



PATIENT FOCUSED CERTIFICATION



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PFC Training Courses & Programs

- Core Cannabis Training (CCT)
- National Cannabis Standards Courses (NCST)
- State Specific Compliance Training (SSCT)
- PFC Enrichment Courses (PFCEC)
- PFC Verified Professional (PFCVP)
- PFC Accredited Auditor (PFAA)

Course Descriptions

1. Core Cannabis Training (CCT)

[pre-requisite for all PFC Courses]

The Core Cannabis Training (CCT) program provides the foundation of the PFC training program and is the prerequisite for any additional trainings. The CCT program is taught in sections, providing a well rounded understanding of the history of medical cannabis laws, cannabis as medicine, science and research, and running a safe cannabis business. Below, is a brief description of each section taught in the CCT program. The CCT program is available online or in-person through Patient Focused Certification.

Courses:

- **UNDERSTANDING CANNABIS LAW**
 - **ASA 101 Federal Cannabis Law:** Nearly ½ of the of the US's State governments have legalized some form of medical and/or adult cannabis use yet cannabis remains illegal under Federal law. This module explores conflicting Federal law issues including the Controlled Substances Act, the Drug Enforcement Agency (DEA) and its role as Federal law enforcement, Sentencing Laws and Guidelines and other applicable Federal laws that providers and patients should be aware of.
 - **ASA 102 History of Medical Cannabis:** Since the first legal medical cannabis law passed in 1996, efforts to expand legal access to medical cannabis has been ongoing. This module explores the history of medical cannabis reform efforts, opposing efforts,



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and Federal legislative efforts. Learners will also become familiar with States and patient's rights, Federal landmark cases, and the current status of medical cannabis law.

● CANNABIS AS MEDICINE

- **ASA 121 Cannabis Research and Clinical Data:** Find out what research is revealing about the therapeutic potential of cannabis, and learn what types of pain, disorders and diseases this plant potentially relieves. Clinical trials and their importance are also covered. Finally, see what groundwork has been laid for future cannabis research.
- **ASA 122 The Endocannabinoid System:** This module gives a brief history of opioids and cannabinoids, and explains how the endocannabinoid system was discovered. The workings of the endocannabinoid system as well as the physiological role of endocannabinoids play on our bodies.
- **ASA 123 Cannabis 101:** Gain a fundamental understanding of the cannabis plant by learning the varieties of cannabis and their uses, the most common cannabinoids, the effects of cannabis, and the difference between psychoactive and non-psychoactive cannabinoids.
- **ASA 124 Cannabis-Based Medicines:** The Cannabis-Based Medicines course covers the various cannabis pharmaceuticals currently available throughout the world. It also takes a look at cannabis extracts and concentrates and how they might be used. This module concludes with a section on cannabis edibles and a brief discussion about how cannabis might be incorporated into food and drink.

● CANNABIS BUSINESS OPERATIONS

- **ASA 141 Quality Of Care:** Targeted at dispensary workers, this module covers customer service, how to identify and handle medical emergencies, and patient education. A discussion of the Patient's Bill of Rights finishes the module.
- **ASA 142 Know Your Rights:** This course prepares the learner for interactions with Federal Law Enforcement (FLE). Know what to do in event of detainment or arrest as well as how to answer questions from FLE. Finally, understand when Miranda warnings apply.
- **ASA 143 Federal Conflict Awareness:** Cannabis businesses can be at risk of being robbed or in some cases, could find themselves in conflict with Federal law. Experiencing a "dynamic entry" is stressful and could occur in relationship to a FLE raid or a robbery of the facility. This section prepares learners with an overview of what to expect should they find themselves in the workplace during a "dynamic entry", a major



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emergency, or natural disaster. In this module, learners will explore various security and safety protocols designed to help prevent robbery and reduce the risk of Federal Conflict. This course will also offer suggestions about handling communications with those inside and outside of the facility during a “dynamic entry” event, as well how to set up effective “action plans” including emergency notification systems, evacuation plans, and evacuation routes.

- **144 Business Operations:** Dispensaries, cultivators, and processing centers alike need to take precautions to ensure the safety of their product. Learn how to spot contaminants and maintain safe and sanitary conditions. Security considerations such as patient screening, preventing diversion and security information will also be discussed. The module concludes with tips on neighborhood and community relations.

Total Course Length: 4 hours

2. National Cannabis Standards Training (NCST)

The National Cannabis Standards Training (NCST) is designed to educate industry professionals about the particulars of compliance specific to the AHP cannabis monograph and AHPA guidelines. PFCCP professional certification requires individuals successfully complete NCST trainings in four (4) cannabis industry disciplines including cultivation and processing; manufacturing, packaging, labeling and holding; distribution; and laboratory analysis.

