**Section 200.60 Preliminary Order and Notice of Opportunity for Hearing**

a) In the event that a person has violated or is alleged to have violated the statutes, regulations or terms of licensure or accreditation, the Agency shall commence administrative proceedings by the service of a Preliminary Order and Notice of Opportunity for Hearing upon the Respondent.

b) The Preliminary Order and Notice of Opportunity for Hearing shall contain:

1) A statement of the legal authority and jurisdiction under which a hearing would be held;

2) A reference to the provisions of the statutes, regulations or terms of licensure or accreditation involved;

3) A short and plain statement of the matters asserted, including dates, location, events, nature, extent, and duration, to advise the Respondent of the extent and nature of the alleged violations;

4) A statement of the right to request a hearing and the date that a request for a hearing is to be submitted to the Agency, which shall be at least 10 days from the date of the Preliminary Order;

5) The time, date and location when the hearing will be held, if one is requested; and

6) A statement of the actions that will be taken by the Agency in the event that a hearing is not requested by the Respondent.

(Source: Amended at 33 Ill. Reg. 14137, effective September 28, 2009)