**Proposed Regulation and Hearing Notice**

**Secretary of State Submission Checklist**

* + An electronic or paper copy of the following must be emailed to KSSOS.Regulations@ks.gov or delivered to 120 SW 10th Ave., Room 110, by noon Wednesday (8 days before the desired publication date):
    - A hearing notice (Word version)
      * Make sure the hearing date is at least 60 days after the Register publication date
      * Make sure a place and time is listed for the hearing
      * Make sure a contact is given for written comments including an email address
      * Make sure a notice is given for those with disabilities
      * Make sure there is a summary of the substance of the regulations, the economic impact, and the environmental benefit statement if applicable
      * Make sure it is stated how a full copy of the regs, EIS, and environmental benefit statement (if applicable) may be obtained
    - A PDF or paper copy of each regulation stamped by—1. the department of administration, 2. the attorney general, and 3. (if required) the director of budget (The agency must keep their originals until they officially adopt them after the hearing.)
    - A PDF or paper copyof the newest version of the Economic Impact Statement (stamped by Budget if required)
    - A PDF or paper copy of the environmental benefit statement if applicable
  + You will receive an email with any suggested corrections or changes and a confirmation of the Register publication date after we have finished proofreading the notice
  + We recommend you do not send out your notice to the JCARR leadership or other interested parties until we have emailed you a response