

5150/5585 LPS Outpatient Re-Designation Process

Instructions to take the 5150/5585 LPS Outpatient Designation Exam

- Complete 5150/5585 LPS Outpatient Designation Training and Certification process online (survey and certificate of completion at end of online training).
 - Complete 5150/5585 LPS Outpatient Confirmation Form (fill out all sections) with your signature and the signature of your Service Chief/Program Director. SC/PD should keep this form to submit to AQIS Designation Support Team.
 - Take a digital passport style photo (JPEG format). Photo Guidelines:
 - Submit a color photo, taken recently or within the last 6 months.
 - Have someone else take your photo. No selfies.
 - Use a clear image of your face. Do not use filters commonly used on social media.
 - Background must be white or off-white in color.
 - Photo size: “2x2” inches (51mm x 51mm). Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
 - Unless normally worn daily for religious purposes please do not wear a hat or head covering in your photo. Nothing should cover the hair or hairline.
 - No headphones, sunglasses, or similar items should be worn in your picture.

(Note: If picture submitted does not meet the above criteria, provider will be asked to submit a new photo prior to being able to take the 5150/5585 exam)
 - Provider’s Service Chief/Program Director – Please submit (scan and email) the following documents to AQISDesignation@ochca.com:
 1. 5150/5585 LPS Outpatient Designation Online Training Certificate of Completion;
 2. Completed & signed 5150/5585 LPS Outpatient Designation Confirmation Form;
 3. Passport style photo (JPEG);
 4. Provider’s employee ID badge;
 5. One copy of a 5150/5585 Hold written within the last 6 months; and
 6. Expired LPS Outpatient Designation Card (Must be returned for new card to be issued)
 - If applicable, please indicate if special accommodations are needed for exam.
- EMAIL SUBJECT LINE SHOULD READ:** LPS Outpatient Designation Exam Request and Provider’s Full legal Name [example: LPS Outpatient Designation Exam Request – Jonathon Doe]
- ❖ AQIS will review all documents submitted. Once verified and approved, AQIS will email a link to the provider to take the 5150/5585 exam. The exam link will expire in 1 day and exam needs to be taken in one sitting within 1 hour unless special accommodations have been arranged.
 - ❖ AQIS will score the 5150/5585 exam. If the minimum passing score of 80% is met, a 5150/5585 LPS Outpatient Designation Card will be sent to the provider and will be valid for two years.
 - ❖ If the applicant does not pass the exam, they will need to wait for 30 days to request to be re-examined.