|  |
| --- |
| **Stage 1 : Logging to the e-Services** |
| The purpose of this stage is for the customer to log in as an applicant through KHDA’s e-services system using his/her current log in information* Applicant log in to KHDA’s e-service system <https://www.khda.gov.ae/RCCeservice/En/Login.aspx>
 |
| Applicants who have lost their log in information must contact KHDA helpdesk or account manager |
| **Stage 2 : Initial Approval –(3 working days)** |
| The purpose of this stage is to review the required documents for the permitted training institute, as follows:* [Application form](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/TI_Application_for_Renewal_Secured.docx) signed by the institute manager.
* Copy of the Environment, Health and Safety (EHS) Certificate
* Coloured copy of passport with copies of visa pages for shareholders and manager
* Relevant fees **(using E dirham)**
* Collection of NOC.
 |
| **Stage 3: Issuance of Renewed Educational Services Permit ( 2 working days)** |
| * Copy of the Commercial License from Commercial Authority (as applicable)
* Collection of Educational Service Permit
 |

Notes:

* You will receive an acknowledgement email upon submitting the required documents for each stage.
* KHDA has the right to request any additional documents/requirements.
* To help us to improve our services, you will be contacted by a customer services representative to enquire about the service you have received during this process.
* The time for service delivery depends on submission of documents and meeting the requirements for the various stages of the process.