



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

**RESPONSIBLE VENDORS
APPLICATION INSTRUCTIONS**

Any entity may apply to the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation ("Division"), to become an approved Responsible Vendor. Adult Use Dispensary Organization Agents must receive training from a Division-approved Responsible Vendors to satisfy the requirements of 410 ILCS 705/15-40(i)(3) of the Cannabis Regulation and Tax Act (the "Act"). Please read the Act and this information carefully before submitting your application.

To apply, an entity electronically submit a complete Responsible Vendor application to FPR.AdultUseCannabis@illinois.gov and submit a non-refundable application fee in the amount of \$2,000.00 to the address below. The application must arrive between 8:30 a.m. CT on Tuesday, August 1st, 2023, and 5 p.m. CT on Tuesday, August 15th, 2023. Checks must be post-marked by August 15, 2023. Early or late applications will not be accepted.

**Illinois Department of Financial and Professional Regulation
Cannabis Control Section
555 West Monroe Street - 5th Floor
Chicago, Illinois 60661**

The application fees must be in the form of a cashier's check or money order only, made payable to "Illinois Department of Financial and Professional Regulation" and made to the Department via a traceable carrier. The cashier's check or money order must also be accompanied by a cover letter stating the name of the application, the date and time the application was submitted, and contact information for at least one individual associated with the applicant.

If the Division approves the entity's application, the entity will become a "Responsible Vendors." The Division will post the name and contact information of all Responsible Vendors on its website for dispensing organizations to find. Responsible Vendors may begin offering training as soon as they are approved by the Division.

The form attached to these instructions must be submitted as an electronic PDF. Partial, incomplete, or handwritten applications will not be accepted. Application materials demonstrating the applicants training program may be submitted through a file share system approved by the Department, or applicants may provide a username and login that enables the Division to login to a website containing the applicant's training material. Applicants must include any visuals they plan to use, a description of what the trainers will be verbally covering, and any exams or trainee participatory activities they plan to include.

Applicants will not be approved as Responsible Vendors if the applicant does not demonstrate all of the following:

- The training will include at least two (2) hours of instruction time;
- Successful completers of the training will be given a proof of completion;
- The Division will be able to easily access the names of dispensing organization agents that have completed the training;

- The applicant understands that any changes to the training program must be approved by the Division;
- The training will discuss the health and safety concerns of cannabis use, including the responsible use of cannabis, its physical effects, onset of physiological effects, recognizing signs of impairment, and appropriate responses in the event of overconsumption.
- The training will include a section on the most relevant laws and rules dispensary agents will need to know to perform their daily functions;
- The training will include the laws, rules, and penalties associated with the sale of cannabis to minors;
- The training will discuss quantity limitations on sales to purchasers and other relevant rules and laws associated with dispensing cannabis;
- The training will demonstrate acceptable forms of ID, including how to check identification and common mistakes made in verification;
- The training will discuss safe storage of cannabis;
- The training will discuss the state's inventory traceability system and inventory taking processes;
- The training will discuss state laws and rules associated with waste handling, management, and disposal, including specifying that destruction shall always be done in clear view of a camera;
- The training will discuss health and safety standards;
- The training will discuss how to properly maintain records required by the Division;
- The training will discuss security and surveillance requirements, including notifying trainees that the Division and Illinois State Police have 24-hour access to cameras in the dispensary;
- The training will include a notification to trainees that the Division, the Illinois State Police, local law enforcement, and other state and local licensing and enforcement authorities are permitted to enter the dispensary;
- The training will discuss privacy issues related to purchasers, including purchasers who may be discussing medical issues;
- The training will discuss packaging and labeling requirements for sales to purchasers; and
- All information included shall be complete and accurate.

Applicants will not be given an opportunity to modify their training materials to meet the above requirements during the pendency of the Division's approval. 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.

Mandatory Application Exhibits All exhibits must be labeled with the exhibit letter and title.

Exhibit A – Responsible Vendor to Train Dispensary Cannabis Dispensing Organization Agents Application

Exhibit B – Photocopy of Non-Refundable Cashier's Check or Money Order for \$2,000.00

Exhibit C – Copies of all training materials or username and login with training materials and accompanying information

If you have questions, please contact the Division at FPR.AdultUseCannabis@illinois.gov.

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

FOR OFFICIAL USE ONLY

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Date Received: _____

RESPONSIBLE VENDORS APPLICATION

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:

11. The location(s) where training will be offered or indicate if trainings will only be available online: