So...how do I log hours in KFETS?

A guide.

Recording Field Experiences Workflow

Create EPSB Account

(You use this to log into KFETS AND it will be your account for the REST of your teaching career)

Participate in Field Experience

Log Field Experience

(<u>Keep</u> copies – preferably electronic – to submit later)

Record Experience on KFETS

(Refer to logs to help you)

KFETS

❖ Where you need to log **at least 200 hours,** showing all categories, levels, and activity types.

❖ A tentative guide can be found for the new system on the OEDCP homepage.

❖ **Remember to hang on to your logs, even after entering into the system.**

Creating a KFETS Account

Go to **www.epsb.ky.gov**

EPSB

HOW DO I...   FREQUENTLY ASKED QUESTIONS   EDUCATION AND GOVERNMENT PARTNERS

EPSB ACCOUNT

Education Professional Standards Board

You are not logged in

Home

Click Here for log in

Accessibility Notification

KDE is committed to ensuring that our web content is accessible to everyone, including individuals with disabilities.
If you need information in an alternate format, please contact us.

Click here for contact info

Welcome to the Education Professional Standards Board of Kentucky!

The **Education Professional Standards Board (EPSB)** is charged with establishing standards of performance both for preparation programs and practitioners; accrediting educator preparation providers and approving educator preparation programs at colleges, universities, local school districts, and private contractors; selecting assessments for teachers and administrators; overseeing internship programs for new teachers and new principals; administering Kentucky's National Board for Professional Teaching Standards certification; and issuing, renewing, suspending, and revoking Kentucky certificates for professional school personnel

The offices of the Education Professional Standards board have been moved from the Airport Road location to 300 Sower Blvd, Frankfort Kentucky. EPSB will be accepting visitors by appointment from 8:30-4:00 Tuesday and Thursday. For information or to schedule a meeting contact 502-564-5846.

The EPSB holds regular meetings at 9:00 AM on the 2nd Monday of October, December, February, and April, and on the 3rd Monday of June and August at the EP offices unless otherwise announced.

In May 2022, EBSP split their system into two parts in order to complete a systems upgrade. On the screen that pops up, you will first need to click "close" on the popup. Then, click the GREEN side of the screen.

×

Click the KECS Login button to apply for or renew your certification. If you are not applying for or renewing your certification, be sure to read the screen to determine which button to click.

Close

Click Here

EPSB Education Professional Standards Board

T................ed. Click here to learn more: Frequently Asked Questions

Search Public Records

Click Here to LOGIN to KECS System

Kentucky Educator Credentialing System

● **New users must create an account and register in KECS. (New accounts take 24 hours before they are available to EPSB legacy application**

● **Educator Certific**

● **Legal**

● **Ed Prep Admission/Exits**

● **KECI (Kentucky Education Certificate Inquiry)**

● **Ethics Complaints**

● **LEAD**

● **COOP (Cooperating Teacher Payment Program)**

● **KFETS (Kentucky Field Experience Tracking System)**

● **EPSB Board Meeting Materials NEW ***

Click Here

Click here for Program Review system, or EPSB Board meeting materials

● KEPRS (Kentucky Educator Program Review System)

● Program Manager

● Program Standards

If you do not have a current account, click "Register" next to "Do not have an account?" when you get to the next screen.

Please note that it may take up to 24 hours after account creation for you to be able to log in to the EPSB.

EPSB Education Professional Standards Board

The EPSB system login has changed. Click here to learn more: Frequently Asked

Search Public Records

Click Here to LOGIN to KECS System
Kentucky Educator Credentialing System

Click here for Program Review system, or EPSB Board mee
materials

• New users must create an accou   and register in KECS.
(New accounts take 24 hours b   ey are available to EPSB
legacy applications).

• Educator (
• Legal
• Ed Prep A   **Click Here**
• KECI (Ke
• Ethics Comp
• LEAD
• COOP (Cooperating Teacher Payment Program)
• KFETS (Kentucky Field Experience Tracking System)
• EPSB Board Meeting Materials NEW **

• KEPRS (Kentucky Educator Program Review System)
• Program Manager
• Program Standards

Kentucky Department of
EDUCATION

Sign In

Username   Forgot Username?

Password   Forgot Password?

→] Login

Do not have an account? Register

Click Here

Online Support Form   2077

Locating licensure information? Public Search

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After logging in, you should be on your Profile page.

