

Bulletin Number: NV_IB_0064	Distribution Date: 02/07/23	Effective Date: See Bulletin
Contact Point: Metrc® Support	Subject: Upcoming Training Workshop – February 2023	
Reason: Metrc is providing details for in-person and online industry user training classes.		

Greetings Metrc® Users, this bulletin is intended to notify all industry users of the planned upcoming Metrc Hybrid Workshop training February 27- March 2, 2023, for the Nevada Cannabis Compliance Board (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.

- There will be a 100-person limit for the in-person training classes. If you’re interested in attending in person, contact support to confirm availability and registration via email at support@metrc.com.
- All scheduled classes will also be provided via webinar, and each user will be required to register for the class they want to attend online through [Metrc Learn](#). (Link below)
- In accordance with instructions from the CCB; starting in the year 2023, Metrc training requirements are as follows:
 - One-time facility specific training for all employees, facility managers, managing owners, officers, and board members.
 - Annual advanced training for inventory managers, employees, facility manager, supervisors, directors and managing owners **with access to the seed-to-sale tracking system.**
- Each attendee will be required to complete and pass a test on the topics discussed.

[Registration for upcoming NV Metrc February 2023 is available here through Metrc Learn Workshop](#)

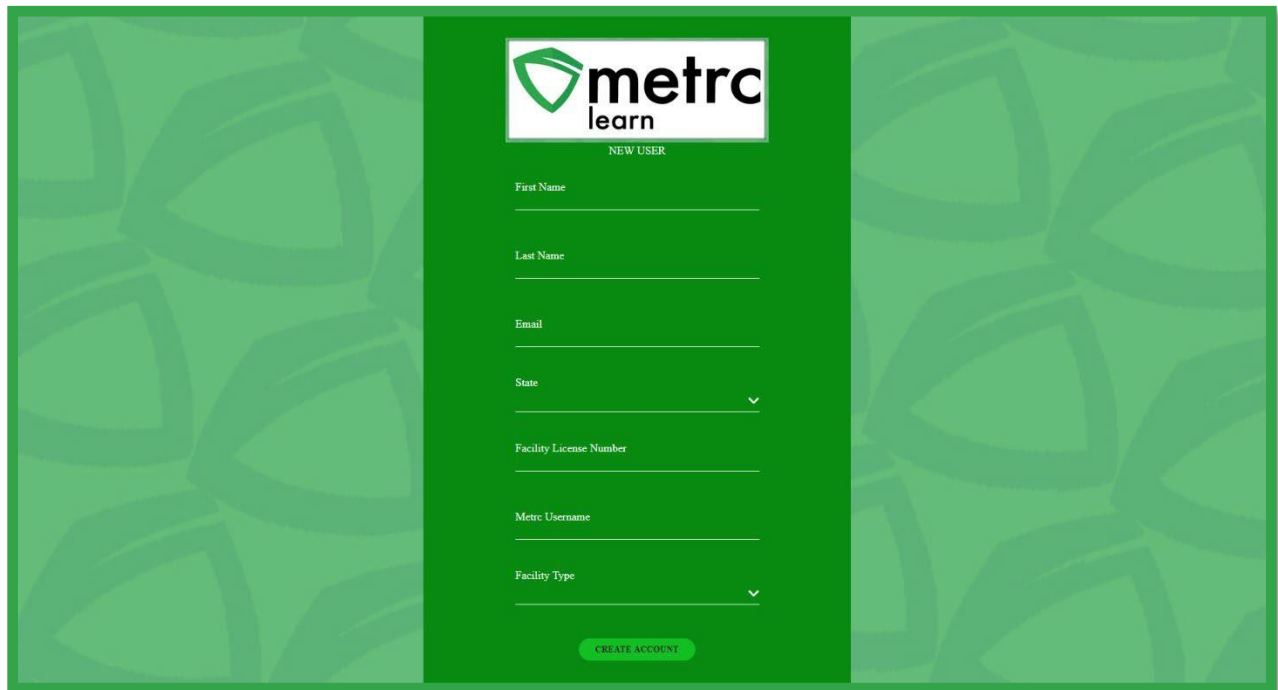
Please Note: You must register for Metrc Learn first, and after receiving a confirmation e-mail from Metrc, you **MUST** then register for the NV workshop following the prompts below.

