



# Vermont Cannabis Control Board

November 27, 2023

Pre-Qualification Online Portal Tutorial



Pre-  
Qualification  
Online  
Tutorial

## How to navigate the Pre-Qualification Application Portal

The following tutorial serves as a guide to navigating the CCB's online portal. This tutorial includes images and tips for you to successfully submit your pre-qualification application.

Effective December 1<sup>st</sup>, 2023, all businesses seeking a **new** cannabis license in Vermont must be pre-qualified by the Cannabis Control Board before completing a full application.

# ADULT USE PROGRAM

## Pre- Qualification Login

### **Step 1 –Creating User Credentials**

Using the following link, <http://vermont.force.com/vccb/sl>, you will be prompted to create unique user credentials for the purposes of accessing CCB's online application portal. Users must create a Username and a Password as shown in the next slide.

Cannabis Control Board  
Licensing System

ADULT USE  
PROGRAM

Pre-  
Qualification  
Login

Login to

## Vermont Cannabis Licensing Portal

\* indicates required field

\* Username ⓘ

Complete this field.

\* Password

Complete this field.

Log in

[Forgot password?](#)

# ADULT USE PROGRAM

## Pre- Qualification Navigation

# Cannabis Control Board Licensing System



- Apply for a License (First Time Applicants Only)**
- Apply for Another License (Existing Licensees Only)
- Apply for Employee ID Card (New Employee ID Applicants)
- Existing Licensees' Applications in Process
- Existing Licenses Issued (Renewals)
- Issued Employee ID Cards
- Apply for Product Registration (Existing Licensees Only)
- Product Registrations (Existing Licensees Only)

## Step 2 – Navigation to Pre- Qualification Application

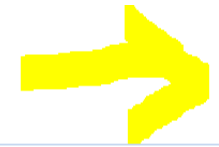
Once you have created a user ID you will arrive at the navigation page as shown here.

All NEW applicants must submit a pre-qualification application before they can submit a full application. Full applications without a pre-qualification application on file with CCV as well as the applicants who have not attended a follow up mandatory pre-qualification meeting with CCB staff, will be dismissed.

## Step 3 – Landing Page

The CCB's Pre-Qualification Landing Page summarizes important information that you need to know to successfully complete the pre-qualification process. Information about background checks, fees and application requirements as well as the contact information for CCB staff, should you have questions, is provided on the Landing Page. Once you have reviewed the landing page information, you can click the "Apply" button located in the top right corner

### Pre-Qualification Licenses



Apply

Welcome to the State of Vermont's Pre-Qualification Application for Cannabis Licenses

All businesses seeking a new cannabis license in Vermont must be pre-qualified by the Cannabis Control Board before completing a full application. The prequalification process provides preliminary State approval of your business, which will assist in evaluating the viability of your plan and attracting financing. You also benefit from a one-on-one meeting with a CCB licensing agent who will guide you through the full license application process.

Once your pre-qualification application is submitted, a member of the licensing team will contact you for a meeting, in person or via video call. 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 cannabis business objectives and will connect you with the CCB's third party background check processor to complete a criminal history record check.

In addition, the licensing team will evaluate your eligibility for Social Equity or Economic Empowerment status. Your application fee will be assessed after your pre-application meeting is conducted.

The application fee is non-refundable. Applicants eligible for Social Equity status are not required to pay the \$1,000 application fee. **CCB Staff will prompt you when fees are due.**

Please note:

Pre-qualification is NOT a license to operate a cannabis establishment in Vermont.

If you would like to obtain pre-qualification for more than one type of cannabis business license, you are required to submit an additional pre-qualification application for each license type. Please note, you will not need to repeat the background check process for each additional license type.

To begin the application process please click "Apply" at the top of this page and select your license type and tier (if applicable).

If you have any other questions relating to cannabis establishments in Vermont, please email

[ccb.applications@vermont.gov](mailto:ccb.applications@vermont.gov)

or call 802-828-1010.

What will I need to submit with my Pre-Qualification Application?

