



PLB Home Page

- Home Page
- Rules and Statutes
- License Directory
- Application Instruction & Forms
- Board Members
- Contact
- Related Sites
- Complaint Reporting

INSTRUCTIONS AND GUIDELINES

[Instructional Pages for Application Processes](#)

[Continuing Education Guidelines](#)

[Application for Certification Instructions](#)

[Renewal Application Instructions](#)

[Listing of all Forms](#)

Application for Licensure Instructions

Specific requirements are detailed in the enclosed Rules and Regulations. Please review the requirements prior to submitting an application.

GENERAL INFORMATION

- Only one of each form is included in the packet. You may photocopy any of these forms as needed.
- The Board will not review your qualifications without receipt of a formal application and fee.
- All fees are non-refundable. Payments must be in the form of a certified check or money order made payable to the State of Wyoming. Do not send a personal or business check.
- All documents submitted in support of the application must contain an original signature and be submitted directly to the Board from the source, not forwarded through you. The Board will not accept faxed or photocopied documents.
- Application files will be presented to the Board for review when all required documentation has been received.
- The Board endeavors to meet monthly. Every effort will be made to review applications before examination deadlines, however, occasionally a meeting may be canceled due to unforeseen circumstances. You should apply well before the examination deadline or be prepared to wait until the next administration of the

examination.

WHICH APPLICATION METHOD APPLIES?

APPLICATION FOR PROVISIONAL LICENSE- You should apply for a provisional license if you have just recently graduated with your master's degree, or if you have not taken the national licensure examination, or if you have not compiled 3,000 hours of documented supervised experience with 100 hours of individual face-to-face clinical supervision.

Required Documentation:

- a) Complete and notarized application
- b) \$100.00 application fee, certified check or money order
- c) Documentation of U.S. citizenship or alien status
- d) Official transcript(s) of your master's degree program
- e) Three (3) letters of professional reference
- f) State License/Certification Verification(s)- if you hold or have held licensure or certification in another state
- g) Provisional License Supervision Agreement

APPLICATION FOR LICENSE BY EXAMINATION- You should apply for licensure by examination if you have met the educational criteria, and you have passed the national licensure examination, and you have compiled 3,000 hours of documented supervised experience with 100 hours of individual face-to-face clinical supervision.

Required Documentation:

- a) Complete and notarized application
- b) \$200.00 application fee, certified check or money order
- c) Documentation of U.S. citizenship or alien status
- d) Official transcript(s) of your master's degree program
- e) Three (3) letters of professional reference
- f) State License/Certification Verification(s)- if you hold or have held licensure or certification in another state
- g) Verification and Evaluation of Supervised Experience
- h) Official examination score report

APPLICATION FOR LICENSE BY ENDORSEMENT (Reciprocity)- You should apply for licensure by endorsement if you hold a current license in another state, and you meet Wyoming's educational criteria, and you have passed the national licensure examination, and you have compiled 3,000 hours of documented supervised experience with 100 hours of individual face-

to- face clinical supervision.

Required Documentation:

- a) Complete and notarized application
- b) \$200.00 application fee, certified check or money order
- c) Documentation of U.S. citizenship or alien status
- d) Official transcript(s) of your master's degree program
- e) Three (3) letters of professional reference
- f) State License/Certification Verification(s) for every state where you hold or have held licensure or certification

FORMS AND OTHER DOCUMENTATION

Application

- Check the appropriate box under "APPLICATION FOR LICENSURE IN:".
- Check the appropriate box under "LICENSURE METHOD:".
 - Type or print all information clearly.
- For item #9, provide information regarding your professional certifications such as NBCC, CASII, CASIII, NCAC, etc.
- If a written explanation is necessary for items #14-21, include your name and social security number on the top of any additional sheets of paper.
- Sign the application in the presence of a notary.

Official Transcript

- You must request that your college or university, listed on your application under item #10, send an official transcript of your master's program directly to the Board. You may be requested to produce undergraduate degree transcripts in the course of the Board's review, but these are not required initially.
- The Board will not accept transcripts issued to you or received directly from you.
- If you are applying for licensure as an Addictions Therapist, enclose a summary of specialized education and training as outlined in the Rules and Regulations. Attach copies of documentation to verify completion. Do not send your original certificates of completion. Originals will not be

returned.

