



Ohio Department of Commerce Medical Marijuana Control Program

PROCESSOR License Renewal Requirements

Pursuant to Ohio Administrative Code (O.A.C.) [3796:3-1-09](#), a processor Certificate of Operation expires annually on the date that it was issued. The renewal application and proper renewal fee (O.A.C. [3796:5-1-01](#)(C)) must be filed with the Department **at least 30 days prior to the expiration date** of the Certificate of Operation.

The Department shall grant a renewal if the application is filed in a timely manner, the processor submits the corresponding renewal fee, the Department confirms that nothing warrants the denial of the renewal under O.A.C. [3796:5-6-01](#), and the processor passes a full inspection.

If a licensee fails to complete the renewal application AND pay the renewal fee outlined under O.A.C. [3796:5-1-01](#)(C) **prior to the expiration date** of the Certificate of Operation, the Certificate of Operation shall be suspended for a maximum of 30 days, at which point it will be deemed expired. Upon expiration of the Certificate of Operation, the licensee shall not engage in any activities in furtherance of the business of processing medical marijuana. The Department shall not renew the Certificate of Operation and the facility shall permanently cease its operations. See O.A.C. [3796:3-1-09](#) (C).

Below is a checklist of the necessary items for renewal of your Processor license.

Application and Fee - O.A.C. [3796:5-1-01](#)

- The facility "Annual Renewal Application" and the associated fee must be submitted within the [eLicense Portal](#) at least 30 days prior to the expiration date of the Certificate of Operation. All licensees with a Certificate of Operation will receive a 90-day, 60-day, and 30-day renewal notification via email prior to the Certificate of Operation expiration date.

Completion of Renewal Inspection - O.A.C. [3796:3-1-09](#) and [3796:3-3-01](#)

- The Department requires a full inspection within 90 days prior to the license expiration date.

Completion of Annual Fire Safety Inspection by State Fire Marshal or Local Certified State Inspector - O.A.C. [3796:3-3-01](#)

- Any violations noted in the fire safety inspection report must be remedied before the Certificate of Operation renewal can be approved. Please keep this requirement in mind when scheduling to ensure adequate time to remedy any issues.

Completion of Food Safety Inspection (if applicable) - O.A.C. [3796:3-3-01](#)

- Any violations noted in the food safety inspection report must be remedied before the Certificate of Operation renewal can be approved. Please keep this requirement in mind when scheduling to ensure adequate time to remedy any issues.



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- ❑ **Annual Inventory of Medical Marijuana** - O.A.C. [3796:3-2-04\(D\)](#)
 - On an annual basis and as a condition for renewal of a processor license, a type 1 key employee shall conduct a physical, manual inventory of the plant material, medical marijuana extract, and medical marijuana products on hand at the processor facility and compare the findings to an annual inventory report generated using Metrc. If any discrepancies are discovered outside of loss standard to the industry due to moisture loss and handling, the type 1 key employee shall report such findings to the Department in accordance with O.A.C. [3796:5-4-01](#).

- ❑ **Security System Tested by a Third-Party** - O.A.C. [3796:3-2-05\(D\)](#)
 - A processor shall keep all security equipment in good-working order and the systems shall be inspected and all devices tested on an annual basis by a third party.

- ❑ **Scale Calibrations by a Third-Party** - O.A.C. [3796:3-2-01\(F\)\(4\)](#)
 - The processor shall have its scales, balances, or other weight and/or mass measuring devices routinely calibrated using "National Institute of Standards and Technology" (NIST)-traceable reference weights, at least once each calendar year, by an independent third party approved by the Department.

- ❑ **Evidence of Financial Responsibility** - O.A.C. [3796:3-1-05\(B\)](#)
 - **Certificate of Insurance** - O.A.C. [3796:3-1-05\(B\)\(1\)](#): Insurance coverage must be current. If insurance coverage will expire on or before the date of expiration of the Certificate of Operation, the licensee must provide an updated Certificate of Insurance.
 - **Escrow or Surety Bond** - O.A.C. [3796:3-1-05\(B\)\(2\)](#) and [\(B\)\(3\)](#): Evidence of the licensee's current escrow account or surety bond may be requested by the Department, unless eliminated with Department approval pursuant to O.A.C. [3796:3-1-05\(B\)\(4\)](#).

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

Reminders not required for renewal:

- ✓ Vehicle Licensing - O.A.C. [3796:5-3-01](#)
- ✓ Employee Badging - Expires two years after the date of issuance - O.A.C. [3796:5-2-01\(B\)\(2\)](#)

NOTE: The above may not be a comprehensive list of all requirements to obtain a renewal. The Department reserves the right to request additional information prior to approving a renewal application in accordance with Chapter 3796 of the Ohio Administrative Code.