

# Worker Qualification Guidebook

November 2018



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# Introduction

The purpose of the [Worker Qualification Regulation](#) is to ensure that individuals who perform work related to non-medical cannabis do not pose a risk to the integrity of the schemes under the B.C. [Cannabis Control and Licensing Act](#), the B.C. [Cannabis Distribution Act](#), or the federal [Cannabis Act](#).

Workers must follow applicable federal and provincial cannabis laws at all times. This guidebook outlines the requirements of the *Cannabis Control and Licensing Act* and Regulations that relate to workers.

Stay up to date by referring to this guidebook, which is posted online and updated from time to time.

A range of additional helpful information is found here: [www.gov.bc.ca/cannabisregulationandlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

This link takes you to the cannabis legislation and regulations page: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-law-policy/bc-liquor-legislation-regulation>

## Contact Information

If you have any concerns or questions, please contact the Liquor and Cannabis Regulation Branch at:

### Mailing Address

PO Box 9292 Stn Prov Govt,  
Victoria, BC V8W 9J8

### Office Address

400-645 Tyee Road  
Victoria, B.C.  
V9A 6X5

### E-mail

[cannabisworker@gov.bc.ca](mailto:cannabisworker@gov.bc.ca)

### Phone

250-952-5787 in Victoria

### Licensing Help Desk

250 952-7049 in Victoria or call our toll-free number

### Toll Free Phone

1-866-209-2111

## Qualification

Non-medical cannabis retail store licensees must not hire individuals to work inside a non-medical cannabis retail store unless they hold a current security verification as required by the Worker Qualification Regulation; this includes any individual who performs any work-related activity as an employee, independent contractor, or volunteer on either a full time or part time basis in a retail store.

It is an individual's obligation to receive a security verification if they wish to work inside a non-medical cannabis retail store. If a worker fails to notify their employer of their revoked security verification letter, or an individual provides false or misleading information, they are subject to enforcement action, including potentially being charged with an offence under the *Cannabis Control and Licensing Act*.

To be eligible to receive a security verification, an individual must be at least 19 years old.

As a note, the Province is developing a training program for non-medical cannabis workers. Information will be provided at a later date when it becomes available.

## Application

The process for getting security verified involves passing a security screening and can be accessed from the Branch's website here: <https://justice.gov.bc.ca/cannabislicensing/policy-document/worker-qualification-training>

Applicants and verified workers seeking to renew their verification must consent to, and pass, a security screening. The cost to apply for security verification is \$100.00.

## Security screening

A security screening is a background check of the applicant involving a broad set of checks including a court database check, correctional services check, police information checks, and a review of any other information and records required by the general manager or security manager.

Under the Worker Qualification Regulation, the security manager has the authority to conduct on-going investigations and security screening of workers to determine if an individual can pass a security screening.

A security screening may reveal that an applicant has a criminal record or has had an adverse interaction with the law. This does not necessarily mean that the worker's security verification will be denied. The security manager evaluates criminal and police records on a case-by-case basis and will consider a number of factors.

## Failure of security screening

If an applicant does not pass the security screening, they will not receive a security verification letter. This means they cannot work for a licensee in the above-noted positions. If an individual does not pass, they will be given reasons why and be given the opportunity to correct any information which was incorrect.

Individuals that do not pass may apply again in two years or if they have a change of circumstances (e.g. they received a record suspension or a charge against them was withdrawn).

## Expiry and renewal

Security verification letters expire two years after the date it is issued unless it is revoked (see revoking security verification letter below).

Verified workers must re-apply for a security verification letter every two years to continue working for a licensee in the

above-noted positions. The process and cost is the same as initial security verification.

## Similar credentials from other jurisdictions

A security verification, worker qualification, or similar credentials from other jurisdictions will not permit an individual to work in British Columbia in the above-noted positions. To work for a licensee in the above-noted positions in the province of British Columbia, an individual must obtain a security verification letter from the Branch.

## Worker obligations

Security-verified workers must abide by the Worker Qualification Regulation. In addition, they should read and understand the Cannabis Retail Store Terms and Conditions, found here:

<https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/cannabis-retail-store-licence-handbook.pdf>

Security-verified workers must provide their employer with a copy of their security verification letter.

Security-verified workers must notify the Branch within 10 days of the change, any of the following:

- changes in the individual's name, home or mailing address, telephone number or email address
- any charged and/or convicted of any offence under the *Criminal Code*, the *Controlled Drugs and Substances Act (Canada)*, the *Cannabis Act (Canada)*, the *Cannabis Control and Licensing Act*, the *Cannabis Distribution Act*, the *Liquor Control and Licensing Act* or the *Liquor Distribution Act* or a provision of an Act of a province or territory regulating the sale or possession of cannabis while a security-verified worker; and
- any new arrests or charges.

If the security manager requests further information, records, fingerprints or consents they must be submitted to the security manager within the time period specified by the security manager.

## Revoking security verification letter

A security verification letter may be revoked for reasons including if a security-verified worker is found to have misrepresented themselves during the application process, they are charged or convicted of an offence while a security-verified worker, if they fail to disclose such a charge or conviction to the general manager, or they fail to comply with the conditions of security verification.

If the general manager is considering revoking a security verification letter, the security-verified worker will be given reasons why and be given the opportunity to correct any information which is incorrect.

## Providing information to the branch

Applicants and security-verified workers must be forthright in providing information to the Branch. Making a misleading statement or failing to disclose a material fact is a breach of their obligations and an offence under the Worker Qualification Regulation.

## Compliance and enforcement

Security-verified workers are required to:

1. Follow all applicable federal and provincial laws, including the Worker Qualification Regulation.
2. Always allow inspectors into the establishment where they work. Never impede their entry in any way.
3. Never draw attention to cannabis inspectors inside an establishment. This can affect the inspectors' safety.

For more information on Compliance & Enforcement, please visit: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/bc-liquor-control-compliance-and-enforcement>

## Glossary

**“the Branch”** means the Liquor and Cannabis Regulation Branch, the provincial government agency that regulates the private retail sale, of non-medical cannabis in British Columbia.

**“cannabis retail store”** means a licensed establishment that is permitted to sell dried cannabis, cannabis oil, and cannabis seeds for non-medical use.

**“general manager”** refers to the general manager appointed under section 4 of the *Cannabis Control and Licensing Act*, who has legislative authority to make decisions regarding cannabis licensing in British Columbia.

**“licensee”** refers to any individual, partnership, corporation or Indigenous nation that holds a British Columbia cannabis licence. *Any person appointed by the licensee to act in the licensee's place or with the licensee's authority, such as a manager, authorized representative, or person in charge of the licensee's establishment will be required to ensure the requirements, terms and conditions of the licence are met and the licensee will be accountable for the actions of any such persons.*

**“security-verified worker”** means an adult that passes security screening and obtains a security verification letter that has not expired or been revoked.

**“security manager”** refers to the security manager appointed under the *Cannabis Control and Licensing Act* that is responsible for determining if an individual passes a security screening for the purposes of the Worker Qualification Regulation.

**“security verification”** means a verification provided by the general manager to an individual stating that the individual has passed a security screening under the Worker Qualification Regulation.