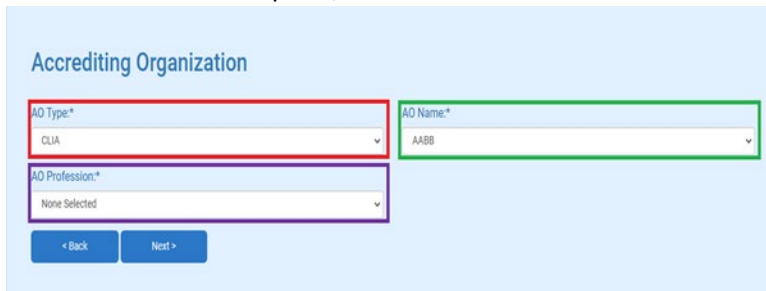


## AO User Registration Instructions

1. Navigate to <https://qsep.cms.gov>.
2. Accrediting Organization (AO) Sign-Up
  - a. Select **“Sign Up.”**
  - b. Select **“Providers & Other Learners.”**
  - c. Identify yourself: Enter first name, last name, and email address (twice). (**Note:** Your email address must be from your Accrediting Organization.) Select the **“Accrediting Organization”** role from the drop-down list of user roles.
  - d. When the form is complete, select the **“Next”** button at the bottom of the window.



The screenshot shows a web form titled "Accrediting Organization". It contains three dropdown menus: "AO Type\*" with "CLIA" selected (highlighted with a red border), "AO Name\*" with "AABB" selected (highlighted with a green border), and "AO Profession\*" with "None Selected" selected (highlighted with a purple border). At the bottom of the form are two buttons: "< Back" and "Next >".

- e. Select an **AO Type** from the drop-down menu at the left side of the form (see above in **red**).
  - f. Select an **AO Name** from the drop-down menu on the right side of the form (see above in **green**).
  - g. Select an **AO Profession** from the drop-down menu on the left side of the form (see above in **purple**).
  - h. Once the AO information is complete, select **“Next.”** A confirmation email will be sent to you with a link to the Quality, Safety & Education Portal (QSEP) Training Catalog. If you do not receive a confirmation email, please contact the QSEP Help Desk at **1-855-791-8900**.
3. Accrediting Organization Login
    - a. Select **“Login”** button on the QSEP home page.
    - b. Select **“Providers & Other Learners.”**
    - c. Enter your email address.
    - d. Select **“Next.”**

#### 4. Locate a Training

- a. Upon login, you will be directed to the QSEP Training Catalog, which is organized alphabetically.

**QSEP** | DRIVING HEALTHCARE QUALITY

Home Training Catalog Help Catherine Stewart Logout 1 833-791-8900

Home / Training Catalog

Refresh My Training PDF Export

**IMPORTANT INFORMATION**  
This training is intended for learning purposes only, it is not official guidance. For official policies and guidance please refer to CMS laws and regulations, including the State Operations Manual (SOM) and CMS official guidance memos. Additional information is listed on the [Training Disclaimer Page](#).

Trainings

View All Quality In Focus (QIF) Providers Only Select Provider/Supplier Type

Go to: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Trainings

Name	Duration	CEUs	Progress	Date Completed	Action
<b>A</b>					
Advanced LSC: Building Construction Systems	24 hrs.	2.40	🕒		Resume
Ambulatory Surgical Center (ASC) Basic Training	35 hrs.	5.20	🚫		Launch
Assessing Endoscope Reprocessing Compliance Webinar	3 hrs.		🚫		Launch

#### 5. Launch Training and Get a Certificate of Completion

- a. Select **“Launch”** (or **“Resume”**) action button.

Name	Duration	CEUs	Progress	Date Completed	Action
<b>A</b>					
Advanced LSC: Building Construction Systems	24 hrs.	2.40	🕒		Resume
Ambulatory Surgical Center (ASC) Basic Training	35 hrs.	5.20	🚫		Launch
Assessing Endoscope Reprocessing Compliance Webinar	3 hrs.		🚫		Launch

- b. Once the training is launched, the Training Menu window will appear with pretest, training, and posttest links. Select one of the links to start the learning experience.
- c. Once the training is completed, a certificate icon will appear next to the action button. Select the icon to view and print the certificate of completion.

## Accrediting Organizations for Each AO Type:

AO Type	AO Name
<b>Non–Clinical Laboratory Improvement Amendments (CLIA)</b>	Accreditation Association for Ambulatory Health Care (AAAHC)
	Accreditation Commission for Health Care, Inc. (ACHC)
	American Association for Accreditation of Ambulatory Surgery Facilities (AAAASF)
	American Osteopathic Association (AOA)/Healthcare Facilities Accreditation Program (HFAP)
	Center for Improvement in Healthcare Quality (CIHQ)
	Community Health Accreditation Partner (CHAP)
	DNV GL—Healthcare (DNV GL)
	National Dialysis Accreditation Commission (NDAC)
	The Compliance Team (TCT)
	The Joint Commission (TJC)
<b>CLIA</b>	Association for the Advancement of Blood & Biotherapies (AABB)
	American Association for Laboratory Accreditation (A2LA)
	Accreditation Association for Hospitals and Health Systems (AAHHS)/Healthcare Facilities Accreditation Program (HFAP)
	American Society for Histocompatibility and Immunogenetics (ASHI)
	Commission on Office Laboratory Accreditation (COLA)
	College of American Pathologists (CAP)
	The Joint Commission (TJC)
<b>CLIA (Exempt States)</b>	Health Systems Quality Assurance (HSQA)/Information and Insurance Oversight (IIO)—Laboratory Quality Assurance
	Clinical Laboratory Evaluation Program (CLEP) of the New York State Department of Health