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| **Admissions** |

The **Fast Track Program** allows a functioning academy that implements most of NAF’s standards of practice to enter NAF’s network as an open academy with full membership benefits. The Fast Track Assessment is a self-assessment that assists existing academies in analyzing academy strengths and challenges in implementing the elements of NAF’s design. The process includes an academy assessment, a review of evidence collection, and a validation meeting.

[ ]  **Academy Profile:** Submit the academy profile to establish an academy record and confirm admissions enrollment.
 ***Tip:*** Use the template (p.3) to collect the academy profile details.

**Team Building and Leadership**

The first step in building a NAF academy is recruiting members of the **Academy Design Team (ADT)**, which focuses on designing an academy based on the four elements of NAF’s design. This cross-functional team ensures the school community supports the initiative. In addition, the ADT outlines the vision, mission, and goals, and determines if the implementation of NAF’s design is the appropriate strategy for the district/school ***before*** starting NAF’s Admissions process. Identify who should serve on the [Academy Design Team](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-preparation-guide).

**Fast Track Program Checklist**

The Fast Track process is a team activity. Academy team members work together as a review team to complete the Fast Track Assessment.

[ ] 1.Distribute copies of the **sample** [Fast Track Assessment](https://ash.naf.org/public/downloadable-resource/index/fast-track-assessment-sample) to the ADT for review.

[ ] 2.Coordinate an ADT meeting to review the assessment and reach an agreement on the responses.

[ ] 3.Complete the online Fast Track Assessment to determine the alignment of current practices with NAF’s design to dictate the recommended admissions program to become a NAF academy. *An academy must have a provisional score of 15 or above to continue with items 4-9.*

[ ] 4. Submit a signed Fast Track Agreement to initiate invoicing (unless identified in a current Agreement on NAF record).

[ ] 5.Pay the invoice for the Fast Track program fee.

[ ] 6.Schedule the **Fast Track Validation Meeting** with the Portfolio Manager (PM) and Director of Emerging Academies.

[ ] 7.Compile required electronic evidence to verify the achievement of the designated strategic actions and upload files directly into the online assessment for review by the portfolio manager no less than two weeks before the **Fast Track Validation Meeting**. *Recommendation:* Use the Fast Track [Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/fast-track-evidence-checklist) as a resource for required evidence templates and other supporting documents.

[ ] 8. Confirm academy readiness for the **Fast Track Validation Meeting** by scheduling a virtual session with the PM to review the uploaded evidence.

[ ] 9. Confirm the **Fast Track Validation Meeting** is scheduled with the PM, Director of Emerging Academies, and key members of the academy design team.

**Fast Track Validation Meeting**

The review team participates in the **Fast Track Validation Meeting** to verify that the academy evidence validates the alignment of current academy practices with NAF’s design. An academy that earns a final score of 15 or above during the validation process is eligible to join the academy network - [Sample Fast Track Agenda](https://ash.naf.org/public/downloadable-resource/index/fast-track-validation-meeting-agenda-template).

