

**721—3.5(17A) Notice of hearing.** Notice of the hearing shall be prepared by the presiding officer and mailed by certified mail, return receipt requested, to the person requesting the hearing at least 30 days before the date of the hearing unless an earlier date is agreed to by the parties.

The notice shall include:

1. A statement of time, place, and nature of the hearing.
2. A statement of the legal authority under which the hearing is to be held.
3. A reference to the pertinent sections of law or administrative rules.
4. A brief statement of the issues.