Courses:

- **Cultivation and Processing Operations (2 hours) [Cultivation]:** Based on the AHPA Recommendations to Regulators for Cultivation and Processing operations, this training applies to all types of cultivation operations: outdoor, greenhouse, and indoor cultivation facilities. This training is designed to provide learners with the skills necessary to implement Good Cultivation Practices including pesticide guidance, facility requirements, water resource management, recordkeeping, product safety recall systems, adverse event recording, and information disclosure. This course also explores best practices and safe handling procedures for operations that provide post-harvest processing of cannabis.
- **Manufacturing, Packaging, Labeling and Holding (4 hours) [Manufacturing]:** Designed for individuals engaged in the manufacturing of cannabis and cannabis-derived products, this training is designed to provide learners with the tools necessary to comply with General Management Practices including general personnel responsibility and safety, physical condition of the plant and surrounding grounds, manufacturing controls, packaging, holding and labeling controls, cannabis material acquisition, inventory and recordkeeping, fielding and documenting complaints and product returns, product safety recalls, and adverse event recording.



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- **Distribution (2 hours) [Distribution]:** This comprehensive training is designed to provide participants with the skills necessary to implement Best Management Practices relating to the distribution of cannabis and cannabis-derived products directly to compliant individuals through storefront operations, delivery services, direct-from-garden operations, and growing co-op operations. This training includes information regarding personnel policies, facility security, product acquisition, record keeping, customer policies, implementable product safety recall systems, and adverse event recording.
- **Laboratory Analysis (2 hours) [Laboratory]:** Designed for individuals performing laboratory analysis of cannabis, cannabis-derived products, and hemp products, this course has been developed to educate learners on good laboratory practices and focuses on facility security, sample handling and disposal, data management, personnel safety and hygiene, and reporting activities that may be unique to laboratories analyzing cannabis, cannabis-derived products, and hemp samples.

Total Course Length: 10 hours

3. State Specific Compliance Training (SSCT)

State Specific Compliance Training (SSCT) are designed to give individuals a comprehensive foundation of knowledge of the laws pertaining to medical and adult use cannabis, as well as, the regulations that govern day to day operations. PFCCP professional certification requires individuals successfully complete the State and Local Laws and Regulations courses for their state.

- **State and Local Laws (1 hour):** Medical cannabis facilities are often regulated by both State and local laws. During this training participants will get to know their local and state medical cannabis laws and how those laws apply to the medical cannabis facility they will be working with, as well as the patients they will be serving and interacting with.
- **State and Local Regulations (1 hour):** This training provides a broad State and local specific, regulatory overview, necessary to maintain compliance in all disciplines of the medical cannabis industry. Because compliance may be subject to both State and local oversight, this training discusses the specifics of both local and State regulatory provisions.

Total Course Length: 2 hours

4. PFC Enrichment Courses (PFCEC)

PFC Enrichment Courses (PFCEC) offer individuals specialized cannabis industry education from pesticide guidance to batch and lot sampling. Individuals must complete the following PFCEC for a total of 6 hours of PFCEC training. Additional PFCEC can be utilized to fulfill continuing education requirements for staff at PFC certified companies, as well as PFCVP and PFC Accredited Auditors seeking to maintain accreditation.



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Enrichment Courses:

- **QA/QC and Representative Sampling (2 hours) [Manufacturing] [Cultivation] [Laboratory] [Distribution]:** This course is required of all PFC auditors regardless of the discipline(s) they will be auditing and is strongly recommended for management working in medical cannabis businesses. During this in-person course, learners will be provided with an overview of paradigm shifts and global perspective relating to QA/QC. Details on developing and implementing Quality Assurance (QA) and Quality Control (QC) systems will be discussed including method validation and General Manufacturing Practices (GMP's) as they relate to QA/QC topics. Additionally, this course will explore "representative sampling" techniques and how to apply them to cultivation, processing, and manufacturing operations to ensure consistent product purity and quality as well as accurate labeling.
- **Pesticide Guidance and Integrated Pest Management (2 hours) [Manufacturing] [Cultivation]:** This in-person course is required for all auditors who will be inspecting cultivation and processing facilities and is highly recommended for all cultivation management persons. During this course, learners are familiarized with key definitions pertaining to pesticides and learn how to properly read a pesticide label. The course will also explore the importance and function of tolerance thresholds, major chemical families, Restricted Entry Intervals (REI's), and Personal Protective Equipment (PPE's) as well as employee safety and employer responsibilities. The second portion of this course covers the key components to developing a successful IPM program.
- **Audit Protocols (2 hours) [Manufacturing] [Cultivation] [Laboratory] [Distribution]:** This course is required for all PFC auditors regardless of the discipline(s) they will be auditing. Designed to familiarize trainees with audit protocols, checklists and documentation audits this in-person course will be taught using a combination of lecture and hands on exercises. Trainees attending this course will also receive training on etiquette and appropriate protocols for interacting with staff and management at the location being audited as well as organizational techniques necessary for writing a final audit report.
- **Advance Endocannabinoid System (2 hours) [Manufacturing] [Cultivation] [Laboratory] [Distribution]:** The advanced endocannabinoid system enrichment course offers an expanded look at how cannabis works and an in-depth look at current research. Participants can expect to gain a deeper understanding on how THC, CBD, and other substances work in the human body by stimulating the endocannabinoid system. This course is ideal for people with a base knowledge in medical cannabis (Core Cannabis is a prerequisite) and in areas such as manufacturing, marketing, education, product development, laboratory managers and technicians, doctors and nurses.



