

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

Personnel Change in Status Reports	Month	YTD
New Hires	414	1911
Voluntary Separations	278	1550
Involuntary Separations	35	136
Misconduct (terminated)	12	38
Reserve Appointments	9	64
Reserve Separations	11	73
Total	759	3772

Services	Month	YTD
Freedom of Information Requests	10	62
Records Subpoenaed for Court	1	8
VA Applications Processed	22	75
Pre-Employment/Background Request	48	389
Transcript Request	30	116
Duplicate Certificate Request	4	43
Curriculum Request	14	35
Other Request for Services	87	322

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 491.00	\$ 1,997.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	124	729
Certification Renewals	405	1755

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	515	2372
Reminder Letters Sent	157	1037
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	6	24
Reviews Approved 6 Weeks	5	24
Reviews Approved 12 Weeks	0	1