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Thank you for your interest in becoming an Early College Program Partner

College/University Instructions:

1. Please review the Program Approval Standards Document (page 1)
 - Vermont Early College Program Approval Standards
2. Provide all required evidence to the curriculum standards for each of the five categories listed in Appendix A (pages 2-4)
 - Appendix A – Curriculum Standards and Required Evidence
3. Please review and gather the necessary signature and contact information on the College/University Assurance Form. The signature of the authorized representative indicates an understanding of and assurance that the partner responsibilities will be met. Please note, if you are approved to become a partner, this form will need to be submitted annually with signatures/contacts.
 - College/University Assurance Form
4. Submit Appendix A – Curriculum Standards and Required Evidence, along with the signed College/University Assurance form to Early College Program Coordinator, Vermont Agency of Education through email to: [Toni Marra](mailto:Toni.Marra@vermont.gov)

Once all materials have been completed and returned to the Early College Program Coordinator Toni Marra at the Vermont Agency of Education, you will receive an email confirmation.

The AOE process for approval is:

- Review of the Appendix A – Curriculum Standards and Required Evidence document. Please note: follow up questions or more information may be needed before a recommendation decision can be made.
- A recommendation, from the Early College Program Coordinator, is made and submitted to the Secretary of Education for final approval.
- Once final approval is given, an official letter is sent through email to the Postsecondary Institution along with the *College/University Assurance form*. If the Assurance form has not already been signed, it will need to be signed by the college/university and then returned to Toni Marra, the Early College Program Coordinator.
- The AOE will work with the contacts specified on the assurance form in regards to the voucher system and invoicing, etc.

Questions?

Contact [Toni Marra](mailto:Toni.Marra@vermont.gov) or 802-479-1302, Early College Program Coordinator, at the Vermont Agency of Education.