



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

GREGORY BIALECKI
SECRETARY OF HOUSING
AND ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street • Boston • Massachusetts • 02118

BARBARA ANTHONY
UNDERSECRETARY OF OFFICE
OF CONSUMER AFFAIRS AND
BUSINESS REGULATION

MARK R. KMETZ
DIRECTOR, DIVISION OF
PROFESSIONAL LICENSURE

TO: ACI Students Who Are Eligible to Participate in A Teach-Out
DATE: 2/4/13
RE: American Career Institute School Closure

American Career Institute (ACI) students who were unable to complete their programs of study due to ACI's closure may be eligible to participate in a teach-out program at another school. A teach-out is when another institution agrees to provide the remainder of students' ACI programs at little or no cost.

Students best served by participating in a teach-out are those who have completed **50 percent or more** of their program. A teach-out is the best way for students to quickly move forward with their training and begin their new careers.

The Division of Professional Licensure (DPL) has approved several schools with appropriate programs to provide teach-out opportunities for ACI students. These DPL-approved teach-out schools have signed agreements with DPL to provide ACI students with the balance of their course work, or externship, at no charge or in exchange for any balance students may have owed to ACI.

For example, if a student only needs to complete one or two additional courses in order to complete their program, and the student paid ACI for the full amount of the program, a teach-out school will provide the remaining courses to the student free of charge. Or, if a student completed 18 of 24 courses, participating in a teach-out will allow the student to complete the program at either no cost, or for the balance owed to ACI; or, in the case of federal student loans, the balance of the loans will be directed to the teach-out school.

Teach-out opportunities are listed on the *ACI Program Completion Opportunities*. This list contains information on all of the DPL-approved teach-out schools and indicates what services they are able to provide ACI students. Please check DPL's website for any additional teach-out opportunities that may be approved.

Each DPL-approved teach-out school will have its own requirements and students are encouraged to meet with the schools to discuss how the teach-out will work with each school. As a condition of their agreements with DPL, each school is required to apprise students in writing of any additional expenses or training students will incur. As a reminder to students, all such variations must be in writing. Students will be asked to sign a new enrollment agreement with the teach-out school and the teach-out agreement will be appended to the enrollment contract. Please be advised that some schools are only able to enroll a limited number of students.

To select a teach-out school, students should review the *ACI Program Completion Opportunities* list to determine which schools may be appropriate for them. To do so, please use the following steps:



1. **Veterans:**
 - a. Students receiving veteran's benefits should locate the "VA" column on the top row of the chart.
 - b. Locate any X's in the VA column. An "X" indicates that the teach-out school has a program approved by the VA. All other schools can be crossed off your list of options.
 - c. Determine whether your program is VA-approved at that school (not all programs at the teach-out school may be VA-approved). All other schools can be crossed off the list of options.
 - d. Determine whether the teach-out school is offering teach-out
 - e. Make arrangements with the teach-out school(s) to discuss their teach-out options.
2. **The Departments of Career Services and Unemployment Assistance:**
 - a. Students receiving training funds from DET, or whose unemployment benefits are extended while they participating in a training program, please find the UI/EUC/Section 30 column on the top row of the chart.
 - b. Locate any X's in that column. An "X" indicates that the teach-out school has programs approved by DUA/DET.
 - c. Next, determine whether the program is DUA/DET-approved at that school (not all programs at the teach-out school may be DUA/DET-approved).
 - d. Make arrangements with the teach-out school(s) to discuss their teach-out options.
3. **All other students:**
 - a. On the top row of the chart, locate the ACI Program column.
 - b. Students should locate the program in which they were enrolled at ACI. For example, if students enrolled in ACI's medical assistant program, they should locate each instance where medical assisting occurs. All other schools can be crossed off the list of options.
 - c. For the remaining schools, locate the column Description of Teach-Out Services and identify schools offering teach-outs. Cross all remaining schools off the list.
 - d. Make arrangements with the teach-out school(s) to discuss their teach-out options.

Students must enroll in a teach-out school no later than March 1, 2013 in order to participate in the teach-out option. Students are further advised that by participating in the teach-out and the subsequent completion of their programs, they are not eligible for discharges (forgiveness) of student loans, nor are they eligible to file Claims for Restitution against ACI's surety. However, if students do not choose to participate in a teach-out, they may be eligible to file a Claim for Restitution against ACI's surety. Please refer to the *Financial Information for Former ACI Students* handout.

In the meantime, DPL is providing students with any copies of their enrollment agreements, ledger cards, and transcripts that are currently available. Please note that some student records obtained by DPL are currently incomplete due to the unavailability of paper copies of these documents. However, DPL has been in contact with ACI representatives regarding this issue, and is working to obtain electronic copies of any missing student records. In order to receive these records, students must present a valid photo ID that matches the name on their records and will also be required to sign a document acknowledging they have received them. Please be advised that no one other than the student will be allowed to pick up copies of these documents.

If DPL does not have students' transcripts, ledger cards, and enrollment contracts, but students have copies of their records at home, please mail a copy of the remaining records to DPL in the self-addressed envelope provided. If a student's records are not available or are incomplete, DPL will inform the student accordingly, obtain their information, and provide the records at a later date. Students interested in working with a teach-out school may need these documents when meeting with officials from the "teach-out" institution. Copies of student transcripts and ledger cards will be critical to helping officials from teach-out schools determine remaining course requirements and ensure that students receive credit for courses already taken.

DPL thanks students for their patience during this time of transition and we wish students the best in completing their programs of study and moving forward with their new careers.