



Tourist Guide Training and Assessment Course & Licensing Information

1. The Law

Tourist Guides conducting tours in the Emirate of Abu Dhabi require a tourist guide license issued by the Abu Dhabi Tourism Authority (ADTA) in accordance with law/regulation (No.7) 2005.

2. Applying for an Abu Dhabi Tourist Guide Course

Applications must submit an application form (Form 2) together with supporting documents and a one time non-refundable course fee payment of AED 2500. Closing date for course registration is one month before commencement of the course. The documents required for submission are as follows

- a. Tourist Guide Application Form 2
- b. Passport photocopy (showing residency stamp and ID page)
- c. Two (2) passport photographs (colour with white background)
- d. Curriculum Vitae (CV)
- e. Optional
 - i. Photocopy of current tourist guide license or certificate
 - ii. Photocopy of tourist guide related training courses certificates

Note: ADTA reserves the right to request a police clearance certificate from a tourist guide at any time.

3. What are the registration and payment procedures?

Applicants must submit the application form together with the supported documents listed above and make a one time course fee payment of AED 2500 (Payment method: Credit Card only. Registration is to be made in person at:

Hussain Al Hendi, Abu Dhabi Licensing Section
Tourism Standards Division, Abu Dhabi Tourism Authority
Direct Phone: 02 4181313
Central Office: (see full details below)

4. Important considerations

- a. Acceptance will be on a 'first-come first-served' basis.
- b. Closing date for course registration is one month before commencement of course.
- c. Applicants will be required to pay the course fees in full during registration.
- d. Course fee payment is non-refundable. Refunds will only be considered in exceptional cases as determined by ADTA.
- e. Participants must attend all parts of the training and assessment sessions. Certificates / Licenses will not be issued to participants who do not complete the course.
- f. Due to the intensive nature of this course, it is suggested that participants plan ahead and stay in Abu Dhabi City for the entire duration of the course.

5. Licensing requirements

Candidates will be assessed at the end of the Tourist Guide Course. Candidates will be informed of their results within four weeks thereafter. Successful completion of this assessment will qualify the candidate for an Abu Dhabi Guide License valid for two years. Thereafter, the license needs to be renewed every two (2) years. Unsuccessful candidates will be required to repeat the Tourist Guide Course.

6. Languages

Until such time as specific language testing is included as part of the tourist guide training course; all practical assessments will be conducted in English language. Regardless of the language in which tourist guides will deliver their tours, they must have an acceptable level of English to meet safety and regulatory requirements.

7. Course Venue and Catering

The training and assessment will be held at venues designated by Abu Dhabi Tourism Authority. Course fees also include course materials and catering. Participants will be kept informed of venue and catering details before the course commencement date.

8. Programme Fees and Payment

The total course fees payable for the Tourist Guide Training and Assessment Training Programme is **AED 2500**.

Payments to be made at Abu Dhabi Tourism Authority's head office:-

Abu Dhabi Tourism Authority

Tourism Standards Division

Abu Dhabi, U.A.E.

Tel: +971 2 4440444 Web: www.abudhabitourism.ae

(Registration: from 9am to 3pm, Sunday to Thursday)

9. Proposed Course Dates 2010 *:

Tourist Guide Training and Assessment Training Programme	Apr 19 th – 28 th	AED 2500
Tourist Guide Training and Assessment Training Programme	May 10 th – 20 th	AED 2500
Tourist Guide Training and Assessment Training Programme	June 14 th – 24 th	AED 2500
Tourist Guide Training and Assessment Training Programme	Nov 29 th – Dec 9 th	AED 2500
Tourist Guide Training and Assessment Training Programme	Dec 13 th – Dec 23 rd	AED 2500

(Friday and Saturdays are private study days)

* Courses must reach a minimum quota to run.

10. Official correspondence to be addressed to:

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