

Educational Surrogate Parent Program

Directions for completing the application process:

The following items need to be completed and returned.

- (1) Application
- (2) Addendum
- (3) Willingness Statement
- (4) Three References*
- (5) Background Check Form*
- (6) Fingerprint Form *- ink or digital through NH State Police Criminal Records Check
- (7) Complete the 9 hour Educational Surrogate Parent Training and pass the TEST

**If you are a foster parent or work in a school district, you already have a completed background check and positive references on file with your licensing foster agency or school district. You can have them send a letter (on their letterhead), to the address below, verifying that they have both of these necessary items on file to meet the requirements for this program.*

Please return the above items to:

Janelle Cotnoir, Program Coordinator
Educational Surrogate Parent Program
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Upon completion of the 9 hour training and once all of these items are received, and you successfully pass the Educational Surrogate Parent Program test and background check, you will become a certified Educational Surrogate Parent. At that time you will receive your certificate.

For questions, please contact:

Janelle Cotnoir, Program Coordinator
(603) 271-3737
Janelle.Cotnoir@doe.nh.gov



New Hampshire Department of Education