As part of this submission, you are required to provide an operating plan

An operating plan 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
- Type of license or licenses sought, and tier (if relevant)
- 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. More information about who these individuals are may be found here: Board Rule 1.4.1 and 1.4.2:

<https://ccb.vermont.gov/sites/ccb/files/2022-03/Rule%201%20-%20Licensing%20of%20Cannabis%20Establishments.pdf>

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PROGRAM

Pre-Qualification  
Landing Page  
Information

# ADULT USE PROGRAM

## Pre-Qualification License Type Selection

### Step 4 – Selecting the License Tier Type

The next step is to select the type of license you want to apply for. The picture below represents some of the license types that you will see, followed by a short description of each license type.

You can select “Apply” for the license you are seeking.

**Pre-Qualification Licenses**

<p><b>Pre-Qualification Outdoor Cultivator</b></p> <p>Outdoor cultivator licensees may grow cannabis plants outdoors.</p> <p>Apply</p>	<p><b>Pre-Qualification Indoor Cultivator</b></p> <p>Indoor cultivator licensees may grow cannabis plants indoors.</p> <p>Apply</p>
<p><b>Pre-Qualification Mixed Cultivator</b></p> <p>Mixed cultivator licensees may grow cannabis plants indoors or outdoors.</p> <p>Apply</p>	<p><b>Pre-Qualification Integrated Licenses</b></p> <p>Integrated Licensees may engage in the activities of each of the license types listed above, but these licenses are only available to an applicant and its affiliates that hold a dispensary registration on April 1, 2022.</p> <p>Apply</p>



# ADULT USE PROGRAM

## Pre-Qualification License Tier Selection

### Step 5 – Selecting the License Tier

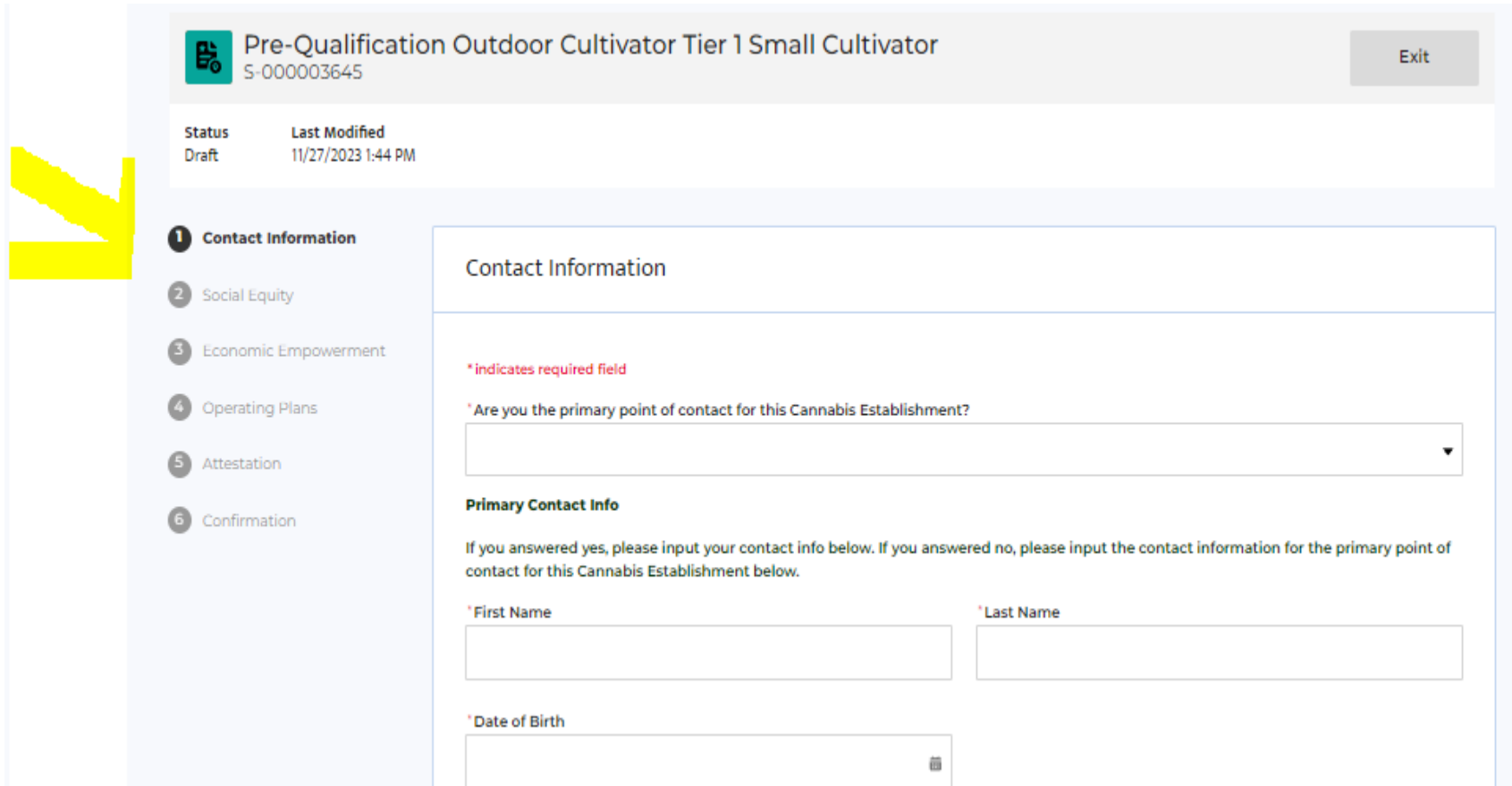
The next step is to select the license tier you want to apply for. The picture below shows what you will see when selecting a license tier. After making a selection, you will click “Apply”.

