Log in to EPSB
The preferred browser for KFETS is IE 9 and above
If you have an EPSB account, enter your username and password under “Existing User? Log in Here.” If you do not have an EPSB account, click “Create New Account” under “New User? Create Account Here.” If you have an account but forgot your log in information, click “Reset Account” under “Forgot Log in Info? Reset Here.”
Welcome, Terri Test_Record [edit]
Email IMSHelp@KY.GOV [edit]

Tuesday, January 28, 2014

EPSB Online Services (Hide Details...)

EPSB Online Services
- Cooperating Teacher Assignment
- Electronic Payment Service
- Highly Qualified Calculator
- Kentucky Educator Certification Inquiry
- KEPP Report Card
- My Account
- EPSB WebSite
- KFETS
- KYECot

Click KFETS to enter the Kentucky Field Experience Tracking System

Electronic Payment Service (Hide Details...)

Pay Certification Fee
Using the EPSB services you can pay certification fees online with E-Pay (View Slide Show). For more information regarding fees and options; Click here.

My Application Information (Hide Details...)

- My Application Status
  View all the applications submitted to EPSB, view the status of the application, and see EPSB comments on the application.
- My Application Fee Information
  Payments received by the EPSB for issuing certificates. View receipts for the transaction completed using the electronic payment service (E-Pay).

My Profile (Hide Details...)

- Credential
  View your current credentials; e.g. credential details, certificate effective date, expiration.
- Education
  View your education qualification; e.g. degree, institution and year.
- Training Data
  View your training information; e.g. type of training, date, location.
- Assessments
  View your professional tests; e.g. assessment name, date, score, EPSB and CTE result.
- Roles
  View your roles; e.g. organization type, organization role, status.

My Online Account Setting (Hide Details...)

- My Demographic
  Verify and update your mailing address, email address, date of birth, phone number and other demographic information.
- Password & Hint Questions
  Change your password settings, create or choose your own hint questions and answers for password recovery.
- User Agreement
  View your signed user agreement and user responsibilities to access EPSB resources online.
The preferred browser for KFETS is IE 9 and above. Other browsers may have formatting issues.

(*) indicates the field is required.

Questions regarding field experience entries should be sent to your institution/Field Experience Coordinator.
Choose Course(s)

Click "Choose Course(s)" on the sidebar to begin.
Choose Course(s)

Deleting a course will delete all data associated with student activities, experiences, and hours.

Selected courses will appear in this area once the Add Course(s) button is clicked. If you wish to delete a course, click the X under Delete on the far right side of the screen.
Add Candidate Activity

Click Add Candidate Activity to begin entering field experience data.
Add Candidate Activity

Select the appropriate school year to access the chosen courses you wish to enter field experience data.

Courses added for the selected school year will appear.

Click the Add Activity button to begin entering field experience data.

“Not Started” will show under Data Entry Hours until field experience data has been entered for that course; “In Progress” will show once field experience is entered for that course.
Disclaimer

The Education Professional Standards Board (EPSB) is the state agency responsible for issuing certificates for all Kentucky teachers. Students enrolled in an educator preparation college course and completing field experience activities are responsible for reporting and electronically entering accurate field experience information. Institutions are responsible for verifying student submissions of field experiences and ensuring each submission meets the requirements of the EPSB. Any deliberate submission of inaccurate information is subject to investigation.

This disclaimer will appear before each initial field experience entry for a course. Clicking “Accept” is verifying that you have read and understand the statement.
Categories

B. Observations in schools and related agencies (If a public, Kentucky school is selected, data for Diverse Group Information will be populated by Infinite Campus data)
C. Student tutoring
D. Interaction with families of students
E. Attendance at a school board or school-based council meeting
F. Participation in a school-based professional learning community
G. Opportunities to assist teachers or other school professionals (if a public, Kentucky school is selected, data for Diverse Group Information will be populated by Infinite Campus data)
H. Other (when selected for overall category, or within categories, all information must be entered manually)
If you are uncertain about which category to choose, contact your Field Experience Coordinator or institution.
B. Observations in schools and related agencies

**Schools**

If observations in a Kentucky public school is selected, data from Infinite Campus will populate the Diverse Groups Information. If data is not available, manually enter the data in the Diverse Groups Information section. If the teacher/course does not appear, select “Other” at the bottom of the teacher name list to manually enter data.