Register for Metrc Learn – An Interactive Learning Management System

Metrc Learn is designed to provide users with skills on the functionality available within Metrc needed to use the system effectively, similar to the New Business and Advanced 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 will facilitate the registration for the upcoming February 2023 Workshop through the Metrc Learn tool as shown below. Note: these are separate registrations.

To access Metrc Learn, first register for an account ([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**.



The screenshot shows the Metrc Learn registration page. At the top center is the Metrc Learn logo, which consists of a green shield icon followed by the text 'metrc learn' in a sans-serif font. Below the logo, the text 'NEW USER' is displayed. The registration form includes several input fields: 'First Name', 'Last Name', 'Email', 'State' (a dropdown menu), 'Facility License Number', 'Metrc Username', and 'Facility Type' (a dropdown menu). At the bottom of the form is a green button labeled 'CREATE ACCOUNT'.

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.

Register for NV February Workshops 2023

Once you have access to Metrc Learn, you will be directed to the Dashboard shown below and will have the “NV February Workshops 2023” module available. Alternatively, you can register for the workshop by heading over to the “Training Calendar” tab as shown below in **Figure 2**.

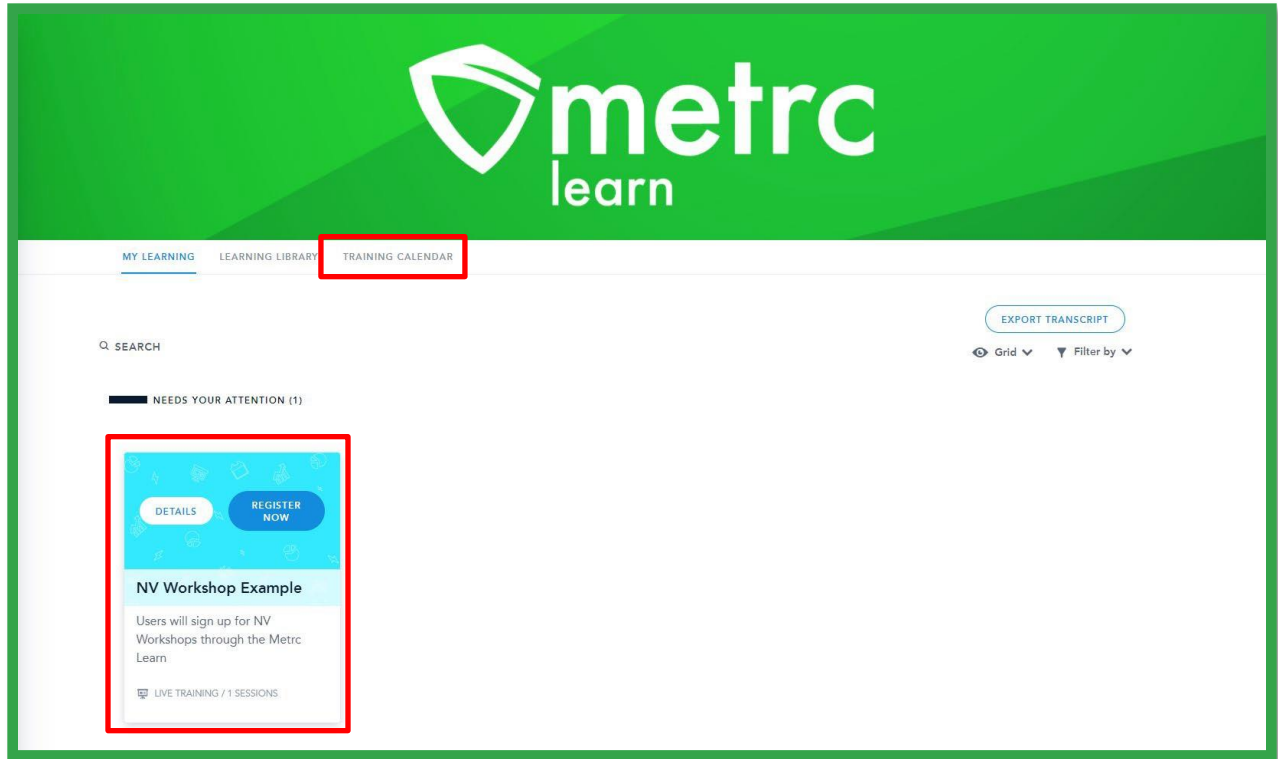


Figure 2: Metrc Learn Registration Dashboard

After selecting the “NV February Workshops 2023” module, you will be taken to the following screens in order to confirm registration for the desired workshop as shown in **Figure 3**.

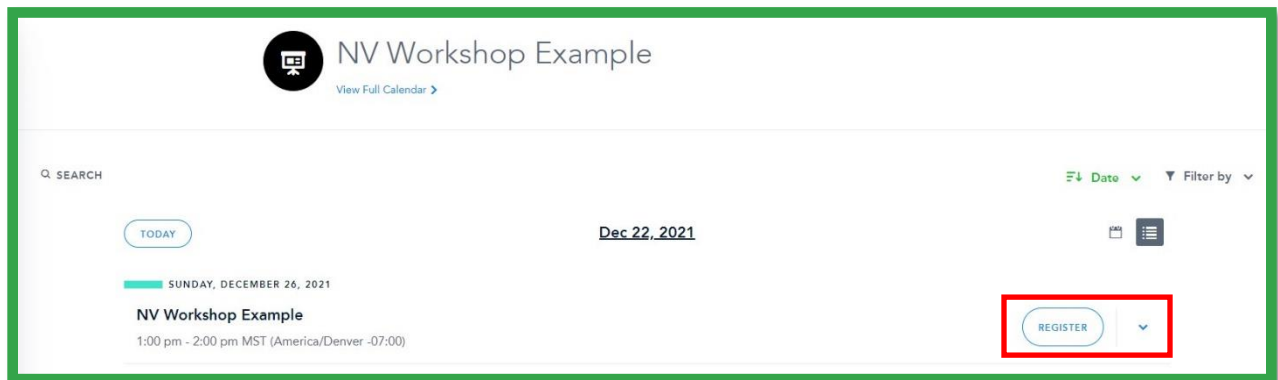


Figure 3: Register for “NV February Workshops 2023”

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**.

