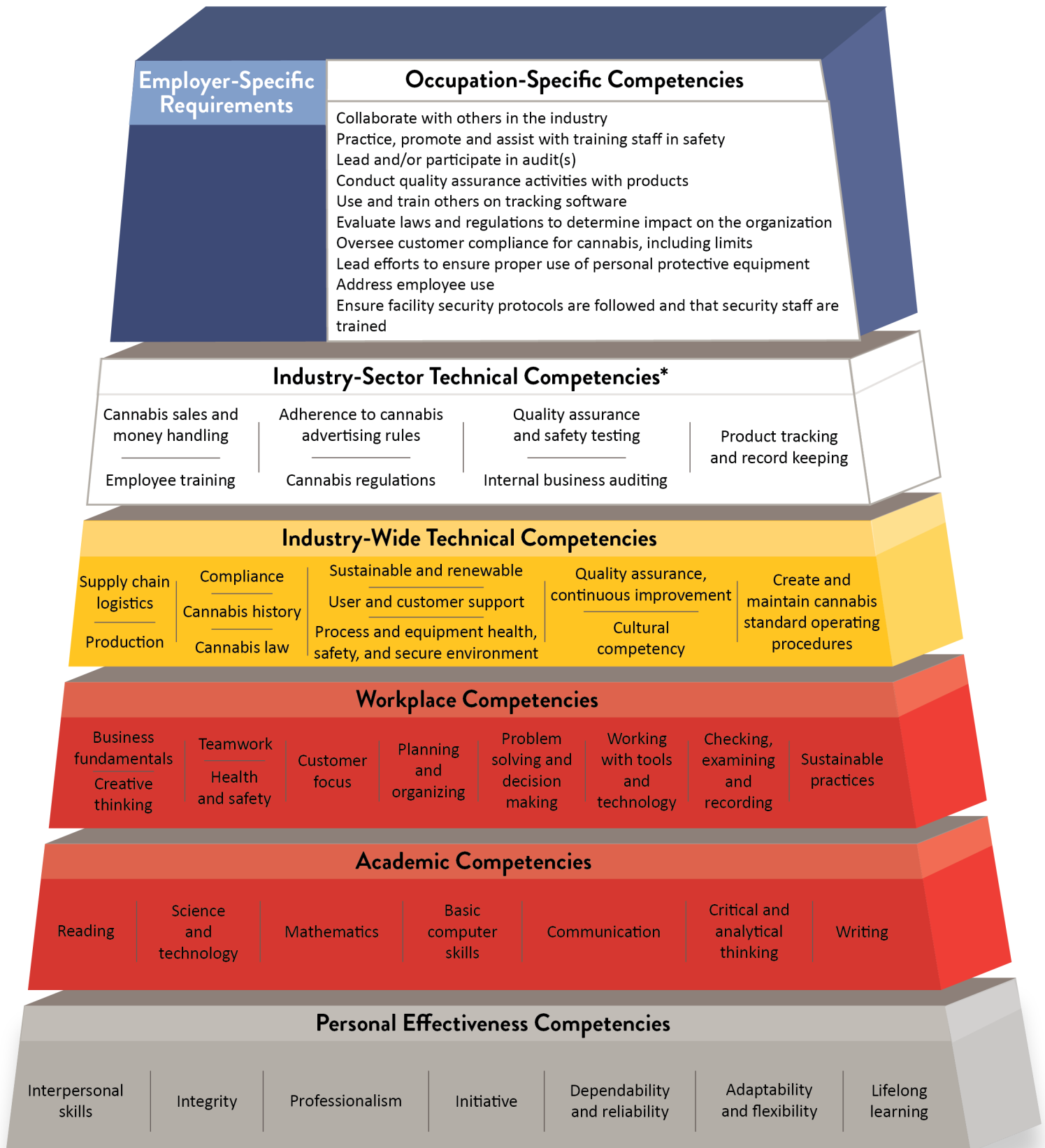


Minnesota Dual-Training Pipeline

Competency Model for Legal Cannabis Industry

Occupation: Cannabis Compliance Specialist



Based on: Building Blocks Competency Model, Employment and Training Administration, United States Department of Labor, August 2024. For more detailed information about competency model creation and sources, visit dli.mn.gov/business/workforce/legal-cannabis-industry.



