

Monthly Activity Report December
Certification and Compliance Unit
Training year 2018/2019

Personnel Change in Status Reports	Month	YTD
New Hires	261	2104
Voluntary Separations	253	1790
Involuntary Separations	34	198
Misconduct (terminated)	13	88
Reserve Appointments	29	60
Reserve Separations	8	79
Total	598	4319

Services		YTD
Freedom of Information Requests	10	104
Records Subpoenaed for Court	1	23
VA Applications Processed	23	75
Pre-Employment/Background Request	31	256
Transcript Request	14	109
Duplicate Certificate Request	1	19
Curriculum Request	4	33
Misc. Document Request	0	1
Other Request for Services	37	488

Fees Collected		YTD
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 225.00	\$ 1,595.50

Certification Issued for Class 1,2,3,& 4		YTD
Basic Certification	113	831
Certification Renewals	273	1835

Recertification for Class 1,2,3,		YTD
Mandatory Retraining Notifications Processed	332	2563
Reminder Letters Sent	351	1657
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	7	61
Reviews Approved 6 Weeks	6	52
Reviews Approved 12 weeks	1	2
Detention / Corrections - Approved	2	21