



Dispensary Licensee Newsletter - November 2020

IMPORTANT UPDATES

Dispensary Employees are Required to Wear Facial Coverings

The Board of Pharmacy has received patient complaints that dispensary employees and security personnel are not wearing masks appropriately. These complaints are taken seriously. **Please remind all employees and security personnel that masks must be worn and must cover both the mouth and nose.**

Expired/Lost Driver's Licenses

The Board's [guidance regarding Photo Identification Requirements for Patients and Caregivers](#) remains in effect. Per this guidance, dispensaries may accept authorized identification that expired on or after February 1, 2020. If the authorized identification expired before February 1, 2020, dispensaries may accept the identification along with a birth certificate or social security card.

Patients or caregivers who have lost their authorized forms of identification may utilize one of the options below in order to enter a dispensary and purchase medical marijuana:

Option 1) A patient/caregiver may present their birth certificate and social security card.

Option 2) A patient/caregiver may present their birth certificate or social security card and any of the following:

- An original or copy of a current utility bill with the patient/caregiver's name and present address;
- An original or copy of a current bank statement with the patient/caregiver's name and present address;
- An original or copy of a current government check with the patient/caregiver's name and present address;
- An original or copy of a current paycheck with the patient/caregiver's name and present address; or
- An original or copy of a current other government document that shows the patient/caregiver's name and present address.

Additionally, per the Ohio Bureau of Motor Vehicles (BMV), any license or identification card issued through the BMV that expired on or after March 9, 2020 has been automatically extended until December 1, 2020.

LICENSING

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. **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.

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. It will also require a reinstatement application and **new** background check results.

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](#).

COMPLIANCE

Surety and Escrow Accounts

Dispensaries are required to show evidence of financial responsibility. This is done by establishing and maintaining an escrow or surety account in an Ohio financial institution. Please take time to ensure the account you have chosen has not expired. If you have any questions, please contact your applicable agent. For further information refer to the following rule: [3796:6-2-11. Medical marijuana dispensary - license bond](#).

DISPENSARY OPERATIONS

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](#).