# Checklist for Chapter 10 – Exempt Rules under 14.386

| **Date Completed** | **Item** |
| --- | --- |
|  | **10 – Entire chapter reviewed before proceeding** |
|  | **10.1 – Determined which procedural requirements apply** - **10.1.1 – Exempt under 14.386 - 10.1.2 – Completely exempt under 14.386 - 10.1.3 – Exempt for good cause under 14.388** (See Chapter 11) |
|  | **10.2 – Rules drafted** - Draft rules as you would any other rules (See Chapter 3) - Request draft from Revisor; tell them the rules are exempt under 14.386 - If agency is a multi-member board, **BD-NTC** used |
|  | **10.3 – Rules prepared for adoption**  - **10.3.1 – Governor’s Office notified**  **- GOV-PRLM** used |
|  | **- 10.3.2 – Revisor’s Draft approved for publication obtained (with certificate signed by Revisor)** |
|  | **- 10.3.3 – Proposed Order Adopting Rules drafted  - ORD-ADPT(EX)** used |
|  | **10.4 – Rules submitted to OAH** - **10.4.1 – eFile rule-related documents; EXEMPT-LTR** used |
|  | **10.5 – ALJ review completed -** ALJ has 14 days to review |
|  | **10.6 – Resubmitting disapproved rules  - 10.6.1 – Resubmitting with corrections - 10.6.2 – Appealing ALJ decision** |
|  | **10.7 – Approved Exempt Rules adopted - 10.7.1 – Order Adopting Rules finalized and signed** - Order signed by: |
|  | **- 10.7.2 – Determine whether to further notify the Governor’s Office  - GOV-FNL** used |
|  | **- 10.7.3 – Signed Order Adopting Rules eFiled** - Signed order eFiled with OAH  - Rules filed with Secretary of State  - Notice of Adoption received from Revisor |
|  | **10.8 – Affected parties notified (Optional)** |
|  | **10.9 – Expiration of Exempt Rules noted** |
|  | **10.10 – Official Rulemaking Record prepared - RECORD** used |
|  | **10.11 – Preparing Completely Exempt Rules (exempted from Chapter 14 and also specifically exempted from section 14.386) - 10.11.1 – Practical considerations; Governor’s Office notified  - GOV-PRLM** used **- 10.11.2 – Specific statutory guidelines followed  - 10.11.3 – Notice to affected parties provided - 10.11.4 – Legal review of rules - 10.11.5 – Consider using ORD-ADPT - 10.11.6 – Official Rulemaking Record created** |