Metrc Support Bulletin

Bulletin Number: NV_IB_0059	**Distribution Date**: 7/30/22	**Effective Date**: See Bulletin
Contact Point: Metrc® Support	**Subject**: Upcoming Online Workshop – August 2022	
Reason: Metrc is providing details for live webinar industry user group training classes.		

Greetings Metrc® Users, this bulletin is intended to notify all industry users of the planned upcoming Metrc In-Person and Live Webinar Workshop training this coming **August 22nd – 25th, 2022** for the State of Nevada's CCB. Below you will find key highlights and more information on how to register for the upcoming workshop through our new on-demand training tool called **Metrc Learn**.

- Due to the events involving COVID-19, all scheduled classes were provided via webinar. However, this upcoming Metrc Live Webinar Workshop will have some in-person sessions. Each user, or attendee, is required to register for the class they want to attend through **Metrc Learn**. (Link below)
- In accordance with instructions from the State of Nevada CCB; beginning in 2020, all persons that actively work in Metrc must attend the Workshop Live Webinar training at least once a year. All other agent card holders that work in, or manage, a marijuana establishment must attend the mandatory training at least once every 2 years.
- Each attendee will be required to complete and pass a test on the topics discussed.

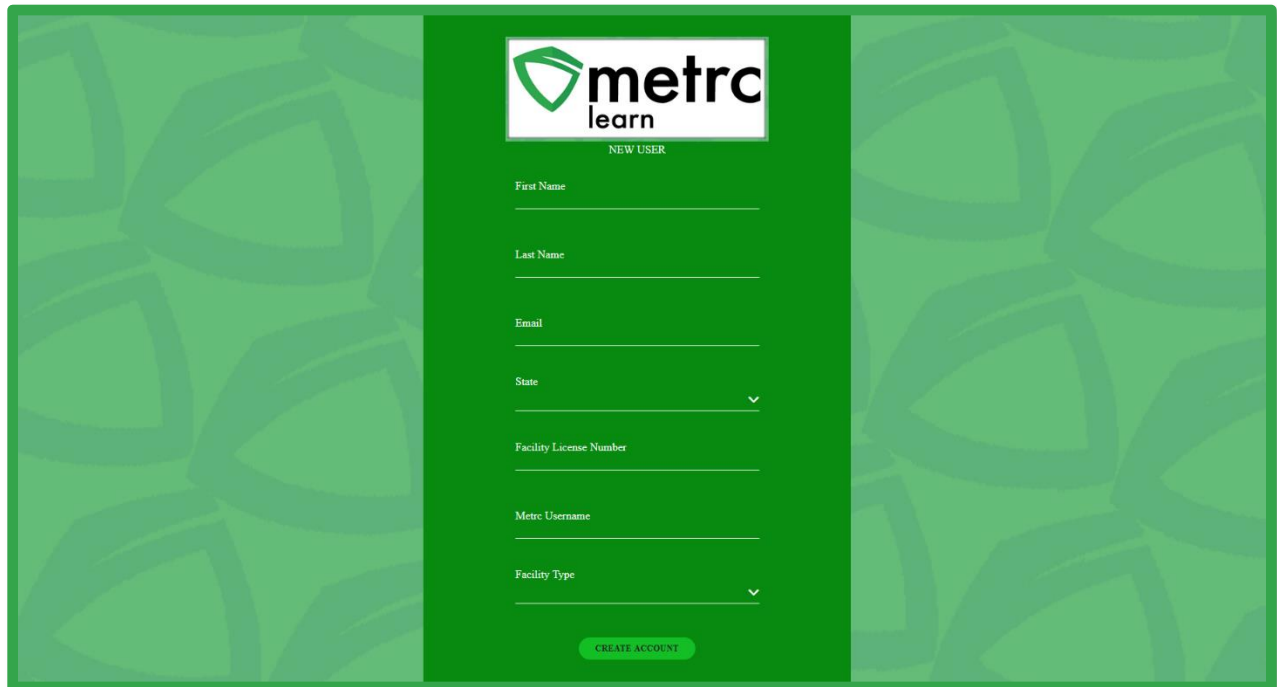**Registration for upcoming NV Metrc August 2022 Workshop is available here through Metrc Learn***

__Please note:__ You must register for Metrc Learn first. After receiving a confirmation e-mail from Metrc, you MUST THEN register for the NV workshop following the prompts below.