The screenshot shows a web form titled "Select a Tier". At the top center, the text "Select a Tier" is displayed. Below this, there is a dropdown menu with the text "Select a Tier" and a small downward arrow on the right side. A yellow arrow points to this dropdown menu. Above the dropdown menu, the text "\*Indicates required field" is written in red. Below the dropdown menu, the text "Complete this field." is written in red. At the bottom left of the form, there is a link labeled "Exit". At the bottom right, there is a blue button labeled "Apply".

## Step 6 – Completing Contact Information

Applicants are required to provide contact information for the Primary Contact. This should be the person who will be the point of contact for CCB Staff. This person will receive all information regarding the submission. Once all the required fields are completed, you may save your work or go to the next section.

The picture below shows what the contact information page looks like.



The screenshot displays the application interface for a Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator. The page title is "Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator" with ID "S-000003645". The status is "Draft" and it was last modified on 11/27/2023 at 1:44 PM. An "Exit" button is located in the top right corner.

The sidebar on the left contains a list of sections, with "Contact Information" highlighted as the current section. A yellow arrow points to this section. The other sections are: Social Equity, Economic Empowerment, Operating Plans, Attestation, and Confirmation.

The main content area is titled "Contact Information" and contains the following fields:

- A red asterisk indicates a required field: **\*Indicates required field**
- A dropdown menu with the label: **\*Are you the primary point of contact for this Cannabis Establishment?**
- A section titled **Primary Contact Info** with the instruction: "If you answered yes, please input your contact info below. If you answered no, please input the contact information for the primary point of contact for this Cannabis Establishment below."
- Input fields for **\*First Name** and **\*Last Name**.
- An input field for **\*Date of Birth** with a calendar icon.

ADULT USE  
PROGRAM


Pre-Qualification  
Contact  
Information  
Section

# Step 7 – Completing Social Equity Information

All applicants are required to complete questions in the Social Equity section. If you are applying for the Social Equity status, you will be required to provide additional information later in the application process.

ADULT USE PROGRAM

Pre-Qualification Social Equity Section

 Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator  
S-000003645 Exit

Status	Last Modified
Draft	11/27/2023 1:44 PM

- 1 Contact Information
- 2 Social Equity**
- 3 Economic Empowerment
- 4 Operating Plans
- 5 Attestation
- 6 Confirmation

### Social Equity

*\* indicates required field*

More information about who may be considered a social equity applicant, and what it means to be a social equity applicant, is available at the [CCB website](#).

*\* Does one or more controlling person on this application qualify as a social equity applicant?*

Yes

Back Next

# Step 8 – Completing Economic Empowerment Information

All applicants are required to complete questions in the Economic Empowerment section. Below is a screenshot of the Economic Empowerment section.

