



**New Provider
Checklist**
Provider Certification for
Substance Use Disorder Services and
Community Mental Health Centers

Behavioral Health Division
Mental Health and Substance Abuse Section
Phone: (307) 777-5253
Toll-Free 1-800-535-4006
Fax: (307) 777-5580

New provider applications are completed and submitted online on the Information Management for Providers (IMPROV) system. This site gains access to the online certification program for applying for state certification for substance use disorder treatment providers that serve court-ordered or referred clients as well as community mental health centers.

It is suggested that providers please review and gather required documentation to be uploaded in IMPROV prior to beginning the online renewal application process. It may be completed in multiple sittings by re-accessing the application via username and password. You will need to be approve access into the portal.

The provider portal to access the website is: **www.wyoproviderportal.com**

Please use the checklist below, to guide you through the certification process:

- Documentation evidencing authority for the provider to do business (i.e. LLC). If required, please upload a copy of your local city/county business license.
- Copies of current Articles of Incorporation and By-Laws, if applicable
- If applying to provide DUI/MIP education services: Copies of staff curriculum training certificates
- Copies of your program's Statement of Disclosure and Release of Information documents
- Current documentation evidencing insurance coverage
- Copies of professional licenses for all current and licensed staff
- Policy & Procedures manual with current review date on cover page. Ensure policy & procedures are in accordance with Wyoming Rules and Regulations for Substance Abuse Standard Chapter 2, Section 9(b).



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- Applicable policy and procedures documentation covering services, which have been selected for certification that are not covered within your program's national accreditation documents

Contact Us At:

The Division is happy to assist you throughout your online certification application process. Please feel free to reach out with any questions or concerns by emailing wdh-certification@wyo.gov or by phone toll-free 1-800-535-4006.