



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES  
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Career Institute of Health and Technology  
 Teach-out Options for Current Students

Dear Current Student of Career Institute of Health and Technology:

The Bureau of Proprietary School Supervision (BPSS) at the New York State Education Department (NYSED) is hoping to make the transition in your education as smooth as possible during this difficult period caused by the sudden school closure of Career Institute of Health and Technology (CIHT). Toward this end, we want to let you know as an active student what your options are under the Education Law. This information also applies to any student who is currently on an approved leave of absence. Please review the options below. It is also important that you check the BPSS website for updated information on the CIHT closure: [www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss).

**Option 1: Participate in a Teach-out:** We have appealed to other licensed schools and asked them to help out during this difficult period. Fortunately, seven schools have graciously come forward to offer their assistance and want to extend an invitation to you to continue your education at their facility. Below is a list of these schools, their address, telephone number, name of contact person, and the programs they can teach out. Please keep the following points in mind when considering attending a teach-out school.

There is no extra cost to you as the student. Even if the teach-out school has a higher tuition than CIHT, you may continue your education at that school at no additional cost to you. You are only responsible for the balance of the tuition you would have paid CIHT or would have been paid on your behalf. Additionally, the teach-out school will make an assessment of where you are in the program and what you have learned at CIHT in order to place you in a comparable program at their school. Should you decide to take the teach-out, you can give the new school a try for one week of instruction. If you decide at the end of the week you do not wish to continue, you can still apply for Option 2. We encourage you to think seriously about this option. This is an opportunity for you to continue your education at one of the schools listed below.

Name of Teach-Out School	Contact Person	Address	Telephone Number	Programs Available for Teach-out
NEW YORK AUTOMOTIVE AND DIESEL INSTITUTE	PATRICK HART	178-18 LIBERTY AVENUE, JAMAICA, NY 11433	(718) 658-0006	Automotive support technology 900 hrs, Certified automotive technician 900 hrs, Certified master automotive technician 1440 hrs
ELECTRICAL TRAINING CENTER, INC.	Salvator Ferrara	65 ELM STREET, COPIAGUE, NY 11726	(631) 226-8021	Electrical Program, 900 hrs
HUNTER BUSINESS	Jay Fund	3601 HEMPSTEAD	(516) 796-	MA 910 hrs,

SCHOOL		TURNPIKE LEVITTOWN, NY 11756	1000	Medical Office Administration, 600 hrs, Computer Technician Networking Specialist 900 hrs, Medical billing specialist 180 hrs)
MICROPOWER CAREER INSTITUTE	ANITA CHABRIA	85 WILLIS AVENUE MINEOLA, NY 11501	(516) 742- 5913	MA 900 hr, Medical Billing/Coding Specialist 600 hrs, Microsoft Office Applications 80 hr
MICROPOWER CAREER INSTITUTE	Michael McTague	137 WEST 25TH STREET, 5TH FLOOR NEW YORK, NY 10001	(212) 279- 2550	MA 900 hrs, Network Specialist with UNIX 900 Hrs, Medical Billing/Coding Specialist 600 hrs
APEX TECHNICAL SCHOOL	STUART MARKOWITZ	24-02 QUEENS PLAZA SOUTH, LONG ISLAND CITY, NY 11101	(212) 645- 3300	Automotive Service & Repair, 900 hrs, Auto body repair, 900 hrs, Electric & advanced electrical 900 hrs
SANFORD-BROWN INSTITUTE	ALISON WOROBEY	711 STEWART AVENUE, 2ND FLOOR GARDEN CITY, NY 11530	516-247-2900	MA 900 hrs

**Option 2: A refund of all pre-paid tuition:** CIHT was a licensed private career school. The money that you paid, or was paid on your behalf, is protected. If you choose not to participate in the teach out, you are entitled to receive a refund of any pre-paid tuition. It is the school's responsibility to issue refunds. However, if CIHT fails to issue refunds, we will access the Tuition Reimbursement Account (TRA) on your behalf to pay back as appropriate any prepaid tuition or expenses listed on your enrollment agreement. If you have a Federally Guaranteed Student Loan, we will assist you in applying to have your loan discharged. Please note, if we access the TRA on your behalf, we cannot refund Pell Grants. Therefore, if you have a Pell Grant, I suggest you contact the U.S. Department of Education (USED) at 202-377-3173. You may also ask USED questions about your Student Loan. If you choose this option, it is important to realize that you will not be able to receive a transcript, not now -- not ever. You will not get any advanced standing for the time you spent at CIHT if you choose to attend another school at a future date.

In order to receive a refund, you must first fill out a student complaint form (BPSS-154) and submit it to the address on the form. It has been attached with this letter for your convenience. You may also download and print it from our website at <http://www.acces.nysed.gov/bpss/students/documents/ComplaintForm.pdf>

**Option 3: Get a Certificate of Completion (non allied health programs):** Any student who has completed 90 percent of any program (not including Medical Billing and Office Technology 900, or Medical Assisting 900 and 960) will be deemed a graduate by the New York State Education Department and will receive a certificate of completion.

**Option 4: Get a Certificate of Completion (recent graduates only):** A recent graduate will receive a certificate of completion if a review of the complaint plus CIHT's student file finds the student is entitled to one.

**Students under the GI Bills:** You are highly encouraged to call the Veterans Administration Education (VA) section at (888) 442-4551 to determine how the closure of the school will affect your monthly benefits and to visit their website at [www.gibill.va.gov](http://www.gibill.va.gov) to see if the school selected for teach out is approved by them.

We encourage you to review the options and discuss it with your family. Whatever your decision, we wish you good luck in all your future endeavors.

Sincerely,

Carole W. Yates, Director

Attachment

CC: Ruth Singer  
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Betty Zhou