



New Applicant Certification Checklist

Behavioral Health Division
Mental Health and Substance Abuse Section
Phone: (307) 777-5817
Toll-Free 1-800-535-4006
Fax: (307) 777-5580

New applications for certification are completed online on the Information Management for Providers (IMPROV) system at: <https://health.wyo.gov/behavioralhealth/mhsa/certification/new-provider-certification/>. Please study all new provider guidance posted on with website.

Note: If your program currently holds national accreditation (e.g. CARF or The Joint Commission, etc.), please contact the Certification Program Manager at 1-800-535-4006 or wdh-certification@wyo.gov for instructions on how to proceed.

Please ensure all required documentation is obtained and converted into electronic Portable Document Format (PDF) for uploading within the online application prior to completing an application for certification. The documents required within the online application for state certification include:

- Documentation evidencing the authority for the provider to do business (e.g. LLC business documentation or a locally-issued business license). Wyoming Standards require the program obtain a local business license from the city or county if one is required. If a local business license is not required, please provide documentation (i.e. a letter or email from the city or county stating that a business license is not required);
- Legal Business Name; and any other names used by the provider in the practice of business (please enter within the online application);
- Governing Authority or Legal Owner information; this must be stated in the program's policy and procedure manual;
- Staff information/primary certification contacts (please enter within application);
- Documentation requirements specific to DUI/MIP education (see below* information and also refer to current Wyoming Rules and Regulations for Substance Abuse Standards (Rule) Chapters 1 through 7);
- Statement of Disclosure and Release of Information; these may be incorporated into your program's policy and procedure manual, or uploaded separately;
- Three (3) professional reference letters from parties who vouch for your program providing substance use disorder services for court-ordered or referred clients in Wyoming (*not applicable for providers currently funded by the Division*);
- Insurance certificate(s) evidencing general liability insurance including physical, civil, and professional insurance in an amount deemed sufficient by its owners or governing body when applicable;
- Professional credentials (i.e. copies of staff licenses) for all 'Qualified Clinical Staff' (please refer to Chapter 1 in Rule);
- Level (s) of service the program is applying to provide (selected in the application);
- Current copy of the program's policies and procedures manual indicating the latest review/revision date(s). Please refer to the Behavioral Health Division's Provider Policy and Procedure Manual Guidance sheet found within the New Provider Guidance section on the website at: <https://health.wyo.gov/behavioralhealth/mhsa/certification/new-provider-certification/>. Please refer to current Wyoming Standards, Chapters 1-7 to ensure your agency's policies and procedures align with current rules and regulations.

*If you intend to apply to provide DUI/MIP education, please state the specific name of the state-approved curricula to be utilized in your policies and procedures manual. Copies of staff curricula training certificates will be required.

State of Wyoming approved DUI/MIP Education Curricula are:

The Change Companies “Interactive Journaling Facilitation”
Prevention Research Institute “Prime For Life”

Please find DUI/MIP and Substance Use Provider Education information at the following site:
<https://health.wyo.gov/behavioralhealth/mhsa/certification/>.