**Section 485.20 Appeal of Decision to Suspend Certificate**

a) A holder of a certificate issued pursuant to Article 21 of the School Code [105 ILCS 5/Art. 21] shall have the right to appeal to the State Teacher Certification Board (Certification Board) a decision of the State Superintendent of Education or the regional superintendent of schools to suspend the holder's certificates. Prior to rendering a decision, the Certification Board may avail itself of the services of a hearing officer to discharge any of its other responsibilities under this Part.

b) Form of Appeal

Each appeal shall conform to the following requirements:

1) The appeal shall be in writing, dated, and signed by the person appealing or his or her representative.

2) The appeal shall identify the certificate type and number and state the name of the certificate-holder, the date of the suspension order, the length of the suspension, and the name of the official issuing the suspension order.

3) The appeal shall identify the parts of the suspension decision with which the holder disagrees and the specific reasons for that disagreement and shall state why the decision of the State Superintendent or the regional superintendent should be reversed.

c) Filing of Appeal

The certificate-holder shall file the appeal not later than ten days following receipt of the order of suspension. The appeal shall be submitted by certified mail, return receipt requested, or personally delivered, in duplicate, to the Secretary of the State Teacher Certification Board at the following address:

Secretary, State Teacher Certification Board

Illinois State Board of Education

100 North First Street

Springfield IL 62777

No electronic or facsimile transmissions will be accepted. Appeals postmarked later than ten days following the receipt of the order of suspension will not be processed.

d) Notice to Parties

The Board shall give written notice of the certificate-holder's appeal to the certificate-holder or his or her representative and the complaining party in the hearing that was held before the State Superintendent or regional superintendent. This notice shall inform the certificate-holder of the required filing of a written brief and the opportunity:

1) to inspect the record; and

2) to file a request for oral argument and extension of stay before the Board.

e) Representation

Any party may be represented by legal counsel in the appeal proceeding.