

<b>Bulletin Number:</b> NV_IB_0053	<b>Distribution Date:</b> 01/07/22	<b>Effective Date:</b> See Bulletin
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Upcoming Online Workshop – January 2022	
<b>Reason:</b> Metrc is providing details for live webinar industry user training classes.		

Greetings Metrc Users,

This bulletin is intended to notify all industry users of the planned upcoming Metrc Live Webinar Workshop training this coming January 2022 for the State of Nevada CCB. Below you will find key highlights and more information on how to register for the upcoming workshop through our new on-demand training tool called Metrc Learn.

- Due to the events involving COVID-19, all the scheduled classes will be provided via webinar, and each user will be required to register for the class they want to attend through Metrc Learn. (Link below)
- In accordance with instructions from the State of Nevada CCB; starting in 2020, all persons that actively work in Metrc must attend the Workshop Live Webinar training at least once a year. All other agent card holders that work in or manage a marijuana establishment must attend the mandatory training at least once every 2 years.
- Each attendee will be required to complete and pass a test on the topics discussed.

[Registration for upcoming NV Metrc January 2022 Workshop is available here through Metrc Learn \(click here\)](#)

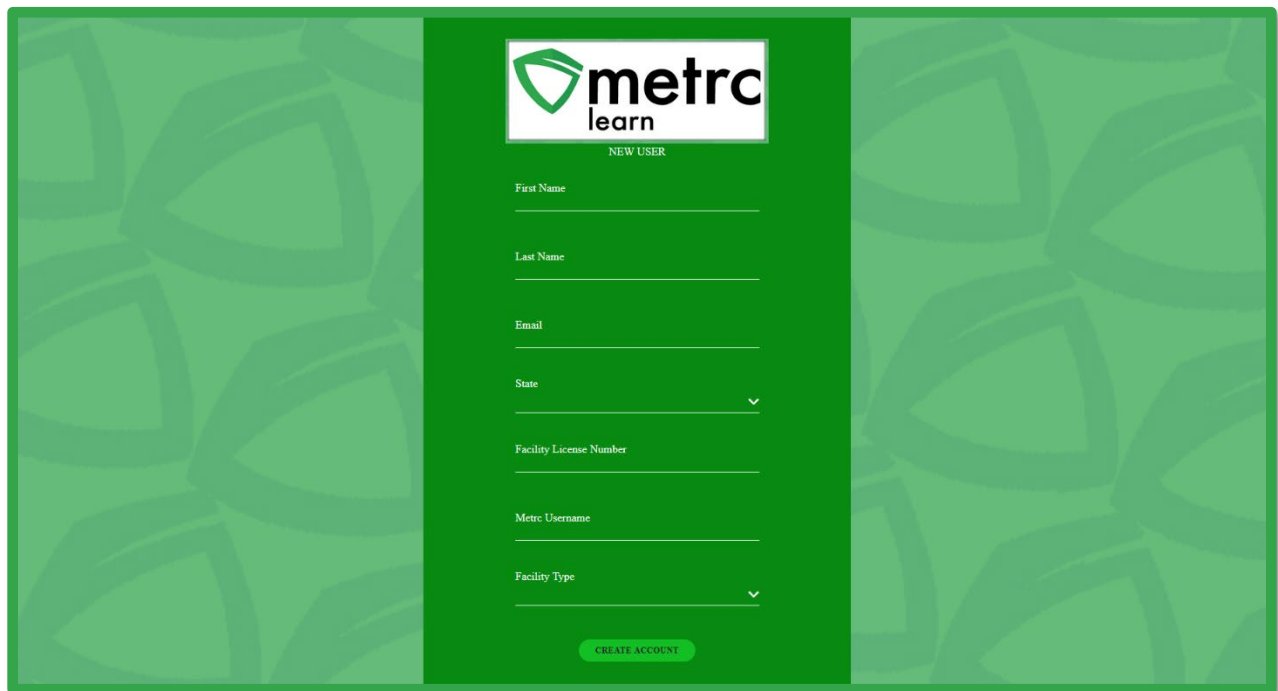
**Please Note:** You must register for Metrc Learn first, and after receiving a confirmation e-mail from Metrc, you **MUST** then register for the NV workshop following the prompts below.

