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| Bulletin Number: WV_IB_005 | Distribution Date: 3/14/2022 | Effective Date: Ongoing |
| Contact Point: Metrc® Support | Subject: Metrc Advanced Training Opportunities | |
| Reason: There are several resources that licensees may use for new training or continuing training needs. | | |

Greetings Metrc Users,

Metrc now has available for the West Virginia industry, Advanced Metrc Training. These pieces of training are now directly available on the Metrc.com state-specific webpage. [West Virginia Specific Page](#)

Additional resources: [Metrc Learn](#) and the [Metrc Knowledge Center](#). These topics were covered in Internal Bulletin 3, which can be found on Metrc's West Virginia page. Once a user logs into Metrc Learn, they can access these Advanced Trainings on-demand.

Register for Training

Once you have navigated to the West Virginia specific page and scroll about halfway down, you will find the area to register for training; click on **See All Trainings**, as seen in **Figure 1**.

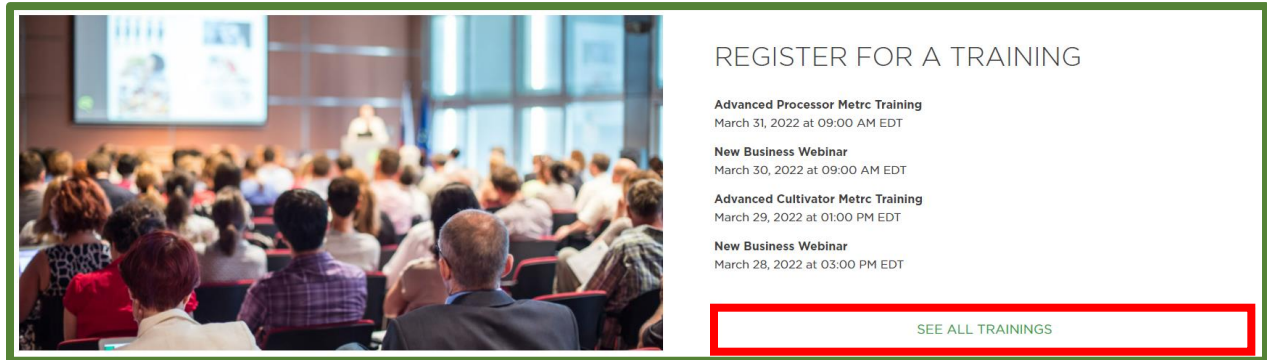


Figure 1: Navigation to Tags Order Screen

A new screen will appear, allowing the user to indicate if they would like to take the New Business classes or Advanced Classes, as seen in **Figure 2**. When you select either New Business or Advanced, days on the calendar that are available will be called out. If you select New Business, these classes are held on Mondays and Wednesdays. Select the day that fits your schedule, and click register on the side of the screen.

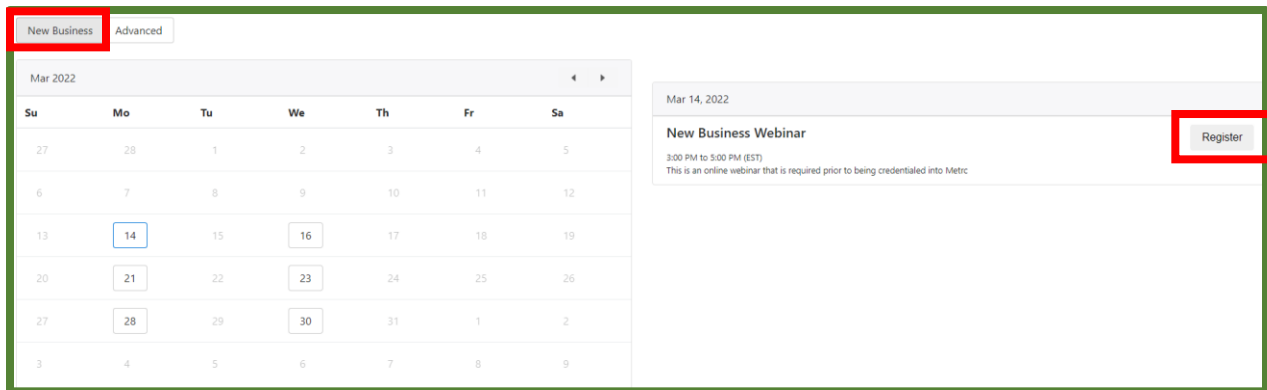
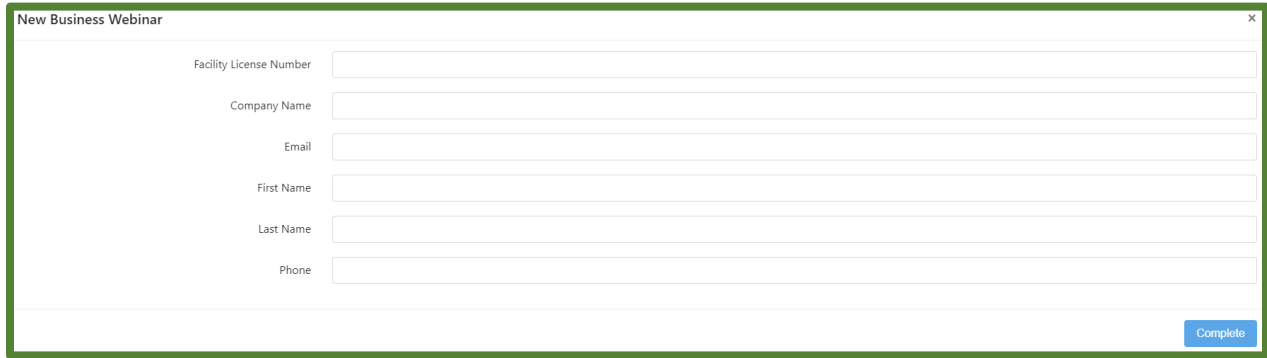


Figure 2: Register for Classes

Once you click Register, a new pop-up will appear requiring information from the user. Fill out your Facility License Number, Company Name, Email, First & Last Name, and a Phone number. After this information is collected, click on Complete.



