



**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 **Behavioral Health Management System (BHMS)**. 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 **BHMS** 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: <https://bhms.health.wyo.gov>

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](mailto:wdh-certification@wyo.gov) or by phone toll-free 1-800-535-4006.