KFETS
Kentucky Field Experience Tracking System

Candidate
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.”

The EPSB’s new web portal allows educators to create private accounts, update demographic information, and have read-only access to their certification records with 24/7 secure access.

- Registered members may use the web portal to check on application status.
- Certification fees may be electronically paid using E-Pay.
- School district administrators can obtain certification data on current or potential employees using the KY Educator Certification Inquiry program.
- The Intern Management System (IMS) electronically gathers and tracks information relating to a teacher’s internship period. Confirmations of Employment (COE), Records of the Teacher Internship Year (RTIYs) and Resource Teacher Time Sheets (RTTs).
- The Cooperating Teacher Assignment is used by Student Teacher Supervisors and the Cooperating Teacher Payment program to electronically complete the payment process.
- Click on the slide show icon below to view the EPSB registration process for new users.

This system supports the following Internet browsers on Microsoft Windows-based operating systems:

- Microsoft Internet Explorer version 6.0 or above
- For questions and comments Click here.
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)

1. Select your institution
2. Select School Year
3. Select Semester
4. Select Course(s) for that year and semester
5. Enter your Student ID number
6. Click Add Course(s)

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.

Deleting a course will delete all data associated with student activities, experiences, and hours.
Add Candidate Activity
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.
**B. Observations in schools**

School/Kentucky/Public

*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
B. Observations in related agencies

Related Agency/ Kentucky
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

**Category Information**
- Category: C. Student tutoring

**Field Experience in Kentucky**
- Did this field experience take place in Kentucky? Yes

**District Information**
- School Type: Public
- District: Select a District

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

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

**Diverse Groups Information**
- Race: Select Race
- Free Reduced Lunch: Select Free, Reduced, Lunch
- Special Education: Select Special Education
- 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)**
C. Student tutoring

Kentucky/Other

**Kentucky Field Experience Tracking System**

**Manage Activities** → Add Activity

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

**Field Experience in Kentucky**

Did this field experience take place in Kentucky: Yes

**District Information**

School Type: Other

**Teacher, School Personnel, Related Agency Personnel Information**

Enter Teacher/School Personnel/Related Agency Personnel Information

Name of the Teacher/School Personnel Working with: First Name

**Related Agency**

Name of Organization:

Address:

Phone Number:

**Attendance Date and Hours Information**

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

**Diverse Groups Information**

Select Diverse Groups Information for the field experience

Race:

Free Reduced Lunch:

Special Education:

English Language Learners:

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)
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
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
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

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

Out-of-state
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
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

Select a District

Select a School if it is not automatically locked

Enter Teacher/School Personnel Information

Enter Course Number, Section, and Name for the Teacher/School Personnel

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

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

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

**Manage Activities >> Add Activity**

**Category Information**
Category: H. Other

**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:
Name: [First Name] [Last Name]

**Related Agency**
Name of Organization: [Field]
Address: [Field]
Phone Number: [Field]

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

**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)
H. Other

Out-of-state

Enter Teacher/School Personnel/Related Agency Personnel Information

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

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”.
Once edits/corrections have been made, click the “Update” button on the upper right hand corner of the screen.
Add Candidate Activity

Duplicate activity

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".
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</td>
<td>Spring</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Test Record, Terri - University of Kentucky</td>
<td>20132014</td>
<td>Fall</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Test Record, Terri - Eastern Kentucky University - Transferred to University of Kentucky</td>
<td>20132014</td>
<td>Spring</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</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 Terri - University of Kentucky</td>
<td>20122013</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>Test Record Terri - University of Kentucky</td>
<td>20132014</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>Test Record Terri - Eastern Kentucky University - Transferred to University of Kentucky</td>
<td>20132014</td>
<td>Spring</td>
<td>1-Activities</td>
<td></td>
<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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Date</th>
<th>Students with a minimum of two different ethnic or cultural groups in which the candidate would not be considered a member</th>
<th>Students from different socioeconomic groups</th>
<th>English Language Learners</th>
<th>Students with disabilities</th>
<th>Students across elementary, middle and secondary grade levels</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Interaction with families of students</td>
<td>02/06/14</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>1.5</td>
</tr>
<tr>
<td>G. Opportunities to assist teachers or other school professionals</td>
<td>02/03/14</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>2.25</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.75</td>
</tr>
</tbody>
</table>

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