click the service of "Request to Amend an Engineer Licence", then select the amendment of Licence data and update data under "Continuity of Work". Attach all required documents and submit your application.
5	How to add previous work experience?	Click the service of "Request to Amend an Engineer Licence", then select the amendment of experiences by adding previous experiences under "Previous Experiences". Enter experience data, attach all required documents and submit your application.
6	How and when to get a practicing engineer's Licence instead of a trainee engineer's Licence?	You can apply at any time through the service of "Request to Amend an Engineer Licence", you will select adding previous experiences. Click "Previous Experiences" in the application to enter experience data, provided that the total period of work experience shall not be less than three (3) years and all required documents should be submitted. Category shall be updated after approving the applicant's experiences by the concerned municipality. If an engineer has an acquired work experience and seeks to add it to his/her experiences, such engineer shall click the service of "Request to Amend an Engineer Licence", then select the type of Amendment titled "Adding Current Work Experience" and attach all documents to prove continuous employment so that the period from the date of latest Amendment to the current date shall be added as acquired work experience.
7	How to get an updated Licence after approving the "Request to Amend an Engineer Licence" by the concerned municipality?	The updated Licence shall be issued electronically. You can get it through clicking the list of files and selecting "Engineer's Professional Record", then you can go to the documents folder to review the new Licence.

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8	How to authenticate work experiences?	1. **Inside the UAE**: submitting a "To Whom It May Concern Certificate" of previous or current work experience issued by the Ministry of Human Resources and Emiratisation or one of its approved centres that serves private sector employees. **2. Outside the UAE**: attesting previous work experience related documents by the concerned government entity in the issuing country, then by the UAE embassy in the issuing country, then by the Ministry of Foreign Affairs and International Cooperation of the UAE. **3**. **In the UAE freezones**: attesting previous work experience related documents by the Chamber of Commerce and Industry in the related emirate, then by the Ministry of Foreign Affairs and International Cooperation of the UAE
9	What shall I do if the options of engineering profession are not showing up under "Continuity of Work" Section?	Enter the number of commercial licence, then click the information button to view options, and make sure that: 1. The data of engineering certificates have been duly filled in prior to entering the data of "Continuity of Work". 2. Availability of the same commercial engineering activity in line with the engineering discipline set forth in the commercial Licence. In case of non-availability, please refer to the persons in charge in the concerned engineering entity to add the required engineering activities. 3. In case of instant Licence, you have to make sure that required engineering activities have been added through the service of "Adding or Amending Commercial Engineering Activities to an Instant Licence" so that data will show up.
10	How can an engineer's Licence be issued in case the company has an instant Licence?	If the company that an engineer seeks to be Licenced therewith has an instant Licence, the following steps should be taken: 1. The company should log in its account on Smart Hub System (Company Account). 2. Selecting the service of "Adding or Amending Commercial Engineering Activities to an Instant Licence". 3. Adding activities in line with consulting or contracting field, as the case may be. 4. After submission, activities shall be directly added in the "Engineers Licencing System" for all engineers of the company. 5. The engineer shall apply for issuing (or amending) an Engineer's Licence and shall select the proper activity based on his/her engineering discipline.
11	How to add other profession to an engineer's Licence?	An engineer can obtain an engineer's Licence for only one engineering profession, at the same time, as per applicable laws. A different profession can be added when adding experiences, as needed, provided that such experiences are attested.