Competency Model for Cannabis Compliance Specialist

Cannabis Compliance Specialist – An individual in this role ensures the business is adhering to cannabis business laws. This person will conduct internal audits, train staff on compliance standards and safety, assist with quality assurance, stay current on new laws and rules affecting the business, and lead efforts to ensure the cannabis business is compliant with all appropriate laws and rules.

*Pipeline recommends the Industry-sector Technical Competencies as formal opportunities (provided through related instruction) and the Occupation-specific Competencies as on-the-job training opportunities.

Industry-Sector Technical Competencies

Related Instruction for dual training means the organized and systematic form of education resulting in the enhancement of skills and competencies related to the dual trainee's current or intended occupation.

- **Employee training** – Understand how to train other employees on regulatory practices of doing business in the legal cannabis industry.
- **Cannabis regulations** – Knowledge of the current state and local regulations governing the growth and production of cannabis flowers, cannabis plants and cannabis products in Minnesota. Understand regulations surrounding sale of cannabis and rules pertaining to cannabis transportation and warehousing as well.
- **Adherence to cannabis advertising rules** – Understand basics of how to promote cannabis, and the specific rules in Minnesota for what is and is not allowed for cannabis labelling and marketing.
- **Cannabis sales and money handling** – Understand how cannabis is sold and how cannabis can be sold in person and through e-commerce. Understand the rules and requirements for handling funds online as well as cash handling.

- **Internal business auditing** – Understand how to conduct an internal audit of your business to ensure that inventory management and business processes are in accordance with laws and regulations.
- **Quality assurance and safety testing** – Understand how to conduct tests and monitoring activities to verify the quality standards for cannabis so that it is safe for consumers.
- **Product tracking and record keeping** – Know how to properly track cannabis product and cannabis flower so that it is properly labeled and ready for sale. Know how to ensure that the cannabis being sold has records from plant production through all cycles of growth, harvest, packaging, manufacturing, distribution, and eventually sales.

Occupation-Specific Competencies

On-the-Job Training (OJT) is hands-on instruction completed at work to learn the core competencies necessary to succeed in an occupation. Common types of OJT include job shadowing, mentorship, cohort-based training, assignment-based project evaluation and discussion-based training.

- **Collaborate with others in the industry** – Know how to collaborate with other businesses within the legal cannabis industry.
- **Practice, promote and assist with training staff in safety** – Ability to use proper industry standards to maintain a safe work environment to ensure personal well-being for all staff at the cannabis business. Know how to assist with training staff on how to be safe in the business.
- **Lead efforts to ensure proper use of personal protective equipment** – Know how to oversee that proper personal protective equipment is used in the facility to ensure both the health and well-being of the employee but also that the product is handled in a manner that will not cause cross contamination or harm to the user.
- **Lead and/or participate in audit(s)** – Understand how to investigate a sales process, manufacturing process, inventory, etc. by gathering information and then summarizing the data and its findings.
- **Conduct quality assurance activities with products** – Understand how to assist with quality department and lead testing, sampling, and other measures to ensure product meets quality standards.
- **Address employee use** – Ensure that employees are trained to not use cannabis at work unless allowed for as a patient enrolled in the registry program or as part of official quality control sampling. Coordinate with company managers to ensure that accountability measures occur if an employee does use cannabis while at work and make sure employees follow all rules in law.

- **Use and train others on tracking software** – Know how to use tracking software such as METRC to ensure compliance when handling and selling cannabis. Know how to train other staff how to properly use tracking software.
- **Ensure facility security protocols are followed and that security staff are trained** – Know how to monitor safety and security measures at the facility to guarantee that staff know how to lead safety measures and that the facility is safe, secure and protocols are followed in accordance with laws and regulations.
- **Evaluate laws and regulations to determine impact on the organization** – Know how to research the current laws and regulations so that the company can understand how those laws and regulations would affect the business and ensure compliance. Be able to provide advice to business leaders about how laws and regulations will cause changes to their ways of operating.
- **Oversee customer compliance for cannabis, including limits** – Ensure that staff do not let anyone who is under 21 years of age enter the business premises, unless the individual is enrolled in the registry program. Ensure that all customers are buying cannabis in a manner that is compliant with state law. Ensure that staff know what daily customer and delivery limits are and that those limits are not exceeded.

Updated February 2025