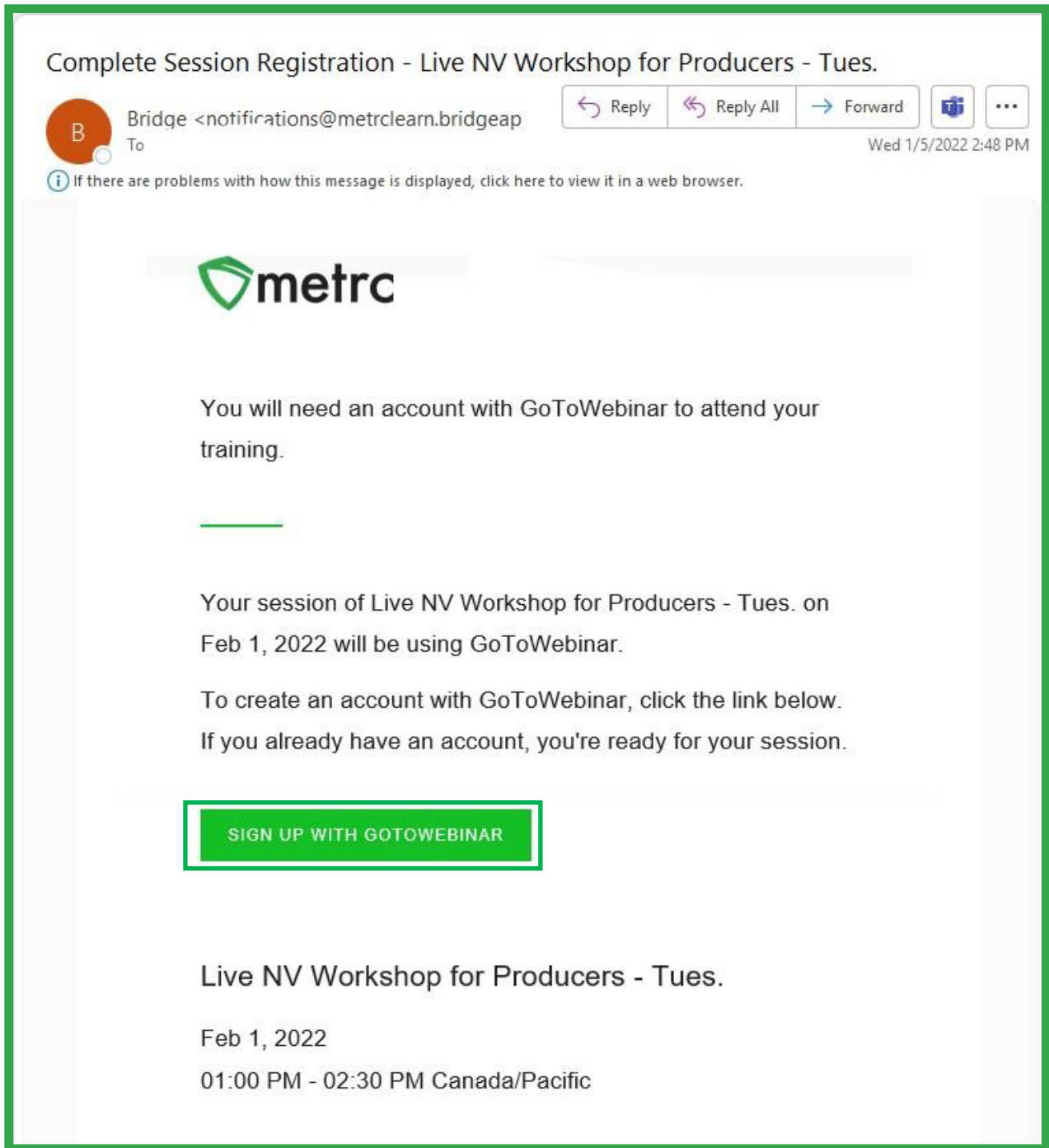
