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MARK R. KMETZ
DIRECTOR, DIVISION OF
PROFESSIONAL LICENSURE

TO: ACI Students Who Have Completed Their Training
DATE: 2/4/13
RE: American Career Institute School Closure

Students who recently completed their training at the American Career Institute (ACI), including both the classroom portion of the program and the externship, if any, but who have not received their certificates of completion and final transcripts, should provide their current contact information to DPL's representatives.

The Division of Professional Licensure (DPL) has been in contact with ACI representatives regarding these documents, and has requested that they make them available to students as soon as possible. As soon as they are received, DPL will forward the documents to students at the address provided, or make arrangements for students to pick them up at DPL's offices.

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.

As a reminder, students who have completed their training at ACI should make arrangements with any lenders 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 for their patience during this transition and we wish them the best with their new careers.

