

Thank you for your interest in becoming an Early College Program Partner

College/University Instructions:

1. Please review the Program Approval Standards Document (page 1)
 - Vermont Early College Program Approval Standards
2. Provide all required evidence to the curriculum standards for each of the five categories listed in Appendix A (pages 2-4)
 - Appendix A – Curriculum Standards and Required Evidence
3. Please review and gather the necessary signature and contact information for the *Approved Early College Program Postsecondary Partnership Agreement*. The signature of the authorized representative indicates an understanding of and assurance that the partner responsibilities will be met. Please note, if you are approved to become a partner, this form will need to be submitted annually with signatures/contacts.
 - College/University Assurance Form
4. Submit Appendix A – Curriculum Standards and Required Evidence, along with the signed College/University Assurance form to:
AOE.EarlyCollege@vermont.gov.
5. The AOE will send a confirmation email upon receipt of materials submitted.

The AOE process for approval is:

- Review of the Appendix A – Curriculum Standards and Required Evidence document and relevant materials. Please note, follow-up questions or more information may be needed before a recommendation decision can be made.
- A recommendation is made and submitted to the Secretary of Education for final approval.
- Once final approval is given, an official letter is sent through email to the Postsecondary Institution along with the *Approved Early College Program Postsecondary Partnership Agreement*. If the partnership agreement form has not already been signed, it will need to be signed by the college/university and then returned to AOE.EarlyCollege@vermont.gov.
- The AOE will work with the contacts specified on the assurance form in regards to invoicing, reimbursement, and program policies.

Questions?

Contact Greg Young, College and Career Readiness Coordinator at the Vermont Agency of Education, at AOE.EarlyCollege@vermont.gov