If observations in a school is selected and either the experience was out-of-state and/or in a private school, data for Diverse Groups Information must be manually entered.

**Related Agencies**

If you select observations in related agencies, manually entering the data is required.
*If a teacher or course does not appear in the dropdown list, data for Diverse Groups Information will not appear. Choose “Other” at the bottom of the list of Teachers to manually enter data.
B. Observations in schools

School/Kentucky/Non-Public
B. Observations in schools

School/Out-of-state

Category Information
- Category: B. Observations in schools and related agencies (School)
- State: Select a State
- Phone Number:

Field Experience in Kentucky
- Did this field experience take place in Kentucky: No

Teacher, School Personnel, Related Agency Personnel Information
- Name of the Teacher/School Personnel Working with: First Name Last Name

Related Agency
- Name of Organization:
- Address:
- State: Select a State
- Phone Number:

Attendance Date and Hours Information
- Date of Attendance: 
- Hours: 

Diverse Groups Information
- Race: Select Race
- Free Reduced Lunch: Select Free, Reduced, Lu
- Special Education: Select Special Education
- Grade: Select Grade Level
- English Language Learners: None
- Gifted: Select Gifted

Description of Activity/Reflection:
- This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)
B. Observations in related agencies

Related Agency/ Kentucky

- Select the date the field experience was completed and select the number of hours completed for that activity and course
- Enter Related Agency Information
- Enter Teacher/School Personnel/Related Agency Personnel Information
- Select Diverse Groups Information for the field experience
- This box is available for entering your Description of the Activity and/or Reflection of the field experience
B. Observations in related agencies

Related Agency/Out-of-state
C. Student tutoring

• Did this field experience take place in Kentucky? Yes and Public or Non-Public
  – Select district information
  – Manually enter teacher, school personnel, or related agency personnel information
  – Select date and enter hour(s) of field experience
  – Manually select diverse groups information
  – Enter reflection
  – Select Save & Exit or Save & Add New

• Did this field experience take place in Kentucky? No
  – Manually enter teacher, school personnel, related agency personnel information
  – Manually enter name of organization and related information
  – Select date and enter hour(s) of field experience
  – Manually select diverse groups information
  – Enter reflection
  – Select Save & Exit or Save & Add New

• Other
  – Select “Other” if the student teaching occurred outside of a school
  – Manually enter required data
C. Student tutoring

Kentucky/Public or Non-Public

Select District

Enter Teacher/School Personnel Information and enter Course Number, Section, and Name for that Teacher/School Personnel

Select the date the field experience was completed and select the number of hours completed for that activity and course

Select the Diverse Groups Information for the field experience

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)
C. Student tutoring

Kentucky/Other

<table>
<thead>
<tr>
<th>Category Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category: C. Student tutoring</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Experience in Kentucky</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did this field experience take place in Kentucky: Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Type: Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher, School Personnel, Related Agency Personnel Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Teacher/School Personnel Working with:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance Date and Hours Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Attendance:</td>
</tr>
<tr>
<td>Hours of Attendance:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diverse Groups Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race:</td>
</tr>
<tr>
<td>Free Reduced Lunch:</td>
</tr>
<tr>
<td>Special Education:</td>
</tr>
<tr>
<td>Grade:</td>
</tr>
<tr>
<td>English Language Learners:</td>
</tr>
<tr>
<td>Gifted:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Activity/Reflection:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This box is available for entering your Description of the Activity and/or Reflection of the field experience</td>
</tr>
</tbody>
</table>

Select Save & Exit or Save & Add New (add a new activity)
C. Student tutoring

Out-of-state
D. Interaction with families of students

• Did this field experience take place in Kentucky? Yes and Public or Non-Public
  – Select district information
  – Manually enter teacher, school personnel, or related agency personnel information
  – Select date and enter hour(s) of field experience
  – Manually select diverse groups information
  – Enter reflection

• Did this field experience take place in Kentucky? No
  – Manually enter teacher, school personnel, related agency personnel information
  – Manually enter name of organization and related information
  – Select date and enter hour(s) of field experience
  – Manually select diverse groups information
  – Enter reflection

• Other
  – Select “Other” if the interaction with families of students occurred outside of a school
  – Manually enter required data
D. Interaction with families of students
Kentucky/Public and Non-Public
D. Interaction with families of students