ADULT USE  
PROGRAM

Pre-Qualification  
Economic  
Empowerment  
Section

The screenshot shows a web application interface for a pre-qualification form. At the top, the title is "Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator" with a sub-identifier "S-000003645" and an "Exit" button. Below this, a table shows the application's status as "Draft" and its last modified date as "11/27/2023 1:44 PM". A sidebar on the left contains a list of sections: 1 Contact Information, 2 Social Equity, 3 Economic Empowerment (highlighted with a yellow arrow), 4 Operating Plans, 5 Attestation, and 6 Confirmation. The main content area is titled "Economic Empowerment" and includes a red asterisk indicating a required field. It contains two links to "Link to CCB Frequently Asked Questions - Social Equity and Economic Empowerment Section" with the URL [ccb.vermont.gov/FAQ](http://ccb.vermont.gov/FAQ). Below the links are two identical dropdown menus, each with the question: "\* Does one or more controlling person on this application qualify as an Economic Empowerment applicant?".

## Step 9 – Operating Plans Section

All applicants are required to complete questions in the Operating Plans section. Below is a screenshot of what this section looks like.

ADULT USE  
PROGRAM

Pre-Qualification  
Operating Plans  
Section

The screenshot shows a web application interface for a pre-qualification process. At the top, there is a header bar with a logo on the left, the title "Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator" and the ID "S-000003645" in the center, and an "Exit" button on the right. Below the header, there is a table with two columns: "Status" and "Last Modified". The status is "Draft" and the last modified date is "11/27/2023 1:44 PM".

On the left side, there is a vertical navigation menu with six items, each with a numbered circle icon: "1 Contact Information", "2 Social Equity", "3 Economic Empowerment", "4 Operating Plans", "5 Attestation", and "6 Confirmation". The "4 Operating Plans" item is highlighted with a yellow background and a yellow hand cursor pointing to it.

The main content area is titled "Operating Plans". It contains a red asterisk followed by the text "\*indicates required field". Below this, there is a section titled "Operating Plans" with a sub-heading "\* Provide the proposed Cannabis Establishment's legal name and any registered alternate name under which it may conduct business". This is followed by a large empty text input field.

Below the input field, there is a section titled "Principal/Controller". It contains the text "You must list any individual who will fit into any of the following 5 categories." followed by a numbered list:

1. An individual who owns the Cannabis Establishment in whole or in part.
2. An individual who is a principal of the Cannabis Establishment. A principal is an individual who has the authority to conduct, manage, or

# Step 10 – Operating Plans Section

All principals and controllers are added in the Operating Plans Section.

ADULT USE PROGRAM

Pre-Qualification  
Operating Plans  
Section

Generic Cannabis Business

- 1 Contact Information
- 2 Social Equity
- 3 Economic Empowerment
- 4 **Operating Plans**
- 5 Attestation
- 6 Confirmation

### Principal/Controller

You must list any individual who will fit into any of the following 5 categories.

1. An individual who owns the Cannabis Establishment in whole or in part.
2. An individual who is a principal of the Cannabis Establishment. A principal is an individual who has the authority to conduct, manage, or supervise the business affairs of the entity.
3. An individual who controls the Cannabis Establishment. An individual who controls the Cannabis Establishment is an individual who either:
  - a. Has the power to direct, or cause the direction or management and policies of the Cannabis Establishment, whether through the direct or beneficial ownership of voting securities, by contract, or otherwise, or
  - b. directly or beneficially owns 10 percent or more equity interest, or the equivalent thereof.
4. If an entity controls the Cannabis Establishment, any individuals who are principals of the entity that controls the Cannabis Establishment. A principal is defined in category 2 of this list. Further definitions:
  - a. An entity is any corporation, partnership, unincorporated association, or other legal entity.
  - b. An entity controls a Cannabis Establishment if an entity:
    - i. Has the power to direct, or cause the direction or management and policies of the Cannabis Establishment, whether through the direct or beneficial ownership of voting securities, by contract, or otherwise, or
    - ii. directly or beneficially owns 10 percent or more equity interest, or the equivalent thereof.
5. If an entity controls the Cannabis Establishment, any individuals who control the entity that controls the Cannabis Establishment. The definitions in a and b apply to this category as well. An individual who controls an entity is an individual who either:
  - a. Has the power to direct, or cause the direction or management and policies of the entity, whether through the direct or beneficial ownership of voting securities, by contract, or otherwise, or
  - b. directly or beneficially owns 10 percent or more equity interest, or the equivalent thereof.
  - c. Individuals must be disclosed under this category if they have control by way of beneficial ownership or record ownership.