## Register for Metrc Learn – An Interactive Learning Management System

Metrc Learn is designed to provide users with skills on the functionality available within Metrc they need to use the system effectively similar to the New Business and Advanced Trainings. Metrc Learn is organized into role-specific programs that are made up of various courses; each course is focused on one function in Metrc. For example, the Cultivator program might include different courses, such as “Creating an Immature Plant Batch,” “Tracking Additives,” “Reporting Waste,” etc.

At this time, we will facilitate the registration for the upcoming January 2022 Workshop through the Metrc Learn tool as shown below. Note this are separate registrations

To access Metrc Learn, the user will register their account ([Metrc Learning Registration](#)). You can enter your “Agent Registration Number” in place of the “Facility License Number” Upon approval of Metrc status, you will be sent an email invitation to set your password. If a user is working in multiple licenses, you should register for the program that reflects the area of the role you are looking to have additional training on first. This registration page is shown below in **Figure 1**.

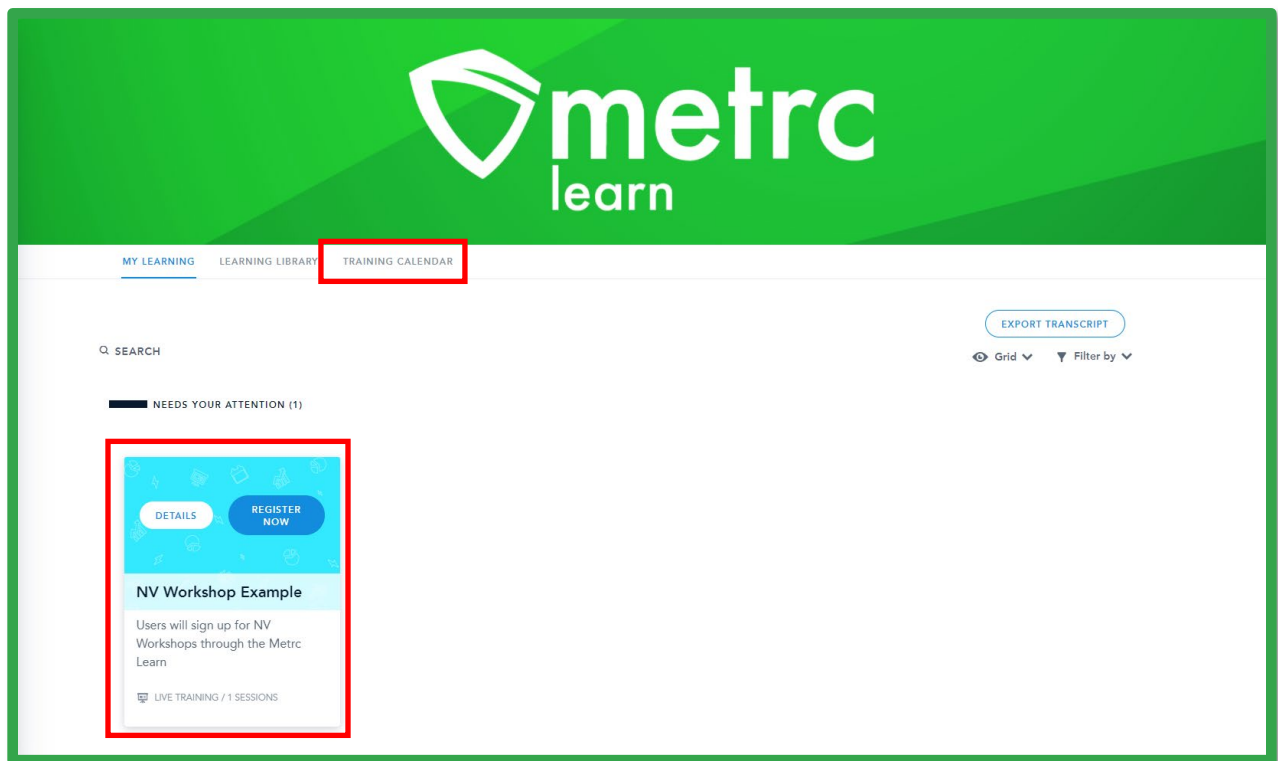


**Figure 1: Metrc Learn Registration Page**

**Please Note:** Users are encouraged to use an email they will have access to regardless of business association for their registration to ensure that any training transcripts are still accessible if email access is no longer available.

