



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 Responsible Vendor approved by the Division 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 must electronically submit a complete Responsible Vendor application with required exhibits 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 Friday, August 1st, 2025, and 5 p.m. CT on Friday, August 15th, 2025. Checks must be post-marked by August 15, 2025. Early or late applications will not be accepted. Questions may be sent to: FPR.AdultUseCannabis@illinois.gov

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

The application fee must be in the form of a cashier's check or money order only, made payable to "Illinois Department of Financial and Professional Regulation" The cashier's check or money order must be submitted with a cover letter labeled Exhibit D.

If the Division approves the entity's application, the entity will become a "Responsible Vendor." The Division will make available on its website the names and contact information of all approved Responsible Vendors. Responsible Vendors may begin offering training as soon as they are approved by the Division, the approval will expire September 20, 2027.

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 full training program may be submitted through a file share system approved by the Division, or applicants may provide a username and login that enables the Division to login to a website containing the training material. Applicants must include all materials to be used, a description of what trainers will be verbally covering, and any exams or trainee participatory activities to be used.

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 Applicant Ownership Certification

Applicant must provide a signed certification statement confirming that each individual with an ownership interest does not hold an ownership interest in a cannabis business establishment.

Exhibit B Trainers

All requested information for trainers who will participate in training. Each Trainer engaged under the program must provide a signed certification statement that the Trainer does not hold an ownership interest in a cannabis business establishment.

Exhibit C Program Training Materials

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

Exhibit D Payment

Non-Refundable Cashier's Check or Money Order for \$2,000.00 with cover letter.

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: _____

*Applications and requested information will be accepted
ONLY within the period August 1 – August 15.*

APPLICANT

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. **Primary** Contact Name, Title, Address, Email Address, and Telephone Number:

10. **Alternate** Contact Name, Title, Address, Email Address, and Telephone Number:

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

12.

OWNER CERTIFICATION

EXHIBIT A

Applicant must confirm that each individual with an ownership interest does not hold an ownership interest in a cannabis business establishment nor is the individual owner an agent, employee, or affiliate of a cannabis business establishment or an affiliated entity of a cannabis business establishment, unless the individual is a member of an Applicant which was approved in the 2021 cycle in which case, the Division will allow the an Individual to be approved.

The Applicant must provide a signed certification as follows:

"I certify I do not hold an ownership interest in a cannabis business establishment, unless I was previously approved in the 2021 approval cycle."

TRAINERS

First Name:

Last Name:

First Name:

Last Name:

Each trainer previously authorized and those currently employed by the Applicant as Trainers must attach the below labeled as Exhibit B:

EXHIBIT B

- Resume or curriculum vitae;
- Statement of relevant experience;
- Signed certification that the trainer does not hold ownership interest in a cannabis establishment (if trainer was approved in the 2021 cycle, the trainer will be permitted to continue.)
- **Signed trainer certification stating: "I certify I do not hold an ownership interest in a cannabis business establishment, unless I was previously approved in the 2021 approval cycle .**

PROGRAM

Applicants must provide the Programmatic Requirements as contained in 68 IAC Section 1291.120 and submit program details labeled Exhibit C as follows:

EXHIBIT C

- Outline of the program;
- Materials and curricula to be used;
- Blank copy of the pre-test and post-test to be given, 68 IAC1291.120(a);
- Fee schedule of the program (any subsequent changes must be submitted within five calendar days of change).
- Roster information that the names of individuals who have completed the program will be maintained; and
- Certificate information that each individual completing the program will be issued a certificate of completion, 68 IAC 1291.120(a)(4).

APPLICATION FEE

EXHIBIT D

Applicant must provide a non-refundable cashier's check or money order for \$2,000.00 with the submission of this Application. The payment must be accompanied by a cover sheet 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 APPROVED, THE RESPONSIBLE VENDOR MUST AGREE TO THE FOLLOWING RECORDKEEPING AND PROGRAM CLOSURE TERMS:

RECORDKEEPING

Responsible Vendor must maintain their records electronically for at least three years from the date of creation and be available for inspection by the Division upon request. Additionally, the records shall include, but not be limited to, the following:

- Program training materials;
- Enrollment rosters and training records for registrants;
- Completed program certificates for each individual;
- Storage and transfer of records;
- Approval notifications from the Division; and
- All other records, policies, and procedures required by the Act and 68 IAC 1291.130.

PROGRAM CLOSURE

Responsible Vendor provider shall complete the following procedures for closure and removal of the Responsible Vendor provider from the approved list:

- Notify the Division in writing at least 30 calendar days before the closing date;
- Notify the current and past program participants of the closure at least 15 calendar days before closing and provide them of the location where their completion records will be kept for at least three years from the closing date;
- Immediately stop enrolling individuals into the program and fully refund the program's fees to those individuals unable to complete the program; and
- Notify the Division in writing the names of the persons responsible for the maintenance of records for at least three years after closure.

Applicant Signature

Applicant Title

Date