

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

Personnel Change in Status Reports	Month	YTD
New Hires	374	2591
Voluntary Separations	335	2088
Involuntary Separations	22	181
Misconduct (terminated)	12	59
Reserve Appointments	6	81
Reserve Separations	13	94
Total	762	5094

Services	Month	YTD
Freedom of Information Requests	5	71
Records Subpoenaed for Court	1	11
VA Applications Processed	11	96
Pre-Employment/Background Request	53	480
Transcript Request	38	183
Duplicate Certificate Request	7	54
Curriculum Request	14	55
Other Request for Services	86	459

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 619.00	\$ 3,078.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	106	961
Certification Renewals	302	2359

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	652	3412
Reminder Letters Sent	324	1623
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	6	41
Reviews Approved 6 Weeks	8	33
Reviews Approved 12 Weeks	0	1