Register for Metrc Learn – An Interactive Learning Management System

Metrc Learn is designed to provide users with skills on the functionality available within Metrc. Users will need to use the system effectively, similar to the New Business and Advanced Metrc Trainings. Metrc Learn is organized into role-specific programs that are made up of various courses; each course is focused on one function in Metrc. For example, the Cultivator program might include different courses, such as "Creating an Immature Plant Batch," "Tracking Additives," "Reporting Waste," etc.

At this time, we are facilitating the registration for the upcoming August 2022 Workshop through the Metrc Learn tool as shown below. Please note that this is a separate registration from your Metrc account.

To access Metrc Learn, the user must register their account (link to Metrc Learning Registration). You can enter your "Agent Registration Number" in place of the "Facility License Number". Upon approval of Metrc status, you will be sent an email invitation to set your password. If a user is working in multiple licenses, you should register for the program that reflects the area of the role you are looking to have additional training on first. This registration page is shown below in **Figure 1**.

Figure 1: Metrc Learn Registration Page

Please Note: *Users are encouraged to use an email they will have access to regardless of business association for their registration to ensure that any training transcripts are still accessible if email access is no longer available.*

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Register for NV August Workshops 2022

Once you have access to Metrc Learn you will be directed to the Dashboard shown below and will have the **"NV August Workshop 2022"** module available. Alternatively, you can register for the workshop by heading over to the **"Training Calendar"** tab as shown below in **Figure 2.**
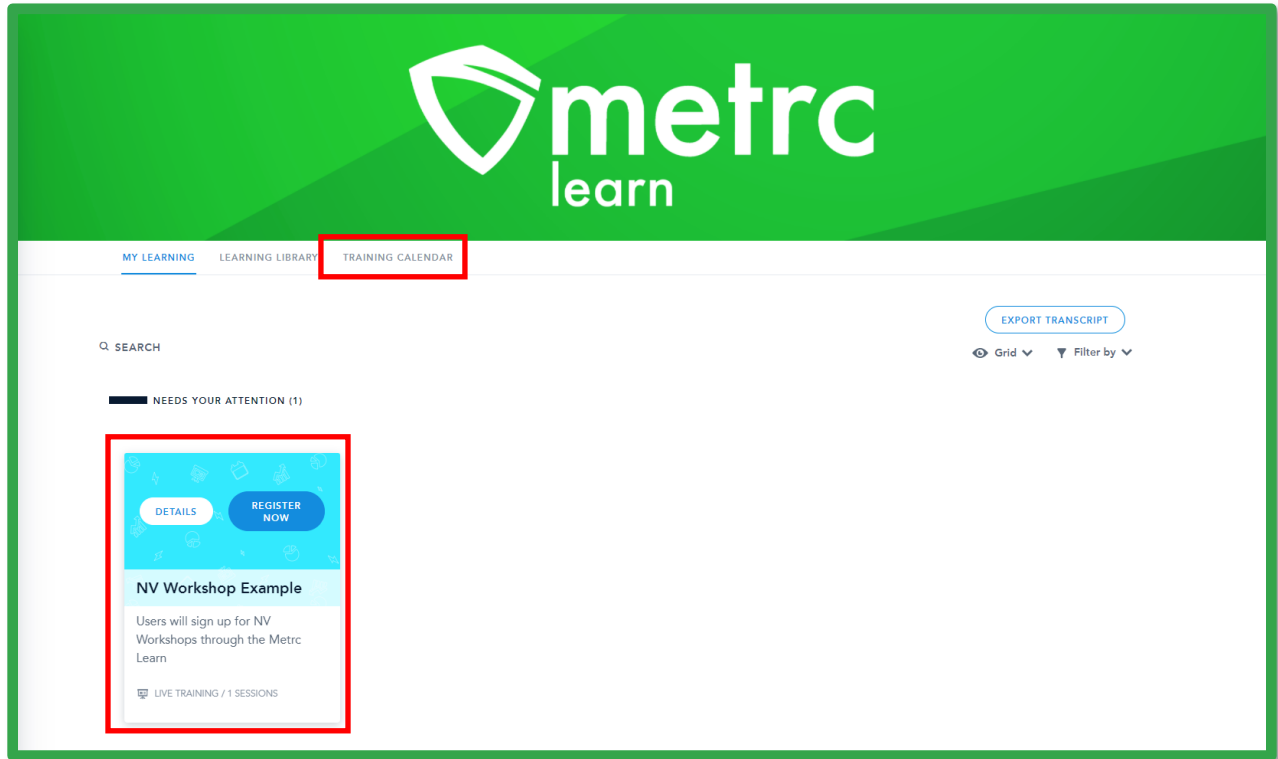