Kentucky Department of EDUCATION

Dashboard   **Profile**   Administration   Admissions & Exits   Field Experience   Coop Teacher   Reports

AL

Miss Amanda ~~~~~~~~~~~~~~

Profile
Account Settings
Notifications

CREDENTIALS
Applications
Credentials

GENERAL
Payments
Documents
Experience
Assessments
Course Search
Coop Teacher

EDUCATION
Degrees
Admissions & Exits
Out of State License
Field Experience Records

Personal Information   [Edit]

EPSB ID:
The user EPSB ID

SSN:

PIN:

Full Name:
Full name including prefix and suffix

Date of Birth:
Date of birth

Email (Primary):
The email account associated to this user and used for system notifications or logging in

Email (Secondary):
The email associated to this user

Addresses:

Phone Numbers:

Preferred Timezone:

Gender:

Ethnicity:

Miltary/Veteran Status:

From the "Profile" page, select the "Field Experience Records" button.

Your total hours will be kept and shown here.

Field Experience Records   **+ Add New**   View/Add Experience Transfers

Student reported 0.00/200 required field experience hours

⎕ 200

Image reflects the number of hours reported by the student and does not reflect approval by the institution.

Show 10 ⇕ entries

Click "Add New"

Filter: [   ]

CURRENT INSTITUTION ↑↓	COURSE ↑↓	SEMESTER ↑↓	TEACHER/CONTACT NAME ↑↓	ACTIVITY TYPE ↑↓
University of Louisville	The Teaching Profession	Fall	Unknown	Observation in schools and related agencies

Showing 1 to 1 of 1 entries

Previous **1** Next

Enter in university, year, semester, course, and category type first.

Add Field Experience

FIELD EXPERIENCE INFORMATION

Is experience derived from course? 🔵 Yes

Institution *
University of Louisville ▼

Academic Year *
2023-2024 ▼

Semester *
Fall ▼

Course
201 - The Teaching Profession ▼

Category *
Select Category for Experience ▼

The bottom will then appear. Fill out school.

Did field experience take place in Kentucky? * 🔵 Yes

What type of school was this in?

Public ▾

ⓘ To see the diverse group information from Infinite Campus, selection of district, school, teacher, and class is needed.

District

Select a District ▾

School

Select a School ▾

Teacher

Select a Teacher ▾

Class

Select a Class ▾

Date of Attendance *

mm/dd/yyyy 📅

Number of Experience Hours *

0.00

Attachment

Choose file	Browse

Activity Description/Reflection *

B	*I*	U̲	S̶	🔗 ▾	☰	☰	A ▾

The bottom will then appear. Select district and school.

Did field experience take place in Kentucky? *

What type of school was this in?

Public

ⓘ To see the diverse group information from Infini[...]

District			Class
Jefferson County	Bates Elementary	Select a Teacher	Select a Class

Date of Attendance *

mm/dd/yyyy

Number of Experience Hours *

0.00

Attachment

Choose file   Browse

Activity Description/Reflection *

B *I* U S̶ 🔗 ☰ ☰ A

Dropdown list:
Ballard High
Barret Traditional Middle
Bates Elementary
Bellewood
Beth Haven Christian School
Binet School
Blake Elementary
Bloom Elementary
Blue Lick Elementary
Bowen Elementary
Boys & Girls Haven

Select teacher.

If teacher isn't listed, skip that box. You can still submit the experience.

Institution *

University of Louisville

Academic Year *

2023-2024

eaching Profession

Category *

Observation in schools and related agencies

Did field experience take place in Kentucky? *   🔵 Yes

What type of school was this in?

Public

ℹ️ To see the diverse group information from Infinite Campus, selection of district, school, teacher, and c

- Akers, Laura- B
- Anthony, Carolyn M
- Atchison, Elizabeth A
- Atkinson, Heather L
- Baines, Karen
- Barr, Amy R
- Bates, Taunja A
- Blackwood, Jessica L
- Bordenkircher, Michelle C
- Braden, Anglette E
- Brandenburg, Elizabeth N
- Bream, Kayla M
- Brown, Ebonee
- Cahoon, Verna Mae
- Carrico, Leann J
- Cinnamon, Mary D
- Cross, Kathleen E
- Cundiff, Michelle L
- Dahl, Emily R

District

Jefferson County

School

Bates Elementary

Select a Teacher

Class

Select a Class

Date of Attendance *

mm/dd/yyyy

Number of Experience Hours *

0.00

Attachment

Choose file   Browse

Activity Description/Reflection *

B *I* U̲ S̶   🔗   ☰ ☰   A

Select class/period.