State License/Certification Verification

- Complete only the Applicant section of the form and send it to the state licensing board(s) listed under item #11 on your application. Do not send this form to the Wyoming Board with your application.

Professional Reference

- You must request professional references from the three (3) individuals listed on your application under item #12, who are qualified to address your integrity, professionalism, character, abilities and professional performance in your discipline. Do not request letters of references from past clinical supervisors who will be submitting verification of your supervised experience, or current supervisors who will be designated as your clinical supervisor for provisional license.
 - Letters should be written on professional letterhead stationery.
 - Letters must be sent directly to the Board from the reference and not forwarded through you.
- References must have been written within six (6) months of your application date.
 - References will not be accepted from your relatives.

Verification and Evaluation of Supervised Experience

- Complete only the Applicant section of the form and forward to the qualified clinical supervisor(s) listed on your application under item #13.

Provisional License Supervision Agreement

- Read the agreement thoroughly.
 - Type or clearly print your name and your supervisor's name in the spaces provided at the top of the agreement.
 - Meet with your supervisor to discuss the agreement and your supervision arrangement.
- Send the completed agreement to the Board.

Official Examination Score Report

- You must request that the examination service forward an official score report directly to the Board.
- The Board will not accept score reports issued to you or received directly from you.

PROCEDURE

Submit your application and fee to the Board. The Board will acknowledge receipt of your application and fee. When all required documents have been received, the Board will review your application at the next scheduled meeting.

- Provisional License- If your application is approved, the Board will notify both you and the proper examination provider that you are eligible to sit for the licensing examination. The Board will issue you a wallet card for identification purposes. You will then enter into a PROVISIONAL LICENSE SUPERVISION AGREEMENT with a qualified clinical supervisor as defined in the Rules and Regulations and send the original signed agreement to the Board for review.
 - If the agreement is approved, the Board will send both you and the supervisor a final copy. You may not begin servicing clients until the provisional license is issued and the supervision agreement is approved by the Board.
 - When the Board has received VERIFICATION AND EVALUATION OF SUPERVISED EXPERIENCE forms which reflect that you have completed the required hours of supervision and an official examination score report, you will be considered for license by examination at the next scheduled meeting.
- License by Examination or Endorsement-If your application is approved, a license number will be assigned upon receipt of the non-refundable

\$100.00 licensure fee, paid by certified check or money order. A printed wall certificate, pocket card, and a roster of license holders in the State of Wyoming will follow within a few weeks.

[Printed Version: Application for Certification Instructions](#)
[Back to top](#)

GUIDELINES FOR THE DOCUMENTATION OF CONTINUING EDUCATION REQUIREMENTS

1. The Rules and Regulations require that "Each licensee shall earn forty-five (45) clock hours of continuing education every two years."
2. Clock hours are the actual number of hours (contact hours) during which instruction was given. For academic courses, one (1) semester credit equals fifteen (15) hours. One (1) CEU credit is equal to ten (10) clock hours.
3. Continuing education activities should have significant intellectual or practical content and the primary objective should be to increase the participant's competence within each licensed discipline. They should be an organized program of learning dealing with matters directly related to the practice, professional responsibility or ethical obligations of each discipline. For each discipline, a subcommittee of the Board will review the continuing education activity of each licensee for relevancy to the professional practice of that discipline. Presenters of activity should be experts in the discipline and of at least master's degree level in education. The scope of practice for each discipline in the Rules and Regulations may be used as a basis of what knowledge and skills are acceptable to the Board as continuing education activities.
4. For proof of attendance, licensees must send to the Board a certificate of attendance for each activity which shows the workshop title, dates, clock hours attended, sponsor and sponsor's signature, presenter

(qualifications of the presenter), and the name of the licensee. Letters certifying attendance, transcripts and documentation of proof of attendance as in the sample provided are acceptable. Documents received without the required information will be returned to the licensee without approval.