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12	When to change employer?	An engineer can change its current employer after three (3) months from the date of latest change of employer as per applicable work rules.
13	What are the procedures to be followed in the Licencing system in case of cancelling a work contract?	An engineer can request changing his/her employer and select the option of "not working in the Emirate of Abu Dhabi" till finding a new job within three (3) months maximum from the date of latest change of employer in his/her Licence. In case of leaving the UAE for an indefinite period, a "Request to Suspend an engineer Licence" shall be submitted.
14	When to request suspending an engineer's Licence?	Licence suspension is a service provided to resident engineers who will leave the UAE for an indefinite period and seek to suspend their Licences till further notification. Upon returning to the UAE, an engineer can reactivate his/her Licence through the service of "Request to Renew an engineer Licence".
15	In case of Licence suspension, when can I terminate the suspension and reactivate my Licence?	Suspension can be terminated after three (3) months, minimum, from the date of suspension through the service of "Request to Renew an engineer Licence".
16	When adding previous work experiences, an error message pops-up indicating that one experience is irrelevant to other experience, what does this mean?	Experiences should be entered precisely as per a "To Whom It May Concern" certificate issued by the Ministry of Human Resources and Emiratisation so that the dates of current experiences don't overlap. Experience under "Continuous Employment" from the date of latest change of employer till date shall be saved in the system and shall be updated upon renewal or when changing the employer.
17	How to add work experiences before graduation date?	Work experiences relating to engineer Licencing after getting the academic degree shall be acceptable, as per applicable laws. Previous experiences before the date of getting the academic degree (Bachelor of Engineering) entered in the system shall not be taken into consideration.
18	Which attestation is required for experience certificates issued by any employer affiliating to one of the UAE free zones?	Attestation required for experience certificates issued by any employer affiliating to one of the UAE free zone shall be: - Attestation of the Chamber of Commerce and Industry for the related Emirate. - Attestation of the Ministry of Foreign Affairs and International Cooperation in the UAE.
19	What is the document required in case of non-availability of experience certificate from previous employers?	You can add a "To Whom It May Concern" Certificate issued by the Ministry of Human Resources and Emiratisation as an experience certificate for work in the Private Sector in case of non-availability of experience certificate from previous employer and shall be attached when attesting previous work experience.

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20	Can a partner or a full-time technical manager be Licenced as an engineer belonging to the engineering cadre of the firm?	If the engineer is one of the owners or partners of the firm, the system provides the possibility of selecting more than one capacity at the same time, provided submitting a copy of the valid commercial Licence to prove ownership or partnership with investors in the UAE, in addition to submitting an investor card or a copy of his/her residence in the emirate as an investor in an engineering facility for non-citizens. In case of working on full-time basis, additional requirements should be met, as per the following:a. For technical manager: a power of attorney and signature authorization should be submitted.b. For engineering cadre: a proof of ownership of more than 15% of the capital should be submitted.In all cases, a person may act in multiple capacities at the same time provided submitting all supporting documents required for each capacity.
21	What are the documents required for Licencing services?	The required service will be selected, then the service card at the bottom of the screen will be viewed. Such service card displays all information relating to the required service and all documents required to be submitted via the Licencing System.
22	In order to classify contracting companies, what are the Licencing requirements?	Please contact the Classification and Occupation Services Division, Contractors Classification Section, at the concerned municipality to answer any questions relating to contractors classification: For Abu Dhabi City Municipality: ccs@adm.gov.ae For Al Dhafra Region Municipality: cor@drm.gov.ae
23	In order to classify engineering consulting firms, what are the Licencing requirements?	Please contact the Classification and Occupation Services Division, Consultants Classification Section, at the concerned municipality to answer any questions relating to consultants classification: For Abu Dhabi City Municipality: Ask.consultants@adm.gov.ae For Al Dhafra Region Municipality: cor@drm.gov.ae
24	How to apply for extending a temporary Licence?	An engineer's temporary Licence can be extended through the "Request Status Update of Engineer Temporary Licence" service where extension service will be selected and procedures will be completed according to available data and documents.
25	When trying to classify on an engineer, how can we amend their years of experience if the number of their years of experience is less than the required number of years of experience needed for the related category?	Click the service of " Request to Amend an engineer Licence", then select "Add Previous Experiences" and attach all required documents as per the requirements of the related category, or you can choose another engineer with sufficient experience.
26	How long does it take to receive your Licence, and will it be printed?	You will receive your Licence within five (5) working days, maximum, from submission date, provided fulfilling all requirements. The Licence will be issued electronically.

