
MEMORANDUM

TO: Regional CTE Directors and Fast Forward Coordinators
FROM: Jess DeCarolis, Student Pathways Division Director
SUBJECT: CTE Fast Forward Participation Agreement
DATE: February 29, 2024

CTE Fast Forward Participation Agreement

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 Fast Forward 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 may:

- allow students to meet their high school graduation requirements while also earning college credits.
- 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) System. A student must have an approved DE System account in order to access Fast Forward courses. Authorization of accounts is managed by the sending high school. Once a student has an approved Dual Enrollment System account the student will be able to make Fast Forward course requests that will be approved by the secondary school coordinator at the CTE center. The Dual Enrollment System tracks Fast Forward course requests and collects information for reporting purposes.

CTE centers must coordinate with the college providing the Fast Forward course(s) to ensure that the student meets the college's eligibility requirements (e.g., the student has

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

qualifying **WorkKeys** or **Accuplacer** scores, the student has successfully completed the directed self-placement process, and/or the student has met any other requirements the college has articulated to CTE centers).

Secondary and post-secondary institutions shall ensure that students meet eligibility requirements as defined by state policy, which are subject to change based on legislative action.

Please refer to current guidance regarding eligibility and enrollment of Home Study students. For any questions, contact AOE.DualEnrollment@vermont.gov.

The Participation Agreement process involves two steps.

1. Complete and submit the [CTE Fast Forward Participation Agreement FY25](#) by **April 15, 2024**
2. Upon submitting this completed form, an AOE designee will convert the completed form into a **DocuSign*** document which will then be routed to the Technical Center Director, or their designee, for signature to be maintained on file.

***DocuSign** is the AOE's official e-signature tool. Signatures indicate understanding of and assurance that corresponding Participation Agreement responsibilities will be met.

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 Fast Forward Programs. If you have any questions concerning these programs, please contact AOE.DualEnrollment@vermont.gov.

Dual Enrollment Resources:

[Dual Enrollment Webpage](#)

[Fast Forward Webpage](#)