

INSTRUCTION SHEET

MEDICAL CANNABIS DISPENSARY

REGISTRATION FORM

Proposed dispensing organizations that received an authorization are permitted to register their dispensary with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation – Medical Cannabis (“Division”).

To register, proposed dispensing organizations must file a registration packet with the Division. The registration form, fee, and Exhibits A through K must be submitted. Organizations are encouraged to draft the narrative portions of the registration packet clearly and concisely. Diagrams and plot plans applicable to more than one exhibit should be reproduced in each exhibit. Include page numbers. Provide a USB Drive containing a copy of the registration materials in PDF Format.

The registration packet should include information supplied with the dispensing organization application and provide additional detail on construction, start-up and operation. Once all documentation is complete and meets the Division’s approval, the Division will issue a conditional approval. Final approval is contingent on the build-out and Division inspection.

NOTE: The information submitted in the registration packet must be compliant with the Division's Administrative Rules, 68 Ill. Adm. Code Part 1290. Please carefully review the Registration Process and Registration Requirements section in the Administrative Rules. Upon receipt, all registration materials become property of the State of Illinois. Registration materials will not be returned.

Dispensary build-out may commence immediately provided construction is consistent with application plans.

Mandatory Registration Exhibits: All exhibits must be tabbed and labeled with the exhibit letter and title. Number each page.

- Exhibit A – Principal Officer Attestation Form
- Exhibit B – Changes to Dispensary Plan
- Exhibit C – Zoning Certification
- Exhibit D – Site Plan
- Exhibit E – Floor Plan
- Exhibit F – Operation and Management Practices Plan
- Exhibit G – Patient Management Practice Plan
- Exhibit H – Registration Bond or Escrow Account
- Exhibit I – Prior Business Discipline
- Exhibit J – Dispensary Operating By-Laws
- Exhibit K – Photocopy of Non-Refundable Registration Fee

Additional forms can be downloaded from the IDFPR Web site at www.idfpr.com.

A registration will be denied pursuant to Section 115(f) of the Act for any of the following reasons:

- 1) The organization failed to submit the materials required by the Act and this Part;
- 2) The organization selected a location that is not in compliance with local zoning rules and can not cure the zoning deficiency in a reasonable time;
- 3) The organization does not meet the requirements of Section 130 or Section 140 of the Act;
- 4) One or more of the prospective principal officers has been convicted of an excluded offense;
- 5) One or more of the prospective principal officers has served as an owner or officer of a registered medical cannabis dispensing organization that had its registration revoked;
- 6) One or more of the principal officers is under 21 years of age; or
- 7) One or more of the principal officers is a registered qualified patient or a designated caregiver.

Pursuant to the Administrative Rules, a non-refundable registration fee of \$30,000 must be submitted with the registration materials. Registration fee payment must be hand delivered in the form of a cashier's check or money order only, made payable to "Illinois Department of Financial and Professional Regulation." Place the registry identification number on the cashier's check or money order.

Please contact the Division at (312) 814-1690 or at Bridget.Carlson@illinois.gov if you have questions.

Nothing in this document is intended to confer a property or other right, duty, privilege or interest entitling an organization to an administrative hearing upon withdrawal of an authorization.

Next Steps:

After the Division has received the registration packet, it will issue a request for additional information or a conditional approval. Upon receipt of a conditional approval, you must contact the Division to request an inspection. The dispensary must not open until it has passed inspection and the Division has issued a registration.

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

FOR OFFICIAL USE ONLY

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

**MEDICAL CANNABIS DISPENSARY
REGISTRATION FORM**

CA AI D

Date: _____

General Information (All requested information is required.)

1. BUSINESS NAME:

2. BUSINESS MAILING ADDRESS: (Post Office Box is NOT permitted)

3. BUSINESS TELEPHONE NUMBER:

4. DISPENSING ORGANIZATION PRIMARY CONTACT NAME, TITLE, ADDRESS, EMAIL, AND TELEPHONE NUMBER:

5. DISPENSING ORGANIZATION ALTERNATE CONTACT NAME, TITLE, ADDRESS, EMAIL, AND TELEPHONE NUMBER:

6. DISPENSARY NAME:

7. REGISTRY IDENTIFICATION NUMBER:

8. DISPENSARY ADDRESS: (Post Office Box is NOT permitted)

9. DISPENSARY TELEPHONE NUMBER:

10. Provide the following information for each proposed dispensing organization agent*. Use additional pages to include all individuals.

* According to the Act, a "medical cannabis dispensing organization agent" or "dispensing organization agent" means a principal officer, board member, employee, or agent of a registered medical cannabis dispensing organization who is 21 years of age or older and has not been convicted of an excluded offense. *410 ILCS 130/10(p)*.

"Principal Officer" includes a prospective dispensing organization or dispensing organization board member, owner, president, vice president, secretary, treasurer, partner, officer, member, shareholder or person with a profit sharing arrangement and is further defined in this Part. *68 IAC 1290.10*.

NAME FIRST MIDDLE LAST (MAIDEN NAME IF APPLICABLE):

GENDER:

RACE:

SOCIAL SECURITY NO.:

DATE OF BIRTH:

RESIDENCE ADDRESS (CANNOT BE A PO BOX):

TELEPHONE NUMBER:

EMAIL ADDRESS:

DISPENSARY TITLE:

PERCENT OWNERSHIP: (IF ANY)

11. Proposed hours of operation. _____

12. Distance from the proposed dispensary's closest property line to the property line of the closest pre-existing public or private preschool or elementary or secondary school or day care center, day care home, group day care home and part day child care facility. _____

13. Anticipated date the dispensary will be ready for a Division inspection. _____

14. List any principal officer, owner or board member that the dispensing organization has requested be added or removed since its initial application.

