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## Dispensary Licensee Newsletter - September 2020

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### IMPORTANT UPDATES

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#### Dispensary Employees and Customers are Required to Wear Facial Coverings

On July 22, 2020, the Ohio Department of Health (ODH) issued a public health order that requires an individual to wear a facial covering while indoors. Exceptions to the mask mandate include personal residences, individuals with a medical condition or a disability or those communicating with someone with a disability, and children under 10. An overview of the order and the applicable exceptions can be found [here](#).

To ensure patient safety, Ohio-licensed dispensaries are required to implement safeguards to ensure the health and safety of patients that visit each dispensary, which includes following requirements set forth by the Ohio Department of Health. Failure to comply with the ODH facial coverings order may result in administrative discipline for a dispensary and the dispensary's designated representative.

Dispensaries should be aware that older adults, people who are immunocompromised, and those who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19.

#### Dispensary Informational Session

The Annual Dispensary Informational Session will be held on **Wednesday, October 21**. All owners, managers, designated representatives and other employees who plan to attend the virtual meeting are encouraged to take the pre-meeting survey. The survey can be found [here](#).

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### LICENSING

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#### Renewal

Dispensary and dispensary employee renewal is currently underway. All dispensaries are required to have their renewal applications and renewal fees submitted by October 20, 2020. The deadline for employee license renewal is December 4, 2020. Additional renewal guidance and information can be found [here](#).

Please review the following FAQs addressing recent inquiries regarding the renewal process.

- **Q1.** I was just issued my employee license within the last year, do I have to renew?
- **A1.** Yes, all employees issued a license prior to September 4, 2020, are required to renew this year. Employee license are issued on a set, biennial (two-year) renewal cycle with an expiration date of December 4<sup>th</sup> of even years. Employees who successfully renew their license will receive a new expiration date of December 4, 2022.
  
- **Q2.** The dispensary just received its certificate of operation within the last year, do we have to renew?
- **A2.** Yes, all certificates of operation issued prior to September 4, 2020, are required to be renewed this year. Certificates of operation are issued on a set, biennial (two-year) renewal cycle with an expiration date of December 4<sup>th</sup> of even years. The expiration date was set

based upon the award date and term of provisional licenses for dispensaries.

- **Q3.** When I log into eLicense, I am not seeing the certificate of operation tile listed? How do I renew the license?
- **A3.** Please have the Designated Representative send an e-mail to [licensing@pharmacy.ohio.gov](mailto:licensing@pharmacy.ohio.gov) listing the certificate of operation number(s). A security code(s) and instructions will then be provided to the DR so the renewal application can be submitted.

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## COMPLIANCE

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### Security and Safety

Dispensary staff are encouraged to frequently check to ensure all surveillance equipment is working properly, e.g., cameras, motion sensors and door locks. Take time to reach out to your alarm company to test the alarm and prepare an action plan in the event an alarm is activated after hours. Leaving more interior and exterior lights on is also helpful to discourage criminal acts, preventing potential crimes under the cover of darkness. Additional exterior lighting also allows dispensary staff to observe their surroundings when leaving at night.

Never hesitate to contact your applicable agent if you have questions or need assistance with ensuring compliance with your security and surveillance system.

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## DISPENSARY OPERATIONS

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### Continuing Education Deadline Approaching

Pursuant to [OAC 3796-6-3-19](#), all dispensary employees are required to receive a minimum of 16 hours of continuing education for each two-year licensing period. The 16 hours of continuing education is only required for a licensed employee (e.g. Associated Key Employee, Key Employee, Support Employee) that is engaged in dispensing medical marijuana pursuant to section 3796:6-3-19 of the Administrative Code. Additionally, any employee who obtained licensure within six months of December 4, 2020 is exempt from earning and reporting continuing education this renewal cycle. Foundational Training does not count toward continuing education.

All documentation of continuing education earned should be maintained by the dispensary and does not need to be submitted with the renewal application. The entity and employee will be required to attest to the completion of the required training.

Similar to foundational training, dispensaries are required to submit continuing education materials for approval 60 days prior to the date of the intended training. Dispensaries may independently develop content or work with a third party. Here are a few suggestions when submitting continuing education materials:

- Be sure to include the [CE Form Attachment](#). Please include the name of the document that is intended to fulfill each training element on the CE Form Attachment. For example, update the names of the documents to match what is listed on the CE Form Attachment. Please include pages number(s), if applicable.
- If there are materials that do not fall under any of the training elements listed on the CE Form Attachment, include them in the "Other" section.
- Health claims included in training materials will need to include supporting information.
- Training materials submitted that are intended to fulfill "The safe handling of medical marijuana, including an overview of common industry hazards, current health and safety standards, and dispensary best practices" should include information so employees have an understanding of marijuana safety at an industry level and not a patient level.

### Approved Continuing Education Materials

The Board has published a list of approved continuing education materials, which can be found [here](#).