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| **Strategic Action Checklist** |
| ***Instructions:*** Use this checklist post Fast Track Validation meeting to orient the academy team and support the NAF academy launch. |
| [ ]  1. Academy Team finalizes Fast Track application (refer to Fast Track Checklist p.1) |
| [ ]  **2.** Designate/Confirm the Academy Lead responsible for managing all aspects of the academy program |
| [ ]  **3.** Recruit/Confirm the academy team - [Academy Team Roster - Template](https://ash.naf.org/public/downloadable-resource/index/academy-team-roster-template)* Complete the Academy Team Roster | Assign team roles & responsibilities
* Identify the missing roles to inform recruitment efforts
* Consider sub-committee assignments
 |
| [ ]  **4.** Convene regularly scheduled academy team meetings | Record minutes* Establish meeting cadence (weekly, bi-weekly, monthly) | [Meeting Agenda Template](https://ash.naf.org/public/downloadable-resource/index/academy-team-agenda-template)
 |
| [ ]  **5.** Conduct a virtual tour of NAF’s Academy Support Hub (ASH) with the academy team |
| [ ]  **6.** Ensure the academy team completes [NAF Account](https://ash.naf.org/public/article/index/creating-a-naf-account)  setup to gain access to ASH (tools & resources) |
| [ ]  **7.** Use Fast Track Assessment results to guide the development of an action plan | [Action Plan Template](https://ash.naf.org/public/downloadable-resource/index/action-plan-template)* Create a process for evidence collection to document academy development progression
* Review [Strategic Action Planning Tool](https://ash.naf.org/public/downloadable-resource/index/strategic-action-planning-tool) for recommended goals and strategic actions & update [online Action Plan](https://ash.naf.org/public/action-plan)
 |
| [ ]  **8.** Identify strategies for student recruitment that include website design, brochure, and recruitment flyers * Review student recruitment checklist | [Student Recruitment Guide](https://ash.naf.org/public/downloadable-resource/index/student-recruitment-guide)
* Contact NAF Marketing & Communications to request a custom logo
* Create the academy mission and vision statements aligned with the school/district mission and vision
 |
| [ ]  **9.** Review Program of Study * Review [Future Ready Learning](https://ash.naf.org/public/learning) resources (student curriculum)
 |
| [ ]  **10.** Develop Advisory Board * Review [Advisory Board Overview](https://ash.naf.org/public/downloadable-resource/index/naf-advisory-board-overview)
* Review [Advisory Board Best Practices](https://ash.naf.org/public/advisory-board/overview-best-practices)
* Review/develop Partner Recruitment Plan | [Recruit Members](https://ash.naf.org/public/advisory-board/recruit-new-members)
 |
| [ ]  **11.** Schedule coaching sessions with your NAF Portfolio Manager as needed |
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| **NAF Support Team** |

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| Contact NAF's Support Team (help desk) for general inquiries at support@naf.org.Common topics include: NAF's Online Systems, Corporate Engagement & Relations, Work-Based Learning, Future Ready Learning (Curriculum), and Marketing & Communications. |
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| **NAF Next** |
| **[NAF Next 2023](https://naf.org/event/naf-next-2023) will be held in Phoenix, AZ, from July 11-14.** [**Conference FAQ**](https://web.cvent.com/event/b5252ce7-06c2-412f-8f8a-95de68f09189/websitePage%3A016118dc-b160-4256-8bab-cf201af02fb9)Attend NAF Next to learn about career and technical education trends and critical strategies to improve academy quality, work-based learning, and student and employer engagement.  |

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| **Instructions:****Use this template to collect the academy profile details and return the completed form to NAF’s** **Director of Emerging Academies****.** |
| **District** |
| [NCES](https://nces.ed.gov/ccd/districtsearch/) District ID |  |
| District  |  | Phone |  |
| Address |  |
| City, State, Zip |  |
| Superintendent |  | Email |  |
|  |
| **Billing (or alternative funding source)** |
| Name |  |
| Address |  |
| City, State, Zip |  |
| Email |  | Phone |  |
|  |  |
| **District Lead** |
| Name |  |
| Address |  |
| Email |  | Phone |  |
|  |
| **Academy Profile** |
| **High School #1** |
| [NCES](https://nces.ed.gov/ccd/schoolsearch/index.asp) School ID |  |
| High School  |  | Phone |  |
| Address |  |
| City, State, Zip |  |
| Principal |  | Email |  |
| Academy Lead |  | Email |  |
|  |
| **Admissions Program** |
| [ ]  | Year of Planning (YOP)  | [ ]  | Fast Track (FT) |
| **Career Pathway(s)** |
| [ ]  | Academy of Engineering | [ ]  | Academy of Finance | [ ]  | Academy of Health Sciences |
| [ ]  | Academy of Hospitality & Tourism  | [ ]  | Academy of Information Technology |
| [ ]  | Other Theme - Career Pathway Name: |  |
|  |
| **High School #2** |
| [NCES](https://nces.ed.gov/ccd/schoolsearch/index.asp) School ID |  |
| High School  |  | Phone |  |
| Address |  |
| City, State, Zip |  |
| Principal |  | Email |  |
| Academy Lead |  | Email |  |
|  |
| **Admissions Program** |
| [ ]  | Year of Planning (YOP)  | [ ]  | Fast Track (FT) |
| **Career Pathway(s)** |
| [ ]  | Academy of Engineering | [ ]  | Academy of Finance | [ ]  | Academy of Health Sciences |
| [ ]  | Academy of Hospitality & Tourism  | [ ]  | Academy of Information Technology |
| [ ]  | Other Theme - Career Pathway Name: |  |