This auto-populates demographic information. Use best guess. Again, its okay if your teacher is missing and you need to skip this step.

Category *

Observation in schools and related agencies ▼

Did field experience take place in Kentucky? *   🔵 Yes

What type of school was this in?

Public ▼

ⓘ To see the diverse group information from Infinite Campus, selection of district, school, teacher, and class is needed.

District

Jefferson County ▼

School

Bates Elementary ▼

Teacher

Akers, Laura- B ▼

Class

Select a Class ▼

| Select a Class |
| 703050 ELEM LIBRARY PRIM Section 10 |
| 703050 ELEM LIBRARY PRIM Section 11 |
| **703050 ELEM LIBRARY PRIM Section 12** |
| 703050 ELEM LIBRARY PRIM Section 13 |
| 703050 ELEM LIBRARY INT Section 14 |
| 703050 ELEM LIBRARY INT Section 15 |

Date of Attendance *

mm/dd/yyyy

Number of Experience Hours *

0.00

Attachment

Choose file

Activity Description/Reflection *

B *I* U̲ S̶ 🔗 ≔ ≔ A

Cancel/Done

Save   Submit for Review

Example of demographic info

DIVERSE GROUP INFORMATION

- ⬤ Economically Disadvantaged `12`
- ⬤ English Language Learners `17`
- ◯ Gifted

Grade

☐ Entry	☐ 7th	☐ Preschool
☐ 1st	☑ 8th `17`	
☐ 2nd	☐ 9th	
☐ 3rd	☐ 10th	
☐ 4th	☐ 11th	
☐ 5th	☐ 12th	
☐ 6th	☐ Sp Ed	

Race

- ☐ American Indian/Alaska Native
- ☐ Asian
- ☑ Black or African American `5`
- ☑ Hispanic/Latino `11`
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ Two or More Races
- ☑ White `1`

Special Education

☐ Autism	☐ Multiple Disabilities
☐ Deaf/Blind	☐ Orthopedically Impaired
☐ Developmentally Delayed	☐ Other Health Impaired
☐ Emotional Behavior Disability	☐ Specific Learning Disability
☐ Functional Mental Disability	☐ Unknown? (SESL)
☐ Hearing Impaired	☐ Traumatic Brain Injury
☐ Mild Mental Disability	☐ Visually Impaired

Add date and number of hours.

District

Jefferson County

School

Frederick Law Olmsted Academy North

Teacher

Danner, Troy W

Class

231205 MIDDLE SCHOOL READING - 8 Se

Date of Attendance *

10/25/2023

Number of Experience Hours *

.10

Attachment

Choose file · Browse

Activity Description/Reflection *

B *I* U̲ S̶ 🔗 ☰ ☰ A

DIVERSE GROUP INFORMATION

🔵 Economically Disadvantaged **12**

Enter 'See logs' in the Activity Description Box

Activity descriptions need to be on the field logs ONLY. Do NOT attach logs here either. Your field logs will be uploaded to Foliotek.

District
Jefferson County

School
Frederick Law Olmsted Academy North

Teacher
Danner, Troy W

Class
231205 MIDDLE SCHOOL READING - 8 Se

Date of Attendance *
10/25/2023

Number of Experience Hours *
.10

Attachment
Choose file | Browse

Activity Description/Reflection *

B I U S 🔗 ☰ ☰ A

See logs or other short description.

Do NOT attach logs here.
They are needed on Foliotek only.

DIVERSE GROUP INFORMATION

🔵 Economically Disadvantaged **12**

Hit "Submit For Review." You're done!

☐ 6th   ☐ Sp Ed

Islander
☐ Two or More Races
☑ White **1**

☐ Functional Mental Disability
☐ Hearing Impaired
☐ Mild Mental Disability

☐ Traumatic Brain Injury
☐ Visually Impaired

Cancel/Done

Save   Submit for Review

You will be taken back to the dashboard.

Field Experience Records   + Add New   View/Add Experience Transfers

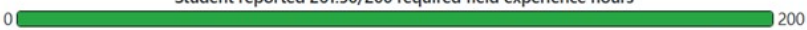### Student reported 0.10/200 required field experience hours

0 |_____| 200

Image reflects the number of hours reported by the student and does not reflect approval by the institution.

