

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

Personnel Change in Status Reports	Month	YTD
New Hires	318	2893
Voluntary Separations	338	2564
Involuntary Separations	39	253
Misconduct (terminated)	12	137
Reserve Appointments	12	81
Reserve Separations	5	104
Total	724	6032

Services		YTD
Freedom of Information Requests	23	141
Records Subpoenaed for Court	13	38
VA Applications Processed	5	93
Pre-Employment/Background Request	47	347
Transcript Request	16	149
Duplicate Certificate Request	4	27
Curriculum Request	4	42
Misc. Document Request	0	1
Other Request for Services	89	678

Fees Collected		YTD
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 264.00	\$ 2,245.00

Certification Issued for Class 1,2,3,& 4		YTD
Basic Certification	147	1080
Certification Renewals	379	2746

Recertification for Class 1,2,3,		YTD
Mandatory Retraining Notifications Processed	521	3801
Reminder Letters Sent	334	2325
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	7	73
Reviews Approved 6 Weeks	5	64
Reviews Approved 12 weeks	0	2
Detention / Corrections - Approved	4	30