Intervening entities do not relieve an applicant of the obligation of disclosure under this provision.

[Add Principal/Controller](#)

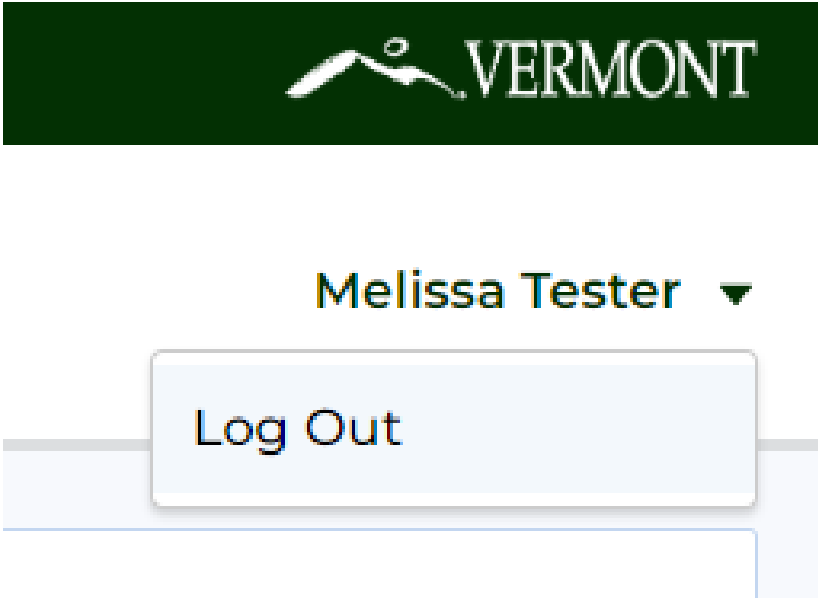
This Principal/Controller table is where you can track the status, make edits to contacts, remove contacts, and resend emails to the Principals/Controllers to prompt them to fill out the needed information. This application can't be submitted until all Principals/Controllers have completed the necessary form that will be emailed to them.

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## Operating Plans Section TIP

When submitting a pre-qualification application, users may experience an error if they are attempting to complete their pre-qualification application as both the applicant and a principal/controller.

To avoid this error message, you will need to log out of your application BEFORE clicking on the hyperlink in the email you receive with the submission number and unique code. Go to your name in the upper right corner of the application and select "log out."



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Pre-Qualification  
Operating Plans  
Section



# ADULT USE PROGRAM

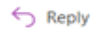




## Pre-Qualification Operating Plans Section

### Step 11 – Operating Plans Section



Go to the automated email you received and click on the hyperlink found in the body of the email as shown below:

VT CCB: Register as Principal/Controller

 noreply@salesforce.com on behalf of VT Noreply <sov.ergdonotreplyt  
To  Munzberg-Edson, Heather


 Reply  Reply All  Forward  

Tue 11/21/2023 8:54 AM

 This sender noreply@salesforce.com is from outside your organization.  
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from [sov.ergdonotreply@vermont.gov](mailto:sov.ergdonotreply@vermont.gov). [Learn why this is important](#)

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**



Dear Heather Edson,

The Cannabis Control Board would like to inform you have been identified as an owner, principal, or controller of a Cannabis-related business and in order to process the application you must fill out our [Principal/Controller Information Form](#) in order to register as a Principal/Controller.

Please use the below Submission Number and Unique Code to log in to your Principal/Controller Information Form.

Submission Number : S-000006477  
Unique Code : 887093

**Please do not share this unique code.**

Thank you,

Cannabis Control Board

For assistance, contact: (802) 828-1010  
[CCB.Applications@vermont.gov](mailto:CCB.Applications@vermont.gov)  
CCB Application Portal S-000006477




# ADULT USE PROGRAM

## Pre-Qualification Operating Plans Section

### Step 12 – Operating Plans Section

Once you click on the hyperlink, a new window will open. You will be asked to enter both codes and then the principal/controller information.