Show [10 ⇕] entries   Filter: [_____]

CURRENT INSTITUTION ⇅	COURSE ⇅	SEMESTER ⇅	TEACHER/CONTACT NAME ⇅	ACTIVITY TYPE ⇅	HOURS ⇅	SUBMITTED ⇅	REVIEWED BY EPP? ⇅	ACTION
University of Louisville	The Teaching Profession	Fall	Danner, Troy	Observation in schools and related agencies	0.1	10/31/2023	☐	🗑
University of Louisville	The Teaching Profession	Fall	Unknown	Observation in schools and related agencies	0.25		☐	🗑

Showing 1 to 2 of 2 entries

Previous   **1**   Next

To modify any activity: click into the activity on the dashboard, scroll to "Rescind Submission" at the bottom, and then modify as needed.

Field Experience Records   + Add New   View/Add Experience Transfers

Student reported 0.10/200 required field experience hours

0 [==] 200

Image reflects the number of hours reported by the student and does not reflect approval by the institution.

Show 10 entries   Filter: [   ]

CURRENT INSTITUTION ↑↓	COURSE ↑↓	SEMESTER ↑↓	TEACHER/CONTACT NAME ↑↓	ACTIVITY TYPE ↑↓	HOURS ↑↓	SUBMITTED ↑↓	REVIEWED BY EPP? ↑↓	ACTION
University of Louisville	The Teaching Profession	Fall	Danner, Troy	Observation in schools and related agencies	0.1	10/31/2023	☐	🗑
University of Louisville	The Teaching Profession	Fall	Unknown	Observation in schools and related agencies	0.25		☐	🗑

Showing 1 to 2 of 2 entries

1   Next

Rescind Submittal   Review

You will eventually need to submit a screenshot like this when applying for student teaching.

KFETS Tips:

1. There currently appears to be **no minimum or max** to the number of hours per activity per day, but they should make sense (you aren't spending 8 hours observing in a single school day.)

2. **You cannot double-dip,** i.e. claim the same hours from the same day and timeframe for more than one activity.

3. Your "Description of Activity/Reflection" only needs to be a short description. Your field logs will be collected/looked at for this item.

4. Try to avoid categorizing activities under H – "Other".

5. Teacher name/class automatically populates demographic information. You no longer need to collect infinite campus numbers.

6. This system is still new, and updates/bugs are common. Keep an eye out for updates/new information!

Transferring field hours from another institution

- Field experience from another Kentucky institution needs to be transferred to U of L before graduation. **While field logs are helpful, you do *not* need logs for hours obtained at another institution as long as the hours are already logged into KFETS.**

- A candidate must initiate the request by navigating to **KFETS > Profile> Field Experience Records**

- Hours submitted from before the KFETS system change (Fall 23) may be tricky to transfer. Reach out to the OEDCP if you need help.

Where can you go for help?

- OEDCP Webpage

https://louisville.edu/education/field-placement

Templates, links, handbooks, forms, Contact information

Search "OEDCP" on Google

Field Experience FAQs/Important Links

OEDCP Website:
(where you can find ALL of these links AND MORE):
https://louisville.edu/education/field-placement

- **Field Experience Frequently Asked Questions:**
https://bit.ly/3JCClku
- **Field Experience Log How-To:**
https://youtu.be/6mjeV9Ney1Y
- **Field Experience Log .pdf:**
https://louisville.edu/education/field-placement/files/field-logv4.pdf
- **Digital Signature How-To:** https://youtu.be/J_fu2hKvV4o
- **CAN Check .pdf How-To**:
https://louisville.edu/education/field-placement/files/can-check-how-to.pdf/

OEDCP Contact Information

Field Experience FAQs: https://docs.google.com/document/d/1s_oDUDP8WZnDSOWNviPQzCGhaAbLo5i8

OEDCP Website: https://louisville.edu/education/field-placement

U of L Contact information:

Cody Windhorst- *Director of OEDCP, assistance with Methods placements, Student Teaching placements, Supervisors*
cody.windhorst@louisville.edu

Amanda Lacey- *Placement Coordinator, assistance with KFETS, Foliotek, Student Teaching application documents,*
 amanda.lacey@louisville.edu

Ashley Smith – *Graduate Assistant, assistance with background check paperwork, 1-day placements*
 ak.rice@louisville.edu