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- **Sustainable Considerations for Cultivation Operations (2 hours) [Cultivation]:** This course is required for all PFC auditors engaged in cultivation and processing inspections and is highly recommended for all cultivation management persons. Designed to help cultivators reduce their impact on the environment, this course provides tools for reducing the carbon footprint of cultivation operations as well as the use, recycling and reuse of mediums. In addition, this course discusses appropriate nutrient use, the consequence of mined and imported materials, and the proper storage of chemicals. Water source development, use, storage and reduction techniques are also addressed in this course as is the proper tracking of materials used during the cultivation process.
- **Regulating Cultivation (2 hours) [Cultivation]:** This course explores the challenges and solutions regulating commercial medical cannabis at the local and state, with emphasis on environmental issues.
- **Cannabis Monograph (2 hours) [Manufacturing] [Cultivation] [Laboratory] [Distribution]:** In development.

Total Course Length: 14 hours

4. PFC Accredited Auditor Courses (PFCAA)

All PFC auditors are required to attend a series of trainings designed to provide trainees with the skills necessary to conduct successful on-site audits. Each of the following trainings is divided into discipline specific training sessions. Trainees are required to take each of the following trainings in the discipline they expect to be certified to audit in.

1. **MOCK AUDIT TRAININGS (200 Level):** PFC has designed the following “mock trainings” in order to offer trainees with a hands on practice experience before arriving at an operational facility. Mock Audit Trainings are offered in all disciplines and will be taught utilizing a hands-on workshop format that provides the learner with various “audit scenarios” in which the trainee has to identify potential compliance violations.
 - Cultivation Operations **(32 hours) [Cultivation]**
 - Manufacturing, Packaging, Labeling and Holding **(60 hours) [Manufacturing]**
 - Laboratory Operations **(32 hours) [Laboratory]**
 - Distribution Operations **(16 hours) [Distribution]**
2. **ON-SITE AUDIT TRAINING (Shadow a certified PFC auditor) (200 Level):** Upon the successful completion of the previously mentioned coursework, trainees are required accompany a certified PFC auditor on a document and physical audit. These trainings will take place in an operational and licensed medical cannabis facility of PFC’s choice. Time will be made for attending trainees to ask questions of the auditor and receive explanation of the certified auditors activities.



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3. ON-SITE AUDIT TRAINING (Shadowed by an auditor) (300 Level): Before certifying a new PFC auditor, the auditor trainee must be shadowed by a certified auditor on at least one document and physical audit. During this training, the trainee will be in charge of conducting a document and physical audit in the required disciplines. These trainings can be done as Maryland facilities come online or held at an out of state licensed and operational medical cannabis facility. Final approval of the auditor trainee is subject to the discretion of the PFC auditor assigned to mentor the trainee and may be reviewed by the PFC Peer Review Board.

PFC Training Programs

PFC Verified Professional (PFCVP)

Individuals interested in obtaining a PFCVP professional credential are required to fulfill all course requirements. In order to successfully complete each course, individuals must pass a completion examination by scoring no less than 80%. Upon completion of all course requirements, professionals are issued a certificate of completion and PFCVP verified seal.

Certification Requirements

- Core Cannabis Training (CCT) (4 hours)
- National Cannabis Standards Courses (NCST) (10 hours)
- State Specific Compliance Training (SSCT) (2 hours)
- PFC Enrichment Courses (PFCEC) (6 hours)

Total Certification Course Hours Requirements: 22 hours

PFC Accredited Auditor (PFCAA)

The PFC Accredited Auditor Program (PFCAA) program is designed to prepare individuals to assess all types of cannabis operations for compliance with state and local laws and regulations as well National Cannabis Standards based on the American Herbal Products Association's Recommendations to Regulators and the American Herbal Pharmacopoeia Cannabis Monograph. Individuals who complete PFCAA training courses will be eligible to become a verified PFC Auditor.

Certification Requirements

- Core Cannabis Training (CCT) (4 hours)
- National Cannabis Standards Courses (NCST) (2-10 hours)
- State Specific Compliance Training (SSCT) (2 hours)
- PFC Enrichment Courses (PFCEC) (6 hours)



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- Mock Audit Training (2 hours)
- Onsite Audit Shadow (Varies)
- Onsite Audit Lead (Varies)



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