

Board Staff Investigation

- After it has been determined an investigation should be opened, the following will occur:
 - Board staff will notify the subject of the complaint (licensee/certificate holder) of receipt of the complaint, via a letter called the Notice of Complaint. The Notice of Complaint will request the licensee/certificate holder:
 - Submit a response to the allegations in the complaint;
 - Complete the enclosed forms and submit any other documents/information requested; and
 - Return the requested information to the Board office within 14 days from the date of the Notice of Complaint.

AND

- Board staff will notify the complainant of its receipt of the complaint and that the Board has opened an investigation into the allegations in the complaint.
- During the course of the investigation the Disciplinary Committee may:
 - Request additional information from the complainant and licensee/certificate holder;
 - Subpoena personnel files, medical records, facility investigations, etc.
 - Request the licensee/certificate holder to submit to a drug screen;
 - Request the licensee/certificate holder to submit to an evaluation. (See [Chapter 8, Section 7](#) of the Boards Rules and Regulations)
- Board staff investigations can take up to 120 days or longer, depending on the cooperation of the involved parties.
- Once all the information is gathered and reviewed, the file is sent to the assigned Disciplinary Committee for review and recommendation.