



DCC Guidance – New Employee Application & Employee ID Badge

The Division of Cannabis Control (DCC), pursuant to authority in Ohio Revised Code/Ohio Administrative Code (O.A.C.) 3796, is providing guidance on the required procedure for licensees to apply for their employees' initial Employee ID Badge.

Who must apply for an Employee ID Badge?

Every owner, principal officer, board member, employee, administrator, agent, or other person who may significantly influence or control the activities of a cultivator, processor, or testing laboratory must apply to the Department for an Employee ID Badge. See O.A.C. 3796:5-2-01(A).

This includes all employees who work in a facility including employees of third-party entities. If an individual is an employee of both a cultivator and processor, the individual must have active Employee ID Badges for both licensees.

Employee ID Badges

Licensees must ensure that all employees have valid Employee ID Badges and are reminded that no person may begin working at a cultivator, processor, or testing laboratory prior to approval of the employee's New Employee Application and activation of their Employee ID Badge. See O.A.C. 3796:5-2-01(A) and (D). It is the responsibility of both the employee and the licensee to ensure compliance with these provisions.

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). Licensees must ensure that all employees submit fingerprints for **both** an Ohio BCI Background Check and an FBI Background Check. See O.A.C. 3796.5-2-02. The Department cannot process an employee application without valid BCI and FBI background check results.

Employees do not have a valid Employee ID Badge and may not begin working until the Department reviews and approves the New Employee Application and an Employee ID Badge is activated.

The DCC monitors eLicensing to ensure licensees comply with Chapter 3796 of the Ohio Administrative Code, as outlined below. Failure to properly submit a New Employee 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 Apply for a New Employee ID Badge

Step 1: Submit New Employee Application within eLicense

The New Employee 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.
- 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 New Employee 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

New Employee applicants 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 Division 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 Division of Cannabis Control from each agency. Any background check results not sent directly to the DCC 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 DCC is then required to review all employees’ BCI and FBI background checks prior to processing an employee application.

Upon submitting fingerprints, the DCC recommends that the employee:

- Save the Transaction Number and receipt until the New Employee 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 DCC and Ensure Timely Responses

- **The applicant’s personal email account:** Employee applicants must provide their personal email address for any follow-up questions pertaining to their New Employee Application. Failure to timely respond to follow-up questions may result in the application being denied and require the employee to re-submit.
- Furthermore, licensees must ensure that all contact information for the facility is up to date with the Department so the DCC may communicate with licensees when necessary. If you have not updated your entity’s contact information with the Department, please contact DCCLicensing@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).

Upon separation of an employee, it is the licensee’s responsibility to inactivate the employee in eLicense and retrieve the Employee ID Badge. Failure to place the employee in inactive status may result in the individual having continued access to sensitive information, such as Metrc.

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



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 Division of Cannabis Control.
- 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.