



Alaska Marijuana Control Board
Marijuana Handler Permit
Form MJ-10: Education Course Provider Application

Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

What is this form?

This marijuana handler permit education course provider application is required for all persons and entities seeking to have a marijuana handler permit education course approved by the Marijuana Control Board. Applicants should review 3 AAC 306.700.

The course curriculum must cover at least the following topics:

- AS 17.37, AS17.38, and 3 AAC 306
- The effects of consumption of marijuana and marijuana products
- How to identify a person impaired by consumption of marijuana
- How to determine valid identification
- How to intervene to prevent unlawful marijuana consumption
- The penalty for an unlawful act by a licensee, an employee, or an agent of a marijuana establishment
- A written test, demonstrating that each student has learned the information correctly

This form must be submitted to AMCO's main office, along with a copy of the course curriculum, before any marijuana handler permit education course provider application will be considered by the board.

Applicant Information

Enter information for the business seeking to be an approved marijuana handler permit education course.

Applicant:	National Cannabis Chamber of Commerce				
Course Name:	Strainwise University				
Mailing Address:	1350 Independence Street, 3rd Fl				
City:	Lakewood	State:	CO	ZIP:	80215
Email Address:	dobrien@strainwise.com	Phone:	973-975-9393		

In-person Online

Do you intend to provide this course in-person in a classroom-type setting, or online? Check all that apply.

Denise G'Brien
 Signature of Applicant

March 22, 2016
 Date

OFFICE USE ONLY				
Board Meeting Date:		Approved Y/N?:		Course #:

INTRODUCTION

Strainwise University™ provides the most comprehensive coursework offered in the Cannabis Industry. We provide in-person classroom training, online live webinars, and online recorded sessions. Our students can tailor their education to their specific areas of interest, take courses according to their individual schedules and proceed through the curriculum at their own pace. Students are required to take and pass a test at the end of each course before receiving a certificate which indicates that they have successfully completed the class.

Strainwise University™ is run in connection with the National Cannabis Chamber of Commerce™, a Florida and Denver based enterprise. Our leadership has over 25 years' experience consulting Better Business Bureaus and Chambers of Commerce on a national level. We have extensive experience developing and implementing training curricula across numerous industries.

Our trainers have hands on experience in:

- Regulation compliance
- Marijuana basics
- Cultivation, Processing and Dispensary best practices
- Inventory and point of sale systems
- Safety and security protocols
- Compliance best practices
- Finance and Accounting in a cash based business
- Requirements to apply for a cultivation, processing or dispensary license
- Helping people start working in the cannabis industry and getting their Handler's Permit card

COURSES OFFERED

UNDERSTANDING ALASKA'S MARIJUANA REGULATIONS

This class is an in-depth review of the regulations governing medical and recreational marijuana in the state of Alaska. The intent of the class is not only to review the regulations, but also to provide real-world examples of how the regulations will effect both licensees and employees.

- An overview of AS 17.37, AS 17.38 and 3 AAC 306, including:
 - Overview of the Alaska Alcohol and Marijuana Control Office
 - Types of licenses available
 - Residency requirements
 - Criminal background checks and fingerprinting
 - Acquiring locations before licensure
 - Restrictions on proximity to schools, recreation facilities, religious locations and correctional facilities
 - Cultivation license requirements
 - Processing license requirements
 - Dispensary license requirements
 - Permissible extract/concentrate products
 - Inventory Tracking and Point of Sale requirements
 - Green Waste procedures
 - Testing requirements
 - Packaging and Labeling requirements
 - Transport and Chain of Custody requirements
 - Retail sales limits
 - Signage and Advertising requirements
 - Security requirements
 - Fees
 - Penalties for illegal or non-compliant acts committed by licensees and employees

HOW TO GET A JOB IN THE CANNABIS INDUSTRY

This class is geared toward people who wish to break into the cannabis industry as budtenders, growers, managers or administrative titles. This class provides a rudimentary review across the spectrum of cannabis operations. The basics we provide regarding marijuana, regulations, cultivation, processing and dispensary is at a very high level. Our classes which specialize in each of these topics provide a much more in depth discussion

respectively. By the end of this class, each student will leave with a completed Marijuana Handler's Permit application and an understanding of everything they need in order to submit the application. In addition, we will provide an overview of what employers in the industry look for in order to improve the student's chances of being hired.

