



**Illinois Department of Financial and Professional Regulation**  
**Division of Professional Regulation Cannabis Control Section**

**INSTRUCTIONS FOR BECOMING A RESPONSIBLE  
VENDOR PROVIDER**

Any entity may apply to the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation (“Division”), to become an approved Responsible Vendor Provider. Pursuant to 410 ILCS 705/15-40(i)(1) of the Cannabis Regulation and Tax Act (the “Act”), Dispensary Organization Agents must complete a responsible vendor program offered by a Division-approved Responsible Vendor Provider. To receive approval as a Responsible Vendor Provider, an entity must satisfy the requirements under 410 ILCS 705/15-40(i) of the Act and its administrative rules at 68 Ill. Adm. Code 1291/et. seq. Please read the Act, its administrative rules, and this information carefully before submitting your application.

To apply, a proposed provider must upload a complete Responsible Vendor Provider application and all the mandatory exhibits to the State’s file transfer site at <https://filet.illinois.gov/filet/pimupload.asp> and direct the documents to [FPR.AdultUseCannabis@Illinois.gov](mailto:FPR.AdultUseCannabis@Illinois.gov) between 8:30 AM CST on Monday, August 2, 2021 and 5:00 PM CST. on Monday, August 16, 2021. Application documents received before or after these times will not be accepted or reviewed.

Applicants must also mail or hand deliver both of the following to the below mailing address:

1. A non-refundable application fee in the form of a cashier’s check or money order in the amount of \$500.00 made payable to “Illinois Department of Financial and Professional Regulation.” The deadline for application fees delivered in person is 5:00 PM CST on Monday, August 16, 2021. Application fees submitted by mail must be postmarked by August 16, 2021.
2. A paper copy of page 4 of this application with typed responses to the requested information. Please only include the single piece of paper.

**Illinois Department of Financial and Professional Regulation**  
**Cannabis Control Section**  
**100 W. Randolph - 9th Floor**  
**Chicago, Illinois 60601**

Applicants will not be given an opportunity to modify their training materials to meet the requirements during the pendency of the Division’s approval process. If the Division denies approval, it shall provide a detailed description of the reasons for the denial. 410 ILCS 705/15-40(p). If the Division, after notice to the applicant, denies the application and the applicant contests the denial of approval, the applicant shall be entitled to an administrative hearing in accordance with the Act and Administrative Rules.

If the Division approves the entity’s application, the entity will become a “Responsible Vendor Provider.” The Division will post the name and contact information of all Responsible Vendor Providers on its website for dispensing organizations to reference. Responsible Vendor Providers may begin offering training as soon as they receive approval from the Division.

To be considered for approval, applicants must submit the application fee and each of the exhibits described below with the required naming conventions and using the subject line “Responsible Vendor Provider Application.” To be approved as a Responsible Vendor Provider, each exhibit must contain instruction on all the required information.

