

**Monthly Activity Report August  
Certification and Compliance Unit  
Training Year 2018/2019**

<b>Personnel Change in Status Reports</b>	<b>Month</b>	<b>YTD</b>
New Hires	446	861
Voluntary Separations	333	675
Involuntary Separations	32	66
Misconduct (terminated)	25	35
Reserve Appointments	10	21
Reserve Separations	23	39
<b>Total</b>	<b>869</b>	<b>1697</b>

<b>Services</b>		<b>YTD</b>
Freedom of Information Requests	33	51
Records Subpoenaed for Court	5	6
VA Applications Processed	20	30
Pre-Employment/Background Request	57	118
Transcript Request	25	49
Duplicate Certificate Request	7	9
Curriculum Request	5	12
Misc. Document Request	1	1
Other Request for Services	98	204

<b>Fees Collected</b>		<b>YTD</b>
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 416.00	\$ 794.00

<b>Certification Issued for Class 1,2,3,&amp; 4</b>		<b>YTD</b>
Basic Certification	214	301
Certification Renewals	345	708

<b>Recertification for Class 1,2,3,</b>		<b>YTD</b>
Mandatory Retraining Notifications Processed	509	982
Reminder Letters Sent	249	573
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

<b>Training Reviews Total</b>		
Reviews Received	13	24
Reviews Approved 6 Weeks	9	17
Reviews Approved 12 weeks	0	0
Detention / Corrections - Approved	4	4