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**TECHNICAL ADVISORY GUIDANCE**  
INFORMATION REQUIRES IMMEDIATE ATTENTION

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**To:** All West Virginia Medical Cannabis Permittees

**From:** West Virginia Department of Health, Bureau for Public Health, Office of Medical Cannabis

**Effective Date:** March 24, 2025

**RE:** Permit Renewal Requirements

The West Virginia Department of Health, Bureau for Public Health, Office of Medical Cannabis (OMC) is issuing this technical advisory to provide guidance on license renewal requirements and the possible consequences of failing to meet permit renewal requirements.

- As outlined in 64CSR109-9.1, growers are required to submit a renewal application for their permit not more than six months, nor less than four months prior to expiration. Grower permits expire September 30th of each year.
- As outlined in 64CSR109-9.1, processors are required to submit a renewal application not more than six months, nor less than four months prior to expiration. Processor permits expire November 12th of each year.
- As outlined in 64CSR109-9.1, dispensaries are required to submit a renewal application not more than six months, nor less than four months prior to expiration. Dispensary permits expire January 28th of each year.
- Renewals are submitted through Complia. If required documents are not available to the licensee at the renewal deadline there must still be an application filed in Complia. Failure to submit a renewal application will eliminate OMC's ability to grant extensions in the future, if needed. This will result in the expiration of permit and a permanent cessation of all activities related to medical cannabis.

- Missing, out of date, or incomplete documents at the renewal deadline will need some form of documentation submitted in their place with an explanation of why the required documents were not submitted.
- A permit renewal that has not been submitted prior to expiration will not be afforded an extension under any circumstances.
- Failure to submit a renewal application within the timeframe specified could result in a total product hold in Metrc on the day following the four-month requirement. OMC will require an explanation of why the renewal deadline was not met before any further activity will be allowed in Metrc.