



Registration Renewal

Your registration renewal must include the following pursuant to section 10401 of the OCal regulations:

- The legal name of the registered certifying agent, the registration number, and the registration expiration date.
- A renewal application fee and full payment of any outstanding fees, payments, or fines.
- A list of each cannabis operation granted certification during the previous year. This list will include the business name, commercial cannabis license number(s), license type(s), mailing and physical address, county, telephone number, number of square feet certified, and products. We will use this list to ensure the accuracy of our internal information and the information available to the public.
- A copy of the inspection report for each cannabis operation granted certification or re-certification during the previous year.
- Certificates of Analysis for no less than 5 percent of the registered certifying agent's operations tested in the previous year.
- A complete and accurate update of the information provided for your most recent registration or renewal:
 - The business name, primary office physical address, mailing address, web address, and contact name and number.
 - A list of each subsidiary office(s) physical address(es), mailing address(es), phone number(s), and a contact name(s) and number(s) for each subsidiary office.
 - The business entity structure and employer or taxpayer identification number.
 - The estimated number of each type of operation anticipated to be certified in the upcoming year.
 - A copy of the fee schedule for all services to be provided under these regulations by the registrant.
 - A conflict-of-interest disclosure report for all persons who review applications, perform inspections, review certification documents, evaluate qualifications for certification, make certification recommendations and decisions, and all parties responsibly connected to the registration. The report shall identify, for each of these persons, any cannabis-related business interests, including business interests of immediate family members, that may cause a conflict of interest.
 - Most recent annual internal program review of certification activities, including a summary of the findings of any adjustments made to the operations and procedures based upon those findings.
 - Most recent accreditation certificate issued by the NOP (NOP accredited registrants only).

Please don't hesitate to contact us if you have questions regarding any of the required reporting documents. Please make sure to organize and retain all information submitted for this renewal (creating a real or "virtual" binder may work well) as we may ask to review the submission during a future site visit.

Registration renewals submitted prior to the expiration date will not expire while the renewal is under review. A \$50 late fee should accompany renewals submitted within 30 calendar days after the expiration date.

The Department will notify you in writing if your renewal is accepted or incomplete. A notice of incomplete renewal will list missing or incomplete items. Please respond to this notice within 15 calendar days from the date of notification.

If your renewal is received by email or postmarked more than 30 days past January 1, 2023 or we do not receive a response to a request for incomplete or missing items within 15 days of notification, your eligibility for renewal will be forfeit. In this case, you may register and pay past due and current fees per the initial registration requirements outlined in section 10409 of the OCal regulations. Registered certifying agents with an expired registration shall not perform certification activities.

If you have questions, please contact us via email at OCalCannabis@cdfa.ca.gov.