



Department of Professional & Occupational Regulation

# A DISCIPLINARY CASE BEFORE THE BOARD?

## What You Can Expect

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### Prior to the Board Meeting

- If you had a hearing,
  - The Board reviews the Summary of your case, the Agency Record, exhibits and transcript from the Informal Fact Finding (IFF) Conference.
  - The Summary includes a recommendation from the IFF Conference.
- If you agreed to a Consent Order, it will be submitted to the Board for consideration.



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### If You Failed to Appear At the IFF, Prima Facie Cases

- If you received a notice for a hearing, **but failed to respond**, you waive your right to an IFF, this a Prima Facie case.
- The IFF Conference may be conducted in your absence.
- A copy of the Summary will be sent to you and presented to the Board.
- The Board may issue a case decision.
- Should you show up for the Board meeting, your case will be sent back for an IFF with you present.



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### At the Board Meeting

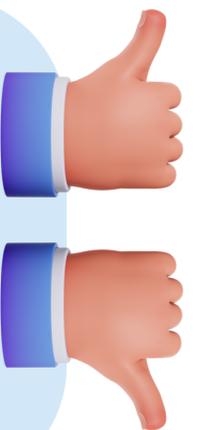
- You and participants from the IFF Conference will have an opportunity to address the Board.
- You may not introduce new evidence at this time.
- You may state why you agree or disagree with the Summary.
- You have five minutes to speak.
- If you have a consent order before the board, you should only state whether you still agree with the order. If you disagree, the board will reject the consent order and send the case to a hearing.



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### What the Board May Do

- If you have a hearing,
  - The Board may vote to **accept, reject or modify** the IFF Summary.
  - **If disciplinary action** is being considered, the Board will first vote on violations.
  - Second, prior disciplinary actions may be considered.
  - Third, the Board will vote on sanctions. This may include adding, removing or adjusting fines as well as revoking or suspending a license. Prior disciplinary actions may be considered.
- If you had a Consent Order,
  - The Board may vote to accept or reject a consent order. If rejected, the case will go to an IFF.



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### After the Board Meeting

- You will be mailed a notice of the Board's final decision within five days of the meeting.
- The maximum sanction for a regulatory violation is revocation.
- The maximum \$ penalty is \$2500.00 per violation.



Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the DPOR at (804) 367- 8544.