**Section 1000.300 Cultivation Center Agents Application; Issuance; Surrender**

a) The cultivation center agent application shall be submitted on forms provided by the Department in accordance with the Act and this Part. The application will include instructions for its completion and submission. The application will include requests for information in support of the application needed by the Department in making its determination. If all materials, documentation and information required by the Act and this Part are not submitted, the application will be denied.

b) Each principal officer, board member, employee or agent of a registered cultivation center must apply to the Department for a cultivation center agent identification card. Along with the application, the applicant shall submit:

1) A copy of the applicant's social security card;

2) A copy of the applicant's valid driver's license or state issued identification card;

3) A document verifying the applicant's place of residency, such as a bank statement, cancelled check, insurance policy, etc. The document must contain the applicant's full residence address;

4) A sworn statement that the applicant has not been convicted of an excluded offense in any jurisdiction;

5) Verification from ISP that the applicant's background check has been conducted and that the applicant has not been convicted of an excluded offense;

6) The application fee; and

7) Any additional information requested by the Department.

c) Upon receipt and verification of the information specified in subsection (b), the Department shall:

1) approve or deny the application within 30 days after receipt;

2) issue each cultivation center agent an identification card, within 15 business days after approval, that shall expire one year after the date of issuance; and

3) enter in its record system the registry identification number of the cultivation center where the agent works.

d) No person shall begin working at a cultivation center prior to receiving his or her cultivation center agent identification card.

e) The cultivation center identification card shall contain the following:

1) The name of the cardholder;

2) The date of issuance and expiration;

3) A random 10 digit alphanumeric identification number with at least 4 numbers and 4 letters that are unique to the holder; and

4) A photograph of the cardholder.

f) *A registered cultivation center agent is not subject to prosecution, search, or penalty in any manner,* and will not *be denied any right or privilege, including but not limited to civil penalty or disciplinary action by a business licensing board or entity, for working or volunteering for a registered cannabis cultivation center, to perform the actions listed under* Section 1000.40. (Section 25 of the Act)

g) *A cultivation center agent must keep his or her identification card visible at all times when on the property of a cultivation center and during the transportation of medical cannabis to a registered dispensary organization.* (Section 100 of the Act)

h) Upon termination of employment, the cultivation center agent identification cards shall be immediately returned to the cultivation center. The cultivation center shall promptly return the identification cards to the Department.

i) Any cultivation center agent identification card that is lost, destroyed or stolen shall be reported to ISP and the Department immediately upon discovery of the loss, destruction or theft.

j) Upon conviction of an excluded offense, the principal officer, board member or registered agent shall immediately notify the Department and shall surrender his or her identification card to the Department.