

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

Personnel Change in Status Reports	Month	YTD
New Hires	366	3968
Voluntary Separations	329	3292
Involuntary Separations	33	267
Misconduct (terminated)	9	96
Reserve Appointments	9	107
Reserve Separations	5	134
Total	751	7864

Services	Month	YTD
Freedom of Information Requests	9	131
Records Subpoenaed for Court	1	24
VA Applications Processed	26	163
Pre-Employment/Background Request	50	668
Transcript Request	23	281
Duplicate Certificate Request	10	80
Curriculum Request	5	83
Other Request for Services	108	790

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 401.00	\$ 4,713.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	181	1567
Certification Renewals	344	3988

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	441	5461
Reminder Letters Sent	323	3102
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	9	64
Reviews Approved 6 Weeks	6	52
Reviews Approved 12 Weeks	0	1