

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

A guide.

Last Update: 04/2024

The screenshot displays the KFETS interface for the Kentucky Department of Education. The top navigation bar includes links for Dashboard, Profile, Administration, Admissions & Exits, Field Experience, Coop Teacher, and Reports. The main content area is titled "Field Experience Records" and features a progress indicator showing "Student reported 0.00/200 required field experience hours". Below this, a table lists two entries for field experience at the University of Louisville, both for "The Teaching Profession" in the "Fall" semester. The table columns are CURRENT INSTITUTION, COURSE, SEMESTER, TEACHER/CONTACT NAME, and ACTIVITY TYPE. The page also includes a sidebar with navigation options like Profile, Account Settings, Notifications, CREDENTIALS, and GENERAL.

Kentucky Department of
EDUCATION

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

Field Experience Records [+ Add New](#) [View/Add Experience Transfers](#)

Student reported 0.00/200 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 entries Filter:

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

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

Profile
Account Settings
Notifications
CREDENTIALS
Applications
Credentials
GENERAL
Payments
Documents
Experience
Assessments
Course Search

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

(Keep 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.

The screenshot displays the EPSB website interface. At the top, it says "Education Professional Standards Board" and "The EPSB system login has changed. Click here to learn more:". Below this is a search bar for "Public Records".

There are two main buttons for login:

- A green button: "Click Here to LOGIN to KECS System Kentucky Educator Credentialing System". Below it, a red note states: "New users must create an account and register in KECS. (New accounts take 24 hours before they are available to EPSB legacy applications)."
- A yellow button: "Click here for Program Review system, or EPSB Board meeting materials". Below it, a list includes: "KEPRS (Kentucky Educator Program Review System)", "Program Manager", and "Program Standards".

The main form area is titled "Educator Certification" and includes fields for:

- Institution (University of Louisville)
- Academic Year (2003-2004)
- Category (Observation in schools and related agencies)
- Did field experience take place in Kentucky? (Yes)
- What type of school was this in? (Public)
- District (Jefferson County)
- School (Delta Elementary)
- Date of Attendance (mm/dd/yyyy)
- Number of Experience Hours (0.00)
- Activity Description/Reflection

There is a dropdown menu for "Select a Teacher" with a list of names including Alex, Laura B, Anthony, Carolyn M, etc.

Below the form is a "Field Experience Records" section with a progress bar showing "Student reported 0.10/200 required field experience hours". Below the progress bar is a table with the following data:

CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPP?	ACTION
University of Louisville	The Teaching Profession	Fall	Danner, Toy	Observation in schools and related agencies	0.1	10/31/2023	<input type="checkbox"/>	
University of Louisville	The Teaching Profession	Fall	Unimont	Observation in schools and related agencies	0.25		<input type="checkbox"/>	

At the bottom, it says "Showing 1 to 2 of 2 entries" and has "Previous" and "Next" navigation buttons.

Creating a KFETS Account

Go to www.epsb.ky.gov



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 contractor; 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 EPSB 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

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 Certification
- 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.

The image shows a composite of two screenshots from the Kentucky Department of Education (KDE) website. The left screenshot displays the main navigation menu with a 'Click Here' callout pointing to the 'New users must create an account' notice. The right screenshot shows the 'Sign In' page with a 'Click Here' callout pointing to the 'Register' link. A large red arrow points from the left screenshot to the right one.

Left Screenshot (Navigation Menu):

- 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](#)
- New users must create an account and register in KECS. (New accounts take 24 hours before they are available to EPSB legacy applications).**
- [Educator](#)
- [Legal](#)
- [Ed Prep A](#)
- [KECI \(Ket](#)
- [Ethics Comp](#)
- [LEAD](#)
- [COOP \(Cooperating Teacher Payment Program\)](#)
- [KFETS \(Kentucky Field Experience Tracking System\)](#)
- [EPSB Board Meeting Materials NEW **](#)

Right Screenshot (Sign In Page):

Kentucky Department of EDUCATION

Sign In

Username [Forgot Username?](#)

Password [Forgot Password?](#)

[→ Login](#)

Do not have an account? [Register](#)

[Online Support Form](#) [2077](#)

Locating licensure information: [Public Search](#)

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

The screenshot shows the user profile page for Miss Amanda. The header includes the Kentucky Department of Education logo and a navigation menu with options: Dashboard, Profile (highlighted), Administration, Admissions & Exits, Field Experience, Coop Teacher, and Reports. The user's name 'Miss Amanda' and initials 'AL' are displayed in a light blue box. The left sidebar lists various profile sections: Profile (with sub-items: Account Settings, Notifications), CREDENTIALS (Applications, Credentials), GENERAL (Payments, Documents, Experience, Assessments, Course Search, Coop Teacher), and EDUCATION (Degrees, Admissions & Exits, Out of State License, Field Experience Records). The main content area is titled 'Personal Information' with an 'Edit' button. It contains fields for: 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, and Military/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

0 200

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

Show 10 entries

Filter:

Click "Add New"



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

Activity Description/Reflection *

B / U    **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
Jefferson County

Date of Attendance *
mm/dd/yyyy

Number of Experience Hours *
0.00

Attachment
Choose file Browse

Activity Description/Reflection *

Ballara 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 a Teacher

Class
Select a Class

Select teacher.

