

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

Personnel Change in Status Reports	Month	YTD
New Hires	299	1085
Voluntary Separations	273	961
Involuntary Separations	21	81
Misconduct (terminated)	4	21
Reserve Appointments	12	51
Reserve Separations	12	50
Total	621	2249

Services	Month	YTD
Freedom of Information Requests	15	45
Records Subpoenaed for Court	1	7
VA Applications Processed	8	28
Pre-Employment/Background Request	62	190
Transcript Request	13	51
Duplicate Certificate Request	20	33
Curriculum Request	4	14
Other Request for Services	30	165

Fees Collected	Month	YTD
Transcript/Curriculum/Duplicate Certificate	\$ 299.00	\$ 944.00

Certification Issued for Class 1,2,3,& 4	Month	YTD
Basic Certification	95	400
Certification Renewals	342	1067

Recertification for Class 1,2,3,	Month	YTD
Mandatory Retraining Notifications Processed	456	1444
Reminder Letters Sent	236	689
Certification Withdrawal Letters Sent	0	0
Orders of Expiration Issued	0	0

Training Reviews Total		
Reviews Received	4	16
Reviews Approved 6 Weeks	5	15
Reviews Approved 12 Weeks	0	1