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Bulletin #5 - 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 12, 2013

RE: Additional Student Information Sessions & Updates on Teach-Outs and Student 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 fifth released by DPL, provides updates on the following issues:

- Recent and upcoming information sessions for ACI students;
- Student “teach-out” opportunities;
- Electronic copies of student records and transcripts; and
- Student tax records.

Recent and Upcoming Information Sessions for ACI Students:

Recent Information Sessions:

From February 4th to the 7th, DPL held information sessions for ACI students in Framingham, Quincy, Springfield, Wellesley Hills, and Woburn. The purpose of these sessions was to provide with an update on the closure of ACI, distribute hard copies of any student records currently available, and begin to help students identify which relief option best fits their needs. Electronic copies of any handouts and memorandums that were distributed at the information sessions are now available through the “[Closed Schools Bulletins](http://www.mass.gov/dpl/schools)” section of our website, www.mass.gov/dpl/schools.



Upcoming Information Sessions:

To accommodate those students who were unable to attend last week's sessions, DPL is planning to hold additional information sessions at the agency's headquarters located in Boston, MA. The first of these sessions will be held on Wednesday, February 13, with sessions from 4:00 pm - 6:00 pm, and 6:00 pm – 8:00 pm. DPL's address is as follows:

Division of Professional Licensure
1000 Washington Street, Suite 710
Boston, MA 02118-6100

Please note that the building has two entrances that will bring you to the main lobby: 1000 Washington Street and 321 Harrison Avenue (please use the 321 Harrison Avenue address if you are using a GPS device). All visitors must check in with security in the first floor lobby and present a photo ID in order to receive a visitor's badge allowing access to the building. Parking is available in a facility that is adjacent to our building accessible from 321 Harrison Avenue for \$12.50. For students travelling via the MBTA ("T"), the closest stop is the Tufts Medical Center Station on the Orange and Silver lines. For more detailed directions, please visit DPL's "[Agency Office Locator](#)" page on our website, www.mass.gov/dpl.

As with prior sessions, students will receive an update on the closure of the school, receive hard copies of any student records currently available, and receive guidance on which relief options best fit their needs. A representative from the U.S. Department of Education will be available at the information sessions to answer questions about federal student loans. Electronic copies of handouts and memorandums that will distribute at the information sessions are available through the "[Closed Schools Bulletins](#)" section of our website, www.mass.gov/dpl/schools. Although hard copies of these documents will be available at each session we encourage you to print them out and review them ahead of time.

Student Record Pickup

Students who did not attend an information session, but would like to pick up hard copies of any student records currently available, may also come to DPL's office in Boston, MA, beginning Wednesday, February 13, 2013, anytime between 10:00 am - 12:00 pm, or 2:00 pm - 5:00 pm. Upon arrival, please 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.

Student “Teach-Out” Opportunities:

As of February 11th, DPL has approved 10 schools to offer “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. 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.

To determine whether or not a teach-out is an appropriate relief option, students should consult the “[Information on Teach-Out Opportunities](#)” memorandum that was distributed at last week’s information session, and now available through DPL’s website, 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.

Electronic Copies of Student Records and Transcripts:

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

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

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

Students attending last week’s information sessions received copies of any documents that are currently available. However, students should be advised that some records remain incomplete or are missing, 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. We hope to be able to make these records available in the coming weeks.

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
1000 Washington Street, Suite 710
Boston, MA 02118-6100

Student Tax Records:

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 if they have not already. Please be advised that some students have reported receiving blank or incomplete forms from ACI. DPL has been in contact with ACI’s representatives regarding this issue and will provide updates as more information becomes available.