



Ohio Department of Commerce Medical Marijuana Control Program

MMCP Guidance – Employee Renewal Application & Employee ID Badge

The Medical Marijuana Control Program (MMCP), pursuant to authority in Ohio Revised Code/Ohio Administrative Code (O.A.C.) 3796, is providing guidance on the procedure for licensees to renew Employee ID Badges.

Employee ID Badges – Two-Year Expiration

Licensees must ensure that all employees have and maintain valid Employee ID Badges and are reminded that no person may work at a cultivator, processor, or testing laboratory without a valid, unexpired Employee ID Badge. **Employee ID Badges expire two years after the date of the Badge's issuance.** See Ohio Admin. Code 3796:5-2-01(B)(2). Therefore, licensees must ensure that Employee Renewal Applications are submitted in a timely manner and that valid BCI and FBI background check results are on file with the Department for an employee to maintain their eligibility for employment.

Background Checks

Pursuant to Ohio Revised Code (O.R.C.) 3796.13, licensees may **not** employ an individual who has been convicted of or pled guilty to a “disqualifying offense” as defined by O.A.C. 3796:1-1-01(A)(15). **Ohio BCI and FBI background check results remain valid for a period of only 12 months;** therefore, licensees must ensure that all employees submit their fingerprints for **both** an Ohio BCI Background Check and an FBI Background Check when submitting an Employee Renewal Application. The Department cannot process an employee application without valid BCI and FBI background check results.

Employees do not have a valid, renewed, Employee ID Badge until the Department reviews and approves the Employee Renewal Application and a renewed Employee ID Badge is issued.

The MMCP monitors eLicensing to ensure licensees comply with Chapter 3796 of the Ohio Administrative Code, as outlined below. Failure to properly submit an Employee Renewal Application and obtain Department approval for all employees may result in further action by the Department against the licensee. This may include the Department prohibiting unbadged employees from entering the facility's premises until all licensing issues are resolved. See O.A.C. 3796:5-2-01(F).

Steps to Renew an Employee ID Badge

Step 1: Submit Employee Renewal Application within eLicense

The Employee Renewal Application requires the following information to be provided for the employee:

- Legal Name.
 - Applicants must ensure that their full legal name, not aliases or nicknames, is provided and spelled correctly on the application.
 - The employee's full legal name must match the full legal name provided on the BCI and FBI background check applications.
- Personal Home Address.



Ohio Department of Commerce Medical Marijuana Control Program

- Personal Phone Number.
- Personal Email Address.
- Date of Birth.
- Social Security number.
- Photo of valid Employee Driver's License or state issued identification (please ensure Driver's License or identification has not expired).
- Recognizable headshot photo of employee to be printed on Employee ID Badge taken no more than six months before applying.

Applicants are encouraged to review their application to ensure that all personal identifying information is fully outlined and accurately reflected. Failure to accurately provide all requested information on the application will require applicants to re-submit.

Step 2: Submit Payment for Employee Renewal Application

A \$100 application fee must be paid via eLicense or by mailed-in check or money order prior to the application being processed.

Step 3: Submit fingerprints for both Ohio BCI Background Check and FBI Background Check

Employees applying to renew their Employee ID Badge must ensure they have valid BCI and FBI background check results on file with the Department. **If the BCI and FBI background check results on file with the Department are more than 12 months old, they are not valid.**

To obtain updated, valid, background checks, employees must submit fingerprints for both an Ohio BCI Background Check and an FBI Background Check. Fingerprints may be submitted in one of two ways:

- Visiting a [WebCheck](#) location.
*Recommended for faster turnaround and electronic submission and tracking.

OR

- Completing BCI and FBI fingerprint cards. Please refer to the "[Department of Commerce Employee Background Check Guidance for Cultivators, Processors, and Testing Laboratories](#)" for more information on how to complete the fingerprint cards.
 - [BCI Fingerprint Card](#)
 - [FBI Fingerprint Card](#)

Submitting Fingerprints

Applicants must provide their fingerprints and required fees directly to Ohio BCI and FBI for their background checks. Any fingerprints or payments sent directly to the Department will be returned to the applicant; it is the responsibility of the applicant to then take all necessary next steps to remit payment and fingerprints correctly.

Furthermore, applicants must request that their Ohio BCI and FBI background check results be sent directly to the Department of Commerce, Medical Marijuana Control Program from each



Ohio Department of Commerce Medical Marijuana Control Program

agency. Any background check results not sent directly to the MMCP will be returned and the employee will be required to re-submit fingerprints and required fees to each agency. See O.R.C. 3796.12(F). Please refer to the "[Department of Commerce Employee Background Check Guidance for Cultivators, Processors, and Testing Laboratories](#)" for more information.

Licensees are advised that the process to obtain the **background check results may take up to 60 days to complete**. The MMCP is then required to review all employees' BCI and FBI background checks prior to processing an employee application.

Upon submitting fingerprints, the MMCP recommends that the employee:

- Save the Transaction Number and receipt until the Employee Renewal Application is approved, if submitted through a WebCheck location.
- Or make a copy of the fingerprint cards and checks and acquire a tracking number from the company shipping the employees' fingerprint cards to ensure the materials are appropriately delivered, if submitting fingerprint cards by mail.

Step 4: Communicate with the MMCP and Ensure Timely Responses

- **The applicant's personal email account:** Employees must provide their personal email address for any follow-up questions pertaining to their Employee Renewal Application. Failure to respond in a timely manner to follow-up questions may result in the application being denied, and an employee may be required to re-submit.
- Furthermore, licensees must ensure that all contact information for the facility is up to date with the Department so the MMCP may communicate with licensees when necessary. If you have not updated your entity's contact information with the Department, please contact MMCPlicensing@com.ohio.gov.

Step 7: Print Employee ID Badge.

- Employees must keep the Employee ID Badge visible at all times when on the property of the cultivator, processor, or testing laboratory and during the transportation of medical marijuana. See O.A.C. 3796:5-2-01(D).

Questions may be directed to MMCPlicensing@com.ohio.gov.



Ohio Department of Commerce Medical Marijuana Control Program

Ohio Statutory and Administrative Authority

- Ohio Revised Code 3796.03(C): permits the Department to establish any rules it deems necessary for the ongoing administration of the medical marijuana control program.
- Ohio Administrative Code 3796:5-6-01 and 5-6-02 permit the Department to enforce the rules and regulations established under Chapter 3796 of the Ohio Administrative Code.
- Ohio Administrative Code 3796:2-2-01 and 3-2-01 require that licensees establish and maintain certain policies and procedures within their standard operating procedure for the production, storage, inventory, and transportation of medical marijuana.
- Ohio Administrative Code 3796:5-1-01 establishes the fee structure for all Employee ID fees.
- Ohio Administrative Code 3796:5-2-01 outlines all requirements for Employee ID cards through the Department.