



# IDFPR

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

<https://idfpr.illinois.gov>

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Secretary

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## Frequently Asked Questions (“FAQs”) About the Responsible Vendor Program Application Process

**This information is provided as a courtesy of the Illinois Department of Financial and Professional Regulation for informational purposes only and not for the purpose of providing legal advice.**

### When can I apply to be a Responsible Vendor?

Individuals who wish to become a Responsible Vendor may submit an application between August 1 and August 15 of every odd-numbered year. That means that for 2023, applications will be accepted between Tuesday, August 1, 2023 and Tuesday, August 15, 2023 at 5:00 PM Central Time. Applications will be made available on the Department’s website here: <https://www.idfpr.illinois.gov/profs/adultusecan.asp> and must be submitted according to the Application instructions.

### How much does it cost to apply?

Applicants must send a cashier’s check or money order in the amount of \$2,000 made out to “Illinois Department of Financial and Professional Regulation” and mail to the address below. All cashier’s checks and money orders must be post-marked by Tuesday, August 15, 2023.

Illinois Department of Financial and Professional Regulation  
ATTN: Cannabis Control Section  
555 West Monroe Street  
5<sup>th</sup> Floor  
Chicago, Illinois 60661

## **What topics must be covered in my training module?**

Training modules must include training on:

- 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;
- Laws and regulations on driving while under the influence;
- Sales to minor prohibitions;
- All relevant Illinois laws and rules;
- Acceptable forms of identification, including how to check identification and common mistakes made in verification;
- Safe storage of cannabis;
- Compliance with all inventory tracking regulations;
- Waste handling, management, and disposal;
- Health and safety standards at the dispensary;
- Maintenance of records;
- Security and surveillance requirements;
- Permitting inspections by State and local licensing and enforcement authorities;
- Privacy issues; and
- Packaging and labeling requirements.

## **Who needs to receive training from a Responsible Vendor?**

All owners, managers, employees, and agents *involved in the handling or sale of cannabis or cannabis-infused products* employed by an adult use dispensing organization or medical cannabis dispensing organization as defined in Section 10 of the Compassionate Use of Medical Cannabis Program Act.

## **What happens when an individual completes Responsible Vendor Training?**

Upon the successful completion of the Responsible Vendor Program, the provider shall deliver proof of completion either through mail or electronic communication to the dispensing organization, which shall retain a copy of the certificate.

## **Are Responsible Vendor Trainers licensed by the Department?**

No. Responsible Vendor Trainers are not licensed by the Department. However, they are certified by the Department to provide training to dispensing organization employees. Only those Responsible Vendor Trainers and programs which are certified by the Department are authorized to provide training to dispensing organization employees.

**I already have a Responsible Vendor certification approved by the Department from either 2019 or 2021. Do I need to be recertified for 2023?**

Yes. All Responsible Vendors need to reapply between August 1 and August 15 in order to receive or renew their certification. Failure to apply in this window will result in not being a Responsible Vendor. The application window won't reopen again until August 2025.

**What happens if a dispensing organization or its employees fail to receive Responsible Vendor training?**

The license of a dispensing organization or medical cannabis dispensing organization whose owners, managers, employees, or agents fail to comply with this Section may be suspended or permanently revoked under Section 15-145 or may face other disciplinary action.

**Are all Principal Officers required to receive training from a Responsible Vendor?**

The only agents that are required to receive the Responsible Vendor Training are those involved in the handling or sale of cannabis or cannabis-infused products. In effect, if a principal officer is also an agent who handles or sells cannabis, they must receive the training based on their status as an agent. Principal officers alone, however, do not need to receive the Responsible Vendor Training.

Remember, however, that, all agents, including all Principal Officers, must meet the 8-hour training requirement found in Section 15-65(a)(5) of the Cannabis Regulation and Tax Act.

**Can a Responsible Vendor provide all 8 hours of the training required by Section 15-65(a)(5)?**

Yes, provided the training meets all the requirements of Section 15-40(i)(3) and 15-65(a)(5) of the Cannabis Regulation and Tax Act.

**Does the training provided by the Responsible Vendor count toward the 8-hour training required by Section 15-65(a)(5)?**

Yes. For example, if the Responsible Vendor training is for three (3) hours, a dispensing organization would still be required to provide five (5) hours of additional training per year. In any case, a dispensary agent, agent-in-charge, and principal officer must receive training on the following topics as prescribed by Section 15-65(a)(5) of the Cannabis Regulation and Tax Act:

- (i) how to effectively operate the point-of-sale system and the State's verification system;
- (ii) proper inventory handling and tracking;

- (iii) specific uses of cannabis or cannabis-infused products;
- (iv) instruction regarding regulatory inspection preparedness and law enforcement interaction; and
- (v) awareness of the legal requirements for maintaining status as an agent.

**When must individuals receive the training from a Responsible Vendor?**

The training must be completed within 90 days before or after the first day of employment at a dispensary, whichever is later. Training received outside of the 90-day window will not meet the training requirement imposed by Section 15-40(i) of the Cannabis Regulation and Tax Act.

**How often must individuals receive training from a Responsible Vendor?**

Training must be received annually.

**Where can I find a list of Responsible Vendors?**

The list may be found on the Department's Adult Use Cannabis Program webpage (<https://idfpr.illinois.gov/profs/adultusecan.html>) under the "Responsible Vendor Program" section.