

#	Service Type	Services Fees (AED)
1.	New	5000.00
2.	Renewal	
	- One Activity	3000.00
	- Two Activities	4000.00
	- More than Two Activities	5000.00
3.	Multiple changes at one time	2000.00
4.	One change at a time	1000.00
5.	Closure	2000.00
6.	Academic Director / Resident Trainer / Visiting Trainer (Notification Letter)	500.00

Licensing Department Services

- New Training License
- Renew Training License
- Cancel Training License
- Change of Academic Director
- Change of Owner / Partner
- Change Training Center Name
- Change Training Center Location
- Add Training Activity
- Remove Training Activity
- Advertisement Approval
- Approval for LTP to conduct Training in a Hotel
- Appointing Trainer / Lecturer

Regulation Highlights:

- * No natural or legal person may exercise any training activity prior to obtaining the necessary license from the Abu Dhabi Centre for Technical and Vocational Education and Training, in accordance with the principles and rules in this respect.
- * The LTP is fully liable for all procedures and training(s). The LTP will be held accountable for any violations that they conduct as per the ACTVET regulations.
- * One of the partner(s) shall have a minimum of a bachelor degree or equivalent / experience based on the discretion of ACTVET.
- * The training shall be the only activity stipulated on their trade license.
- * The LTP ACTVET license will be automatically cancelled if the LTP has not renewed their ACTVET license for over a year.
- * The LTP shall need to seek ACTVET approval to conduct any type of training(s) / activities outside their approved premises.
- * ACTVET is allowed to classify the LTP and make such information available to the public.

ACTVET

Licensing and Accreditation Department

Licensing Hotline : 02-613-22-55

PO Box 108800

Abu Dhabi - UAE

Email: licensing@actvet.ac.ae

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www.actvet.ac.ae

ACTVET

Abu Dhabi Centre for Technical and Vocational Education and Training | مركز أبوظبي للتعليم والتدريب التقني والمهني

Licensing Information

ACTVET Licensing Process

ONLINE PROFILE

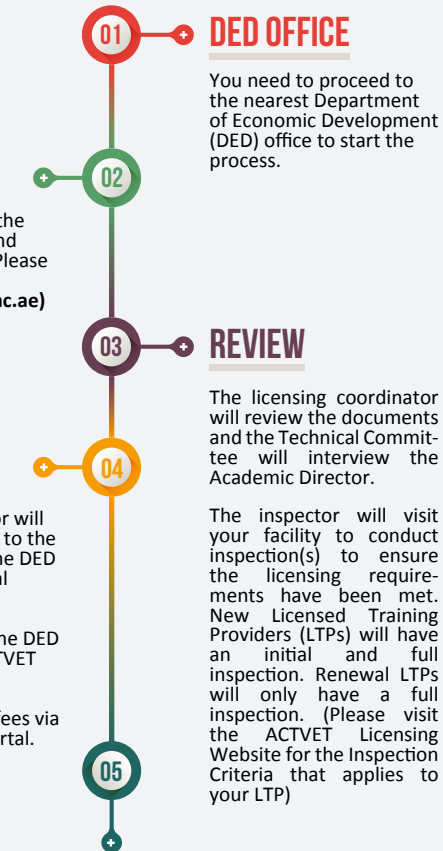
You need to register on the ACTVET online system and follow the instructions. Please click on the link: (<http://services.actvet.ac.ae>)

- Create profile(s)
- Submit the required documents

UPDATE DED

The licensing coordinator will update (DED) in relation to the application status and the DED will issue the commercial license accordingly.

- You need to submit the DED trade license via the ACTVET online system.
- You need to pay the fees via the ACTVET payment portal.



01 DED OFFICE

You need to proceed to the nearest Department of Economic Development (DED) office to start the process.

03 REVIEW

The licensing coordinator will review the documents and the Technical Committee will interview the Academic Director.

