

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

Personnel Change in Status Reports	Month	YTD
New Hires	323	1184
Voluntary Separations	269	944
Involuntary Separations	34	100
Misconduct (terminated)	17	52
Reserve Appointments	2	23
Reserve Separations	16	55
Total	661	2358

Services	Month	YTD
Freedom of Information Requests	22	73
Records Subpoenaed for Court	5	11
VA Applications Processed	7	37
Pre-Employment/Background Request	31	149
Transcript Request	12	61
Duplicate Certificate Request	0	9
Curriculum Request	2	14
Misc. Document Request	0	1
Other Request for Services	60	264

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 182.00	\$ 794.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	119	420
Certification Renewals	333	1041

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	438	1420
Reminder Letters Sent	265	838
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	7	31
Reviews Approved 6 Weeks	8	25
Reviews Approved 12 weeks	0	0
Denention / Corrections Received & Approved	1	5