



**July 10, 2024**

## **Dual-Use Licensing & Employee Badging**

### CCE Employee Affiliations

The Division of Cannabis Control (“DCC” or “Division”) is reminding all DCC eLicense users and dual-use applicants that all employee affiliations (relationships) must be added to your dual-use provisional facility license(s) before a Certificate of Operation will be issued.

All employees, agents, owners, officers, board members, and administrators responsible for the daily operation of the facility must have an active employee badge beginning with “CCE” in DCC eLicense. Furthermore, upon issuance of your dual-use provisional license, an eLicense Account Administrator must access eLicense and affiliate each employee to the new provisional facility license.

A “CCE” employee badge may be affiliated (via the facility relationship function) to each facility license across a “family of companies.”

- Each facility for which an individual is employed, is an agent, owner, officer, or board member, or administers the daily operation, must be affiliated with that employee in DCC eLicense.
- If the individual is an owner or responsible party, such employee type must be designated on the eLicense employee record for each facility that it applies.

Follow the instructions below to update employee license affiliations:

1. Within DCC eLicense, select “Manage Employees.”
2. Click the down arrow next to the employee name and select “View.”
3. Navigate to the “License” area on the screen.
4. Click “Add” to add a facility license affiliation.
5. Select the business license number you need to affiliate the employee to and the employee type for that business license.
  6. If the employee is designated as a Responsible Party, you must select either primary or secondary. One primary Responsible Party and two secondary Responsible Parties may be designated per business license.

7. The employee type is designated for each business license. For example, one employee could be designated the Responsible Party for one business license but not for the other business licenses.
8. Click "Save."

For further instructions, please see the [eLicense Portal User Manual](#) beginning on page 27.

Do not inactivate your employee's MMCPE or MME badge or unaffiliate your employees from your current medical marijuana license, **unless you have been instructed to do so by the DCC.**

#### Metrc Industry Admin Designations

All licensees must have an employee admin designated in Metrc. Please confirm as soon as possible that your license has a Metrc Industry Admin designated.

The Metrc Industry Admin must have a CCE badge and is responsible for ensuring that access rights for new employee identification numbers (CCE badges) are assigned within Metrc.

Failure of the Metrc Industry Admin to complete these designations will result in employees losing Metrc access when their MMCPE or MME badge is inactivated.

More information can be found [here](#).

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**Applicant Resources**

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