2020-2021 SCHOOL YEAR

# CTE FAST FORWARD PARTICIPATION AGREEMENT

# in association with Dual Enrollment and Early College Programs

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 will coordinate with students’ sending high schools to ensure the Fast Forward program is documented in each student’s Personalized Learning Plan.
* 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 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 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).
* 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](https://education.vermont.gov/documents-memo-decarolis-early-college-cte-concurrent-enrollment) 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](https://education.vermont.gov/documents/early-college-request-for-exception-to-full-time-status-form) 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.

This year the Participation Agreement process involves two steps.

1. Download and complete the CTE Fast Forward Participation Agreement form and **email** the completed form to AOE designee, Rose Wheeler at rose.wheeler@vermont.gov by September 11, 2020.
2. The completed form will be converted into a OneSpan document and routed to the Technical Center Director for signature to be maintained on file. Signature indicates understanding of and assurance that the CTE Fast Forward Participation Agreement responsibilities will be met.

**The completed form is due by September 11, 2020 to** **Rose Wheeler****.**

**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:

**Technical Center Director:**

Name:

Email:

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Technical Center Director Signature Date

Please complete the participation agreement and **return by September 11, 2020** to:

Rose Wheeler

Vermont Agency of Education

1 National Life Drive, Davis 5

 Montpelier, VT 05620-2501

Fax: 802-828-6430 or e-mail *with e-signatures* to: Rose Wheeler