

**Certification Renewal Checklist for American Correctional Association (ACA)  
Commission on Accreditation for Corrections (CAC) Providers**

*Renewals are done online on the Information Management for Providers (IMPROV) system.*

The website for IMPROV is: <http://health.wyo.gov/mhsa/certs/certifications.html>  
*Please see the bottom portion of the screen to **select the “renewal” application option.***

*You will need a new Provider Validation Number (PVN) to enter the renewal process. At approximately two months prior to current expiration date, if you have not received a “noreply.wdh” email containing your new PVN, please contact Pat Bacon, Certification Program Manager, Behavioral Health Division (Division), at [patricia.bacon@wyo.gov](mailto:patricia.bacon@wyo.gov) or 307-777-5253.*

*Please add the email "noreply.wdh@wyo.gov" to your safe contacts list. Please notify us at any time you have demographics changes and we will update your IMPROV profile.*

Your agency is certified based on successful American Correctional Association (ACA) Commission on Accreditation for Corrections (CAC) accreditation. The following supporting documentation is required to be uploaded in IMPROV for renewal:

- Copy of the **Visiting Committee Report**, received post survey, every three years, as a result of the audit.
  
- Copy of the **Plan of Action**, detailing actions to be taken to achieve compliance with standards, following an audit.
  
- Copy of the **Annual Report (Annual Certification Statement)**, prepared by the provider and submitted during the anniversary month of accreditation to the ACA/CAC Standards and Accreditation Department.
  
- Communication of **administrative issues and significant events**, when applicable.

Should you encounter any difficulty in uploading ACA/CAC documents in to IMPROV, please feel free to attach them in an email to Pat Bacon at [patricia.bacon@wyo.gov](mailto:patricia.bacon@wyo.gov).

*We are happy to work with you should you need coordination due to national accreditation timeframes. Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. If coordination is required please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.*