

**21 NCAC 66 .0603            REQUEST FOR HEARING**

- (a) Any time an individual believes that individual's rights, duties, or privileges have been affected by the Board's administrative action, but has not received notice of a right to an administrative hearing, that individual may file a formal request for a hearing.
- (b) Before an individual may file a request, that individual is encouraged to exhaust all reasonable efforts to resolve the issue informally with the Board.
- (c) Subsequent to such informal action, if still dissatisfied, the individual must submit a request to the Board's office, with the request bearing the notation: REQUEST FOR ADMINISTRATIVE HEARING. The request must contain the following information:
  - (1) Name and address of the petitioner;
  - (2) A concise statement of the action taken by the Board which is challenged;
  - (3) A concise statement of the way in which the petitioner has been aggrieved; and
  - (4) A clear and specific statement of request for a hearing.
- (d) The request will be acknowledged promptly and, if deemed appropriate by the Board in accordance with Rule .0604 of this Section, a hearing will be scheduled.

*History Note:    Authority G.S. 90-185; 150B-11; 150B-38;  
                      Eff. February 1, 1976;  
                      Readopted Eff. September 30, 1977;  
                      Amended Eff. May 1, 1989;  
                      Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 9,  
                      2018.*