EXHIBIT LETTER	NAMING CONVENTION	INFORMATION TO COVER
A	Application Form [applicant FEIN] *Must also be physically submitted, see above.	A readable PDF of the below form that includes the applicant's contact and business information
B	Payment [applicant FEIN] *Must also be physically submitted, see above.	A photocopy or scan of the cashier's check or money order the applicant is submitting
C	List of Owners [applicant FEIN]	A list of any individual with an ownership stake in the applicant and a signed statement from each owner that the individual does not have an ownership interest in a cannabis business establishment and will meet all the programmatic requirements of 68 Ill. Adm. Code 1291.120 & 1291.130
D	List of Trainers [applicant FEIN]	A list of any individuals who may be delivering your curriculum. For each individual, include (i) a resume and/or curriculum vitae, (ii) a paragraph description of each individual's relevant experience, and (iii) a signed certification from each individual that they do not hold an ownership interest in a cannabis business establishment.
E	Outline of Course [applicant FEIN]	A bullet point description of the curriculum to be covered in the class
F	Health and Safety Concerns [applicant FEIN]	Information regarding the responsible use of cannabis, its physical effects, onset of physiological effects, recognizing signs of impairment, and appropriate response in the event of overconsumption. This section shall specifically include information on the health risks associated with the use or abuse of cannabis, how cannabis can affect an individual's health, dosing, the CAGE-AID test for detecting cannabis use disorder, and the phone number for the Illinois Poison Center
G	DWI Laws [applicant FEIN]	Laws and regulations on driving while under the influence and operating a watercraft or snowmobile while under the influence. This section shall specifically include information on possible penalties for refusing a chemical test and the level of concentrations of tetrahydrocannabinol that can form the basis for a driving under the influence conviction
H	Sales to Minors [applicant FEIN]	Penalties levied under 6-20 of the Illinois Liquor Control Act and Section 10-20 of the Act
I	Quantity Limits [applicant FEIN]	Information on the purchaser and patient quantity limits in Section 1-1- of the Act and Section 10(a) of the Compassionate Use of Medical Cannabis Program Act.
J	Forms of ID [applicant FEIN]	Proper forms of identification used to verify age as provided in Section 10-20(e) of the Act, the forms of identification that cannot serve as evidence of residency such as a military ID or passport without a home address, and proper methods for checking IDs.
K	Safe Storage [applicant FEIN]	Preventing accidental consumption by minors by storing cannabis in a locked place and/or in child-resistant containers
L	Inventory Tracking [applicant FEIN]	The requirements of Section 15-75 of the Act and differences between the State Verification System as defined in 68 IAC 1290.10 and any commercial inventory system a dispensing organization may use separately to track its inventory and process sales. This section must highlight the importance of verifying the dispensary's inventory against the State Verification System

EXHIBIT LETTER	NAMING CONVENTION	INFORMATION TO COVER
M	Waste Management [applicant FEIN]	Proper disposal and destruction procedures in accordance with Section 15-90 of the Act
N	Health and Safety 2 [applicant FEIN]	Guidance for employers and employee safety issued by the Illinois Department of Public Health or local health departments.
O	Security [applicant FEIN]	Location of surveillance cameras under Section 15-100 of the Act, the Division and Illinois State Police's ability to remotely access all surveillance systems, and the requirement that all recordings be saved by the dispensary for at least 90 days.
P	Inspections [applicant FEIN]	Instructions on allowing inspections by the Division, Illinois State Police, and local law enforcement and the best practices for verifying with the relevant agencies that such individuals are authorized to inspect the dispensary.
Q	Purchaser Privacy [applicant FEIN]	HIPAA protections for medical cannabis patients, prohibitions on collecting adult use purchaser personal information without the purchaser's consent, and a responsibility to maintain a patient/purchaser's confidentiality if encountering such person's outside the dispensary
R	Packaging and Labeling [applicant FEIN]	Packaging and labelling requirements found in Section 55-21 of the Act and 8 Ill. Adm. Code 1000.420
S	Educational Information [applicant FEIN]	Current educational information provided by the Division
T	Fee Schedule [applicant FEIN]	A fee schedule for rates the applicant plans to charge
U	Tests [applicant FEIN]	A blank copy of the pre-test and post-test required by 68 Ill. Adm. Code 1291.20(a)(2)

If you have questions, please contact the Division at [FPR.AdultUseCannabis@Illinois.gov](mailto:FPR.AdultUseCannabis@Illinois.gov).

IMPORTANT NOTICE: Completion of this form is necessary for consideration for approval.

**FOR OFFICIAL USE ONLY**

**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**

**RESPONSIBLE VENDOR  
PROVIDER APPLICATION**

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**General Information (All requested information is required.)**

1. Business Name:

2. Proposed Responsible Vendor Name:

3. Business FEIN Number:

4. Public Business Address:

5. Contact Business Mailing Address: (If different from the above address; Post Office Box is NOT permitted)

6. Public Telephone Number:

7. Division Contact Telephone Number: (if different)

8. The applicant's company name, telephone number, e-mail address, or website URL as the applicant would like it to appear on the Division's website should the applicant be approved as a Responsible Vendor:

9. Applicant's Primary Contact Name, Title, Address, Email Address, and Telephone Number:

10. Applicant's Alternate Contact Name, Title, Address, Email Address, and Telephone Number: