



**BULLETIN: 2020 - 002**  
*Effective Date: January 9, 2020*

## **ANCILLARY BUSINESS AGENT REGISTRATION**

**Linthicum, MD (January 9, 2020)** – The Maryland Medical Cannabis Commission (the “Commission” or “MMCC”) is issuing this bulletin to provide information on the process for registering agents with the Commission through Complia. This bulletin supplements guidance provided in MMCC Bulletin 2018-008 (linked [here](#)), and applies to any employee or volunteer of an ancillary business registered with the Commission, including independent testing laboratories, secure transportation companies, security guard agencies, and waste disposal companies.

**IMPORTANT: An agent of a registered ancillary business must register with the Commission and obtain an agent badge before providing any support for or service to a medical cannabis licensee. An agent of a registered ancillary business must possess and display an agent badge that contains a photograph of the agent on the first day the agent performs any support for or service to a medical cannabis licensee.**

### *Overview of Agent Registration Process*

After the Commission votes to approve the registration of an ancillary business, Commission Staff transmits the information that the business reported on the Ancillary Business Registration Form to Complia. Complia uses this information to register the business in its system. Complia then emails the primary contact for the registered ancillary business with instructions on how to register its agents. After an agent successfully registers with Complia, the agent is issued an agent badge.

For ease of reference, here is a general overview of how an ancillary business and its agents register with the Commission:

1. The business submits the Ancillary Business Registration Form (linked [here](#)).
2. Commission Staff reviews the Ancillary Business Registration Form to determine whether it is complete (i.e., whether the business responded to all applicable questions/fields on the form).

3. If the Ancillary Business Registration Form is complete, the Commission reviews it and determines whether or not to approve the business's registration (i.e., whether the information reported on the form establishes that the business satisfies the regulatory requirements for registering with the Commission).
4. If the Commission approved the business's registration, Commission Staff submits the Ancillary Business Agent Registration Form to Complia. Complia then proceeds with vetting and registering the business's agents.

#### *Applicability of MMCC Bulletin 2018-008*

The process for registering agents, entering agents into Complia, and obtaining agent identification cards described in MMCC Bulletin 2018-008 applies to agents of registered ancillary businesses.

#### *Applicability of MMCC Bulletin 2019-002 and MMCC Bulletin 2020-002*

Registered ancillary businesses must submit the Annual Agent Verification Report Form (linked [here](#)) in accordance with the processes described in MMCC Bulletin 2019-002 and MMCC Bulletin 2020-001.

#### *Questions*

All questions concerning Complia and the agent registration process should be directed to Myesha Gray, Complia Specialist, at [myesha.gray@maryland.gov](mailto:myesha.gray@maryland.gov).

The Commission requests that a registered ancillary business wait at least ten (10) business days after it submits an Ancillary Business Agent Registration Form or receives written notification from the Commission that its registration has been approved, whichever happens later, before contacting the Commission to inquire about the registration status of a prospective agent.