

Monthly Activity Report October
Certification and Compliance Unit
Training year 2018/2019

Personnel Change in Status Reports	Month	YTD
New Hires	356	1540
Voluntary Separations	326	1270
Involuntary Separations	34	134
Misconduct (terminated)	14	66
Reserve Appointments	5	28
Reserve Separations	9	64
Total	744	3102

Services		YTD
Freedom of Information Requests	12	85
Records Subpoenaed for Court	4	15
VA Applications Processed	10	47
Pre-Employment/Background Request	43	192
Transcript Request	18	79
Duplicate Certificate Request	3	12
Curriculum Request	7	21
Misc. Document Request	0	1
Other Request for Services	105	369

Fees Collected		YTD
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 298.00	\$ 1,092.00

Certification Issued for Class 1,2,3,& 4		YTD
Basic Certification	115	535
Certification Renewals	315	1356

Recertification for Class 1,2,3,		YTD
Mandatory Retraining Notifications Processed	457	1877
Reminder Letters Sent	216	1054
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	12	43
Reviews Approved 6 Weeks	11	36
Reviews Approved 12 weeks	0	0
Detention / Corrections - Approved	4	9