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MEMORANDUM

TO: Regional CTE Directors, and Fast Forward Ticket Coordinators
FROM: Toni Marra, DE Program Coordinator, Jay Ramsey, State Director of CTE
SUBJECT: 2019-2020 updates to Fast Forward tickets in the DE System
DATE: August 20, 2019

The Fast Forward Program allows Vermont resident students in Career Technical Education (CTE) programs to earn credit for college courses taken at the regional CTE centers. Fast Forward is for eligible Vermont students who have not yet graduated from high school and who are enrolled in a partner career technical education center program. The courses are taught at the regional CTE Center or online, and classes are scheduled during the regular school day. Each student can access a total of two courses that are paid for through Federal money (Perkins Fund). Successful completion of Fast Forward courses can provide students with:

- credits at both their high school and either the Community College of Vermont or Vermont Technical College;
- result in completing a college degree faster;
- assist students in beginning a career earlier.

The Vermont Agency of Education and Vermont's higher education partners continue their collaborative effort to create a system in which students may enroll in college courses offered on a college campus, at their high school, CTE center and/or online. The Dual Enrollment program serves to introduce students to college-level coursework before they immerse themselves fully in college life; allows college coursework to be applied for progress toward secondary school completion; and can provide high school graduates with a jumpstart on college credits.

The Fast Forward Program is managed through the AOE's Dual Enrollment Voucher System. A student must have an approved DE System account, authorized by the partner high school, in order to access Fast Forward courses. Once a student has an approved Dual Enrollment System account the student will be able to make Fast Forward tickets requests. The Dual Enrollment System tracks Fast Forward ticket requests, collects information for reporting, and allows for accurate reimbursement to participating partners.

Fast Forward tickets are awarded on a semester-by-semester basis, pending student eligibility. Unused tickets are voided at the end of each semester. Students must request a ticket at the CTE center for college credit. Students can use tickets to enroll in

college classes that begin after they have completed grade 10 and end before they have graduated from high school.

Vermont high school seniors who enroll in the **Early College Program**, including high school students who are approved to co-enroll in early college and a CTE program, complete their final year of high school at a participating college or university, tuition free. This program enables students to complete one year of college, while also meeting the requirements for high school graduation.

Student readiness for college coursework must be determined by the principal or their designee, and participation in the Dual Enrollment and/or the Early College Program must be documented in a student's Personalized Learning Plan.

CTE Center Responsibilities for participation in the Fast Forward Program:

- CTE centers must identify a Fast Forward Ticket Coordinator
- CTE centers will use the Dual Enrollment System for the purposes of approving/denying Fast Forward ticket requests and monitoring ticket status. The student's home high school is responsible for approving account requests.
- CTE centers must agree to maintain and report data related to students enrolled in Fast Forward courses.
- CTE centers must confirm that the student meets the eligibility requirements of the Fast Forward program before approving a ticket request (e.g., the student has completed grade 10).
- CTE centers must confirm ticket details before approving a ticket (i.e., college, semester, voucher type, and course)
- CTE centers must confirm with the student which Fast Forward courses will be changed, if any, during the college drop/add period.

CTE Center Responsibilities for participation in the Early College Program:

- Unenrolled secondary CTE students seeking to co-enroll in Early College and their CTE program must have an [Early College and CTE co-enrollment Prior Approval Request](#) submitted to and approved by the AOE.
- CTE centers understand that if an early college student drops below full time status due to any unforeseen circumstances, the [Early College Program Request for Exception](#) form must be completed by the secondary and/or postsecondary institution. The completed request for exception form must be submitted to and approved by the AOE in order to support the accommodation of continuing in a part-time status.

Please find the CTE Fast Forward/Dual Enrollment Participation Agreement for the 2019-2020 school year. **The completed form is due by September 6, 2019 to: [Rose Wheeler](#)**

We look forward to our continued work with you to fulfill the expectations of the Flexible Pathways Initiative and to increase access to the Fast Forward, Vermont Dual Enrollment and Early College Programs. If you have any questions concerning the Flexible Pathways Initiative and the Vermont Dual Enrollment and Early College Programs, please contact [Toni Marra](#), Dual Enrollment and Early College Program Coordinator, or (802) 479-1302. Any questions related to Fast Forward, please contact [John Nelson](#), CTE Data and Reporting Coordinator or 802-479-1269.

Resources:

- Dual enrollment voucher and fast forward ticket application: [Dual Enrollment System](#)
- [Student User Guide](#)
- [Voucher/Ticket Coordinator Guide](#)
- [Dual Enrollment and Fast Forward Talking Points](#)
- [Dual Enrollment Program Timeline FY20](#)

2019-2020 SCHOOL YEAR
CTE FAST FORWARD PARTICIPATION AGREEMENT
in association with Dual Enrollment and Early College Programs

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Signatures below indicate understanding of and assurance that the CTE Fast Forward Participation Agreement responsibilities will be met.

Name of CTE Center: _____

Fast Forward Ticket Coordinator at CTE Center (this person will approve/deny Fast Forward ticket requests and have access to the Dual Enrollment System):

Name: _____

Email: _____

Phone: _____

List any additional Fast Forward Ticket Coordinator contacts here (if you have more than two, use an additional sheet of paper) that will need access to approving/denying tickets:

Name: _____

Email: _____

Phone: _____

Name: _____

Email: _____

Phone: _____

Print Technical Center Director

Technical Center Director Signature

Date

Please complete the participation agreement and **return by September 6, 2019** to:

Rose Wheeler
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641

Fax: 802-479-1829 or *with e-signatures* to: [Rose Wheeler](#)