**Section 250.700 Procedure and Time Table for Suspension or Revocation of Employment Certificates**

a) The Department of Labor shall notify all interested parties to an employment certificate suspension pursuant to Section 16 and 17 of the Act of the Department's suspension action and of the Department's hearing procedure to either reinstate or revoke the certificate.

b) A minor may, within 10 days after receipt of a suspension notice, request an informal investigation conference. The request must be mailed to the Department's Chicago office. The Department shall make an initial determination with respect to the legal and factual merits of the minor's request.

c) If the request presents a reasonable issue of law or fact, an informal investigative conference shall be conducted at the Department's Chicago or Springfield office within 21 days of the issuance of the suspension notice. If the request is denied, the Department shall notify the minor of its findings in writing within 10 days.

d) If an informal conference is held, and the matter resolved, the Department shall within 10 days after the conference issue a final order.

e) If an informal investigative conference was requested and held but did not resolve the matter, a minor may make a written request within 10 days after the investigative conference for an administrative hearing pursuant to Section 250.715 of this Part. A request shall be prominently marked *"request for administrative hearing on employment certificate."* The Department shall conduct the hearing at its Chicago or Springfield office within 21 days after the informal hearing. The Department shall issue a final order 10 days after the administrative hearing.

f) If a minor does not tender a request for an administrative hearing to the Department within 10 days after an informal investigative conference, the suspension shall become a final order of revocation on the 22nd day after the investigative hearing.

g) As used herein "day" shall refer to a calendar day. If the deadline for a conference or a hearing request falls on a weekend or a holiday, the minor may tender the request on the next following business day.

(Source: Amended at 16 Ill. Reg. 5335, effective March 24, 1992)