A registration form titled "New Business Webinar" with the following fields: Facility License Number, Company Name, Email, First Name, Last Name, and Phone. A "Complete" button is located at the bottom right.

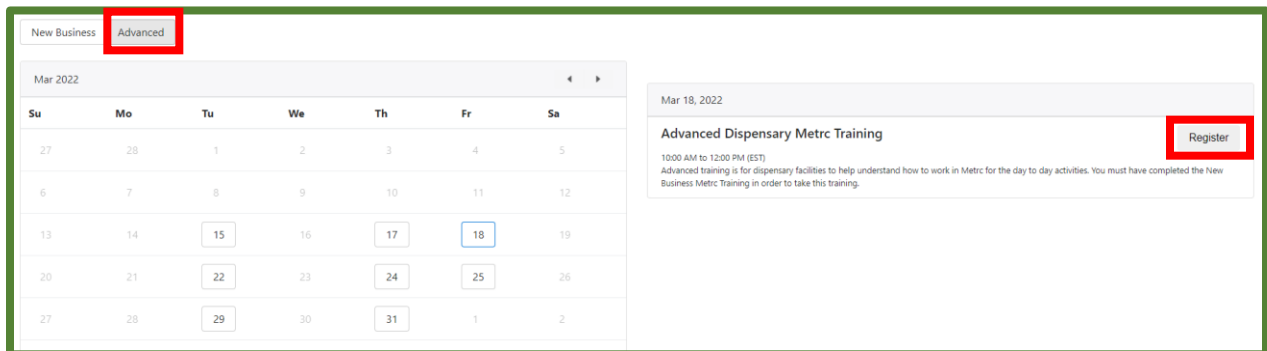
Figure 3: Register for Classes

This process will be the same for the Advanced Classes.

Advanced Cultivator classes are held on Tuesday's 1:00 PM - 3:00 PM (EST)

Advanced Processor classes are held on Thursday's 9:00 AM - 11:00 AM (EST)

Advanced Dispensary classes are held on Friday's 10:00 AM -12:00 PM (EST)



The interface shows a navigation menu with "New Business" and "Advanced" (highlighted with a red box). Below is a calendar for March 2022. The class listing on the right shows "Advanced Dispensary Metrc Training" on March 18, 2022, with a "Register" button (highlighted with a red box). The class details include the time "10:00 AM to 12:00 PM (EST)" and a note that advanced training is required for dispensary facilities.

Figure 4: Register for Advanced Classes

Advanced Classes on Metrc Learn

Users can also take these classes on-demand in their Metrc Learn account. These classes will populate under their Learning Library.

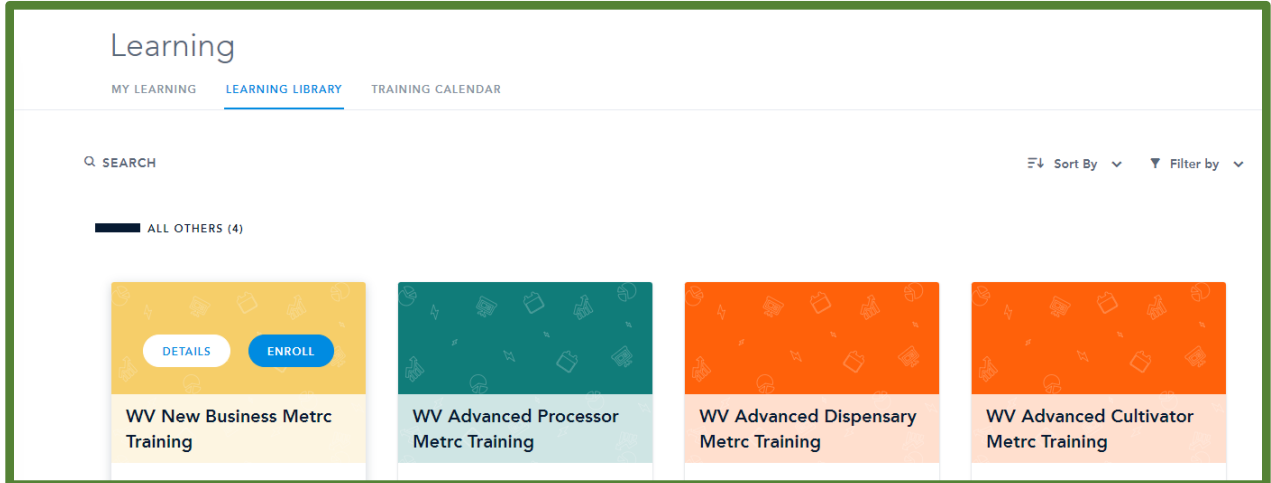


Figure 5 : Advanced Classes in Metrc Learn

Please feel free to contact Support at support@metrc.com or 877-566-6506 with any questions.