- Marijuana basics
- Regulation basics
- Cultivation basics
- Processing basics
- Dispensary basics
- How to apply for an Alaskan Marijuana Handler's Permit Card
- What cannabis employers are looking for

HOW TO APPLY FOR A MARIJUANA ESTABLISHMENT LICENSE IN ALASKA

This class is geared toward people who wish to apply for a cultivation, processing or dispensary marijuana establishment license in the State of Alaska. The UNDERSTANDING ALASKA'S MARIJUANA REGULATIONS class is a pre-requisite to taking this course. By the end of this class, each student will leave with a clear understanding of the requirements and action items needed to apply for a license.

- Overview of Alaskan application requirements
- Determining the type of company to create
- Direct and indirect financial interests
- Residency requirements
- Creating an Alaskan business license number
- Obtaining entity documents
- Advertising
- Creating and submitting public notices
- Creating and submitting local government notices
- Creating and submitting notices to local newspapers
- Components of a well written operating plan
- Acquiring proof of possession for proposed premises
- Construction build out and permitting processes
- Obtaining and submitting fingerprint cards
- Procuring a food safety permit
- The importance of Standard Operating Procedures
- Fees

MARIJUANA BASICS

This class is intended for both licensees and people who wish to work in the industry. Many people believe that if they've grown for themselves, or smoked marijuana in the past, that they understand all the characteristics of cannabis products. They are often surprised at the level of detail and the nuances involved in providing accurate information to patients and customers. At the completion of this class, students will be able to articulately describe the benefits and characteristics of different marijuana products and provide the level of information that employers expect, and that customers require.

- Medical applications of cannabis
- Cannabis plant features
- Sativa v Indica v Hybrid and their effects
- Processing cannabis plants
- Flower consumption methods
- Concentrate basics
- Processing concentrates
- Concentrate consumption methods
- Edibles
- Edible dosing

CULTIVATION BEST PRACTICES

This class is intended for both licensees and people who wish to work in the industry. We cover every aspect of the marijuana plant's lifecycle, details around commercial cultivation processes, best practices for managing inventory and preventing contamination, and accountability regarding packaging and chain of custody protocols. At the conclusion of this class, students will have a much better understanding of the nuances behind working at and managing a cultivation facility.

- Cloning Phase
- Vegetative Phase
- Flowering Phase
- Grow medium preparation
- Light and Photosynthesis basics
- Inverse Square Law
- Watering and nutrient processes
- Equipment operations
- Integrated Pest Management
- Identifying and rectifying plant trouble issues
- Regulating temperature, humidity, ventilation and lighting



- Personal protective equipment (PPE)
- Sanitation, facility cleanliness and preventing contamination
- Inventory audits
- Harvesting and processing plants
- Green waste processes
- Potency and microbial testing
- Packaging and labeling
- Transportation and chain of custody
- Returned marijuana processes

PROCESSING BEST PRACTICES

This class is intended for both licensees and people who wish to work in the industry. We review every facet of processing concentrates and extractions. We discuss different extraction methods, the science behind the process, creating a Class 1 Division 1 environment, tracking inventory and preventing contamination. At the conclusion of this class, students will have a much better understanding of the steps and safety requirements for processing extracts and concentrates.

- Butane, CO2 and Ethanol processing basics
- Closed loop extraction and solvent recovery
- Quality control
- Class 1, Division 1 safety procedures
- Equipment operations
- Regulating temperature, humidity, ventilation and lighting
- Personal protective equipment (PPE)
- Sanitation, facility cleanliness and preventing contamination
- Safety procedures
- Inventory audits
- Green waste processes
- Potency and microbial testing
- Packaging and labeling
- Transportation and chain of custody
- Process for marijuana product returned

DISPENSARY BEST PRACTICES

This class is intended for both licensees and people who wish to work in the industry. This session encompasses every aspect of working at and managing a successful dispensary business. We discuss day to day tasks, the importance of identifying proper identification, patient confidentiality, preventing cannabis abuse at the dispensary location, regulation compliance, and customer service best practices. At the finish of this course, students will be prepared to work at or manage a dispensary effectively.

