

New Provider - Certification Application Checklist

In order to be certified by the Department, a provider shall submit a completed application, along with supporting documentation, to the online Behavioral Health Management System (BHMS). Providers have ninety (90) calendar days to submit a completed application, with supporting documentation, for certification.

If a provider is nationally accredited for the level of care service's they are requesting certification for in a new application, they must adhere to the national accreditation standards throughout the term of certification, if approved.

Before starting your application:

- Review the Wyoming Rules and Regulations for Substance Abuse Standards found [here](#).
- Review the guidance below for requirements to submit a new application for certification.

Submitting a Completed Application

New applications with supporting documentation will be completed and submitted online on the Behavioral Health Management System (BHMS).

You can access BHMS here: <https://bhms.health.wyo.gov>

Checklist

The checklist below will help guide you through the application process for certification.

- **Demographic Information:**
 - Add all pertinent information relating to the name/business you will provide services under.
 - Indicated if you are a nationally accredited provider. If yes, also indicated with which accrediting affiliation and the accreditation expiration date.
 - Indicated if you are a Community Mental Health Center, substance use disorder service provider, or both.
 - If you will be delivering Impaired Driving Education Services to clients, indicate yes on the toggle with the curriculum you and/or staff are certified under.
 - Add all locations where services will be provided, phone numbers, and emails.
 - Add any and all primary certification contacts with their information for outreach.

- **Verify Services:** Verify the selection of ASAM Level of Care services that you provide are correct.
 - Please note the following:
 - **Implemented 07/01/2026:** The ASAM Criteria - 4th Edition for Adults
 - **Must Be Implemented 07/01/2027:** The ASAM Criteria – 4th Edition for Adolescents & Transition-Aged Youth
- **Upload Supporting Documentation:**
 - **Business License Documentation:** Documentation evidencing authority for the provider to do business.
 - Examples of documentation may include: a local business license from your local city or county, if required, and or a copy of a state document (e.g. LLC Certificate of Organization).
 - **Copies of current Articles of Incorporation and By-Laws, if applicable.**
 - **Impaired Driving Education Requirements:** If provider is applying to provider Impaired Driving Education Services, please provide the following:
 - A copy of the certificate of completion for each staff member that will be providing Impaired Driving Education Services to clients.
 - Ensure your programs Policy and Procedure Manual specifically states the name of the Impaired Driving Education curriculum utilized, and specification of the demographic served (adolescents, adults, or both).
 - **Copy of your program's Statement of Disclosure form.**
 - **Copy of your program's Release of Information form.**
 - **Insurance Documentation:** Upload a copy of your business's current general liability certificate of insurance, which covers physical, civil, and professional liability.
 - **Professional Clinical License(s):** Upload copies of professional licenses for all current and licensed staff.

- **Policy and Procedure Manual:** Upload an electronic copy of your program's most current, up-to-date Policy and Procedure Manual, evidencing the most recent revision date on the cover page.
 - Ensure your Policy and Procedure Manual is in accordance with and meets the requirements of Wyoming Rules and Regulations for Substance Abuse Standards: Chapter 2, Section 9(b).
 - Policy and Procedure Manual Guidance can be found [here](#).
- **Nationally Accredited Providers:** If you are applying for certification for level of care services that are covered under national accreditation, please also upload a copy of:
 - The most recent national accreditation survey report
 - The most recent national accreditation award letter
 - Any reports of major unusual incidents or sentinel events
 - Any other reports required by the national accrediting body, as applicable
- **Certification Application Disclosure Requirements:** Review and check each box within the Disclosures section to affirm ongoing compliance.
- **Confirm Application Completion:** On the final page, check the box to certify that you are authorized to perform Provider Administration duties and sign your name under Electric Signature.



**New Provider Certification
Application 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

Key Action Items:

- ✓ Wyoming Rules and Regulations for Substance Abuse Standards can be found [here](#).
- ✓ Providers will have the opportunity to exit and re-enter the renewal application. The application will not need to be completed in one sitting.
- ✓ If a new application is not submitted and approved within 90 days from opening, it will be closed. If your application is closed, you will need to submit a new one.
- ✓ Upon receipt of a complete certification application, the Department has thirty (30) calendar days to approve or deny.
- ✓ The certification period begins upon receipt of certification application approval notification from the Department. A provider shall be certified for a period of no less than six (6) months and up to three (3) years. The provider will be notified at time of approval with a certificate and award letter, via email.
- ✓ Please notify the Division Certification Program Manager if there are any changes or updates, including, but not limited to: email, phone number, address, services provided, etc.
- ✓ To guarantee you receive our correspondence, please add noreply.wdh@wyo.gov to your safe email contact list.

If you need additional guidance or have any questions, please contact:

Behavioral Health Division
Certification Program Manager
Phone: (307) 777-5253
Toll-Free: (800) 535-4006
Email: wdh-certification@wyo.gov