

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

Personnel Change in Status Reports	Month	YTD
New Hires	471	2575
Voluntary Separations	436	2226
Involuntary Separations	16	214
Misconduct (terminated)	37	125
Reserve Appointments	9	69
Reserve Separations	20	99
Total	989	5308

Services		YTD
Freedom of Information Requests	14	118
Records Subpoenaed for Court	2	25
VA Applications Processed	13	88
Pre-Employment/Background Request	44	300
Transcript Request	24	133
Duplicate Certificate Request	4	23
Curriculum Request	5	38
Misc. Document Request	0	1
Other Request for Services	101	589

Fees Collected		YTD
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 386.00	\$ 1,981.00

Certification Issued for Class 1,2,3,& 4		YTD
Basic Certification	102	933
Certification Renewals	532	2367

Recertification for Class 1,2,3,		YTD
Mandatory Retraining Notifications Processed	717	3280
Reminder Letters Sent	334	1991
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	5	66
Reviews Approved 6 Weeks	7	59
Reviews Approved 12 weeks	0	2
Detention / Corrections - Approved	4	26