

## 5150/5585 LPS Outpatient Designation Initial Designation Process

### **Applicant:**

1. Applicant will register with BHTS using Microsoft Forms for the in-person training after the training date announcement.
2. Applicant will review the 5150/5585 LPS Outpatient Designation Training Supplemental Material PowerPoint slide deck on [LPS Outpatient Designation](#).
3. Applicant will complete and sign the Authorization form and Attestation and give to Service Chief/Program Director.
4. Applicant will take a color passport style photo (JPEG) using a cellphone.  
**Photo Guidelines:**
  - Background must be white or off-white in color.
  - No head tilt; cut out of picture from another photo and no social media filters.
  - No hats or head covering unless normally worn daily for religious purposes.

### **Provider's Service Chief/Program Director:**

Provider's Service Chief/Program Director – you must submit (**scan each document separately**) the **REQUIRED** below documents and send in one email to [AQISDesignation@ochca.com](mailto:AQISDesignation@ochca.com) for approval. *Documents will not be accepted or reviewed if submitted by applicant.*

**EMAIL SUBJECT LINE SHOULD READ:** LPS Outpatient Designation Training & Exam Request and Provider's Full legal Name [example: LPS Outpatient Designation Training & Exam Request – Jonathon Doe]

1. Completed 5150/5585 LPS Outpatient Authorization Application Form
  - Authorization form (Page 1) - All sections filled out and signed by both applicant and Service Chief/Program Director. (*Only wet signature or Adobe time-stamped electronic signature will be accepted.*)
2. Completed and signed Attestation for LPS Authorized Applicants (2 pages):
  - Certificate of Applicant (Page 2) (*Only wet signature or Adobe time-stamped electronic signature will be accepted.*)
  - Certificate of Service Chief/Program Director Attestation (Page 3).
3. Color passport style photo (JPEG) not scanned. (*See photo guidelines above*)
4. Copy of Applicant's employee ID badge. If Program has no employee badge, a copy of applicant's CDL.
5. Printout (no screenshot) of Applicant's current license/registration status (if applicable) on [DCA BreEZe](#) website. (*See below instructions for Printing your BreEZe Licensure Information.*)
6. **Contract providers only** - Applicants Job Description (JD) from your Human Resources department. JDs with space for signatures must be signed.

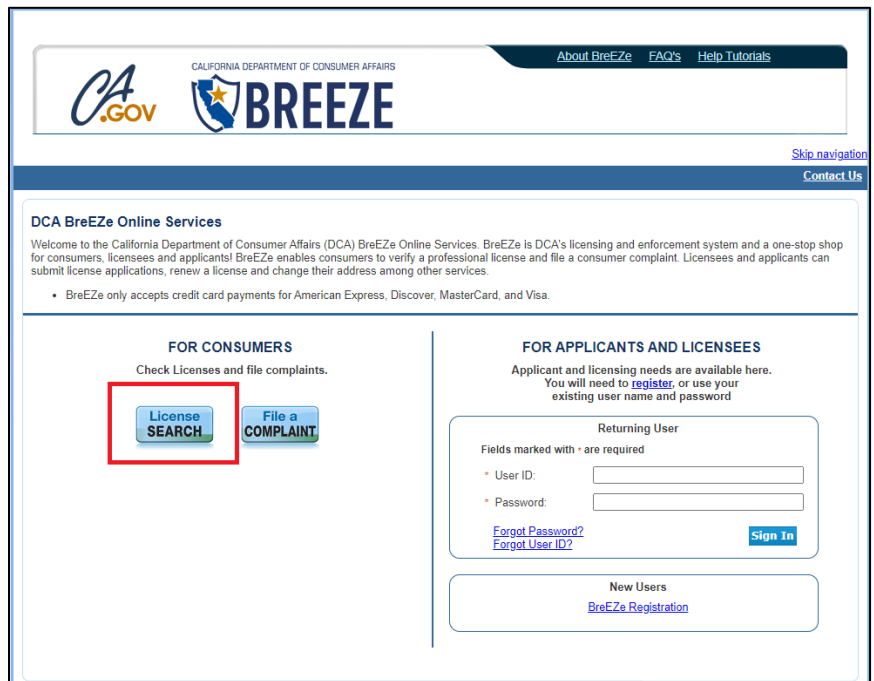
**Approval and Exam Process:**

- ❖ QMS IDSS will review all documents submitted. Once verified and approved applicant and their Service Chief/Program Director will get an approval email from QMS IDSS informing them that their registration is approved to attend the in-person training. **Applicants who have not been approved will not be allowed into the training.**
- ❖ Applicant will attend the entire training and will take the LPS Outpatient Exam on their personal computer/tablet/cellphone after the training. **Applicant must bring own device.**
- ❖ If the minimum passing score of 80% is met, a 5150/5585 LPS Outpatient Designation Card will be issued for 2 years. LPS Card will be given to the appropriate HCA Program Manager for distribution.
- ❖ If the applicant does not pass the exam, Service Chief/Program Director can request a re-examination after 7 days from the in-person training date. Re-exam will be done online only.

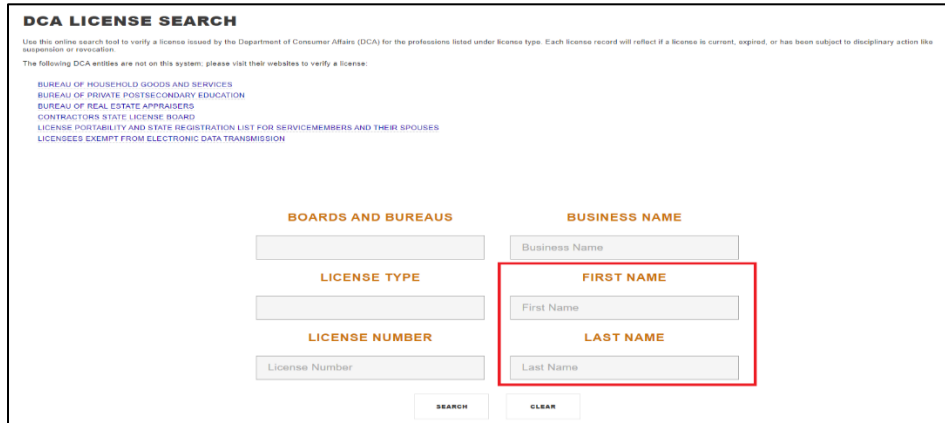
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Here is a brief guide on how to print and save your professional license information on the California Department of Consumer Affairs BreZE website.

1. Navigate to [DCA BreZE](#)
2. Click on the **License Search** button as shown.



3. Enter your First Name and Last Name



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5. Finally, using your keyboard, select **Ctrl + Shift + P**. This will ask your computer to Print. Choose the **Microsoft Print to PDF** option, or **Adobe PDF**. You will be asked to choose a place to save the PDF.
- If you do not see these options, proceed to print the document, then scan the printed document in so it can be e-mailed.

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