- Dividing the dispensary into separate working zones
- Opening shift tasks
- Closing shift tasks
- Close cash functions
- Shift changes
- Signing a patient's plants over to the dispensary/caregiver
- Determining valid identification for medical patients and recreational customers
- Shopping restrictions and sales limits
- Dispensing area guidelines
- Preventing the consumption of marijuana products on premises
- Identifying the signs of intoxication
- Labeling and filling flower jars
- Inventory audits
- Sanitation, facility cleanliness and preventing contamination
- Return and exchange policies
- HIPAA and customer confidentiality
- Customer service basics
- Upselling

METRC INVENTORY TRACKING PROCESSES

On March 7, 2016, Alaska executed a 5 year contract with METRC, which is a nationally recognized "seed to sale" inventory tracking system. Every cultivation, processing and dispensary facility will need to understand how to work with the METRC system regardless which inventory tracking system they employ. This class trains the student on every aspect of the application because people who understand the mechanics of METRC will have a significantly easier time of being hired.

- Plant lifecycle overview
- METRC navigation overview
- Setting up and managing facilities
- Setting up and managing administrator and user profiles

- Setting up and managing rooms
- Establishing and managing strains
- RFID tags
- Taxes
- Creating plants
- Changing plant growth phase
- Changing plant rooms
- Assigning tags
- Destroying plants
- Harvesting plants
- Reporting Green Waste
- Creating concentrate batches
- Creating and transferring test samples
- Receiving test results
- Creating packages for flower
- Creating packages for concentrate
- Combining, splitting and adjusting packages
- Creating a transfer manifest
- Modifying or voiding a transfer
- Receiving a transfer
- Establishing and managing customer profiles
- Creating sales
- Editing sales
- Reports

BIOTRACKTHC INVENTORY TRACKING PROCESSES

Although Alaska has selected METRC as their chosen point of sale system, BioTrackTHC controls over 50% of the cannabis inventory system market throughout the United States. This class trains the student on every aspect of the application in order to make them more marketable to potential employers.

- BioTrackTHC navigation overview
- Setting up and managing locations
- Creating and managing administrator and user profiles
- Establishing and managing strains
- Creating plants
- Changing plant rooms
- Recording feedings and nutrients

- Assigning tags
- Destroying plants
- Harvesting plants
- Curing plants
- Reporting Green Waste
- Creating and managing batches
- Creating concentrate batches
- Creating and transferring test samples
- Receiving test results
- Creating packages for flower
- Creating packages for concentrate
- Combining, splitting and adjusting packages
- Creating a transfer manifest
- Modifying or voiding a transfer
- Receiving a transfer
- Recording and managing inventory
- Accounts payable and accounts receivable
- Logging taxes
- Tracking vendors
- Establishing and managing customer profiles
- Creating sales
- Editing sales
- Managing loyalty and discount programs
- Timeclock functionality for employees
- Reports

GENERAL OPERATING PROCESSES

It is not enough to be able to perform day to day tasks at a cultivation, processing or dispensary facility. A cannabis business that wishes to endure and be profitable must employ best practices at the operational, compliance, safety, security, HR, IT and finance levels. The most outstanding budtender or grower cannot make a cannabis enterprise successful alone. This class walks through the best practices of running a safe, secure, compliant, financially savvy enterprise.

- Secure Room and processes
- Visitor processes
- General safety procedures
- General security procedures



- Preventing diversion
- Inventory audit best practices
- Conducting an investigation due to discrepancies, diversion and theft
- Maintaining an alcohol and drug free environment
- Identifying substance abuse and intoxication of colleagues and customers
- Compliance best practices
- The importance of Standard Operating Procedures
- Inspection processes
- Maintaining good hygiene and preventing contamination
- Cash based finance processes
- 280E federal tax code
- Human Resource systems
- IT/Network best practices
- Branding, Marketing and Advertising
- Training