



Dispensary Licensee Newsletter - December 2020

IMPORTANT UPDATES

Dispensary Employees and Customers are Required to Wear Facial Coverings and Comply with Social Distancing Requirements

Per previous announcements, dispensary employees and customers are still required to wear facial coverings in accordance with the Ohio Department of Health Director's Order that was issued in November. The order can be found [here](#). **Please remind all persons at dispensaries that masks must cover both the mouth and nose.**

Additionally, all businesses are required to post social distancing requirements for employees and customers as stated in the order. Social distancing requirements include maintaining at least a six-foot distance between all persons. Dispensaries are responsible for enforcing social distancing requirements inside the dispensary, as well as outside the dispensary while customers wait to enter the establishment.

The Director's Order also states that there should be regular cleaning of high-touch surfaces, e.g. countertops and checkout areas.

Purchase Summary Table Not Appearing

The Board of Pharmacy's announcement regarding the extension of expired patient and caregiver registrations also included the detail that the Board will not be automatically renewing those registrations in the Registry. Therefore, registrants could have cards which appear expired, but are actually active under the terms of the extension.

In those situations, a patient who receives a new recommendation will not have their purchase summary table (the table showing their 90-day fill period dates) appear on their profile. This does not mean they cannot purchase medical marijuana. As long as their registration is active under the terms of the extension and the recommendation is within its active timeframe, they are eligible to purchase. To find out the patient's fill periods in this situation, simply take the "Written" date in their recommendation section and [enter it into the fill period calculator](#). **Please make sure to pay attention to the amount of refills on the recommendation.**

Active Patient and Caregivers Without Active Recommendations

The Board has received questions from dispensaries regarding registrants who are both a patient and a caregiver, but whose dispensation history and purchase summary tables are not shown on their profile. When this happens, it typically means that the registrant no longer has an active recommendation. With no active recommendation, the Registry reverts their page to a caregiver-only view, removing the dispensation history and purchase summary table. In any case, these registrants cannot purchase medical marijuana as a patient because they do not have an active recommendation.

LICENSING

Medical Marijuana Dispensary and Employee Renewal Reminder

In response to the COVID-19 outbreak, the Ohio General Assembly passed HB 404 which requires all licenses/registrations to be extended until July 1, 2021. **As a result of the passage of this legislation, medical marijuana dispensary employees (Associated Key, Key, and Support) and dispensaries have until July 1, 2021 to renew.** Any registration renewed after the expiration date of July 1, 2021 will be assessed a late fee.

NOTE: Only licenses with an 'Active' status and expiration date of July 1, 2021 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.

Dispensary Certificates of Operation

All dispensary certificates of operation currently expiring on December 4, 2020 will be automatically extended until July 1, 2021. The Board will be prorating the renewal fees for certificates of operation based on the date the original certificate of operation was issued; therefore, all checks received to date will be destroyed. Each dispensary will be notified of the prorated renewal fee that is owed. Once renewal applications are approved and the renewal fee paid, the certificate of operation will be deemed renewed and the expiration date extended to December 4, 2022.

Dispensary Employee License Renewal

All dispensary employee licenses for associated key employees, key employees, and support employees will be eligible for renewal through July 1, 2021. 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](#).

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 Center 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.

Driver License, BMV-Issued Identification, and Patient/Caregiver Registration Extensions

In addition to extending employee licenses/registrations, HB 404 extends the deadline for all driver licenses and identification cards, as well as patient and caregiver registrations. If a patient's or caregiver's expiration date on their driver license or identification card, or on the patient or caregiver registration, is March 9, 2020 to April 1, 2021, the expiration date has been automatically extended and will remain valid through July 1, 2021. **Therefore, dispensaries must accept all driver licenses, identification cards, and patient/caregiver registrations with expiration dates between March 9, 2020 and April 1, 2021.**

NOTE: HB 404 does not apply to recommendations from certificate to recommend physicians. All patients must have a current recommendation to purchase medical marijuana personally or through a caregiver.

COMPLIANCE

Notice of Email Phishing Scam

We have been alerted to a phishing email scheme being sent to our licensees where the sender is claiming to represent the State of Ohio Board of Pharmacy. They have created a website that mimics the Board's site as an additional step to deceive licensees. Please reference the image of the malicious email below. Please be advised that the email address used by the scammers may differ from the example listed below.

If you have received a message like the one below, please delete it. If you have opened the email, followed the link, and submitted any sensitive information, you are strongly advised to look into setting up credit/fraud alerts and/or a credit freeze.

The Board will continue to monitor this situation and will send any additional updates as needed. If you have additional questions or information, please contact your applicable MMCP Agent.

Sample of Email

From: State of Ohio Board of Pharmacy <prescc@triad.twcbc.com>
Date: December 4, 2020 at 6:48:12 AM EST
Subject: State of Ohio Board of Pharmacy Important Notice

Effective Dec 10, 2020, The State of Ohio Board of Pharmacy require that all license holders validate their profile information on our website. All license holder whose information has not been validated might experience delay in their next license renewal.

Please click on Validate Profile below to login to your account and begin the profile validation process.

[VALIDATE PROFILE HERE](#)

Note: This is an automated email. Do NOT reply to this message.

DISPENSARY OPERATIONS

Social Media Reminder

All advertising materials, including social media posts, are required to be submitted via the advertising submission portal. Once content is approved, it can be used multiple times. It is advisable that licensees include multiple posts and/or content templates for review in a single submission.

Cultivator/Processor Advertising Materials

It is the dispensary's responsibility to only provide compliant advertising materials to patients even if the cultivator or processor incorrectly informs the dispensary that the materials were determined to be compliant by the Ohio Department of Commerce. Please contact the Board for guidance if the materials are questionable.

MEDICAL BOARD

Petition Period

The State Medical Board of Ohio established Nov. 1, 2020 - Dec. 31, 2020, as the third submission period for petitions to add a qualifying medical condition to the Medical Marijuana Control Program. Petitions can be filed electronically through the state's website [here](#). Petitions need to include (per Ohio Administrative Code 4731-32-05):

- The name and contact information
- Specific disease or condition requested to be added
- Information from experts who specialize in the study of the disease or condition
- Relevant medical or scientific evidence
- Consideration of whether conventional medical therapies are insufficient to treat or alleviate the disease or condition
- Evidence supporting the use of medical marijuana to treat or alleviate the disease or condition and other types of medical or scientific documentation
- Letters of support provided by physicians