

Wyoming Mental Health Professions Licensing Board

2001 Capitol Ave, Room 127
Cheyenne, WY 82002
WyoMHPLB@wyo.gov

Provisional Licensure Application Instructions

For specific requirements, review the following chapters of the Board's Rules at <https://mentalhealth.wyo.gov/rules-and-regulations>:

- Chapter 8 if applying for Addictions Therapy
- Chapter 9 if applying for Clinical Social Work
- Chapter 10 if applying for Marriage and Family Therapy
- Chapter 11 if applying for Professional Counseling

CHECKLIST

_____ Legibly Completed Application Form with Original Signature

Mail the application form back to the address above. You will receive an email at the address included on your application when your application and fee have been received.

_____ \$193 Application Fee

Includes \$39 for background check and \$4 for NPDB check. Make your check, cashier's check, or money order payable to the State of Wyoming. All fees are non-refundable.

_____ Proof of Lawful Presence

The U.S. Immigration and Naturalization Service (INS) has developed a list of documentation which is acceptable as proof of lawful presence. Please complete the form included in this packet and provide a copy of a document from LIST A or copies of documents from LIST B and C. Don't send originals.

Please note that the name on your application must match the name on your proof of legal presence. If your name has changed, you will also need to provide a copy of the legal document that allowed for the name change (i.e. marriage certificate or divorce decree).

_____ Fingerprint Cards

Include 2 copies of the FD-258 fingerprint card in compliance with the separate instructions. Fingerprints must be completed within six (6) months of the date they are submitted to the Board.

_____ Official Transcript

Have your school send official transcripts of your Master's degree directly to the Board Office either by mail or by email. If your program is not accredited, you must fill out the appropriate transcript evaluation form.

_____ Supervision Agreement

Fill out the Supervision Agreement form. The form must be signed by both parties. The Wyoming licensed supervisor has to indicate at the bottom of the form if they have the proper CE required to provide supervision.

_____ State License/Certification Verification

Request an Official Verification be sent directly to the Board Office from any state you hold or have held a license or certification. If your license or certification is in the State of Colorado, you do not need to request the verification. The Board Office must look up the information online.

Professional Disclosure Statement

Include a copy of the Professional Disclosure Statement that you will use once you are granted a license by the Board. Guidelines are found in the Disclosure Statement Requirements document.

Once your file is complete, it will be emailed to an Application Review Committee for consideration. Review generally takes 1-2 weeks in addition to the 2-3 weeks for the background check to be returned to the office. Following approval, your license materials will be mailed to the preferred mailing address you provide on the application form.