



Medical Marijuana Dispensary and Employee Renewal Reminder

Medical Marijuana Dispensary Certificate of Operation and Dispensary Employee (Associated Key, Key, and Support) license renewal is ongoing through December 4, 2020. This notice provides instructions on license renewal as well as information on continuing education requirements.

NOTE: Only licenses with an 'Active' status and expiration date of December 4, 2020 will be eligible for renewal. Any employee who has experienced a separation of employment from a dispensary and therefore has an Inactive license, must complete a reinstatement application.

Certificate of Operation Renewal

All Certificate of Operation renewal applications are required to be submitted by Tuesday, October 20, 2020 (OAC 3796:6-2-10). The renewal application is considered submitted for review when a status of the renewal application is "Generate Fee". Additional guidance regarding the renewal fees will be forthcoming. Dispensaries are not required to submit any payment of renewal fees until that guidance is issued.

The Board will review all submitted applications within forty-five (45) days. Failure to submit a timely application and allow adequate time for the Board to review the renewal application and materials may result in the certificate of operation being lapsed and the inability to operate until the review is complete.

The entity will receive notice of any missing or incomplete information. Please note, any delays in providing information to complete the renewal application will delay the processing of the renewal application. The entity will receive notification via email when the certificate is renewed.

A step-by-step guide on the Certificate of Operation renewal application can be found [here](#).

Ownership Verification Attestation

Dispensaries will be required to complete the Ownership Verification Attestation form with information as it was last submitted to the Board. On the form, a dispensary will be required to include any and all natural persons who are owners, officers, board members of the dispensary; persons who have 10% or greater financial interest in the dispensary; and/or persons who exercise substantial control over the dispensary. Exercising control includes the power to influence management and operational decision-making. If additional information is necessary, please provide that information in the form of a table of organization.

Changes of Ownership, Officers, Name, and/or Location

Any change of ownership or officers, business or tradename, and/or location cannot be requested on the renewal application. To request such changes, a dispensary must do so via a variance request or change application. If the request or application has already been

submitted to the Board, the dispensary should proceed with renewing the certificate of operation as it is currently issued by the Board.

Dispensary Employee License Renewal

All dispensary employee licenses for associated key employees, key employees, and support employees will be eligible for renewal through December 4, 2020. All renewal applications, materials, and payment must be submitted via eLicense Ohio. Failure to submit a timely renewal will result in the employee license expiring and the inability to work in a licensed dispensary.

The renewal fees for dispensary employee licenses are as follows:

- Associated Key Employee - \$500.00
- Key Employee - \$250.00
- Support Employee - \$100.00
- eLicense System Transaction Fee (all license types) - \$3.50

All payments must be made with Visa, MasterCard, or Discover via eLicense Ohio.

A step-by-step guide on the dispensary employee renewal applications can be found [here](#).

Training and Continuing Education Requirements

All licensed dispensary employees who engage in dispensing medical marijuana are required to receive foundational training and complete a minimum of sixteen (16) hours of continuing education for each two-year licensing period pursuant to Rule 3796:6-3-19 of the Administrative Code. Individuals who obtained licensure within six months prior to December 4, 2020 are exempt from earning and reporting continuing education this renewal cycle. 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 only be required to attest to the completion of the required training. For more information, please review the Training and Continuing Education FAQ document available [here](#).

eLicense Guidance

All renewal applications must be filed online via the eLicense Ohio system. **It is highly recommended to use Google Chrome to access eLicense Ohio and when submitting a renewal application.**

Individuals who already have an account but forgot their password may reset it by selecting the "Forgot your password?" link on the [eLicense login page](#). A password reset link will be emailed to you. The link expires after 24 hours, so be sure to reset your password as soon as possible.

Individuals who already have an account but have not accessed the system in the last 12 months may also be required to reset their password. Follow the on-screen instructions to reset your password.

For step-by-step guidance on how to register for an account on the eLicense site, visit: www.pharmacy.ohio.gov/elicenseinstruct.

For assistance registering for an account or resetting a password in eLicense Ohio, please contact the eLicense Customer Service Center, which can be reached by calling 855-405-5514.

The eLicense Customer Service Centers serves all Ohio Boards and Commissions licensees and applicants. Callers may experience hold times or delays during overlapping renewal cycles across the state's Boards and Commissions.
