

**653—25.4(17A) Statement of charges.**

**25.4(1) Probable cause.** In the event that the board finds there is probable cause for taking disciplinary action against a licensee, the board shall order that a contested case hearing be commenced by the filing of a statement of charges.

**25.4(2) Legal review.** Every statement of charges prepared by the board shall be reviewed by the office of the attorney general before it is filed.

**25.4(3) Time requirements.**

*a.* Time shall be computed as provided in Iowa Code section 4.1(34).

*b.* For good cause, the presiding officer may extend or shorten the time to take any action, except as precluded by statute or by rule. Except for good cause stated in the record, before extending or shortening the time to take any action, the presiding officer shall afford all parties an opportunity to be heard or to file written arguments.

**25.4(4) Delivery.** Delivery of the statement of charges constitutes the commencement of the contested case proceeding. Delivery may be executed by:

*a.* Personal service as provided in the Iowa Rules of Civil Procedure; or

*b.* Restricted certified mail, return receipt requested; or

*c.* Publication, as provided in the Iowa Rules of Civil Procedure.

**25.4(5) Contents.** The statement of charges shall contain the following information:

*a.* A statement by the board showing that there is probable cause to file the statement of charges;

*b.* A statement of the time, place, and nature of the hearing;

*c.* A statement of the legal authority and jurisdiction under which the hearing is to be held;

*d.* A reference to the particular sections of the statutes and rules involved;

*e.* A short and plain statement of the matters asserted. This statement shall contain sufficient detail to give the respondent fair notice of the allegations so the respondent may adequately respond to the charges, and to give the public notice of the matters at issue;

*f.* A statement that the party may be represented by legal counsel at the party's own expense;

*g.* Identification of all parties including the name, address and telephone number of the person who will act as advocate for the board or the state and of parties' counsel where known;

*h.* Reference to the procedural rules governing conduct of the contested case proceeding;

*i.* Reference to the procedural rules governing informal settlement;

*j.* Identification of the board as the presiding officer;

*k.* A statement requiring the respondent to submit an answer pursuant to subrule 25.10(2) within 20 days after receipt of the statement of charges; and

*l.* When applicable, notification of the time period in which a party may request, pursuant to Iowa Code section 17A.11(1) "a" and rule 25.7(17A), that the presiding officer be an administrative law judge.