<u>Name</u>	<u>Status: Added / Removed</u>

Mandatory Registration Exhibits: All exhibits must be tabbed and labeled with the exhibit letter and heading. Number each page. (All requested information is required.)

Exhibit A - Principal Officer Attestation Form

Exhibit B - Changes to Dispensary Plan

Provide a narrative of meaningful changes to the plans submitted in the dispensary application. Describe how the new plans are equal to or better than the plans originally submitted.

Exhibit C – Zoning Certification

Provide a signed IDFPR Zoning Form issued by the local jurisdiction's zoning office authorizing the use of the proposed plot as a dispensary. If total compliance with local zoning rules was previously evidenced in the application, please re-submit the zoning form from the application.

Exhibit D – Site Plan

Provide a site plan drawn to scale of the proposed dispensary showing streets, traffic direction, sidewalks, trees, alleys, property lines, additional buildings on-site, parking areas and handicapped parking spaces, fences, exterior walled areas, garages, vehicle delivery access doors, hangars, security features and outdoor areas as applicable. Provide a description of the proposed text or graphic materials to be shown on the exterior of the proposed dispensary.

Exhibit E – Floor Plan

Provide a copy of the floor plan or blueprint drawn to scale of the dispensary building which shall at a minimum show and identify:

1. Layout and square footage of each room;
2. Overall square footage of the dispensary facility;
3. Name and function of each room;
4. Doorways or pathways between rooms;
5. Means of ingress and egress;
6. Location of restricted and limited access areas;
7. Location of cannabis storage areas while the dispensary is open for business;
8. Location of cannabis storage areas while the dispensary is closed for business;
9. Location of the sink and refrigerator, if any;
10. Location and dimension of all safes or vaults that will be used to store cannabis, cannabis products or currency;

Exhibit E – Floor Plan (Continued)

11. Location of each computer used to check qualifying patient cards or designated caregiver registry cards;
12. Location of each computer and cash register used for point of sale;
13. Transactions and to access the Division's verification system;
14. Location of bullet-proof glass, if any;
15. Location of drawer, grate or conduit through the bullet-proof glass;
16. Location of bullet-proof walls, if any;
17. Location of fire exits;
18. Location of each toilet facility;
19. Location of a break room and personal storage lockers, if any;
20. Location of patient counseling areas;
21. Location of each video camera;
22. Location of each panic button; and
23. Location of natural and artificial lighting sources.

Exhibit F – Operation and Management Practices Plan

Provide a copy of the policies and procedures that comply with the requirements in the Administrative Rules outlined in an Operation and Management Practices Plan, including:

1. An inventory control system including estimated volume of cannabis to be stored at the dispensary, a plan for working with cultivation centers to acquire medical cannabis and ensure a continuous supply of medical cannabis to registered qualifying patients and designated caregivers, and a plan detailing how it will perform a physical inventory of all medical cannabis on a daily basis. *68 IAC 1290.400.*
2. A description of the qualifying patient and designated caregiver recordkeeping system. *68 IAC 1290.425.*
3. A description of the recordkeeping system and point of sale system. *68 IAC 1290.415, 68 IAC 1290.430.*
4. The type of electronic verification system for tracking patient records and delivery of medical cannabis to dispensing organizations.
5. A description of the dispensary's security measures and system. *68 IAC 1290.410.*
6. A detailed patient care education and support plan. *68 IAC 1290.425.*
7. A detailed operations manual, including accessible business hours and safe dispensing. *68 IAC 1290.425.*
8. A staffing plan that ensures adequate staffing, training and education. *68 IAC 1290.415*
9. A description of the air treatment system that will be installed to reduce odors.

Exhibit G – Patient Management Practice Plan

1. Provide an explanation of related products or services to be offered, if any, other than cannabis.
2. Provide a description of the features that will provide accessibility to qualifying patients and designated caregivers as required by the ADA.
3. Provide a plan to prevent patient overflow in waiting rooms and patient care areas.
4. Provide an assurance that the issuance of a registration will not have a detrimental impact on the community.

Exhibit H – Registration Bond or Escrow Account *68 IAC 1290.120.*

Establishing and maintaining an escrow account or surety bond in an Illinois financial institution in the amount of \$50,000, with terms approved by the Division, is a requirement for the issuance of a registration, maintenance of a registration, or reactivation of a registration. Provide evidence of compliance with this part.

Exhibit I – Prior Business Discipline

Pursuant to Section 115(c)(5) of the Act, a proposed dispensing organization must submit information, in writing, regarding any instances where a proposed dispensing organization principal officer or prospective board member managed or served on the board of a business or not-for-profit that was convicted, fined, censured, or had a registration suspended or revoked in any administrative or judicial proceeding. *410 ILCS 130/115(c)(5)*. Provide any incidences of prior discipline that satisfy this part.

Exhibit J – Dispensary Operating By-Laws

Pursuant to Section 115(c)(6) of the Act, a proposed dispensing organization must submit proposed operating by-laws that include procedures, in accordance with the Division's rules, for the oversight of the dispensing organization, that ensure accurate record keeping and security. The by-laws must include a description of the enclosed, locked facility where medical cannabis will be stored. *410 ILCS 130/115(c)(6)*. Provide a copy of by-laws that comply with this part.

Exhibit K- Photocopy of Non-Refundable Registration Fee

Ensure the registry identification number is present on the fee.