

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

Personnel Change in Status Reports	Month	YTD
New Hires	360	3602
Voluntary Separations	305	2963
Involuntary Separations	16	234
Misconduct (terminated)	1	87
Reserve Appointments	7	98
Reserve Separations	13	129
Total	702	7113

Services	Month	YTD
Freedom of Information Requests	11	122
Records Subpoenaed for Court	1	23
VA Applications Processed	10	137
Pre-Employment/Background Request	39	618
Transcript Request	35	258
Duplicate Certificate Request	5	70
Curriculum Request	13	78
Other Request for Services	80	682

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 569.00	\$ 4,312.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	122	1386
Certification Renewals	344	3644

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	434	5020
Reminder Letters Sent	399	2779
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	4	55
Reviews Approved 6 Weeks	3	46
Reviews Approved 12 Weeks	0	1