Kentucky/Other
D. Interaction with families of students

Out-of-state

- Enter Organization information and select the State the field experience occurred.
- Select the date the field experience was completed and select the number of hours completed for that activity and course.
- Select Diverse Groups information for the field experience.
E. Attendance at a school board of school-based council meeting

- Did this field experience take place in Kentucky? Yes and Public or Non-public
  - Select district information
  - Select the job function of the teacher/school personnel
  - Manually enter teacher or school personnel information
  - Select the type of meeting
  - Select date and enter hour(s) of field experience
  - Enter reflection

- Did this field experience take place in Kentucky? No
  - Manually enter teacher or school personnel information
  - Manually enter name of organization and related information
  - Select the type of meeting
  - Select date and enter hour(s) of field experience
  - Enter reflection
E. Attendance at a school board of school-based council meeting

Kentucky/Public and Non-Public

Select Save & Exit or Save & Add New (add a new activity)
E. Attendance at a school board of school-based council meeting

Out-of-state
F. Participation in a school-based professional learning community

• Did this field experience take place in KY? Yes and Public or Non-public
  – Select district information
  – Manually enter teacher or school personnel information
  – Select date and enter hour(s) of field experience
  – Enter reflection

• Did this field experience take place in KY? No
  – Manually enter teacher or school personnel information
  – Manually enter name of organization and related information
  – Select date and enter hour(s) of field experience
  – Enter reflection
F. Participation in a school-based professional learning community

Kentucky/Public and Non-Public

- **Category Information**: Category: F. Participation in a school-based professional learning community
  - Did this field experience take place in Kentucky: Yes

- **District Information**
  - School Type: Please Select one
  - District: Select a District
  - School: Select a School

- **Teacher, School Personnel, Related Agency Personnel Information**
  - Name of the Teacher/School Personnel Working with: First Name | Last Name

- **Attendance Date and Hours Information**
  - Date of Attendance: 
  - Hours: 1

- **Description of Activity/Reflection**
  - This box is available for entering your Description of the Activity and/or Reflection of the field experience

- **Save Options**: Select Save & Exit or Save & Add New (add a new activity)
F. Participation in a school-based professional learning community

Out-of-state

- Choose Course(s)
- Add Candidate Activity

Category Information
- Category: F. Participation in a school-based professional learning community

Field Experience in Kentucky
- Did this field experience take place in Kentucky: Yes/No

Teacher, School Personnel, Related Agency Personnel Information
- Name of the Teacher/School Personnel Working with: First Name

Related Agency
- Name of Organization:
- Address:
- State: Select a State
- Phone Number:

Attendance Date and Hours Information
- Date of Attendance:
- Hours:

Description of Activity/Reflection:
- This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)
G. Opportunities to assist teachers or other school professionals

- **Did this field experience take place in KY? Yes and Public**
  - Select district information
  - Select teacher or school personnel information
  - Select date and enter hour(s) of field experience
  - Data from Infinite Campus will fill the diverse groups information (data prior to 2012 is not available)
  - Enter reflection

- **Did this field experience take place in KY? Yes and Non-Public**
  - Select district information
  - Manually enter teacher/school personnel information
  - Select date and enter hour(s) of field experience
  - Manually select diverse groups information
  - Enter reflection

- **Did this field experience take place in KY? No**
  - Manually enter teacher/school personnel information
  - Manually enter name of organization and related information
  - Select date and enter hour(s) of field experience
  - Manually select diverse groups information
  - Enter reflection
G. Opportunities to assist teachers or other school professionals

If a teacher or course does not appear in the dropdown list, data for Diverse Groups Information will not appear. Choose “Other” at the bottom of the list of Teachers to manually enter data.
G. Opportunities to assist teachers or other school professionals

Kentucky/Non-Public
G. Opportunities to assist teachers or other school professionals

Out-of-state
Category “H. Other” should be used for field experiences that do not fit any of the other categories. All information should be manually entered to identify and describe the activity.
H. Other

Kentucky

[Instructions and fields for adding a field experience activity, with options for selecting category, location, organization information, attendance date and hours, diverse groups information, and a description of the activity/reflect.]
H. Other

Out-of-state

**Manage Activities** → Add Activity

**Category Information**
Category: H. Other

**Field Experience in Kentucky**
Did this field experience take place in Kentucky: ☑ No

**Teacher, School Personnel, Related Agency Personnel Information**
Name of the Teacher/ School Personnel Working with: [First Name] [Last Name]