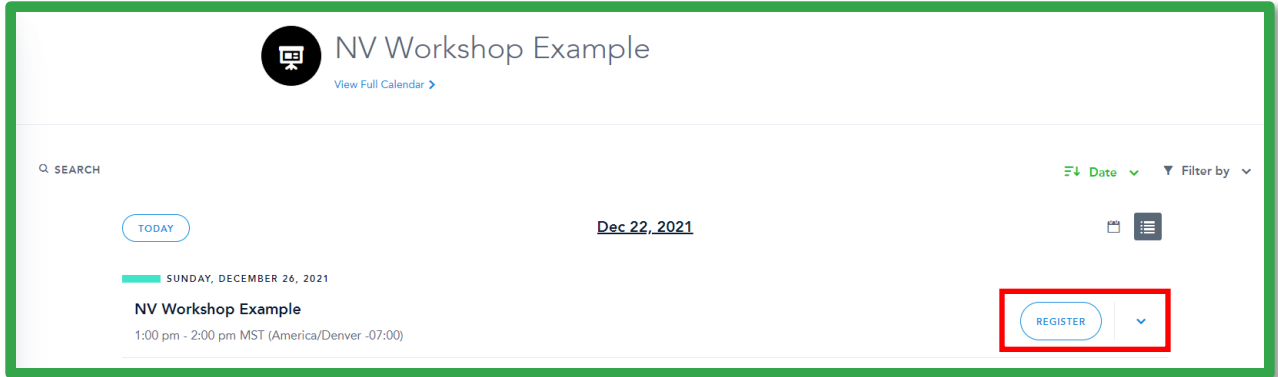
## **Register for NV January Workshops 2022**

Once you have access to Metrc Learn you, will be directed to the Dashboard shown below and will have the “NV January Workshop 2022” module available. Alternatively, you can register for the workshop by heading over to the “Training Calendar” tab as shown below in **Figure 2**.



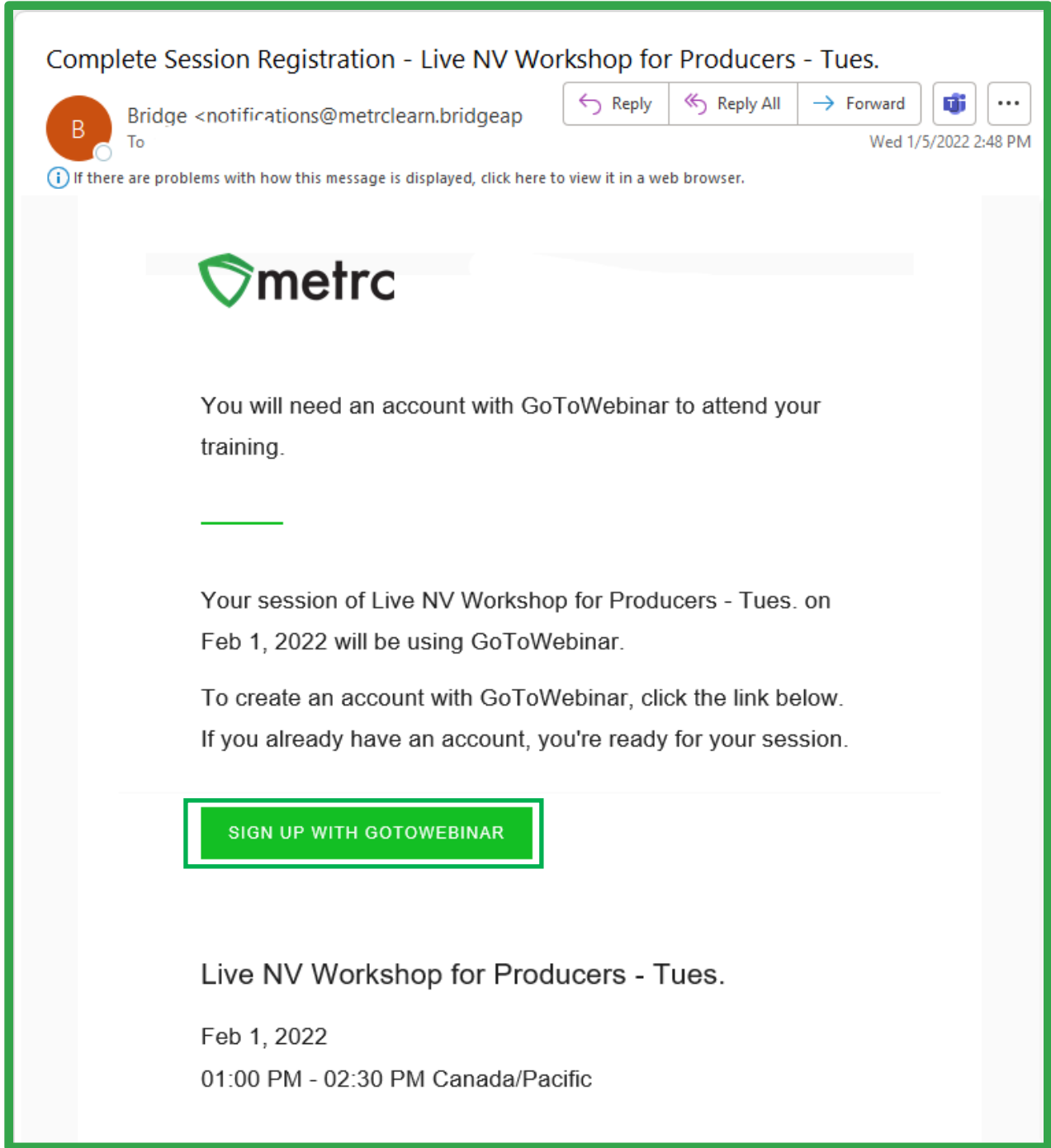
**Figure 2: Metrc Learn Registration Dashboard**

