

CHS LPS Outpatient/Inpatient Designation Training Process

Applicant:

1. Applicant will register using Microsoft Forms for the in-person training after the training date announcement.
2. Applicant will complete and sign the Authorization form and Attestation and give to Service Chief/Program Director.
3. 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 BHPDesignation@ochca.com for approval.

EMAIL SUBJECT LINE SHOULD READ: CHS LPS Designation Training & Exam Request and Provider's Full legal Name

1. Completed 5150/5585 LPS Authorization Application Form
 - Authorization form (Page 1) - All sections filled out and signed by both applicant and Service Chief/Program Director. **PLEASE NOTE: only one authorization form is necessary, regardless if applicant is taking one training or both. Make the appropriate selections regarding the trainings that the applicant is taking (i.e. outpatient/inpatient) and indicate if the selections are for initial or re-designations.**
2. Completed and signed Attestation for LPS Authorized Applicants (2 pages) **and** 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.
5. Printout of Applicant's current license/registration status (if applicable) on [DCA BreEZe](#) website. (See below instructions for Printing your BreEZe Licensure Information.)
6. **For Outpatient Re-Designation Only:** One copy of a 5150/5585 Hold written within the last 2 years. If no hold written, contact QMS IDSS at BHPDesignation@ochca.com and a mock vignette will be sent.
7. **For Inpatient Re-Designation Only:** One copy of a 5250 Hold written within the last 2 years.

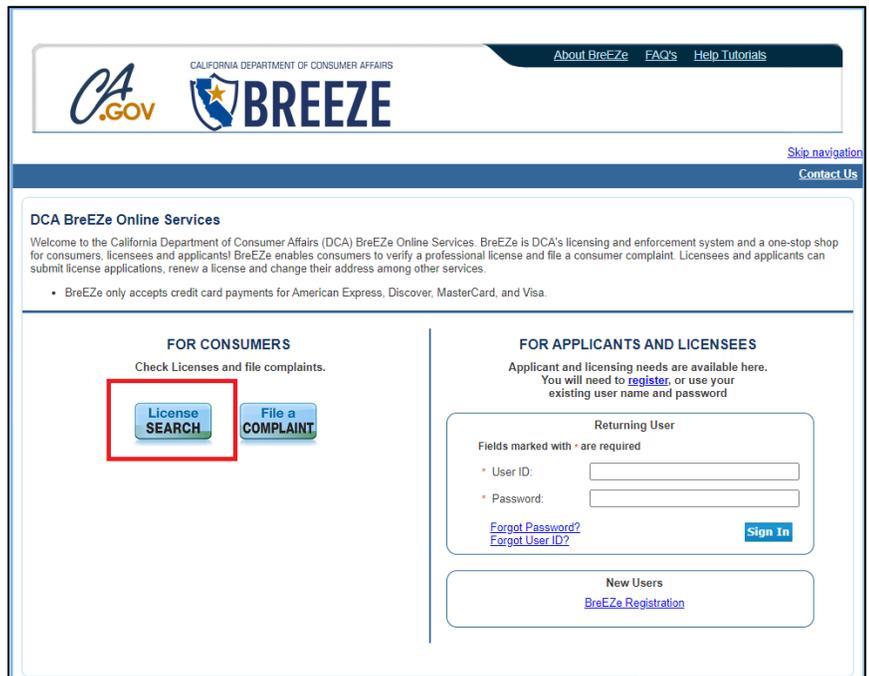
Approval and Exam Process:

- ❖ 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 (**inpatient designation will require attendance of both the inpatient and outpatient portions of the training**) and will take the corresponding multiple choice written LPS Exam(s) .
- ❖ If the minimum passing score of 80% is met, corresponding designation will be issued for two years.
- ❖ If the applicant does not pass the exam, A re-examination opportunity will be provided up to two times before the applicant must re-take the in-person training. Re-exam will be done online only.