**Related Agency**
Name of Organization: [ ]
Address: [ ]
State: [Select a State]
Phone Number: [ ]

**Attendance Date and Hours Information**
Data of Attendance: [ ] [ ] Hours: [ ]

**Diverse Groups Information**
Race: [Select Race]
Free Reduced Lunch: [Select Free, Reduced Lu]
Special Education: [Select Special Education]

**Description of Activity/Reflection:**
This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)
Click on arrow #1 to view the activities for the selected “In Progress” course. Click on arrow #2 to view details about the selected recorded activity. The activity may be edited/corrected by clicking the “Edit/Correction” button. The activity may be duplicated by clicking the “Duplicate” button. The activity may be deleted by clicking the red “X”.

Add Candidate Activity
Activity details/ Edit and correct/ Duplicate
Once edits/corrections have been made, click the “Update” button on the upper right hand corner of the screen.
All field experience data will be duplicated except for the Date of Attendance, Hours, and Comments. Please be sure all other data should be duplicated before using this feature. Click “Update” to create a record of the field experience.
Course Status

- This tab enables you to view the status of each course. “In Progress” means that activities have been added to that course.

<table>
<thead>
<tr>
<th>College</th>
<th>Course</th>
<th>Semester</th>
<th>School Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Kentucky</td>
<td>A-E-576 Art in Middle Schools (30)</td>
<td>Spring</td>
<td>20122013</td>
<td>In Progress</td>
</tr>
<tr>
<td>University of Kentucky</td>
<td>A-E-577 Art in Secondary Schools (30)</td>
<td>Spring</td>
<td>20122013</td>
<td>In Progress</td>
</tr>
<tr>
<td>University of Kentucky</td>
<td>A-E-579 Arts and Humanities in Art Education (30)</td>
<td>Fall</td>
<td>20132014</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
Course Status

Data may be filtered by College, Course, Semester, School Year, and/or Status.

Data may be filtered with the text boxes. For example: If you want to filter courses for the 2012-2013 year only, enter 20122013 into the School Year box and filter by selecting "Contains".
Detailed Summary

This tab will contain all activities and the hours recorded for each. Click on your name to view a breakdown of the course(s) and the category for each recorded activity.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Year</th>
<th>Semester</th>
<th>Engagement with Diverse Populations</th>
<th>Observations in Schools and related agencies</th>
<th>Student Tutoring</th>
<th>Interaction with Families of Students</th>
<th>Attendance at a school board and school based Council meeting</th>
<th>Participation in a professional learning community</th>
<th>Opportunities to assist teachers or other school professional</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Record_Terri - University of Kentucky</td>
<td>20122013 Spring</td>
<td>2-Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Record_Terri - University of Kentucky</td>
<td>20132014 Fall</td>
<td>4-Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Record_Terri - University of Kentucky</td>
<td>20132014 Spring</td>
<td>1-Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Detailed Summary

Click on the arrow next to the course name to view demographics for that particular activity.

This is the Diverse Group Information selected or pulled from Infinite Campus (Categories B and G only) in the "Add Candidate Activity" section.
Detailed Summary

Click on the activities under “Engagement with Diverse Populations” to view details about the recorded hours. This shows the breakdown of the hour(s) for that one activity.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Year</th>
<th>Semester</th>
<th>Engagement with Diverse Populations</th>
<th>Observations in Schools and related agencies</th>
<th>Student Tutoring</th>
<th>Interaction with Families of Students</th>
<th>Attendance at a school board and school based Council meeting</th>
<th>Participation in a professional learning community</th>
<th>Opportunities to assist teachers or other school professional</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Record_Teri</td>
<td>2013</td>
<td>Spring</td>
<td>2-Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>University of Kentucky</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Record_Teri</td>
<td>2013</td>
<td>Fall</td>
<td>4-Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>University of Kentucky</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Record_Teri</td>
<td>2013</td>
<td>Spring</td>
<td>1-Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Eastern Kentucky University - Transferred to University of Kentucky</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
## Detailed Summary

This box shows the breakdown of the diverse group information for the selected number of activities and hours.

![Detailed Hours]

The checked boxes indicate the interactions with Diverse Groups within that field experience.
Exporting Data

Data may be exported to Excel from each of the following sections

Choose Course: Export course information to Excel by clicking the Excel icon

Course Status: Export course status information to Excel by clicking the Excel icon

Detailed Summary: Export activity summaries to Excel by clicking the Excel icon