

CHS LPS Outpatient/Inpatient Designation Training Process

Applicant:

1. Applicant will register with BHTS 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 BHTS@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, visit the [QMS Designation webpage](#) for a mock vignette. Choose either the 5150 or 5585 vignette based on your population focus. Applicant will need to complete a mock hold based on the vignette and submit with required documents.
7. **For Inpatient Re-Designation Only:** One copy of a 5250 Hold written within the last 2 years.

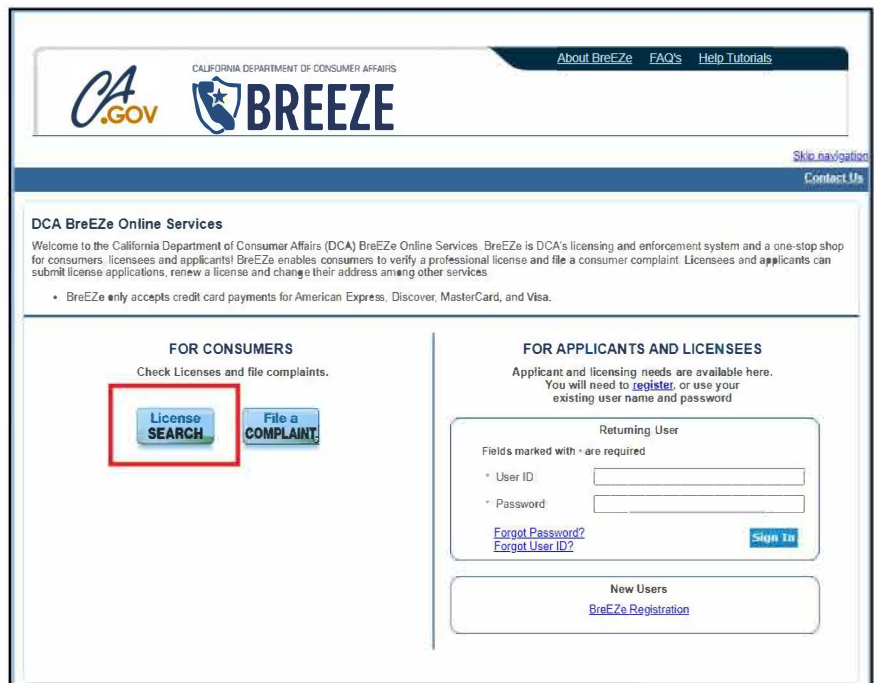
Approval and Exam Process:

- ❖ BHTS will review all documents submitted. Once verified and approved applicant and their Service Chief/Program Director will get an approval email from BHTS 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 BreEZe Licensure Information

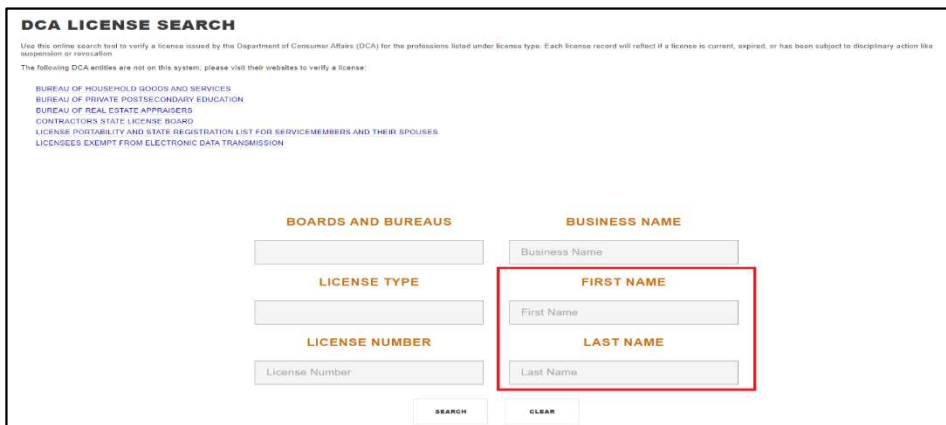
Here is a brief guide on how to print and save your professional license information on the California Department of Consumer Affairs BreEZe website.

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



The screenshot shows the DCA BreEZe website interface. At the top, there is a header with the CA.GOV logo and the BREEZE logo. Below the header, there is a navigation bar with links for About BreEZe, FAQs, Help/Tutorials, Skip navigation, and Contact Us. The main content area is titled "DCA BreEZe Online Services" and includes a welcome message and a list of services. The "FOR CONSUMERS" section has two buttons: "License SEARCH" (highlighted with a red box) and "File a COMPLAINT". The "FOR APPLICANTS AND LICENSEES" section has a "Returning User" section with fields for User ID and Password, and a "New Users" section with a "BreEZe Registration" link.

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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- CONTRACTORS STATE LICENSE BOARD
- LICENSE PORTABILITY AND STATE REGISTRATION LIST FOR SERVICEMEMBERS 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.

- 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!

