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Issue Date: February 28, 2024

## CTE Fast Forward Participation Agreement FY25

### [CTE Fast Forward Participation Agreement FY25](#)

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). Participation in Vermont Post-Secondary programs including Fast Forward and Dual Enrollment are managed through the Vermont Dual Enrollment system. Sending school coordinators verify and approve student accounts in this system. Approval of **Fast Forward courses** is determined by the Fast Forward Coordinator, or their designee.

Note: Please refer to current guidance regarding eligibility and enrollment of Home Study students. For any questions contact [AOE.DualEnrollment@vermont.gov](mailto:AOE.DualEnrollment@vermont.gov).

1. Please select your CTE center name from the list below. **See Partnership Agreement form for full list.**

### CTE Center Responsibilities for Participation in the Fast Forward Program

*The following section pertains to responsibilities CTE Centers are expected to fulfill when providing these postsecondary options for students.*

2. CTE centers will use the Dual Enrollment System for the purposes of approving/denying Fast Forward course requests and monitoring status, while sending schools will approve account requests.
3. CTE centers will coordinate with students' sending high schools to ensure Fast Forward is documented in each student's Personalized Learning Plan.
4. CTE centers must agree to maintain and report data related to students enrolled in Fast Forward courses.
5. CTE centers must confirm that the student meets the eligibility requirements of the Fast Forward program before approving a course request.
6. 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



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).

7. CTE centers must confirm course details before approving (i.e., college, semester, program, course, and section).
8. CTE centers must confirm Fast Forward courses changes, if any, during the college drop/add period and update the Dual Enrollment System accordingly.

### **Fast Forward Coordinators at the CTE Center**

*This section will identify the person who will approve Fast Forward courses, via access to the Dual Enrollment System, and identify the director of the technical center. The director of the technical center will receive an email through the Agency of Education's online signature tool, **DocuSign**, to attest that they understand and agree to the conditions of this form and its described programs.*

9. Identify the name of the person who will be the main contact for Fast Forward, referred to as the Fast Forward Coordinator.
10. Enter the email address of the Fast Forward Coordinator (same person as above).
11. Please enter the name of the technical center's director.
12. Enter the email address of the technical center's director.