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Bulletin #4 - American Career Institute School Closure

TO: Current and Former Students of the American Career Institute (ACI) located at
703 Granite Street, Braintree, MA
186 Alewife Brook Parkway, Cambridge, MA
125 Newbury Street, Framingham, MA
365 Caldwell Drive, Springfield, MA
10 State Street, Woburn, MA

DATE: February 1, 2013

RE: Update on School Closure & Announcement of Information Sessions

On January 9, 2013, the Massachusetts Division of Professional Licensure (DPL) received notice that the American Career Institute (ACI) ceased operating in Massachusetts. DPL is continuing its investigation of the matter and is coordinating these efforts with other state and federal agencies. This bulletin, the fourth released by DPL, provides updates on the following issues:

- Information sessions for ACI students regarding next steps;
- “Teach-out” opportunities;
- Student records and transcripts; and
- Student tax documents.

Information Sessions for ACI Students Regarding Next Steps:

From February 4 - 7, DPL will be holding information sessions for ACI students near each of the school’s former locations in Braintree, Cambridge, Framingham, Springfield, and Woburn. The purpose of these sessions is to provide students with an update on the closure, distribute any student records currently available, and begin to help students identify which relief option best fits their needs.

Please note that more than one information session may be held for each location depending upon the size of the facility or the number of students enrolled at the corresponding ACI branch at the time of its closure. The date, time, and location of each of these events are as follows:



- **Information Session for ACI Cambridge & Woburn Students**

Monday, February 4, 2013

1:00 pm - 3:00 pm

Porter and Chester Institute

8 Presidential Way

Woburn, MA 01801

Directions: <http://www.porterchester.com/campus-locations/woburn-ma.html>

Open to all ACI Cambridge and Woburn students

- **Information Session for ACI Braintree Students**

Session #1:

Tuesday, February 5, 2013

10:00 am - 12:00 pm

Quincy Career Center

152 Parkingway

Quincy, MA 02169

Directions: <http://www.quincycareercenter.org/quincy.htm>

Open to ACI Braintree students with last names beginning A-L

Session #2:

Tuesday, February 5, 2013

1:00 pm - 3:00 pm

Quincy Career Center

152 Parkingway

Quincy, MA 02169

Directions: <http://www.quincycareercenter.org/quincy.htm>

Open to ACI Braintree students with last names beginning M-Z

- **Information Session for ACI Springfield Students**

Session #1:

Wednesday, February 6, 2013

10:00 am - 12:00 pm

Springfield Technical Community College

1 Armory Sq # 1

Springfield, MA 01105

Directions: <http://www.stcc.edu/aboutcampus/directions.asp>

Open to all ACI Springfield students

Session #2:

Wednesday, February 6, 2013

2:45 pm - 4:45 pm

Holyoke Community College

Leslie Phillips Theater, C Building, Room 207

303 Homestead Avenue

Holyoke, MA 01040

Directions: www.hcc.edu/about-hcc/location/maps-and-directions

Open to all ACI Springfield students

- **Information Session for ACI Framingham Students**

Session #1:

Thursday, February 7, 2013

10:00 am - 12:00 pm

Massachusetts Bay Community College – Wellesley Hills Campus

50 Oakland Street

Wellesley Hills, MA 02481

Directions: <http://www.massbay.edu/Contact-and-Directions/Wellesley-Hills-Campus.aspx>

Open to all Framingham ACI students

Session #2:

Thursday, February 7, 2013

1:00 pm - 3:00 pm

Massachusetts Bay Community College – Framingham Campus

19 Flagg Drive

Framingham, MA 01702

Directions: <http://www.massbay.edu/Contact-and-Directions/Framingham-Campus.aspx>

Open to all Framingham ACI students

DPL encourages students to attend the session closest to the ACI location at which they were enrolled. However, as noted above, some locations can accommodate additional students. In addition, please note that some locations are more readily accessible by public transportation than others. We encourage students to plan accordingly. If you cannot attend an information session, DPL will make arrangements for any remaining students to access their records.

At these information sessions, DPL can provide students with copies of their enrollment agreements, ledger cards, and transcripts that are currently available, in an effort to assist students with their next steps. For more information on this process, please see the “Student Records and Transcripts” section of this bulletin.

A representative from the U.S. Department of Education will be available at each information session to answer questions about federal student loans, and a representative from the Department of Veterans’ Service may be available to provide assistance to individuals receiving veteran benefits.

“Teach-Out” Opportunities:

DPL is continuing to work with local schools and institutions to establish “teach-out” opportunities for ACI students. Under a “teach-out,” students can complete their program or course of study by attending a DPL-approved institution with programs similar to those previously offered by ACI. Students attending the information sessions noted above will learn how a “teach-out” works, whether “teach-outs” are appropriate for them, and how to pursue a “teach-out” option.

To date, a number of local schools and institutions have submitted “teach-out” applications. DPL staff is currently reviewing the curriculum of these institutions in an effort to ensure that ACI students will be able to complete their planned course of study. Students are reminded that they

should not attempt to enroll in another school or institution expecting to be able to complete their education through a “teach-out” option until DPL has announced which schools and institutions have been approved to offer “teach-outs.” In the interim, students should continue to monitor the “[Closed Schools Bulletins](#)” section of DPL’s website, www.mass.gov/dpl/schools, for more information.

Student Records and Transcripts:

For students enrolled at ACI as of January 9, 2013:

DPL has been in contact with ACI representatives regarding student records and transcripts. At the present time, paper copies of any student records that were kept at each of the five former ACI locations have been secured by DPL. However, students should be advised that some records are incomplete due to the unavailability of paper copies of certain documents. DPL is continuing to work with ACI’s representatives to obtain copies of missing student records from the school’s electronic databases.

As previously noted, DPL will provide students with a copy of any student records currently available at each of the five information sessions scheduled for February 4 - 7. Specifically, these records may include:

- Transcripts;
- Enrollment agreements;
- Ledger cards; and
- Transfer credit documentation, if applicable.

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.

To help DPL verify the accuracy of the records that have been obtained from ACI, students should bring any and all ACI records that they currently have in their possession. 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 participating in a “teach-out” or transferring to another school, may need to have these documents available 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 a student receives credit for courses already taken.

For students seeking certificates of completion from ACI:

Students who completed their programs at ACI, but have not received their certificates of completion should be aware that DPL has been in contact with ACI representatives regarding the possibility of providing certificates to students who have completed all components of their programs. In the meantime, DPL can provide students with copies of their enrollment agreements, ledger cards, and transcripts that are currently available at each of the information sessions outlined above. Additional information on this issue will be made available in subsequent bulletins.

For ACI graduates or former students:

Graduates or students who attended ACI but were not enrolled as of January 9, 2013, may fill out a “[Transcript Request Form](#)” available through DPL’s website, www.mass.gov/dpl/schools. Please fill out and mail the form along with a stamped, self-addressed envelope, to the DPL Office of Private Occupational School Education at the following address:

Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street, Suite 710
Boston, MA 02118-6100

Student Tax Documents:

ACI representatives have notified DPL that all student tax forms, known as “Form 1098-T”, were mailed on January 31, 2013. Students should receive these documents in the coming weeks.