VERMONT OFFICIAL STATE WEBSITE 

### Cannabis Control Board Licensing System

- 1 Input Submission Details
- 2 Update Principal/Controller Details
- 3 Confirmation

#### Submission Selection

\*Submission Number ⓘ

\*Unique Code ⓘ

[Next](#)

# ADULT USE PROGRAM

## Pre-Qualification Operating Plans Section

### Step 13 – Operating Plans Section

Once you have completed the principal/controller section, you will see the following screen:

The screenshot displays the Vermont Official State Website header with the Vermont logo. Below the header is the title "Cannabis Control Board Licensing System". A sidebar on the left contains a progress indicator with three steps: 1. Input Submission Details, 2. Update Principal/Controller Details, and 3. Confirmation. The main content area features a light green box with the text "Thank you for completing the information form."

# ADULT USE PROGRAM

## Pre-Qualification Operating Plans Section

### Step 14 – Operating Plans Section

You can now log back into your application portal and finish the rest of the application.

When you log into your pre-qualification application, the principal/controller section should look like this:

[Add Principal/Controller](#)

This Principal/Controller table is where you can track the status, make edits to contacts, remove contacts, and resend emails to the Principals/Controllers to prompt them to fill out the needed information. This application can't be submitted until all Principals/Controllers have completed the necessary form that will be emailed to them.

NAME	EMAIL	STATUS	ACTION
Heather Edson	heather.munzberg-edson@vermont.gov	Completed	<a href="#">Edit/Remove</a>

**Principal/Controller Information**

\* Provide information of any persons involved, of any contractual, management, or other agreement that explicitly or implicitly conveys control over the Cannabis Establishment.

[Back](#) [Next](#)

# ADULT USE PROGRAM

## Pre-Qualification Attestation Section

### Step 15 – Attestation Section

Every applicant is required to provide a general attestation as seen below:

The screenshot shows a web application interface for a pre-qualification process. At the top, there is a header bar with a logo on the left, the title "Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator" and the ID "S-000003645" in the center, and an "Exit" button on the right. Below the header, a table displays the application's status as "Draft" and the last modified date as "11/27/2023 2:40 PM". A vertical sidebar on the left contains a numbered list of steps: 1. Contact Information, 2. Social Equity, 3. Economic Empowerment, 4. Operating Plans, 5. Attestation (highlighted with a yellow arrow), and 6. Confirmation. The main content area is titled "Attestation" and includes a red asterisk note: "\*Indicates required field". Under the heading "General Attestations", there is a checkbox with a checkmark and the text: "I attest under penalty of perjury that the information provided to the Cannabis Control Board is true and correct." At the bottom right of the form, there are two buttons: a grey "Back" button and a blue "Submit" button.

# ADULT USE PROGRAM

## Pre-Qualification Confirmation Section

### Step 16 – Confirmation Section

Congratulations! You have completed your Pre-Qualification application. A member of the CCB staff will be in contact with you to schedule your follow up pre-qualification meeting.

The screenshot shows a web application interface for the 'Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator' application. The application ID is 5-000003645. The status is 'Submitted' and it was last modified on 11/27/2023 at 2:40 PM. The interface includes a navigation menu on the left with six steps: 1. Contact Information, 2. Social Equity, 3. Economic Empowerment, 4. Operating Plans, 5. Attestation, and 6. Confirmation. The 'Confirmation' step is currently active. The main content area displays a confirmation message: 'Thank you! Your application has been successfully submitted. Your Submission number is 5-000003645.' A blue button labeled 'Navigate to My Applications' is located at the bottom right of the confirmation section. An 'Exit' button is visible in the top right corner of the application header.

Pre-Qualification Outdoor Cultivator Tier 1 Small Cultivator  
5-000003645

Exit

Status	Last Modified
Submitted	11/27/2023 2:40 PM

- Contact Information
- Social Equity
- Economic Empowerment
- Operating Plans
- Attestation
- Confirmation

Confirmation

Thank you! Your application has been successfully submitted. Your Submission number is 5-000003645.

Navigate to My Applications