

Radiation Protection Services- Tanning Program
"License Renewal/Billing- Civil Penalty Process"

01/29/10

Tom Strand- Billing coordination
Todd Carpenter- Licensing/Admin Mgr
David Howe- Operations Mgr
Molly Keller- Tanning Inspector

Registration fees: \$100 per year per tanning device

Steps:

1. "First Notice" sent December 4- 30-day licensee response (*see #1-2*)
2. "Final Notice" sent January 12- 30-day licensee response (*see #3-4*)
3. DOJ "Failure to Pay Registration Fees" Letter sent – 10-day licensee response (*see #5*)
4. Notice of Violation and Imposition of Civil Penalty; Opportunity for a Hearing sent (*see #6*)- 20-day response to request a hearing : if requested, a Settlement Agreement and Final Order is offered (usually includes a payment plan) (*see #7*), otherwise a hearing is scheduled.

...if no licensee response

5. Final Order sent (*see #8*) - 10-day penalty payment due or request for judicial review by filing petition with Court of Appeals within 60 days

Advisement includes that if unpaid, civil penalties maybe recorded and filed with county clerks as liens against property 10 days after expiration of statutory appeals period.

6. (pending) Lien filed with county clerk
7. Packet sent to DHS (accounts receivable- Rodgers) for referral to Welles
8. Packet referred to DOR for collections