5. The above proofs of attendance must be submitted with the Continuing Education Affidavit and Documentation of Attendance form. The renewal application will not be processed without the renewal fee. The Affidavit must be notarized.

6. It is the licensee's responsibility to obtain from the continuing education activity sponsor, the necessary documentation to for submission to be relicensed. The licensee should require that the sponsor keep an accurate long-term record of the activity, those in attendance, contact hours, credentials of the presenters and brochures describing the continuing education activity for retrieval of documentation.

7. There is no process in place to approve, in advance, any continuing education activity. As a guideline, sponsoring agencies should use the scope of practice for each discipline in designing continuing education activity and providing contact hours to licensees of this Board. The scope of practice information is in the Rules and Regulations.

[Printed Version: Continuing Education Guidelines](#)

[Back to top](#)

Application for Certification Instructions

Specific requirements are detailed in the enclosed Rules and Regulations. Please review the requirements prior to submitting an application.

GENERAL INFORMATION

- Only one of each form is included in the packet. You

may photocopy any of these forms as needed.

- The Board will not review your qualifications without receipt of a formal application and fee.
- All fees are non-refundable. Payments must be in the form of a certified check or money order made payable to the "State of Wyoming". Do not send a personal or business check.
- All documents submitted in support of the application must contain an original signature and be submitted directly to the Board from the source, not forwarded through you. The Board will not accept faxed or photocopied documents.
- Application files will be presented to the Board for review when all required documentation has been received.
- The Board endeavors to meet monthly. Every effort will be made to review applications before examination deadlines, however, occasionally a meeting may be canceled due to unforeseen circumstances. You should apply well before the examination deadline or be prepared to wait until the next administration of the examination.

WHICH APPLICATION METHOD APPLIES?

CERTIFICATION BY EXAMINATION- You should apply for certification by examination if you have met the educational criteria, and you are not currently certified in another state.

Required Documentation:

- a) Complete and notarized application
- b) \$150.00 application fee, certified check or money order
- c) Official transcript(s) of your bachelor's degree program
- d) Three (3) letters of professional reference
- e) Certificate Supervision Agreement
- f) Official examination score report
- g) State License/Certification Verification(s)- if you have held certification or licensure in another state

CERTIFICATION BY ENDORSEMENT (Reciprocity)- You should apply for certification by endorsement if you hold a current certification in another state, and you meet Wyoming's educational criteria, and you have passed the national examination.

Required Documentation:

- a) Complete and notarized application
- b) \$150.00 application fee, certified check or money order
- c) Official transcript(s) of your bachelor's degree program
- d) Three (3) letters of professional reference
- e) Certificate Supervision Agreement
- f) State License/Certification Verification(s) for every state where you hold or have held certification or licensure

FORMS AND OTHER DOCUMENTATION

Application

- Check the appropriate box under "APPLICATION FOR CERTIFICATE AS:".
 - Check the appropriate box under "CERTIFICATION METHOD:".
 - Type or print all information clearly.
- For item #9, provide information regarding your professional certifications such as NBCC, CASII, CASIII, NCAC, etc.
- If a written explanation is necessary for items #14-21, include your name and social security number on the top of any additional sheets of paper.
- Sign the application in the presence of a notary.

Official Transcript

- You must request that your college or university, listed on your application under item #10, send an official transcript of your course work directly to the Board.
- The Board will not accept transcripts issued to you or received directly from you.
 - If you are applying for certification as an Addictions Practitioner, enclose a summary of specialized education and training as outlined in the Rules and Regulations. Attach copies of documentation to verify completion. Do not send your original certificates.

State License/Certification Verification

- Complete only the Applicant section of the form

and send it to the state licensing board(s) listed under item #11 on your application. Do not send this form to the Wyoming Board with your application.

Professional Reference

- You must request professional references from the three (3) individuals listed on your application under item #12, who are qualified to address your integrity, professionalism, character, abilities and professional performance in your discipline. Do not request letters of references from current supervisors who will be designated as your clinical supervisor.
 - Letters should be written on professional letterhead stationery.
 - Letters must be sent directly to the Board from the reference and not forwarded through you.
- References must have been written within six (6) months of your application date.
 - References will not be accepted from your relatives.

