**Section 500.460 Request for Hearing and Filing of Verified Complaint**

a) A request for hearing before the Board pursuant to Section 7-24 of the Act shall be in writing and shall be received by the Board within ten (10) days after receipt of the decision, order or action described in Section 7-24 of the Act.

b) A verified complaint shall be filed with the Board within thirty (30) days of receipt of the decision, order or action described in Section 7-24 of the Act. The verified complaint shall:

1) clearly state the name of the Respondent;

2) identify the decision, order or action with respect to which a hearing is requested including an explicit admission, denial or appropriate response to each allegation or issue contained in such decision, order or action;

3) be signed by the Respondent; and

4) be sent by certified mail, return receipt requested to the Board at 310 South Michigan Avenue, Suite 2130, Chicago, Illinois 60604.