**Section 168.325 Decision in Contested Case**

a) Within 21 days after service of the proposal for decision the parties may file with the Director exceptions, and proposed findings of fact, and present a brief to the Director, and thereafter the Director shall issue a Final Decision or Order.

b) The Director's final decision or order adverse to a party in a contested case shall be in writing or stated in the record;

1) *The final decision shall include findings of fact and conclusions of law, separately stated*;

2) *Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings*.

3) *If, in accordance with agency rules, a party submitted proposed findings of fact, the decision shall include a ruling upon each proposed finding*.

c) *Parties or their agents appointed to receive service of process shall be notified either personally or by registered or certified mail or any decision or order. Upon request a copy of the decision or order shall be delivered or mailed forthwith to each party or to the party's attorney of record*.