

**Monthly Activity Report - December
Certification and Compliance Unit
Training year 2017/2018**

Personnel Change in Status Reports	Month	YTD
New Hires	306	2217
Voluntary Separations	203	1753
Involuntary Separations	23	159
Misconduct (terminated)	9	47
Reserve Appointments	11	75
Reserve Separations	8	81
Total	560	4332

Services	Month	YTD
Freedom of Information Requests	4	66
Records Subpoenaed for Court	2	10
VA Applications Processed	10	85
Pre-Employment/Background Request	38	427
Transcript Request	29	145
Duplicate Certificate Request	4	47
Curriculum Request	6	41
Other Request for Services	51	373

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 462.00	\$ 2,459.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	126	855
Certification Renewals	302	2057

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	388	2760
Reminder Letters Sent	262	1299
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	11	35
Reviews Approved 6 Weeks	1	25
Reviews Approved 12 Weeks	0	1