
CTE Fast Forward/Early College Participation Agreement Memo

TO: Regional CTE Directors and Fast Forward Ticket Coordinators
FROM: Ruth Durkee, State Director of CTE – Student Pathways
Cc: Ryan Parkman, Personalized Learning Program Manager – Student Pathways
Jess DeCarolis, Division Director – Student Pathways
SUBJECT: 2022-2023 CTE Fast Forward/Early College Participation in the DE System
DATE: August 19, 2022

The Vermont Agency of Education and Vermont’s higher education partners continue their collaborative efforts 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 allows students in Career Technical Education (CTE) programs to earn credit for college courses taken at the regional CTE centers. Fast Forward is for eligible CTE students who have not yet graduated from high school and who are enrolled in a partner CTE 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 per semester that are paid for through Federal funds (Perkins V). 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; and
- assist students in beginning a career earlier.

The Fast Forward Program is managed through the AOE’s Dual Enrollment (DE) Voucher System. A student must have an approved DE System account in order to access Fast Forward courses. Authorization of accounts is managed by the partner high school. 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 and collects information for reporting.

Contact Information:

If you have questions about this document or would like additional information, please contact:
Ryan Parkman, Student Pathways Division, at AOE.DualEnrollment@vermont.gov

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.

Eligibility for Early College must be determined by the principal or their designee. Eligibility for Fast Forward must be determined by the CTE Director or their designee. In all cases, Fast Forward and/or the Early College Program must be documented in a student's Personalized Learning Plan.

The Participation Agreement process involves two steps.

1. Complete and submit the [2022-2023 School Year CTE Fast Forward Participation Agreement Microsoft Form](#) by **September 15, 2022**.
2. Upon submitting this completed form, the AOE designee, Rose Wheeler, will convert the completed form into a **DocuSign** document which will then be routed to the Technical Center Director for signature to be maintained on file.

NOTE: **DocuSign**, is the AOE's official e-signature tool. Signatures indicate understanding of and assurance that the Vermont Dual Enrollment and Early College Program Participation Agreement responsibilities will be met.

The completed Microsoft Form is due by September 15, 2022

[2022-2023 School Year CTE Fast Forward Participation Agreement Microsoft Form](#)

We look forward to our continued work with you to fulfill the expectations of the Flexible Pathways Initiative and the implementation of the 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 AOE.DualEnrollment@vermont.gov.

Dual Enrollment Voucher System Application and Resources:

[Dual Enrollment webpage](#)

[Dual Enrollment Voucher System](#)

[Dual Enrollment Program Timeline FY22](#)