After selecting the “NV January Workshop 2022” module you will be taken to the following screens in order to confirm registration for the desired workshop as shown in **Figure 3**.



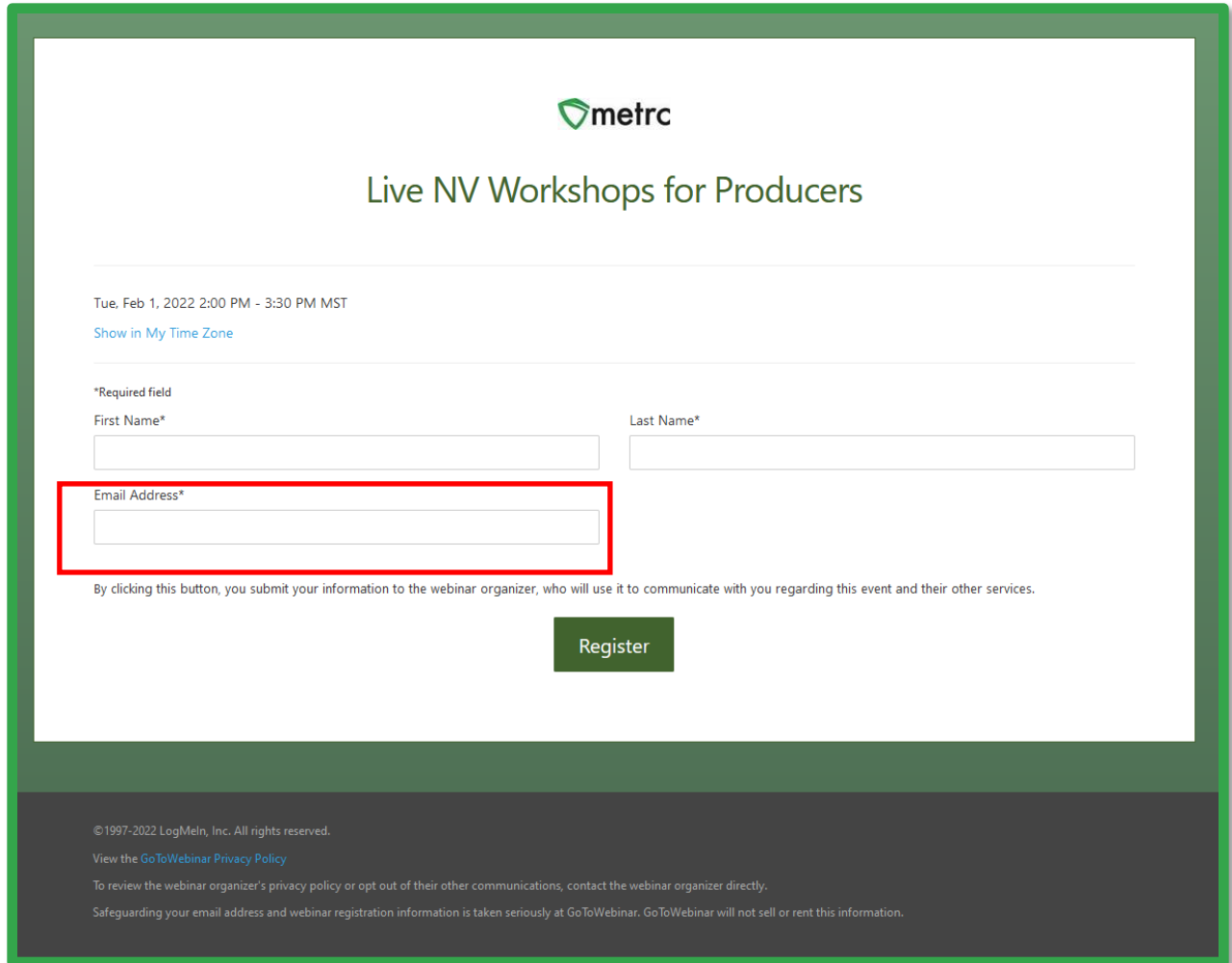
**Figure 3: Register for “NV January Workshop 2022”**