The inspector will visit your facility to conduct inspection(s) to ensure the licensing requirements have been met. New Licensed Training Providers (LTPs) will have an initial and full inspection. Renewal LTPs will only have a full inspection. (Please visit the ACTVET Licensing Website for the Inspection Criteria that applies to your LTP)

CONGRATULATIONS

CONGRATULATIONS! You are now an ACTVET Licensed Training Provider (LTP)!

- You will receive the ACTVET license via the online system
- Your details will be updated on the GIS.

#	Documentation	New	Renewal	Change
1	DED Trade License (Initial approval)	✓	*	✓
2	Business Plan	✓	*	✓ ₂
3	Endorsed Lease Agreement (100 sq meters minimum)	✓	*	✓ ₄
4	List of Institute Staff Issued by Ministry of Human Resources & Emiratisation	✗	*	✓ ₃
5	Sample of Logo Registered in Ministry of Economy	✓	*	✓ ₃
6	Sample of Course Completion Certificate	✓	*	✓ ₃
7	List of Courses (detail description, duration, and price)	✓	*	✓ ₂
8	Partnership Contract / Awarding Body Agreements (if applicable)	✓	*	✓ ₂
9	Valid Passport Copy with the Unified Number	✓	*	✓ ₁
10	Full Family Book (UAE National only)	✓	*	✓ ₁
11	Valid Visa for non-GCC countries for staff / partners	✓	*	✓ ₁
12	Valid Emirates ID Card (both sides for owner / staff)	✓	*	✓ ₁
13	Attested Qualification by MOHESR** (Academic Director/Owner)	✓	*	✓ ₁
14	CV with Experience Certificate(s) (for owner & staff)	✓	*	✓ ₁
15	Valid Certificate of Good Conduct (for owner / staff)	✓	*	✓ ₁
16	Salary Certificate or Employment Contract (for staff)	✓	*	✓ ₁
17	Letter of Closure from the DED	✗	✗	✓
18	Letter of Change (from owner) (1, 2, 3, 4)	✗	✗	✓

The above supporting documents must be a color copy and clear.

* Only upload the document(s) in the online system in case they are expired or need to be updated.

Required incase of:

- 1 Change Owner (s) / Academic Director / Trainer
- 2 Change to Add / Delete Activity (if you are deleting activity, then do not submit document 2 and 7)
- 3 Change Trade Name
- 4 Change Location

IMPORTANT: (MUST seek ACTVET pre-approval before changing any of the above)

** MOHESR—Ministry of Higher Education and Scientific Research. At least one of the owner(s) and the Academic Director should have an attested degree from MOHESR.

Training Provider's Premises Requirements

1. Located in a commercial building or the mezzanine / commercial floor. Should be completely independent of any other establishment / business, have its own facility, and equipment.
2. The facility / premises size should be fit for purpose or minimum floor area is 100 m².
3. One training room should be fit for purpose or minimum of 30 m².
4. One management room (minimum).
5. Reception area / waiting area with seats.

Activity list

- Management and Business Services
- Banking & Finance
- Hospitality & Tourism
- Sales and Marketing
- Languages
- Safety and Security
- Information and Communication Technology
- Electrical & Electronic Devices
- Environment Protection
- Oil and Gas
- Aviation Engineering
- Media
- Urban Planning
- Construction and Building
- Law
- Automotive Technology
- Real Estate
- First Aid
- Fire Fighting
- Standardized Tests
- Mental Calculation Education
- Education of Fine Arts
- Training & Development of Teachers
- Men Beauty Saloon (QCC Approval Letter Required)
- Women Beauty Saloon (QCC Approval Letter Required)
- Home Economics

Note: Activities can be added / deleted as per the market needs, please visit the ACTVET Licensing Dept. online system for the most updated Activities List. You must have the learning materials, equipment / resources, tools, and trainer(s) for the activity you will be conducting. Tutoring is not allowed.