Certificate Supervision Agreement

- Read the agreement thoroughly.
- Type or clearly print your name and your supervisor's name in the spaces provided at the top of the agreement.
- Meet with your supervisor to discuss the agreement and your supervision arrangement.
- Either you or your supervisor must send the completed agreement to the Board.

Official Examination Score Report

- You must request that the examination service forward an official score report directly to the Board.
- The Board will not accept score reports issued to you or received directly from you.

PROCEDURE

Submit your application and fee to the Board. The Board will acknowledge receipt of your application and fee. When all required documents have been received, the

Board will review your application at the next scheduled meeting.

- Certificate by Examination- The Board will notify both you and the proper examination provider if you are eligible to sit for the examination. The Board will also send both you and your designated clinical supervisor a copy of the approved supervision agreement. When the Board has received an official examination score report you will be considered for certification by examination at the next scheduled meeting. If your application is approved, a certificate number will be assigned upon receipt of the non-refundable \$100.00 certification fee, paid by certified check or money order. A printed wall certificate, pocket card, and a roster of license and certificate holders in the State of Wyoming will follow within a few weeks.
- Certificate by Endorsement- If your application is approved, a certificate number will be assigned upon receipt of the non-refundable \$100.00 certification fee, paid by certified check or money order. A printed wall certificate, pocket card, and a roster of license and certificate holders in the State of Wyoming will follow within a few weeks.

Effective 7/1/98

[Printed Version: Application for Certification Instructions](#)
[Back to top](#)

RENEWAL APPLICATION INSTRUCTIONS

Requirements stated in these instructions are condensed from the Rules and Regulations. Please refer to the Rules and Regulations and read these instructions thoroughly before completing the renewal application.

GENERAL INFORMATION

-All fees are non-refundable.

-The complete renewal application must be POST MARKED on or prior to your expiration date (or on the next business day in cases when the expiration date falls on a weekend or holiday) in order for your license or certification to remain current. Any renewal application

postmarked after the appropriate date will be returned and your license or certification will become null and void.

-A complete renewal application consists of the Renewal Application form with attached verification of attendance, a copy of your professional disclosure statement, and the renewal fee made payable to the State of Wyoming. License renewal fee is \$100.00. If you renew more than one license during the same two (2) year period, remit \$50.00 for each additional license. Certification renewal fee is \$75.00 each. No discount is given for renewing additional certifications.

-Type or print all information legibly. Do not leave blank spaces. Your renewal application will not be accepted and the information provided will not be reviewed unless all areas of this form are complete. Incomplete applications for renewal will be returned. If more space is needed, attach an additional sheet of paper. Across the top of the additional sheet print your name and license or certification number.

-If you fail to renew but wish to be licensed or certified in Wyoming, you will be required to re-apply and meet current standards. **THERE IS NO GRACE PERIOD!**

-If you will not be renewing your license or certification to practice in the State of Wyoming, please inform the Board in writing at the above address.

-The Board endeavors to meet monthly. Every effort will be made to review your application before the expiration date, however, occasionally a meeting may be canceled due to unforeseen circumstances.

-Failure to receive notice from the Board does not excuse you from the requirement for renewal. Applications for renewal will not be accepted more than one hundred twenty (120) days prior to the expiration date.

-You must register with the Board, in writing, any change in your legal name, home and professional mailing address and telephone number(s) within thirty (30) days of the change.

STEP BY STEP

Items 1-5 Verification of Information -The information

provided on the left side of the application is as it appears on your official Board record. If this information is incorrect please print the correct information in the spaces provided to the right. In cases of a name change, attach a copy of the legal document that enacted the change. A replacement wall certificate will only be issued upon written request and payment of the \$10.00 fee. Pocket cards will be issued with your corrected name when the renewal is approved. Your business address will appear in the roster of licensees. If you do not provide a business address your address will appear on the roster as "Address Not Available". If you want your home address to appear on the roster, then repeat that address under "Business" on the right side of this form.

