



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

**Bulletin #6 - 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 22, 2013

RE: Student Record Requests, Teach-Out Deadline and Eligibility Issues, and Tax Records

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 sixth released by DPL, provides updates on the following issues:

- Student record pickup and requests;
- Deadline for enrolling in DPL-approved “teach-out” opportunities;
- Status of “Ability to Benefit” students and “teach-out” participation eligibility; and
- Student tax records.

**Student Record Pickup and Requests:**

As previously announced in [Bulletin #4](#), DPL has secured hard copies of student documents that were kept at each of ACI’s five former locations. DPL has also received some additional electronic records. These records include:

- Transcripts;
- Enrollment agreements; and
- Ledger cards.

Students who have not been able to attend an information session and obtain copies of their student records, now have two options for doing so: (1) picking these documents up in person at



DPL's Boston office; or (2) submitting a completed [Transcript and Documentation Release Authorization Form](#), authorizing DPL to send their records to their current address.

#### *Student Record Pickup*

Students who wish to receive their records in person may come to DPL's office in Boston, MA, anytime between 10:00 am - 12:00 pm, or 2:00 pm - 4:45 pm. Upon arrival, students should ask to speak with someone in the Office of Private Occupational School Education. In order to receive these records, students must bring 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.

#### *Receipt of Student Records by Mail*

Students unable to travel to Boston may download a copy of the "[Transcript and Documentation Release Authorization Form](#)" now available on DPL's website, [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools). Upon completing the form, students should send the form, along with a self-addressed and stamped envelope, to DPL's Boston office at the following address:

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

Upon receipt of this form, DPL will make every effort to provide students with copies of any records currently available in a timely manner.

#### *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](http://www.mass.gov/dpl/schools). Please return a completed form, along with a self-addressed and stamped envelope, to DPL's Boston office at the following address:

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

### **Deadline for Enrolling in DPL-Approved “Teach-Out” Opportunities:**

Students seeking to continue their education through participation in a teach-out opportunity are advised that they should make every effort to be enrolled at a DPL-approved teach-out school by March 1<sup>st</sup>. As of February 13<sup>th</sup>, DPL had approved 11 schools to offer “teach-out” opportunities for ACI students. To see the current list of the DPL approved schools offering teach-outs to ACI students, please consult the “[DPL Approved Teach-Out Opportunities for ACI Students](#)” chart posted on DPL’s website.

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. To determine whether or not a teach-out is an appropriate relief option, students should consult the “[Information on Teach-Out Opportunities](#)” memorandum available through DPL’s website, [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools). In addition, students should schedule meetings with representatives from the school(s) that they are interested in attending, to help them assess whether or not a particular teach-out opportunity will work with their course of study.

### **Status of “Ability to Benefit” Students and Teach-Out Participation Eligibility:**

Students that were enrolled at ACI prior to July 1, 2012 through the “Ability to Benefit” (ATB) program, which enables students without a high school diploma or GED to access federal student aid, may be accepted as an ATB student at any Title IV-approved teach-out school. For a list of these schools, please see the schools checked off under the “Federal Student Loans” column on the “[DPL Approved Teach-Out Opportunities for American Career Institute \(ACI\) Students](#)” document, posted on DPL’s website, [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools).

ATB students who were on an approved leave of absence as of the date of ACI’s closure may also be admitted to teach-out schools. However, in order to be admitted students must provide the teach-out school with documentation and scores from the ATB test taken by the student while enrolled at ACI. Students seeking this documentation should contact DPL via e-mail at [dplschoo1.closure@state.ma.us](mailto:dplschoo1.closure@state.ma.us).

### **Student Tax Records:**

As noted in prior bulletins, ACI representatives notified DPL in early February that all student tax forms, known as “Form 1098-T,” were mailed on January 31, 2013. Please be advised that some students have reported receiving blank or incomplete forms, while others have reported not receiving them at all. DPL has been in contact with ACI’s representatives regarding these issues and will provide updates in future bulletins as more information becomes available.