



# INTRODUCTION TO PRE-QUALIFICATION

## FIRST THINGS FIRST...

**ALL BUSINESSES SEEKING A NEW CANNABIS LICENSE IN VERMONT MUST BE PRE-QUALIFIED BY THE CCB BEFORE COMPLETING A FULL APPLICATION. PRE-QUALIFICATION WILL ASSIST APPLICANTS IN **SECURING FINANCING** FOR THEIR BUSINESS, AS WELL AS HELPING TO **EVALUATE THE VIABILITY OF THEIR BUSINESS PLAN.****

ONCE YOUR PRE-QUALIFICATION APPLICATION IS SUBMITTED, **A MEMBER OF THE LICENSING TEAM WILL CONTACT YOU FOR A ONE-ON-ONE MEETING.** THE LICENSING AGENT WILL **REVIEW YOUR APPLICATION AND PROVIDE GUIDANCE** NECESSARY TO COMPLETE THE FULL APPLICATION. CCB STAFF WILL WORK WITH YOU TO **REVIEW YOUR BUSINESS OBJECTIVES.**

## HOW DO I SUBMIT MY PRE-QUALIFICATION APPLICATION?

01

NEW APPLICANTS MUST ESTABLISH USER CREDENTIALS IN **CCB APPLICATION PORTAL**. ALL PRE-QUALIFICATION APPLICATIONS **MUST BE SUBMITTED ELECTRONICALLY**. IF YOU ARE UNABLE TO SUBMIT YOUR APPLICATION, PLEASE CONTACT CCB STAFF IMMEDIATELY TO ARRANGE A MEETING BY EMAILING **CCB.APPLICATIONS@VERMONT.GOV**.

02

ONCE YOU'VE CREATED YOUR CREDENTIALS, YOU WILL ARRIVE AT CCB'S LANDING PAGE. PLEASE REVIEW CAREFULLY. TO BEGIN THE APPLICATION, CLICK **"APPLY"** AT THE TOP OF THE LANDING PAGE AND **SELECT YOUR LICENSE TYPE AND TIER** (IF APPLICABLE).

03

**EVERY PRE-QUALIFICATION APPLICATION MUST INCLUDE THE TYPE AND NAME OF THE BUSINESS** TO BE LICENSED, ALONG WITH DOCUMENTATION THAT IT IS **REGISTERED TO DO BUSINESS IN VERMONT** WITH THE SECRETARY OF STATE'S OFFICE, **IDENTITY OF ANY OWNERS OR OTHER PRINCIPALS** FOR THE BUSINESS, NAME OF **MAIN POINT OF CONTACT** FOR THE CANNABIS CONTROL BOARD, WHETHER ANYONE MENTIONED IN THE OPERATING PLAN IS A PAST OR PRESENT OWNER OR PRINCIPAL OF A CANNABIS BUSINESS OUTSIDE OF VERMONT. YOU ARE ALSO REQUIRED TO PROVIDE INFORMATION FOR ALL PRINCIPALS AND CONTROLLERS OF YOUR BUSINESS.

04

ONCE YOUR PRE-QUALIFICATION APPLICATION IS SUBMITTED, **CCB STAFF WILL CONTACT YOU VIA EMAIL FOR FURTHER INSTRUCTIONS** AND TO SCHEDULE AN IN PERSON OR VIDEO MEETING TO REVIEW YOUR APPLICATION. **STAFF WILL EXPLAIN WHAT TO EXPECT OVER THE NEXT SEVERAL WEEKS**, REVIEW REQUIREMENTS FOR THE FULL APPLICATION, EXPLAIN YOUR PRIORITY STATUS, AND REVIEW APPLICATION AND LICENSING FEES.

05

**YOU WILL RECEIVE A SUMMARY EMAIL AFTER YOUR MEETING** WITH CONTACT INFORMATION FOR YOUR COMPLIANCE AGENT, AS WELL AS CONTACT INFORMATION FOR AGENCY PARTNERS. WE WILL PROVIDE LINKS TO ALL OF THE GUIDANCE DOCUMENTS REQUIRED TO COMPLETE A FULL APPLICATION.

06

**IF YOU DECIDE TO APPLY FOR THE SAME FULL APPLICATION TYPE AND TIER AS YOU DID FOR THE PRE-QUALIFICATION, YOUR INFORMATION WILL BE CARRIED OVER TO THE FULL APPLICATION.** CHANGES IN TIER, TYPE, LOCATION OR PRINCIPALS OR CONTROLLERS WILL REQUIRE YOU TO SUBMIT A BRAND NEW APPLICATION.