



August 2, 2020

Change in submission of the documents to the Nursing Division for recognition of professional status in nursing

New!!!! From August 10, 2020, forwarding of information and documents to the Nursing Division will include two binding stages (scanning to an online portal and physically sending by registered mail).

This manner of submission applies to new applicants and for persons wishing to update / add new information or a new document, such as updating of the request information – personal information, study places, work experience and health declarations.

- The first stage – all documents and details set forth below **are to be filled in and scanned to the medical practitioners portal “submission of request for filling in an online questionnaire for the healthcare professions”**

- Enter the demographic questionnaire link [Link to demographic questionnaire](#)

In the link, you must enter mandatory information in order to get a user code and password for continuing to fill in the questionnaire. You must enter an updated (private) email address and mobile phone number. In addition, you must make sure to enter personal details as they appear on your identity card.

- After filling in the demographic questionnaire you will be sent an email message containing your username and a link to enter the portal containing a password for first login. You must enter through the link in the email message and reset your password.

After resetting the password, you will have to fill in all details of the questionnaire.

Email for entering username and password

After receiving confirmation from the Nursing Division that the required documents and the information that have been received in the questionnaire and the documents have been received by scan (of good quality) and that no necessary information is missing, the documents may be sent by registered mail.

- Second stage – the following information must be sent **by registered mail** and the required documents sent to the Qualification Department of the Nursing Division:

For your attention, a file may not be opened, documents cannot be added, information updated and a request for recognition of professional status in nursing cannot be accepted in the following cases:

- Partial or full scanning of the documents at a poor quality level
- Full scanning without physically sending the documents by registered mail to the Nursing Division



- Sending by registered mail without first scanning and getting approval from the Nursing Division to send the documents.

Directions for use of the Ministry of Health's medical practitioners portal by nurses

Enter the medical practitioners portal.

1. Under the title **submitting a request for filling in an online questionnaire for the healthcare professions** you must enter the requested information and press **Finish** to get a username and password.

Submitting a request to fill in an online questionnaire in the healthcare professions
Profession* <input type="text"/>
Identity No.* <input type="text"/>
Last name* <input type="text"/>

- You must enter a current email address and mobile phone number.
- You must make sure to enter your personal information exactly as it appears in your identity card.

2. If all the details that have been entered are correct, you will be sent:

- A login link for providing a permanent password
A picture of the email that you will receive follows

Ministry of Health Israel

Hello Sarah,

We are happy that you wish to use the Ministry of Health's personal online services.

To use these services, you must enter [this link](#) and go through a process for setting a password and verification.

You cannot enroll in the online services without clicking the link and going through the rest of the process.

Best regards,

The Ministry of Health



3. After clicking the link, the following screen will appear:

	>		>		>		>	
Enter personal information		Entering verification code		Choosing security questions		Setting password		Creating password
Identity card No. *								
Identity card No. _____								
Mandatory field								
Mobile phone*								
V Dialing code _____ Number _____								
You must enter the mobile phone number that you used to register for the system.								
								Continue

4. At the end of the process, the following message will be sent to your email address:

Ministry of Health Israel

Good day Sarah,

Your password for the Ministry of Health's online services has been successfully set.

If you have not asked to change the password, you must contact the Call of Health desk by dialing *5400 and check why this has happened.

To view your personal online services at the Ministry of Health, you must enter [this link](#).

Best regards,

The Ministry of Health

A link for filling in the questionnaire will appear:

Overseas practitioners https://my.health.gov.il/MyPortal/MedWorkers/NerIdent/AbroadWo...
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5. You must enter your identity number and permanent password chosen in the process described above

New login site > Registered user login

Registered user login

Identity No. / Username

Password

< Forgotten password

Login >

6. After resetting your password, you must fill in the **questionnaire for healthcare practitioners**.

Medical practitioners portal							◦ Update information >	
Main	Nursing study institutes	Non-nursing study institutes	Nursing workplaces	Licensing information	Recognized residencies / studies	Declaration	Attachment to application	
Status								
Nurse - application being sent								

- On each tab, enter the requested information.
- To switch to the next tab and save the details that have been typed, press **Continue to next stage**.

< Back Continue to next stage >

- On the **Study institutes** tab, enter the data of your bachelor and master degrees (and other degrees, if any), department and major.



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- In the **Nursing workplaces** tab, enter, if relevant, where and in what function and from when to when you were employed as a nurse.
- In the **Licensing information** tab, state, if relevant, licensing in other countries.
- In the **Recognized residencies** tab, state a previous residency if relevant.
- In the **Declaration** tab, check the mandatory fields, print and sign the declaration.
- Afterward, scan the declaration and upload the file to the **Signed declaration scan** field. In addition, upload a current photograph into the **Passport photograph** field.

Main	Study institutes	Licensing information	Recognized residencies	Declaration	Attachments to application	
! List of uploadable attachments						+
✓ List of successfully uploaded attachments						+
<input type="button" value="Back"/> <input type="button" value="Finish"/>						

- In the **Attachments to application tab**, in the area called **List of uploadable attachments** you can see a list of files that the Ministry of Health may ask for, as necessary (not mandatory).

! List of uploadable attachments		-
Certificate proving graduation from nursing studies in original language Mandatory		
Not received		
<input type="button" value="Continue to upload file >"/>		
Detailed syllabus (transcript) from the academic institute, including study subjects, marks and theoretical and practical study hours Mandatory		
Not received		
<input type="button" value="Continue to upload file >"/>		
License to practice nursing in country of origin		
Not received		
<input type="button" value="Continue to upload file >"/>		

- In the **List of successfully uploaded attachments** area, you can see all the files that have been uploaded to date in the process.



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- Throughout the process, you must attach all required documents, as set forth in the profession licensing pages. The process of receipt of the files at the Ministry of Health takes about an hour.
- Documents must be attached at a good, clear scanning level.
- Only documents that have successfully passed the information security process will enter the **List of successfully uploaded attachments** area.

7. Once the documents have been scanned and successfully uploaded to the portal, you must put them in an envelope and send them by registered mail to the Ministry of Health's **Nursing Division**.

- After filling in the questionnaire and uploading the documents to the portal, the application will be examined at the professional division.
- If documents are missing, a message will be sent demanding that you continue to fill in the questionnaire (with detailed directions).

Medical practitioners portal								○ Update information >
Main	Nursing study institutes	Non-nursing study institutes	Nursing workplaces	Licensing information	Recognized residencies / studies	Declaration	Attachment to application	
Status								
Nurse - application being sent Please complete the missing documents								

- After all required files are uploaded and all data is updated, the request will be forwarded for a professional check and giving a decision.
- The status of the application will continue to be followed up in your personal area in the portal.