Item 6 Mail Preference - Indicate at which address you would prefer to receive correspondence from the Board. Please only mark one choice. Unless notified otherwise in writing, all correspondence will be mailed to you at the last address of record, which fulfills the Board's legal obligation.

Items 7-14 Ethics - Answer the questions truthfully by checking the corresponding ?YES? or ?NO? boxes. If you answer ?YES? to any of the questions, you must attach a written explanation. An answer of ?YES? does not automatically make you ineligible for renewal.

Item 15 Supervision - List all Certified Social Workers, Certified Addictions Practitioners, Certified Mental Health Workers and/or Provisional licensees for whom you are the designated clinical supervisor. Your names will be cross-referenced on our records. As a reminder, the Board must have a Supervision Agreement Form on file for each supervisee. Contact the Board office if you need an agreement form. Remember also to notify the Board if you have terminated the supervision relationship with a supervisee.

Item 16 Continuing Education - All persons must complete forty-five (45) clock hours of acceptable continuing education every two (2) years as a condition of renewal. Refer to the ?Current Renewal Period? noted on the top of your application. If this is the first time you have renewed, you must provide verification that at least one (1) continuing education activity completed during the renewal period was a program in professional ethics, or that you had completed course work in professional

ethics as part of your formal educational preparation. List your continuing education activities in the table provided. Make note of which activity meets the ethics requirement. Attach copies of acceptable verification of attendance to the renewal application. Originals will not be returned. Canceled checks and registration forms are not acceptable forms of verification of attendance.

Guidelines for the Documentation of Continuing Education

- Clock hours are the actual number of hours (contact hours) during which instruction was given. For academic courses, one (1) semester credit equals fifteen (15) hours. One (1) CEU credit is equal to ten (10) clock hours.
- Continuing education activities should have significant intellectual or practical content and the primary objective should be to increase the participant's competence within each regulated discipline. Each activity should be an organized program of learning dealing with matters directly related to the practice, professional responsibility or ethical obligations of each discipline. Presenters of activity should be experts in the discipline and of at least master's degree level in education. The scope of practice for each discipline in the Rules and Regulations may be used as a basis of what knowledge and skills are acceptable to the Board as continuing education activities.
- A certificate for each activity which shows the workshop title, dates, clock hours attended, sponsor and sponsor's signature, presenter (qualifications of the presenter), and the name of the attendee is required for proof of attendance. Letters certifying attendance and transcripts are acceptable. Documents received without the required information will be returned without approval.
- It is your responsibility to obtain the necessary documentation from the continuing education activity sponsor. You should require that the sponsor keep an accurate long-term record of the activity, those in attendance, contact hours,

credentials of the presenters and brochures describing the continuing education activity for retrieval of documentation.

- There is no process in place to pre-approve any continuing education activity. As a guideline, sponsoring agencies should use the scope of practice for each discipline in designing continuing education activity and providing contact hours to licensees and certificate holders of this Board. The scope of practice information is in the Rules and Regulations.

To complete the process - Carefully read the WARNING, AGREEMENT and AFFIDAVIT on the back of the form before signing it in the presence of a notary. Attach a copy of your professional disclosure statement and copies of your continuing education documents. Enclose payment of the renewal fee.

NOTIFICATION

When the Board has reviewed and approved your renewal application, you will receive a confirmation letter, renewal fee receipt, and two (2) pocket cards. One card is placed over the expiration date on your wall certificate. The other should be carried with you for identification purposes.

Thank you for taking the time to review these procedures.

Revised 6/00

[Printed version: Renewal Application Instructions](#)

[Back to top](#)

Inquiries regarding these application procedures
and
application status should be directed to:

Mental Health Professions Licensing Board
2020 Carey Ave, Suite 201
Cheyenne, WY 82002

Veronica Skoranski

Occupational Licensing Director
2020 Carey Avenue, Suite 201
Cheyenne, WY 82002

Phone: (307) 777-3628

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