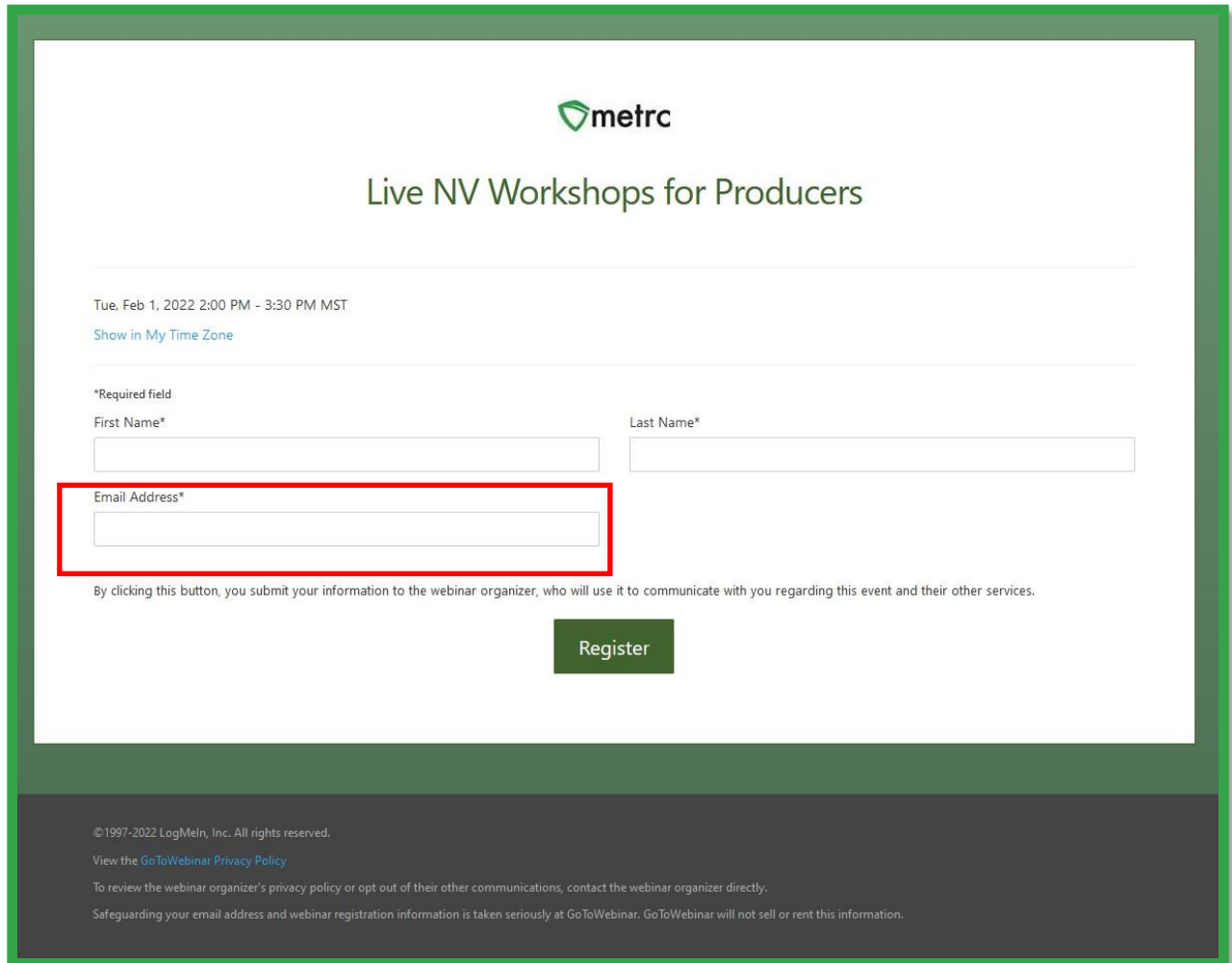


