

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

Personnel Change in Status Reports	Month	YTD
New Hires	362	4330
Voluntary Separations	306	3598
Involuntary Separations	30	297
Misconduct (terminated)	16	112
Reserve Appointments	16	123
Reserve Separations	11	145
Total	741	8605

Services	Month	YTD
Freedom of Information Requests	10	141
Records Subpoenaed for Court	7	31
VA Applications Processed	9	172
Pre-Employment/Background Request	36	704
Transcript Request	17	298
Duplicate Certificate Request	2	82
Curriculum Request	5	88
Other Request for Services	63	853

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 270.00	\$ 4,983.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	164	1731
Certification Renewals	363	4351

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	431	5892
Reminder Letters Sent	241	3343
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	12	76
Reviews Approved 6 Weeks	12	64
Reviews Approved 12 Weeks	0	1