April 8, 2024

Employee Badge Consolidation

Beginning, Monday, April 15, licensees who submitted the license affiliations form by April 3 will see their affiliated licenses (commonly owned or controlled) under one account within eLicense and may take advantage of employee badge consolidation at that time.

There are options on the timing with which you consolidate your employees' badges; you may choose to consolidate them now, upon the current badge's expiration, or sometime in between.

However, you should note the following when making this determination:

- Beginning Monday, April 15, you can no longer apply for new dispensary employees in Ohio eLicense or add service requests to pending applications. All new dispensary employees must be applied for within MMCP eLicense.
- Those who apply for a new employee badge in MMCP eLicense (including a consolidated badge) **by June 30, 2024,** will have an expiration date set for four years out from the date of application.
    - For example, John Smith has a current badge for Cultivator ABC expiring April 1, 2025 and Dispensary DEF expiring July 1, 2025. You decide to go ahead and apply for a consolidated badge for John on May 1, 2024; therefore, his new expiration date is May 1, 2028.
    - This is a one-time extension that only affects consolidated badges applied for by June 30, 2024. All badges applied for after June 30 will default to the two-year expiration.
- The $100 application fee applies to new employee badge applications (same rate regardless of badge type). Applications for consolidated badges are processed as new applications and the fee will apply.

Pending dispensary employee applications in Ohio eLicense
Beginning April 15, you will no longer be able add documents (i.e., service requests) within Ohio eLicense. Therefore, if you have dispensary employee applications pending approval in Ohio eLicense, you may submit those as new employee applications in MMCP

eLicense.

If the application was submitted and paid for in Ohio eLicense after February 1, 2024, the fee for a new application in MMCP eLicense will be waived.

Provisional Employee Badge
Also beginning Monday, April 15, all new employee badge applications will be issued a provisional employee badge upon application submission and payment, with a 90-day expiration.

- If the employee applicant already does have an active employee badge within MMCP eLicense or Ohio eLicense, the background check reports on file for that badge(s) will transfer to the new consolidated badge. Employees with currently active badges may continue working in the licensed facilities indicated on the application uninterrupted.
- If the employee applicant does not have a currently active badge, they must submit fingerprints for an FBI and BCI background check. New employees may begin working in the licensed facilities indicated on the application immediately upon submission and payment of a complete application.

If the employee applicant does not currently have an active employee badge, the licensee must upload a signed document to the new employee badge application attesting, in summary, that the applicant has submitted fingerprints for FBI and BCI background checks and that the licensee has evaluated the applicant, and the applicant has not pleaded guilty to or been convicted of a disqualifying offense.

Employee Badge Approval
DCC staff will review employee badge applications upon receipt of background check reports or utilizing background check reports for employees who already had an active badge at time of application for the consolidated badge.

Upon DCC approval of the application, the “provisional” notation will be removed from the auto-generated badge and an email will be sent to the company contact(s) notifying of employee badge application approval.

Associated Licenses and Employee Types
When applying for an employee badge, you must select the license(s) affiliated with your account for which the employee should be badged. Any license which the employee will physically work in the facility, or is an owner, officer, board member for, or is an administrator or responsible for the daily operations, must be included on the individual’s list of associated licenses.

For each facility selected for the applicant, you must select the employee type. You may select a single facility license multiple times if the individual is both an owner and a responsible party.

Employee Types:

- Employee – default type to be used for all employees
- Owner/Officer - the individual is an owner, officer, or board member
- Responsible Party - the individual to be one of your 1 – 3 designated responsible parties for the license

Training
The Division will be conducting a webinar training on Friday, April 12 at 11:00am. Anyone who submits employee badge applications within the eLicense portal is strongly encouraged to attend. Please sign-up here.

Account Affiliations
If you have not submitted your account affiliations, you may still do so using this form. Affiliation adjustments will be made as necessary.

Rules

Provisional Employee Badging proposed OAC 3796:5-2-04
Employee Badges proposed OAC 1301:18-3-09

Proposed Rule for Early Stakeholder Feedback
Employee Badging

The Division of Cannabis Control ("DCC" or "the Division") seeks **initial stakeholder feedback** on a proposed rule related to employee badging.

The full text of the proposed rule can be found here. Stakeholders may submit comments to DCCRules@com.ohio.gov by Friday, April 19, 2024.

The Division will review and consider the comments received prior to submitting the proposed rules to the Common Sense Initiative and the Joint Committee on Agency Rule Review in accordance with Chapter 119 of the Ohio Revised Code. Both of those processes will provide stakeholders further opportunity to comment on the proposed rules.

REMINDER - eLicense Unavailable 4/11 - 4/15

Beginning Thursday, MMCP eLicense will be undergoing scheduled maintenance for planned the planned reconfigurations discussed above **from April 11 at 5:00pm – April 15 at 8:00am**. eLicense will be unavailable during that time.

Licensee Resources

Know additional recipients who should receive this message? Click here.