Figure 2: Metrc Learn Registration Dashboard

After selecting the **"NV August Workshop 2022"** module, you will be taken to the following screens in order to confirm registration for the desired workshop (as shown in **Figure 3**).
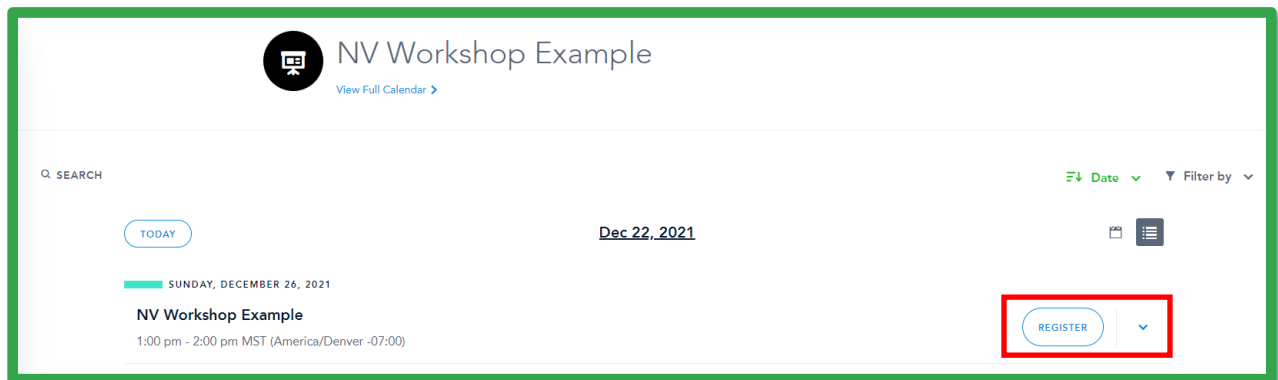

Figure 3: Register for "NV August Workshop 2022"

