

SECOND LOOK

EMPLOYEE METRC TRAINING & COMPETENCY RECORD

Document supplemental operational training, practical competency, retraining, and supervisor verification.

Facility / Business:		License #:	
Employee Name:		Employee ID:	
Job Title / Role:		Department:	
Training Start Date:		Supervisor:	

Important: This record documents supplemental operational training. It does not replace official Metrc Learn courses, state-mandated training, regulator certifications, or other required credentials.

1. Required / Official Training

Course / Requirement	Provider / Regulator	Date	Certificate / Record	Verified By

2. METRC Fundamentals

■ Purpose of track-and-trace	■ Facilities / licenses / regulatory inventory
■ Individual credentials / permissions	■ Plant / package identifiers
■ Plant batches / plants / harvests	■ Packages / source relationships
■ Transfers / receiving	■ Waste / destruction concepts
■ Physical vs regulatory inventory	■ Discrepancy escalation

3. Role-Specific Operational Training

Training Module / Workflow	Instructor	Date	Knowledge Check	Practical Demo	Status

4. Suggested Role-Specific Modules

■ Cultivation - plant batches / tagging	■ Cultivation - movement / growth phases
■ Cultivation - harvest / waste / packages	■ Manufacturing - source packages / production
■ Manufacturing - outputs / yields / losses	■ Distribution - manifests / transport
■ Receiving - physical verification	■ Inventory reconciliation
■ Discrepancy investigation / escalation	■ Inspection readiness
■ User permissions / account security	■ Facility-specific SOP implementation

5. Practical Competency Verification

Competency	Observed	Retraining	Supervisor Initials
Identifies correct physical inventory before reporting	■	■	
Verifies tag / identifier relationship	■	■	
Uses correct source information / supporting record	■	■	
Recognizes when records and physical inventory disagree	■	■	
Stops and escalates unexplained discrepancies	■	■	
Follows department SOP for reportable activity	■	■	
Understands downstream impact of incorrect reporting	■	■	
Maintains individual login / access security	■	■	

6. Retraining / Corrective Training Record

Date	Reason / Trigger	Training Provided	Instructor	Follow-Up Result

7. Final Sign-Off

Employee:		Date:	
Instructor / Trainer:		Date:	
Supervisor / Compliance Manager:		Date:	

Recommended retention should align with the licensee's training, personnel, and record-retention requirements. Operational aid only.