



CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

DRUG CONTROL DIVISION

To apply for an employee credential, the individual must go to this website - [eLicense Online \(ct.gov\)](https://eLicenseOnline.ct.gov), and register for an individual account. **Please note, each individual should only have one eLicense account, regardless of the number of credentials you hold.* Once that has been completed, the individual (employee) can sign into their account and follow the instructions below:

Instructions for the **individual (employee)** to apply for a Key Employee or Employee Credential:

- Log into your individual eLicense account
- At the bottom of the screen, under **More Online Services**, select **Initial Application**
- Select **Adult-Use Cannabis**
- Select **Start** next to the credential you are applying for (check with your employer if you are unsure which credential to apply for)
- Complete and submit the application

Once your employee application has been completed and submitted, the establishment will have to sign into their business account to confirm and pay for supervision. Individuals who apply for a Key Employee credential will be sent instructions to complete a background check. Once the background check results have been received by the department, the department will continue to review and process the individual's credential.

Instructions for the **establishment (business)** to confirm and pay for supervision:

- Log into your business eLicense account
- At the bottom of the home screen, under **More Online Services**, select **Supervision Authorization**
- Select **Start** next to the credential you want to authorize Supervision for
- Select **Employment Verification and Payment** from the drop down menu
- In the next screen, select the action button next to the credential number (see below example of the button you need to select for each credential). You will be prompted to approve or deny any applicants that have identified being associated with your establishment.

Action	Supervisee
	AC[REDACTED].0000
	AC[REDACTED].0000

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The Department of Consumer Protection is an Affirmative Action/Equal Employment Opportunity Employer