

Notice to Licensee/Certificate Holder

- After the DC recommends formal discipline (i.e. reprimand, conditional, suspension or revocation), a letter is sent to the licensee/certificate holder. The letter is called “Notice of Intent to Recommend Disciplinary Action”
- The Notice of Intent includes:
 - A brief description of the facts or conduct, which warrant the intended action;

AND

- Provides the licensee/certificate holder an opportunity to show compliance or respond to the allegations for disciplinary action within fifteen (15) days of the date of the mailing.
- After the licensee/certificate holder receives the Notice of Intent, he/she has three options:
 - The licensee/certificate holder may request an informal conference with the DC to provide any additional information or to resolve an administrative complaint without a hearing;

OR

- If the licensee/certificate holder agrees with the DC’s recommendation, he/she may request a Settlement Agreement for review within the fifteen (15) days, indicated in the Notice of Intent;

OR

- If the licensee/certificate holder does not agree to the DC’s recommendation; he/she can request a hearing in front of the Board.
- **IF** the licensee/certificate holder **DOES NOT** respond to the Notice of Intent within the fifteen (15) days as indicated in the Notice of Intent, the DC will proceed with a hearing in front of the Board.
- See [Chapter 8, Section 8](#) of the Board’s Rules for more details regarding the Notice of Intent.