**Section 475.100 Notice of Hearing**

a) A Notice of Hearing shall be issued by the hearing officer and shall be served no fewer than 30 days before the day designated for the hearing, unless otherwise agreed to by all parties to a matter.

b) A Notice of Hearing served under this Section shall include:

1) The time and location of the hearing.

A) The location of the hearing shall be *in the educational service region where the educator is or was last employed* [105 ILCS 5/21B-75].

B) Alternatively, upon request by the licensee, the location of the hearing may be held in a location agreed upon by all of the parties to the hearing.

2) The name of the hearing officer, if any, to preside over the hearing, and the hearing officer's address.