**Section 1700.40 Notice of Refusal to Renew License**

The Department will notify the agent of its determination not to renew the agent's license not less than 30 days prior to the expiration of that license. The notice shall state the grounds serving as the basis for the denial of renewal of the license. The notice must also inform the agent of the right to a hearing on the denial. The agent must file a request for a hearing within 30 days after the date of the receipt by certified mail (or its return as undelivered or unclaimed) or email of the notice of the refusal to renew the license in accordance with Section 1700.10. This request must be filed with the Secretary. The Department may amend a notice under this Section at any time, except in the course of the hearing, without leave or approval of the Administrative Law Judge. If an amended notice is filed during the course of the hearing, it shall also be presented to the ALJ. A continuance shall be granted whenever the amendment materially alters the notice and when the agent demonstrates that they would otherwise be unable to properly prepare an answer to the amended notice or prepare their case.

(Source: Amended at 47 Ill. Reg. 13886, effective September 18, 2023)