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27	How to transfer Licence from one entity to another?	Apply for the service of "Request to Amend an engineer Licence", then select "Change Employer", and attach all required documents.
28	How to renew an expired Licence?	Apply for the service of "Request to Renew an Engineer Licence", then view the required service card at the bottom of the screen that displays all information relating to the required service and all documents required to be submitted via the Licencing System. In case the applicant seeks to amend employer's data, then he/she shall select "Amendment of current employer data".
29	If an engineer's temporary Licence has expired and the Ministry of Education has not issued a certificate of equivalency for his/her academic degree, what should he/she do?	In this case, the temporary Licence should be extended through the service of "Request Status Update of Engineer Temporary Licence".
30	What signature authorization is needed to obtain an engineer's Licence for a manager of an engineering consulting firm?	When applying for Licencing a manager of an engineering consulting firm, a power of attorney from all the owners of the firm should be submitted along with the signature authorization of the manager in charge attested by the notary public.
31	How to cancel an invitation to join an engineering firm after being approved by the two parties on the System?	Log in the System, select the service of "Engineer Invitation request status update", then select "Cancel the Invitation" and enter the reasons for cancellation, and wait for the engineering firm's approval of the request. Please be informed that this service shall not be available if fifteen (15) days or less remain until the joining date, as agreed upon, or a "Request to Amend a Licence" has been submitted due to such invitation.
32	If an engineer leaves work after being classified as a member of a firm's main engineering cadre, and he/she seeks to amend his/her employer's data in the Licencing System, what will happen to the classification of the firm that he/she worked for?	When amending employer's data for any engineer who had been a member of the main engineering carder of the employer before three (3) months from classification, the firm shall be notified for status formation as it has to choose a substitute engineer as per the requirements of the current classification category on the Classification System of Engineering firms during the grace period
33	To get an engineer's Licence in the Emirate of Abu Dhabi, is it necessary for an engineer to be currently on duty?	No, an engineer's Licence can be issued if he/she doesn't work. Log in to the Engineers Licencing services, select the service of "Request the Issuance of an engineer Licence", then select "Don't Work" under "Continuity of Work" and fill in the needed data.
34	How to change photo on a Licence with a new one?	Change shall be made at the Federal Authority for Identity and Citizenship, then you can apply for any of the Engineers Licencing Services.

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35	Are engineers registered in different categories classified based on their total years of experience?	According to Administrative Resolution no. 158/2018 concerning engineers Licencing system in the Emirate of Abu Dhabi, engineers are Licenced as per the following categories:1. Trainee engineer: is an engineer registered in the Engineering Registry, having work experience of not more than three (3) years. Such engineer is allowed to work as a trainee. 2. Practicing engineer: is an engineer licensed in the Engineering licensing system, having authenticated work experience of not less than three (3) years, after getting his/her academic degree, and being attested by the concerned official entity in the UAE. Such engineer should be Licenced to practice engineering.3. Specialist engineer: is a practicing engineer who has authenticated work experience of not less than one (1) year as a practicing engineer, being attested by the concerned official entity in the UAE. This engineer should have passed the test of occupational qualification test for his/her engineering discipline. He/she should be Licenced to practice engineering in the Emirate in one of the approved engineering disciplines to work as an engineer in any office/firm or firm Licenced to undertake one of the approved engineering activities.
36	How to know the total number of years of experience approved in the Licencing System?	You can apply for the service of "Request Issuance of To Whom It May Concern Certificate", then select "Engineer Record Certificate"
37	How to apply for the service of "Request an appeal by an Engineer"?	Select the service of "Request an appeal by an Engineer", then view the required service card at the bottom of the screen that displays all information relating to the required service and all documents required to be submitted via the Licencing System.
38	What is the difference between a trainee engineer and a practicing engineer in terms of the classification of engineering firms?	Classification cannot be based on trainee engineers. Classification is based on practicing engineers taking into consideration the approved years of experience required for the intended classification category.
39	How to carry out the transaction of Licencing an engineer for the purpose of classifying an engineering firm whilst this engineer is outside the UAE?	If the UAE Pass account of the engineer is active, he/she can apply from outside the UAE.
40	How can I get an engineer's Licence, and what are the requirements?	To apply for the services of the "Engineers Licencing System": 1. Activate the digital identity of UAE Pass. 2. Access the Abu Dhabi Government Platform TAMM.abudhabi 3. Select the services of engineers Licencing and the service of "Request the Issuance of an Engineer Licence". 4. Follow registration steps and attach all required documents mentioned in the related

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		service card at the bottom of the screen. Your application will be checked and approved within five (5) working days.