

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

<b>Personnel Change in Status Reports</b>	<b>Month</b>	<b>YTD</b>
New Hires	303	1843
Voluntary Separations	267	1537
Involuntary Separations	30	164
Misconduct (terminated)	9	75
Reserve Appointments	3	31
Reserve Separations	7	71
<b>Total</b>	<b>619</b>	<b>3721</b>

<b>Services</b>		<b>YTD</b>
Freedom of Information Requests	9	94
Records Subpoenaed for Court	7	22
VA Applications Processed	5	52
Pre-Employment/Background Request	33	225
Transcript Request	16	95
Duplicate Certificate Request	6	18
Curriculum Request	8	29
Misc. Document Request	0	1
Other Request for Services	82	451

<b>Fees Collected</b>		<b>YTD</b>
Transcript/Curriculum/Duplicate Certificate/Misc.	\$ 278.50	\$ 1,370.50

<b>Certification Issued for Class 1,2,3,&amp; 4</b>		<b>YTD</b>
Basic Certification	183	719
Certification Renewals	206	1562

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

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