After clicking “Register” for the desired workshop you will receive an e-mail from [Notifications@metrclearn.bridgeapp](mailto:Notifications@metrclearn.bridgeapp) with the prompt to complete registration as done in the past. This is shown below in **Figures 4-5**.



**Figure 4: Register for “NV January Workshop 2022” from e-mail prompt**

In the past we have had Licensees group together to watch the workshop, please make sure everyone watching registers individually for Metrc Learn and the Workshop, as well as including all the e-mails under the comment section, in order to receive credit.



The screenshot shows a registration page for 'Live NV Workshops for Producers'. At the top, the Metrc logo is displayed. Below it, the event title 'Live NV Workshops for Producers' is centered. A horizontal line separates the title from the event details: 'Tue, Feb 1, 2022 2:00 PM - 3:30 PM MST' and a link 'Show in My Time Zone'. Another horizontal line follows. Below this, a '\*Required field' label is shown. There are three input fields: 'First Name\*', 'Last Name\*', and 'Email Address\*'. The 'Email Address\*' field is highlighted with a red rectangular border. Below the fields is a line of text: 'By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.' A green 'Register' button is centered below the text. At the bottom of the page, there is a dark grey footer containing copyright information: '©1997-2022 LogMeIn, Inc. All rights reserved.', a link to 'View the GoToWebinar Privacy Policy', and a statement: 'To review the webinar organizer's privacy policy or opt out of their other communications, contact the webinar organizer directly. Safeguarding your email address and webinar registration information is taken seriously at GoToWebinar. GoToWebinar will not sell or rent this information.'

**Figure 5: Final Screen to Register for “NV January Workshop 2022”**

Make sure you’re using the same e-mail address used to register for Metrc Learn to register for the “NV January Workshop 2022” in order to receive the test for credit. Note: the test will be sent the following Monday on January 24<sup>th</sup>, 2022. For additional help, please contact our support team at [support@metrc.com](mailto:support@metrc.com)

**Workshop Dates:**

**Januray 31<sup>st</sup>**

**Testing Facilities - 9:00 AM – 11:30 AM**

**Distributors - 1:00 PM – 3:30 PM**

**February 1<sup>st</sup>**

**Cultivators Training Session 1 - 9:00 AM – 11:30 AM**

**Producers Training Session 1 - 1:00 PM – 3:30 PM**

**February 2<sup>nd</sup>**

**Producers Training Session 2 - 9:00 AM – 11:30 AM**

**Retailers/Dispensaries Training Session 1 - 1:00 PM – 3:30 PM**

**February 3<sup>rd</sup>**

**Retailers/Dispensaries Training Session 2 - 9:00 AM – 11:30 AM**

**Cultivators Training Session 2 - 1:00 PM – 3:30 PM**

## Metrc – Industry Training (Non-Workshop)

Metrc provides industry training & education workshops online as well as training guides and videos.

- Register for workshops or classes online at: [www.metrc.com/partner/nevada](http://www.metrc.com/partner/nevada)
- *You must attend at least one New Business (Level 1) class online before you may register for other classes.*
- *We recommend that all industry users take classes every 3-4 months to stay up to date on any new features or changes.*

### Online classes:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – All Facilities
- Metrc Advanced (Level 2) – Testing Labs (labs must request training via email to Support)

## Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. This information can be found on our website, when logged into Metrc under your Support tab, and is listed below.

**Check under the “Support” tab for additional resources.**



Please be advised that the new CSV Formatting Guide and Industry Reports Guide are now located under the Support Tab.

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions or to request a copy of previous industry bulletins.