



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

### FAQs

## **Medical Cannabis Dispensary Agent Applicants**

### **1. What professions are regulated by the Department?**

The Department's [website](#) lists all regulated professions.

### **2. Who needs a Medical Cannabis Dispensary Agent License?**

Principal Officers (see **68 IAC 1290.30**), Agents in Charge (see **68 IAC 1290.200**), and Agents (see **68 IAC 1290.210**).

### **3. How can I apply for a license?**

Applicants cannot apply for their own license to be a medical cannabis dispensing organization agent. Agents and Agents in Charge must first be employed by a medical cannabis dispensary prior to licensure.

Principal Officers may apply online after approval and notification by the Department. Only Agents in Charge or Principal Officers can apply for all licensed type agents online.

### **4. Are there fees to process an application?**

Yes, \$100 for new agent licenses, \$50 for renewals, and \$50 for late fees.

### **5. Is there a training requirement for medical cannabis dispensary agents?**

All licensed agent types (Principal Officers, Agents in Charge and Agents) shall complete 8 hours of training annually. All agent types who are directly involved in the handling or sale of cannabis must complete at least 2 hours of Responsible Vendor training which can count towards the required 8 hours of training.

### **6. What documentation and fees do I need to submit with a new application?**

- a 2x2 headshot on a white background (taken within the last 30 days),
- ISP background verification document,
- proof of residence,
- a proof of identity,
- selection of medical cannabis dispensing organization,
- sworn attestations, and
- \$100 application fee.

**7. What documentation and fees do I need to submit with a renewal application?**

- a 2x2 headshot on a white background (taken within the last 30 days),
- a notarized and signed “No Subsequent Conviction Affidavit”,
- sworn attestations and
- \$50 renewal fee.

**8. How do I check the status of my application?**

Agents in Charge or Principal Officers may log into their online account or call the Division’s Call Center at 1-800-560-6420 to check your application status.

**9. I have a criminal conviction. Can I still receive a license?**

Depending on the type and nature of the conviction, most likely yes if you are otherwise qualified. There are a few kinds of convictions that by law automatically bar an applicant from receiving a medical cannabis dispensary agent license. If you have one of these, your application cannot be approved. Most types of convictions, however, do not automatically prevent an applicant from obtaining a license. These convictions, along with other factors, may be considered by the Department in its decision whether to grant a license. Please refer to the FAQ on How Possessing a Criminal Conviction Can Affect Obtaining a Medical Cannabis Dispensary Agent License for more information.

**10. I received a “Notice of Intent to Deny Licensure” based on my criminal conviction, what should I do?**

A conviction does not mean you can’t get your license. You are strongly encouraged to follow the application process through to the end. If you receive a Notice of Intent to Deny Licensure, you must follow the instructions on the notice for the Department to consider your criminal history.

**11. I have a criminal conviction, what factors will the Department look at when considering whether my license should be issued?**

The Department may consider, but is not limited to, the following factors: (i) the direct relation of the offense to the responsibilities of the license being sought; (ii) whether you have been subsequently convicted since the date of the conviction or your release from confinement; (iii) lack of prior misconduct in a licensed profession in this State or another state or jurisdiction; (iv) your age at the time of the offense; (v) if your conviction would prohibit you from such work through federal law; (vi) completion of sentence, parole, probation, etc.; (vii) your professional character; and (viii) evidence of rehabilitation.

**DISCLAIMER:** The above questions and answers are provided for general information only and may not be completely accurate in every circumstance, do not purport to be legal advice, and are not intended to be legally binding on the Department in a particular case. Questions involving interpretation of the law and your legal rights and obligations should be addressed to your lawyer.