

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

Personnel Change in Status Reports	Month	YTD
New Hires	386	3279
Voluntary Separations	322	2886
Involuntary Separations	24	277
Misconduct (terminated)	15	152
Reserve Appointments	6	87
Reserve Separations	6	110
Total	759	6791
Services		YTD
Freedom of Information Requests	13	154
Records Subpoenaed for Court	2	40
VA Applications Processed	26	119
Pre-Employment/Background Request	26	373
Transcript Request	10	159
Duplicate Certificate Request	2	29
Curriculum Request	7	49
Misc. Document Request	1	1
Other Request for Services	99	777
Fees Collected		YTD
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 167.00	\$ 2,412.00
Certification Issued for Class 1,2,3,& 4		YTD
Basic Certification	224	1304
Certification Renewals	510	3256
Recertification for Class 1,2,3,		YTD
Mandatory Retraining Notifications Processed	629	4430
Reminder Letters Sent	325	2650
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0
Training Reviews Total		
Reviews Received	11	84
Reviews Approved 6 Weeks	9	73
Reviews Approved 12 weeks	1	3
Detention / Corrections - Approved	4	34