

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

<b>Personnel Change in Status Reports</b>	<b>Month</b>	<b>YTD</b>
New Hires	354	3242
Voluntary Separations	310	2658
Involuntary Separations	18	218
Misconduct (terminated)	8	86
Reserve Appointments	8	91
Reserve Separations	6	116
<b>Total</b>	704	6411

<b>Services</b>	<b>Month</b>	<b>YTD</b>
Freedom of Information Requests	23	111
Records Subpoenaed for Court	7	22
VA Applications Processed	25	127
Pre-Employment/Background Request	53	579
Transcript Request	18	223
Duplicate Certificate Request	8	65
Curriculum Request	1	65
Other Request for Services	62	602

<b>Fees Collected</b>	<b>Month</b>	<b>YTD</b>
Transcript/Curriculum/Duplicate Certificate	\$ 311.00	\$ 3,743.00

<b>Certification Issued for Class 1,2,3,&amp; 4</b>	<b>Month</b>	<b>YTD</b>
Basic Certification	161	1264
Certification Renewals	545	3300

<b>Recertification for Class 1,2,3,</b>	<b>Month</b>	<b>YTD</b>
Mandatory Retraining Notifications Processed	688	4586
Reminder Letters Sent	357	2380
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

<b>Training Reviews Total</b>		
Reviews Received	2	51
Reviews Approved 6 Weeks	5	43
Reviews Approved 12 Weeks	0	1