

## State of Nevada DETR: Career Enhancement Program

Version Date: 10/16/2013

### **2001005 Career Enhancement Program (CEP) Central Training Files**

Reviewed: 3/7/2001

Description: This record series documents and administers this program to aid individuals to improve their status for employment. The files may contain: older Claimant Employment Program forms, copies of work card applications, Classroom Training Contract / Purchase Authorization (form NSES-2209 CEP), Needs Assessment and Reemployment Plan (form NSES-2206 CEP), ESD printouts, Return Document Form (ESD Claimant Employment Program), CEP Classroom / OJT [Office of Job Training] Training Outcome Report (form NSES-2203 CEP), copies of invoices, copies of training confirmation documents [such as class rosters, grade sheets, etc.], Claimant Employment Program - Employment Confirmation (form NSES-2205 CEP), related correspondence and similar documents.

Retention: Retain this record series for a period of four (4) fiscal years from the fiscal year to which it pertains (see NRS 612.260 #3).

Disposition: Destroy Securely