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

Institution *
University of Louisville

Academic Year *
2023-2024

Category *
Observation in schools and related agencies

Did field experience take place in Kentucky? * Yes

What type of school was this in?
Public

Teaching Profession
Teaching Profession

Class
Select a Class

Attachment
Choose file

Activity Description/Reflection *

District
Jefferson County

School
Bates Elementary

Date of Attendance *
mm/dd/yyyy

Number of Experience Hours *
0.00

Teacher Selection
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
Select a Teacher

Rich Text Editor
B / U 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

Date of Attendance *

mm/dd/yyyy

Number of Experience Hours *

0.00

Attachment

Choose file

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

Activity Description/Reflection *

B / U    **A**

Cancel/Done

Save

Submit for Review

Example of demographic info

DIVERSE GROUP INFORMATION

- Economically Disadvantaged **12**
- English Language Learners **17**
- Gifted

Grade

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

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
- Deaf/Blind
- Developmentally Delayed
- Emotional Behavior Disability
- Functional Mental Disability
- Hearing Impaired
- Mild Mental Disability
- Multiple Disabilities
- Orthopedically Impaired
- Other Health Impaired
- Specific Learning Disability
- Unknown? (SESL)
- Traumatic Brain Injury
- 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 *			
<p>B I <u></u> ☺ 🔗 ☰ ☰ A</p> <div style="border: 1px solid #ccc; height: 150px;"></div>			

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	School	Teacher	Class
Jefferson County	Frederick Law Olmsted Academy North	Danner, Troy W	231205 MIDDLE SCHOOL READING - 8 Se
Date of Attendance *	Number of Experience Hours *	Attachment	
10/25/2023	.10	Choose file Browse	
Activity Description/Reflection *			
<p>B <i>I</i> <u>U</u> A</p> <p><i>See logs or other short description.</i></p>			
DIVERSE GROUP INFORMATION			
<input checked="" type="checkbox"/> Economically Disadvantaged 12			

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

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



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

Show 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	<input type="checkbox"/>	
University of Louisville	The Teaching Profession	Fall	Unknown	Observation in schools and related agencies	0.25		<input type="checkbox"/>	

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 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	<input type="checkbox"/>	
University of Louisville	The Teaching Profession	Fall	Unknown	Observation in schools and related agencies	0.25		<input type="checkbox"/>	

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.

Dashboard Profile

Field Experience Records [+ Add New](#) [View/Add Experience Transfers](#)

Student reported 261.50/200 required field experience hours

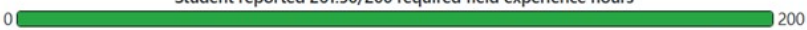

0  200

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

Show 10 entries Filter:

University of Louisville		328-01-LEC - Jr. High/Middle School Methods	Spring	Schmidt, Kristi	B.Observations in Schools and related agencies	4	
University of Louisville		301 - Practical Applications in Music Education (PAIME)	Fall	Pulley, Linda	C.Student Tutoring	2	
University of Louisville		301 - Practical Applications in Music Education (PAIME)	Fall	Hamilton, Tim	D.Interaction with Families of Students	2.5	
University of Louisville		302 - Practical Applications in Music Education (PAIME)	Spring	Alsop, Michael	E.Attendance at a school board and school based Council meeting	2.5	
University of Louisville	Practical Applications in Music Education (PAIME)	Spring	Burns, Angela	Attendance at school board and school-based council meetings	1.5	11/03/2023 <input type="checkbox"/>	
University of Louisville		202 - Practical Applications in Music Education (PAIME)	Spring	Monroe, Marc	F.Participation in a professional learning community	1	
University of Louisville		301 - Practical Applications in Music Education (PAIME)	Fall	Blaszynski, Katelyn	G.Opportunities to assist teachers or other school professional	4	

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.

Kentucky Department of
EDUCATION

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

AL
Amanda

Field Experience Records [+ Add New](#) [View/Add Experience Transfers](#)

Transfer Field Experience Records

Available to Transfer(0) [Transfer Requests \(0\)](#)

To transfer all the selected field experiences, select all the applicable field experience(s) and an institution, then click "Transfer Record".

Select an institution

Display 10 records Filter:

<input type="checkbox"/>	CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE
No data available in table					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Where can you go for help?

■ OEDCP Webpage

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

Templates, links,
handbooks, forms,
Contact information

Search "OEDCP" on Google

The screenshot shows the homepage of the Office of Educator Development and Clinical Practice (OEDCP) at the University of Louisville. The page features a navigation bar with links for Future Students, Current Students, Faculty & Staff, and Alumni & Friends, along with a search bar. The main content area is organized into several columns and sections:

- For Students at Pre-Professional Phase:** A grey box with a "More Information" link. Text below indicates enrollment in EDTP 201, EDTP 107, or other pre-requisite course(s).
- For Professional-Phase Teacher Candidates:** A teal box with a "More Information" link. Text below indicates admission to a Teacher Preparation Program and enrollment in Early Professional, Pedagogical, or Content Methods courses.
- For Clinical-Phase Teacher Candidates:** A green box with a "More Information" link. Text below indicates enrollment in Student Teaching courses.
- For Cooperating & Mentor Teachers:** A dark teal box with a "More Information" link.
- About the OEDCP:** A dark blue box with a "More Information" link. Text below mentions field and clinical partnerships, school district information, educator opportunities, and special events.
- Field handbooks:** A list of links for Early Childhood and Elementary Education Field Experience Handbook and Middle and Secondary Education Field Experience Handbook.
- Kentucky Teacher Performance Standards:** A link to the standards document.
- Assessment Guides, Templates, and Rubrics:** A section describing a resource page with links to documents and Kentucky state teacher educator websites. It includes a list of resources: introductory materials for fieldwork, program-specific templates and rubrics, and additional resources for field and clinical coursework.
- Kentucky Field Documentation—KFETS:** A section with links for "Set up your EPSS Account", "KFETS Tutorial", "Record of Field Experiences log sheet", and "Student Teaching Application".
- For University Supervisors:** A green box with a "More Information" link.

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/6mjeVgNey1Y>
- **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