

**Ministry of Advanced  
Education and Skills  
Development**

**Ministère de l'Enseignement  
supérieur et de la Formation  
professionnelle**



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## Memorandum

**To:** Second Career (SC) Service Providers

**From:** Jacqueline Cureton, Director  
Program Delivery Support Branch

**Date:** June 1, 2017

**Subject:** **Second Career (SC) forms have been updated to reflect the Ministry's name change and to meet Accessibility for Ontarians with Disabilities Act (AODA) requirements**

**Memo Number:** SC 2017-03

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### Objective:

The purpose of this memo is to inform your organization that a number of Second Career forms have been updated to reflect the Ministry's name change and to meet AODA requirements. Additionally, the layout of the Employment Ontario Partners Gateway's (EOPG) Second Career page was updated to provide better access to posted materials.

### What Is Happening:

The following updated Second Career forms are posted on the EOPG:

- Second Career Request for Financial Assistance for Dependent Care Costs
- Second Career Dependent Care Declaration - Dependent Care Provider
- Second Career Dependent Care Declaration - Other Parent
- Second Career Affidavit of Sole Support Status
- Second Career Change in Status to Sole Support Parent or Single Parent
- Second Career: Information to Research Training Institutions

- Second Career: Program Information for Clients
- Request for Authorization to Quit Employment - Second Career
- Second Career Feepayer Acknowledgement

**Next Steps:**

The updated forms are available on the EOPG at the following links:

[Second Career Program Information](#)

[Second Career Forms](#)

If your organization has any questions regarding this memo, please contact your Employment and Training Consultant.