Figure 4: Register for “NV February Workshops 2023” from e-mail prompt

In the past, we have had Licensees group together to watch the workshop, please make sure everyone watching registers individually for Metrc Learn and the Workshop as well as includes all e-mail addresses under the comment section in order to receive credit.



The screenshot shows a registration form for 'Live NV Workshops for Producers'. At the top, the Metrc logo is displayed. Below it, the title 'Live NV Workshops for Producers' is centered. The event date and time are listed as 'Tue, Feb 1, 2022 2:00 PM - 3:30 PM MST', with a link to 'Show in My Time Zone'. The form includes three input fields: 'First Name*', 'Last Name*', and 'Email Address*'. The 'Email Address*' field is highlighted with a red border. Below the fields is a 'Register' button. At the bottom of the form, there is a disclaimer: 'By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.' The footer contains copyright information: '©1997-2022 LogMeIn, Inc. All rights reserved.', a link to 'View the GoToWebinar Privacy Policy', and a note: 'To review the webinar organizer's privacy policy or opt out of their other communications, contact the webinar organizer directly. Safeguarding your email address and webinar registration information is taken seriously at GoToWebinar. GoToWebinar will not sell or rent this information.'

Figure 5: Final Screen to Register for “NV February Workshops 2023”

Make sure you’re using the same e-mail address used to register for Metrc Learn to register for the “NV February Workshops 2023” in order to receive the test for credit. Note: the test will be sent on the following Monday, March 6th 2023. For additional help please contact our support team at support@metrc.com.

Workshop Dates:

February 27th

Testing Facilities - 9:00 AM – 11:30 AM

Distributors - 1:00 PM – 3:30 PM

February 28th

Cultivators Training Session 1 - 9:00 AM – 11:30 AM

Producers Training Session 1 - 1:00 PM – 3:30 PM

March 1st

Producers Training Session 2 - 9:00 AM – 11:30 AM

Retailers/Dispensaries Training Session 1 - 1:00 PM – 3:30 PM

March 2nd

Retailers/Dispensaries Training Session 2 - 9:00 AM – 11:30 AM

Cultivators Training Session 2 - 1:00 PM – 3:30 PM

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.