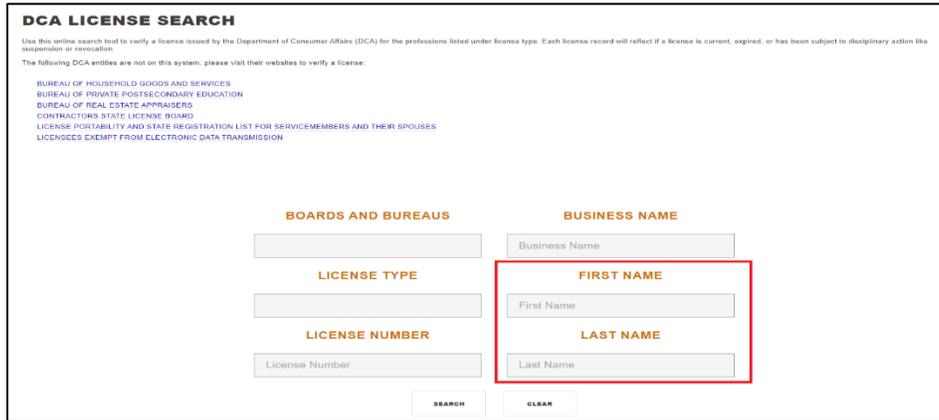
Printing your BreZE Licensure Information

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



DCA LICENSE SEARCH

Use this online search tool to verify a license issued by the Department of Consumer Affairs (DCA) for the professions listed under license type. Each license record will reflect if a license is current, expired, or has been subject to disciplinary action like suspension or revocation.

The following DCA entities are not on this system; please visit their websites to verify a license:

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- BUREAU OF PRIVATE POSTSECONDARY EDUCATION
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- CONTRACTORS STATE LICENSE BOARD
- LICENSE PORTABILITY AND STATE REGISTRATION LIST FOR SERVICE MEMBERS AND THEIR SPOUSES
- LICENSEES EXEMPT FROM ELECTRONIC DATA TRANSMISSION

BOARDS AND BUREAUS

LICENSE TYPE

LICENSE NUMBER

BUSINESS NAME

FIRST NAME

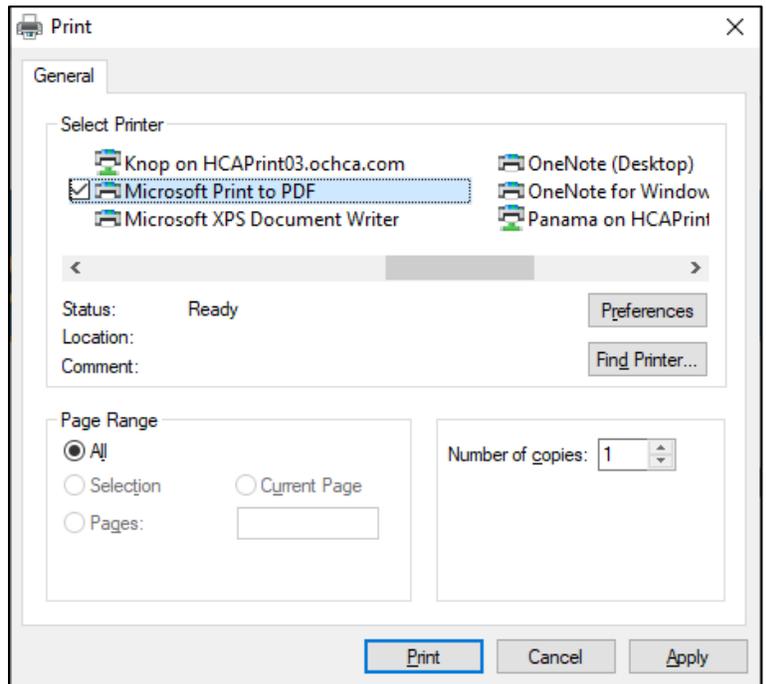
LAST NAME

SEARCH CLEAR

4. From here, you can narrow down the results using Search Filters on the left, or just scroll until you find your name. Click on the **License Number** to proceed.

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.
- a. If you do not see these options, proceed to print the document, then scan the printed document in so it can be e-mailed.

6. E-mail the saved PDF!



Print

General

Select Printer

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- OneNote (Desktop)
- OneNote for Window
- Panama on HCAPrint

Status: Ready

Location:

Comment:

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