# ISSUANCE OF DOCUMENTS ON THE COMPLETION OF ADVANCED TRAINING AND RETRAINING OF PERSONNEL IN THE HEALTHCARE INDUSTRY

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| **The standard of the state service "Issuance of documents on the completion of advanced training and retraining of personnel in the healthcare industry"** | | |
| 1 | Name of the service provider | Health education organizations |
| 2 | Ways of providing public services | 1) the service provider (with the direct request of the service recipient);  2) e-government web portal www.egov.kz (hereinafter referred to as the portal) |
| 3 | The term of the provision of public services | when contacting the service provider:  from the moment of full development of the curriculum, the issuance of documents for advanced training and retraining – 1 (one) working day (subject to full development of the curriculum), after completion of training, regardless of the duration курсов повышения квалификации и переподготовки |
| 4 | The form of public service provision | Electronic (partially automated) and (or) paper |
| 5 | The result of the provision of public services | 1) on the completion of advanced training: certificate of advanced training in the form according to Appendix 2 to this order;  2) retraining documents: certificate of retraining of personnel in the healthcare industry in accordance with Annex 3 to this order; |
| 6 | The amount of payment charged to the service recipient for the provision of public services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan | Free of charge – for individuals |
| 7 | Work schedule | service provider – from Monday to Saturday (Monday – Friday from 8.00 to 20.00 hours without a break, on Saturday from 9.00 to 14.00 hours), except weekends (Sunday) and holidays according to the Labor Code of the Republic of Kazakhstan |
| 8 | The list of documents required for the provision of public services (or its representative by proxy) | 1) to the service provider: an identity document for identification upon direct contact;  2) to the portal: request in electronic form. |
| 9 | Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan | establishing the unreliability of documents submitted by the service recipient to receive a public service, and (or) the data (information) contained therein; |