



MEMORANDUM TO: Service Providers

FROM: Director

DATE: August 22, 2011

SUBJECT: Updated Second Career (SC) Client Information Sheet

OBJECTIVE

The purpose of this bulletin is to provide your organization with updated information on the Second Career Client Information sheet.

BACKGROUND

- The attached SC Client Information sheet contains a variety of very important information that individual clients need to know when entering into a Second Career agreement. This includes the awarding of credentials, legal obligations, tax implications, and where to send the required documentation relating to their training program, among other important information.
- MTCU uses this sheet as a reference tool in order to ensure that clients are being given consistent and relevant information regarding their involvement in the Second Career training experience. It is discussed during the agreement sign-up phase of the process. It is reviewed with every client prior to their involvement in Second Career.

ACTION TO BE TAKEN:

It is expected that services providers will use this information sheet to inform themselves, their staff and clients of the particular facets of becoming involved in Second Career. Copies should be kept by providers and shared as needed.

If you have any questions or require further clarification please feel free to contact your local MTCU Service Delivery Manager.