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 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.
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.
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**

<table>
<thead>
<tr>
<th>Category Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category: B. Observations in schools and related agencies</td>
</tr>
<tr>
<td>School</td>
</tr>
</tbody>
</table>

**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: [Input], Last Name: [Input]

**Related Agency**

Name of Organization: [Input]
Address: [Input]
State: [Select a State]
Phone Number: [Input]

**Attendance Date and Hours Information**

Date of Attendance: [Input], Hours: [Input]

**Diverse Groups Information**

Race: [Select Race], Grade: [Select Grade Level]
Free Reduced Lunch: [Select Free, Reduced, Lu], English Language Learners: [Select None]
Special Education: [Select Special Education], 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)

Select Save & Exit | Save & Add New
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.
- Select Diverse Groups Information for the field experience.
- Enter Related Agency Information.
- 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

- Enter Related Agency 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.
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 save & exit or save & add new (add a new activity)
C. Student tutoring
Kentucky/Other
C. Student tutoring

Out-of-state

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

Teacher, School Personnel, Related Agency Personnel Information
Enter Teacher/School Personnel/Related Agency Personnel Information

Related Agency
Enter Organization Information and select the State the field experience occurred

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

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)
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

<table>
<thead>
<tr>
<th>Category Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category: D. Interaction with families of students</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?</td>
</tr>
</tbody>
</table>

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

Select "Other" for interactions with families of students that occurred outside of a school.

<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: First Name Last Name</td>
</tr>
</tbody>
</table>

Enter Teacher/School Personnel/Related Agency Personnel Information.

<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>

Enter Organization Information.

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

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

<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: None</td>
</tr>
<tr>
<td>Gifted:</td>
</tr>
</tbody>
</table>

Select Diverse Groups Information for the field experience.

**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)
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

<table>
<thead>
<tr>
<th>Kentucky Field Experience Tracking System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manage Activities</strong> » Add Activity</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Category Information</strong></td>
</tr>
<tr>
<td>Category: F. Participation in a school-based professional learning community</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Field Experience in Kentucky</strong></td>
</tr>
<tr>
<td>Did this field experience take place in Kentucky: Yes</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>District Information</strong></td>
</tr>
<tr>
<td>School Type: Please Select one</td>
</tr>
<tr>
<td>District: Select a District</td>
</tr>
<tr>
<td>School: Select a School</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Teacher, School Personnel, Related Agency Personnel Information</strong></td>
</tr>
<tr>
<td>Name of the Teacher/ School Personnel Working with: First Name Last Name</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Attendance Date and Hours Information</strong></td>
</tr>
<tr>
<td>Date of Attendance:</td>
</tr>
<tr>
<td>Hours: 1</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Description of Activity/ Reflection</strong>:</td>
</tr>
<tr>
<td>This box is available for entering your Description of the Activity and/or Reflection of the field experience</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Select Save &amp; Exit or Save &amp; Add New (add a new activity)</strong></td>
</tr>
</tbody>
</table>
F. Participation in a school-based professional learning community

Out-of-state

- **Category Information**
  - Category: 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 Last Name
  - 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

- **Spell Check**
  - Maximum 4000 Characters

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
H. Other
Out-of-state

- **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:

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

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

- **Diverse Groups Information**
  - Race: Select Race
  - Grade: Grade Level
  - Free Reduced Lunch: Select Free, Reduced Lunch
  - English Language Learners: None
  - Special Education: Select Special Education
  - 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)
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.
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.
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.
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 - University of Kentucky</td>
<td>2012-2013</td>
<td>Spring</td>
<td>2-Activities</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Record_Teri - University of Kentucky</td>
<td>2013-2014</td>
<td>Fall</td>
<td>4-Activities</td>
<td>4</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Test Record_Teri - Eastern Kentucky University - Transferred to University of Kentucky</td>
<td>2013-2014</td>
<td>Spring</td>
<td>1-Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Detailed Summary

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