

# ADMINISTRATIVE LAW AND THE REGULATORY PROCESS

## UNDERSTANDING THE BASICS



Promoting Regulatory  
Excellence

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### **Day One**

8:00 – 8:30 a.m. Registration  
8:30 – 8:45 a.m. Introduction and Welcome

#### **Module I - Fundamentals**

8:45 – 10:45 a.m. i. Sources & Functions  
ii. Purposes of Administrative Agencies  
iii. The Regulatory Process

10:45 – 11:00 a.m. Break

11:00 – 12:00 p.m. iv. Limits on Administrative Agencies  
v. Sufficiency of Evidence in Administrative Proceedings

12:00 – 1:00 p.m. Lunch

#### **Module II - The Role of Agency General Counsel**

1:00 – 3:00 p.m. i. Principles of Administrative Agencies, Boards and Colleges  
ii. Role as Board Counsel  
iii. Rulemaking

3:00 – 3:15 p.m. Break

#### **Module III - Adjudication of Administrative Cases**

3:15 – 5:15 p.m. i. The Role of the Attorney in Compliance and Discipline  
ii. Adjudication of Administrative Cases

### **Day Two**

#### **Module IV - Litigation**

9:00 – 10:30 a.m. i. Initiating the Hearing Process as a Disciplinary Prosecutor

10:45 – 11:00 a.m. Break

10:45 – 11:45 a.m. ii. Administrative Hearing Process

11:45 a.m. – 1:00 p.m. Lunch

1:00 – 3:30 p.m. iii. Preparing for Formal Hearing

3:30 – 3:45 p.m. Break

4:00 – 5:00 p.m. iv. Adjudication of Formal Hearings

*\*This schedule is subject to change.*