Complaint Filed

Preliminary Review Initiated by Chair

Copy of Complaint sent to the person or firm.

Individual or Company has 30 days to provide a response

Investigation Conducted

Board Chair recommends dismissal

Chair gives a summary report to the Board, and the Board votes to dismiss the matter or refer to the Disciplinary Review Committee.

If # 1, 2, or 3 occur, DRC gives a report to the Board, and the Board votes on proposed action.

Board Chair refers the matter to the Disciplinary Review Committee (DRC) [15 days notice given prior to consideration by DRC]

DRC takes one of four actions:
1) Dismisses the matter;
2) Accepts admission of guilty;
3) Accepts proposed settlement;
4) Recommends that the Case be scheduled for full hearing.

If # 4, a hearing is conducted. (Board has the option to request that the hearing be held before the Office of Administrative Hearings.)

If OAH hears the matter, the judge’s Recommended Decision and the Official Record are presented to the Board for the issuance of a Final Agency Decision.