

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 for the *Approved Early College Program Postsecondary Partnership Agreement*. 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:
AOE.EarlyCollege@vermont.gov.
5. The AOE will send a confirmation email upon receipt of materials submitted.

The AOE process for approval is:

- Review of the Appendix A – Curriculum Standards and Required Evidence document and relevant materials. Please note, follow-up questions or more information may be needed before a recommendation decision can be made.
- A recommendation 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 *Approved Early College Program Postsecondary Partnership Agreement*. If the partnership agreement form has not already been signed, it will need to be signed by the college/university and then returned to AOE.EarlyCollege@vermont.gov.
- The AOE will work with the contacts specified on the assurance form in regards to invoicing, reimbursement, and program policies.

Questions?

Contact AOE.EarlyCollege@vermont.gov