

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

Personnel Change in Status Reports	Month	YTD
New Hires	297	2888
Voluntary Separations	260	2348
Involuntary Separations	19	200
Misconduct (terminated)	19	78
Reserve Appointments	2	83
Reserve Separations	16	110
Total	613	5707

Services	Month	YTD
Freedom of Information Requests	17	88
Records Subpoenaed for Court	4	15
VA Applications Processed	6	102
Pre-Employment/Background Request	46	526
Transcript Request	22	205
Duplicate Certificate Request	3	57
Curriculum Request	9	64
Other Request for Services	81	540

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 354.00	\$ 3,432.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	142	1103
Certification Renewals	396	2755

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	486	3898
Reminder Letters Sent	400	2023
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	8	49
Reviews Approved 6 Weeks	5	38
Reviews Approved 12 Weeks	0	1