

## New Applicant Certification Checklist

The Certification Program web site is:

*New applications for certification are completed online on the Information Management for Providers (IMPROV) system at:*

[http://health.wyo.gov/mhsa/certs/new\\_certifications.html](http://health.wyo.gov/mhsa/certs/new_certifications.html)

*(Please copy and paste into a Google Chrome or Mozilla Firefox browser.)*

*Note: If your agency currently holds national accreditation, please contact the Certification Program Manager at 1-800-535-4006 or [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov) for instructions on how to proceed.*

Please ensure that you have all required documentation prior to attempting to complete or submit an application for certification. The documents required for new applicants seeking certification include:

- Documentation evidencing the authority of the provider to do business in the State of Wyoming (e.g., business license, copy of Articles of Incorporation filed with the Wyoming Secretary of State, etc.);
- Copies of current Articles of Incorporation and By-Laws, if applicable;
- A list of all names used by the provider in the practice of business;
- Ownership and Governing Board Membership List;
- Current Staff Information List;
- Requirements Specific to DUI Education Programs (see below\* information and also refer to current Wyoming Standards Chapters 1 through 8 Rules and Regulations for Substance Abuse Standards);
- Statement of Disclosure and Release of Information;
- Three (3) professional reference letters from parties with whom you have provided similar services in the last two (2) years. *(This is not applicable for providers currently funded by the Division.);*
- Copies of current malpractice/professional liability insurance;
- Photocopy of license(s) for all practitioners from Mental Health Professions Licensing Board;
- Level (s) of services applying for in this application;
- One copy of the program's current policies and procedures manual, with program description specific to certification utilizing ASAM Criteria. Please refer to current Wyoming Standards, Chapters 1-8 to ensure your agency's policies and procedures align with current rules and regulations.

\*If you wish to provide DUI/MIP education, information regarding the curriculum utilized must be included in your policies and procedures manual. The three State of Wyoming approved DUI/MIP Education Curricula are:

The Change Companies

Hazelden Betty Ford Foundation

Prime For Life

Please find DUI/MIP Educator Education Continuing Education/Training information at the following site:  
<http://health.wyo.gov/mhsa/education/ProviderEd.html>.