After clicking "Register" for the desired workshop, you will receive an e-mail from Notifications@metrclearn.bridgeapp with a prompt to complete registration, as done in the past. This is shown below in **Figures 4-5.**
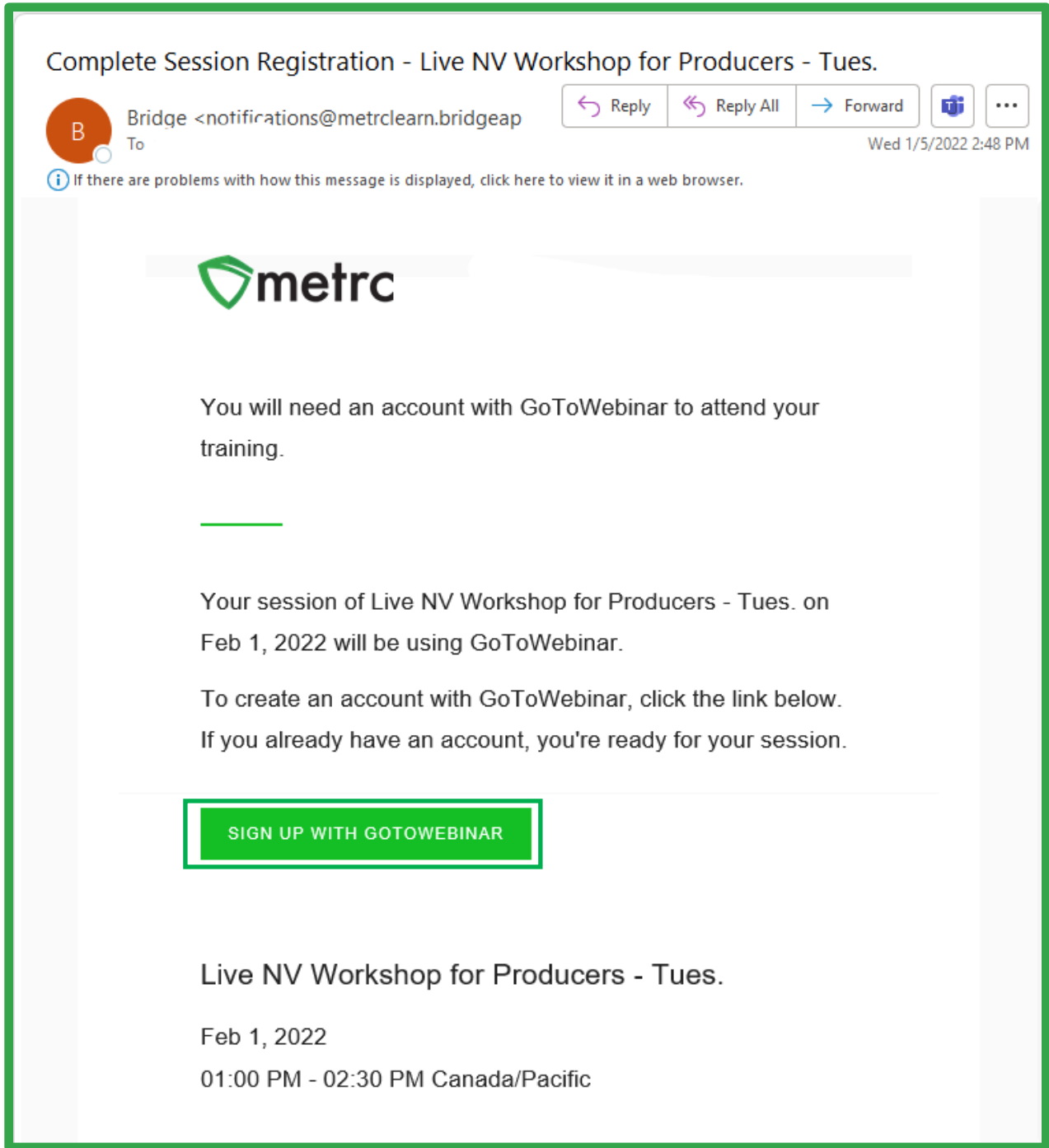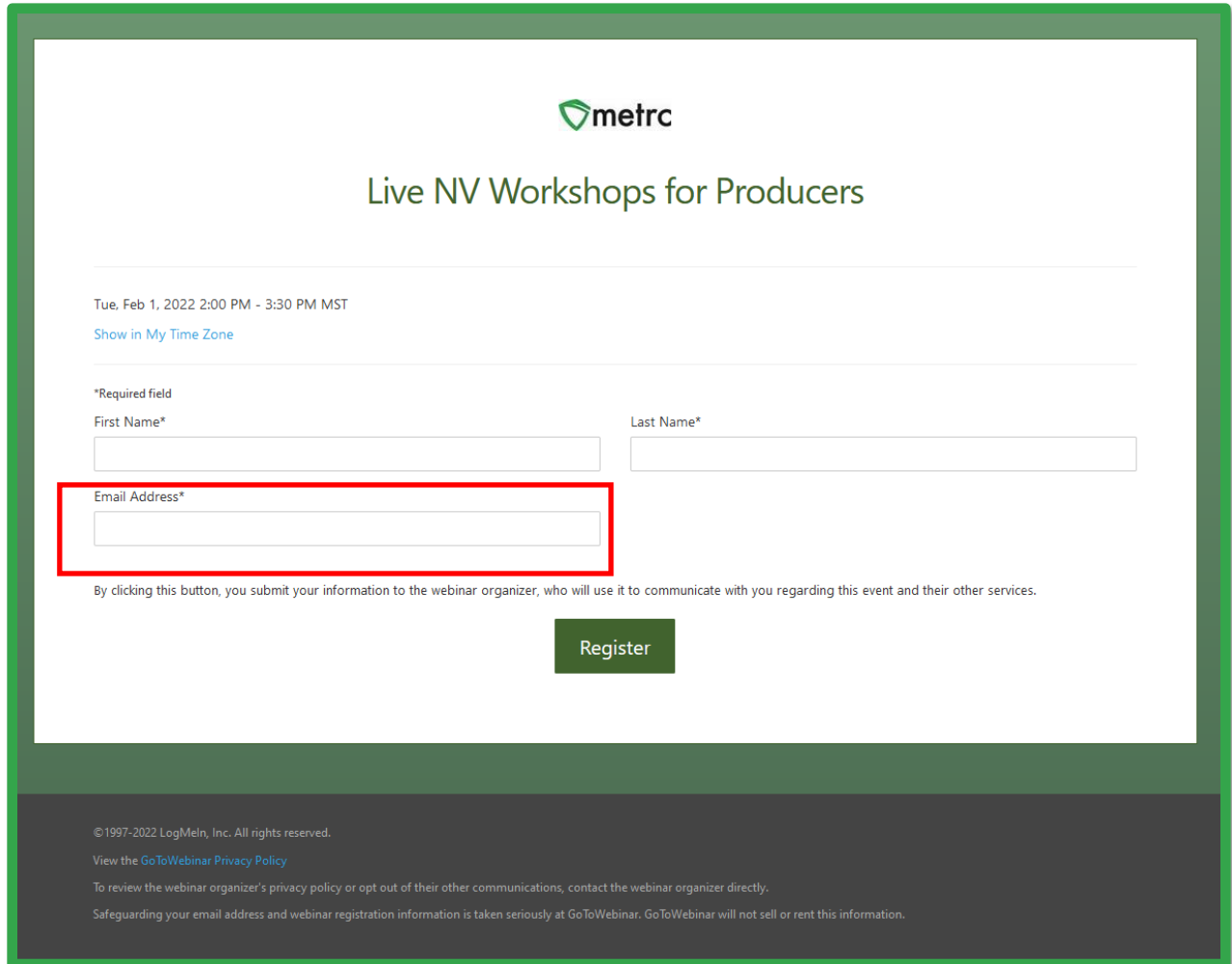

