

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 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. *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.
2. Completed and signed Attestation for LPS Authorized Applicants (2 pages):
 - Certificate of Applicant (Page 2)
 - 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.

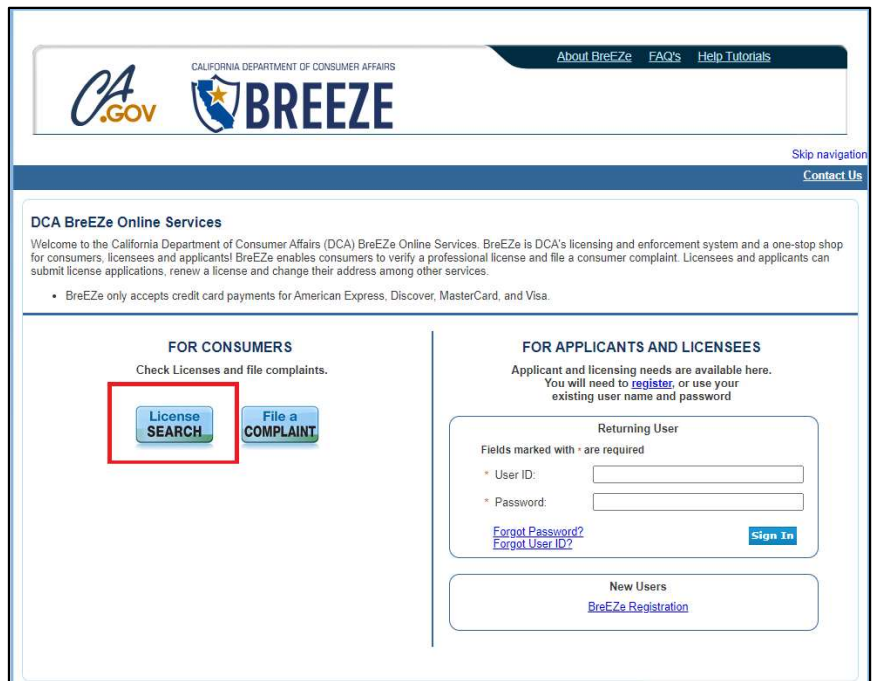
Approval and Exam Process:

- ❖ 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 and will take a multiple choice, paper LPS Outpatient Exam.
- ❖ 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, 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

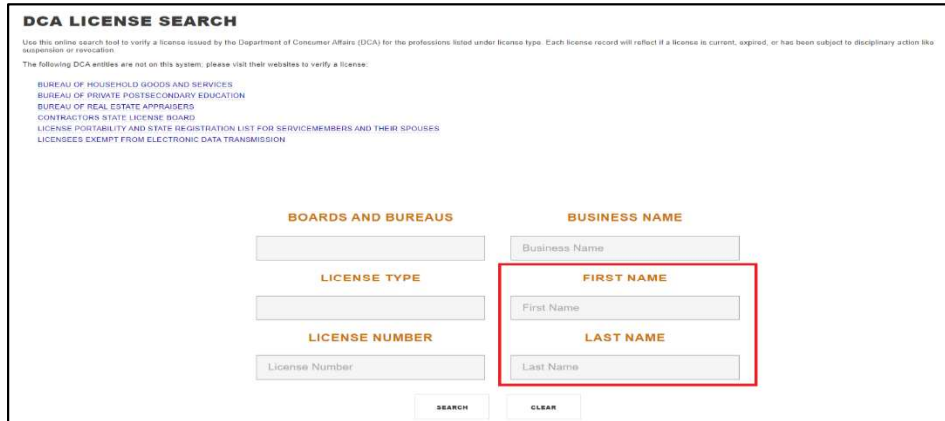
Here is a brief guide on how to print and save your professional license information on the California Department of Consumer Affairs BreEZe website.

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



The screenshot displays the DCA BreEZe Online Services website. At the top, there is a navigation bar with links for 'About BreEZe', 'FAQ's', and 'Help/Tutorials'. Below this, the 'FOR CONSUMERS' section is visible, featuring a 'License SEARCH' button that is highlighted with a red rectangular box. To its right is a 'File a COMPLAINT' button. The 'FOR APPLICANTS AND LICENSEES' section on the right contains a 'Returning User' login area with fields for 'User ID' and 'Password', and links for 'Forgot Password?' and 'Forgot User ID?'. Below this is 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:

- BUREAU OF HOUSEHOLD GOODS AND SERVICES
- BUREAU OF PRIVATE POSTSECONDARY EDUCATION
- BUREAU OF REAL ESTATE APPRAISERS
- 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

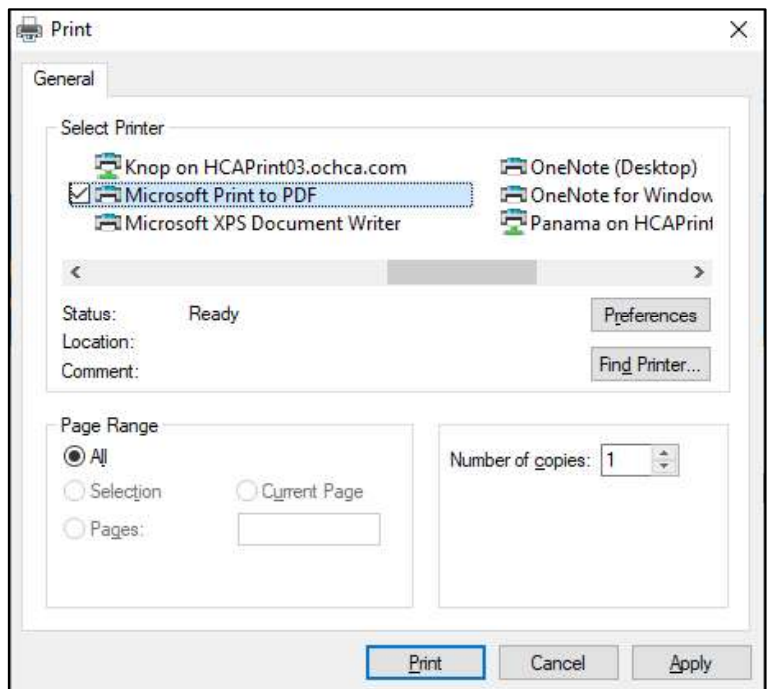
SEARCH CLEAR

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!



Print

General

Select Printer

- Knop on HCAPrint03.ochca.com
- ☒ Microsoft Print to PDF
- Microsoft XPS Document Writer
- OneNote (Desktop)
- OneNote for Window
- Panama on HCAPrint

Status: Ready

Location:

Comment:

Page Range

☒ All

☐ Selection

☐ Current Page

☐ Pages:

Number of copies: 1

Print Cancel Apply