![New York State Office of Cannabis Management logo]

EXTEND AN ACTIVE CERTIFICATION

The "Extend" function should be used when a patient's certification expiration date needs to be extended, and <u>no other information</u> (demographic, medical or dosing) requires changes.

If a patient's certification needs to be extended <u>and</u> requires changes in one of the sections, use the "Edit" function instead.

1. **Search for the patient certification on the home page.**

2. **Select the row with the identified certification.**
   You can only extend active certifications. The functional buttons for expired or canceled certifications will be grayed-out.

3. **Perform a patient check: ensure that the information on the screen matches the patient you are working on.**

   💡 *Tip: If you wish to see the historical data entries for a given patient certification, click the "Certification Document" drop-down menu to retrieve the previous versions of the certification.*

4. **Click the "Extend" button.**
    *   **Issue Date:** System will pre-fill the issue date with today's date.
    *   **New Expiration Date:** The expiration date is tentatively pre-filled to one year from today. You may reset the expiration date to any date within a year of the certification issue date. If your patient is terminally ill <u>and</u> is a resident of New York State, you may remove the expiration date and leave the field blank. If your patient is terminally ill but is temporarily residing in New York State for medical treatment, the expiration date cannot exceed one year from today.

5. **Submit the Certification.**

6. **Print the Certification.**
    Once the certification is submitted, the system will automatically open a printable certification form (in .pdf format). Depending on the browser, you may need to take different steps to print the certification.

    ❗ Make sure you print the entire document and not the first page only. The pages that follow the certification document provide important instructions to the patient on how to proceed.

7. **Check the Printed Certification for Errors**
    If you find an error on the certification or realized you need to make changes, do NOT create a new certification. You can edit most fields as long as the patient did not register on the certification. Return to the home page, navigate to the certification in question and select the "Edit" button. Edit the certification as needed. If the patient did register, select the "Edit" button and check what fields are editable. If the fields are read-only, the patient should request a new card.

There are only 2 scenarios that require a new certification when a patient's registration is in progress: error in DOB or Capable of Consent selection (see Exceptions below)

<p style="text-align: center; color: red;">***Exception***</p>

The "DOB" field or the "Capable of Consent" selection cannot be edited after the patient registration has been initiated. The patient (also) cannot formally request this change. If a patient's date of birth or a "Capable of Consent" selection is incorrect on an existing certification, you must issue a <u>brand-new certification</u>. Please remember to cancel the certification that contans an error.
The patient must register on a new certification.