Figure 4: Register for "NV August Workshop 2022" from e-mail prompt

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In the past, Licensees have grouped together to watch the workshop. **In order to receive credit, please make sure everyone watching <u>registers individually</u> for Metrc Learn and the Workshop.** Users must include their e-mail address under the comments section.

Figure 5: Final Screen to Register for "NV August Workshop 2022"

Make sure you're using the same e-mail address used to register for Metrc Learn to register for the **"NV August Workshop 2022"** in order to receive the test for credit. The test will be sent the following week on <u>Monday, August 29th, 2022</u>.

For additional help, please contact our support team at support@metrc.com

Workshop Dates:

Monday, August 22nd, 2022
Cultivation Training Session 1 (In Person): 9:00 AM – 11:30 AM
Producers Training Session 1 (In Person): 1:00 PM – 3:30 PM

Tuesday, August 23rd, 2022
Distributors Training Session 1 (Virtual): 9:00 AM – 11:30 AM
Laboratory Training Session 1 (Virtual): 1:00 PM – 3:30 PM

Wednesday, August 24th, 2022
Cultivation Training Session 2 (Virtual): 9:00 AM – 11:30 AM
Retailers/Dispensaries Training Session 1 (Virtual): 1:00 PM – 3:30 PM

Thursday, August 25th, 2022
Retailers/Dispensaries Training Session 2 (In Person): 9:00 AM – 11:30 AM
Producers Training Session 2 (Virtual): 1:00 PM – 3:30 PM

Workshop Location (for In Person Training Sessions):

Nevada Cannabis Compliance Board
700 E. Warm Springs Rd, Suite 100
Las Vegas, NV 89119

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Metrc – Industry Training

Metrc provides industry training & education workshops online as well as training guides and videos.

- Register for workshops or classes online at: **www.metrc.com/partner/nevada**
- *You must attend at least one New Business (Level 1) class online before you may register for other classes.*
- *We recommend that all industry users take classes every 3-4 months to stay up to date on any new features or changes.*

Online classes:
- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – All Facilities
- Metrc Advanced (Level 2) – Testing Labs (labs must request training via email to Support)

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. This information can be found on our website, when logged into Metrc under your Support tab, and is listed below.

Check under the "Support" tab for additional resources.

Please be advised that the new *CSV Formatting Guide* and *Industry Reports Guide* are now located under the Support Tab.

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions or to request a copy of previous industry bulletins.