

Hearing

- A hearing can be initiated in one of the following two (2) ways:
 - A licensee/certificate holder can request a hearing;
- OR**
- A licensee/certificate holder is non-responsive.
- Formal disciplinary proceedings are initiated by serving a Petition and Complaint to the licensee/certificate holder at least thirty (30) days prior to the hearing. (See [Chapter 8, Section 9](#) of the Board's Rules).
- The Notice of Hearing will be sent to the licensee/certificate holder. The Notice of Hearing includes:
 - The name and last known address of the licensee/certificate holder;
 - A brief statement of the nature of the Petition, the facts upon which the Petition is based, the statutory provisions and/or the Board Rules the licensee/certificate holder is alleged to have violated;
 - The time, place and nature of the hearing;
 - The legal authority and jurisdiction; and
 - A statement indicating the licensee's failure to answer the allegations contained in the Petition within twenty (20) days of the mailing date and failure to appear to notice of hearing may result in default judgment. ([See Chapter 8, Section 10](#))
- A hearing officer will preside over the contested case hearing. The DC will be represented by its attorney from the Attorney General's Office. The licensee/certificate holder may be represented by an attorney if he/she chooses.
- The Board typically schedules hearings at a minimum three (3) times a year, in Cheyenne Wyoming. To review the upcoming Board meetings, see WSBN's website and select the "Board" tab and "Board Meetings."
- Once a Petition and Complaint and Notice of Hearing have been filed, the following occurs:
 - The Hearing Officer from the Office of Administrative Hearings issues an "Order Setting a Prehearing Conference and Requiring Disclosure." This order will indicate:
 - The date and time of the prehearing conference, which typically occurs by telephone;

- The date, time and location of the hearing; and
 - The date by which each party shall file: Disclosure Statements indicate, all witness who will or may testify; a statement of what the case is about and defenses or issues, and copies of all documents each party will or may introduce as evidence. Disclosure statements and exhibits are filed and shared with the opposing party and Office of Administrative Hearings.
- A Prehearing conference is held one (1) or two (2) weeks before the hearing. The prehearing conference participants include: the Hearing Officer, the Prosecuting Attorney on behalf the DC, the licensee/certificate holder and the licensee/certificate holder's attorney, if any.
- On the day of the hearing, there may be more than one hearing scheduled. The Hearing Officer determines the order of the hearings.
 - After the Hearings, the Board may discuss each matter in Executive Session and issue its decision for each matter in public session, verbally. A written order is issued one (1) month to two (2) months after the hearing.
 - A licensee/certificate holder can appeal the Board's decision. See [Chapter 8, Section 16](#) of the Board Rules for more details.