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MARK R. KMETZ
DIRECTOR, DIVISION OF
PROFESSIONAL LICENSURE

TO: ACI Students Currently Participating in Externships
DATE: 2/4/13
RE: American Career Institute School Closure

American Career Institute (ACI) students currently participating in externships will be allowed to complete their externships at their current locations. The Division of Professional Licensure (DPL) has been informed that ACI's liability insurance is in effect through February 28, 2013. Therefore, students may fully participate in all aspects of their externship. The externship site should still conduct any mid-term and final externship assessments and provide a copy of any corresponding documents to DPL. Students should provide this notice to the coordinator at their externship site. If the coordinators have any further questions, please have them contact DPL at occupational.schools@state.ma.us.

DPL will monitor each student's hours; therefore, students must submit all time sheets to DPL via facsimile at 617-727-9932. DPL will verify with the student or externship site the total number of hours completed to ensure DPL has accurate records.

Students who choose to complete their externships through a teach-out school should be aware that the school may require students to pass an assessment test. These assessments are conducted to ensure students are adequately prepared for the externship and are in students' best interest. Since externships are usually the first building block on students' resumes, a good source for a job reference, and even a possible source of full-time employment, students are best served by ensuring their skills are current and sufficient. If students need to practice or improve skills prior to their externship placement, the school will provide additional training to students, usually at no cost. To select a teach-out school for externship only, 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 programs approved by the VA. All other schools can be crossed off the list of options.
- c. Determine whether the 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 externship assistance.
- e. Make arrangements with the teach-out school(s) to discuss their 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 externship 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 externship options.

Once DPL has confirmed that all externship hours have been completed and any assessments have been satisfactorily completed, DPL will contact ACI to issue the student's final transcript and certificate of completion. 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 with regard to their externship, may need these documents when meeting with officials from the teach-out institution.

Students must enroll with a teach-out school no later than March 1, 2013 in order to participate in the teach-out. Students are further advised that by participating in the completion of their externships 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.

As a reminder, students who have student loans or repayment plans should make arrangements with regarding repayment of their loans. Please see DPL's *Financial Information for Former ACI Students* for more information and tips on resolving these obligations.

DPL thanks students and their externship sites for their patience during this transition and we wish students the best in their new careers.