

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

Personnel Change in Status Reports	Month	YTD
New Hires	412	1497
Voluntary Separations	311	1272
Involuntary Separations	20	101
Misconduct (terminated)	5	26
Reserve Appointments	4	55
Reserve Separations	12	62
Total	764	3013

Services	Month	YTD
Freedom of Information Requests	7	52
Records Subpoenaed for Court	0	7
VA Applications Processed	25	53
Pre-Employment/Background Request	151	341
Transcript Request	35	86
Duplicate Certificate Request	6	39
Curriculum Request	7	21
Other Request for Services	70	235

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 562.00	\$ 1,506.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	205	605
Certification Renewals	283	1350

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	413	1857
Reminder Letters Sent	191	880
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	2	18
Reviews Approved 6 Weeks	4	19
Reviews Approved 12 Weeks	0	1