

Settlement

- IF a Settlement Agreement is requested by the licensee/certificate holder, the request is forwarded to the Attorney General's Office for drafting of the agreement. It may take a few days to weeks to draft the document, depending on workload and schedule.
 - Once completed, the Settlement Agreement is forwarded to the licensee/certificate holder for review.
 - **IF** the licensee/certificate holder agrees to the Settlement Agreement and its terms, then the licensee/certificate holder will sign the document in front of a Notary; initial where indicated; and return the document to the Board office within fifteen (15) days of the date the Settlement Agreement was mailed to them.
 - **IF** the licensee/certificate holder does **NOT** agree with the terms in the Settlement Agreement, he/she can:
 - Request a hearing in front of the Board;
- OR**
- Request an informal conference with the DC to discuss their concerns.
 - **IF** the licensee/certificate holder does not return a signed/notarized Settlement Agreement and has not responded to Board's staff's attempts to contact them, a hearing will be scheduled.