

# So...How do I log hours in the Kentucky Educator Credentialing System (KECS) ?

A guide.

Last Update: 07/2024

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.

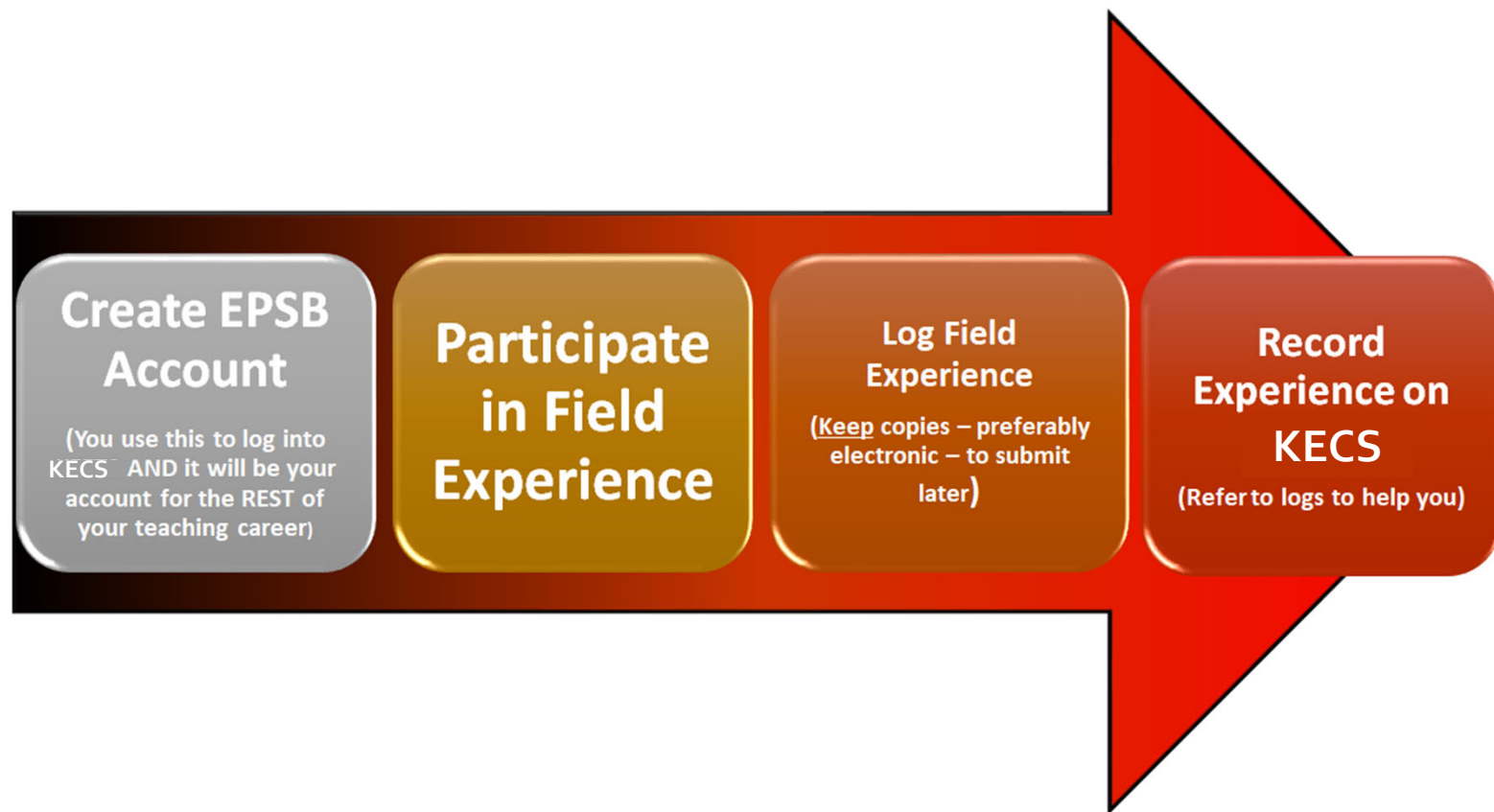
Show  entries Filter:

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



# KECS

- ❖ Where you need to log at least 200 hours, showing all categories, levels, and activity types.
- ❖ Remember to hang on to your logs, even after entering into the system.

EPSPB Education Professional Standards Board

The EPSPB system login has changed. Click here to learn more. [EPSPB Board Meeting](#)

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 EPSPB legacy applications).
- Educator Certification
- Legal
- Ed P
- KECI
- Ethical
- LEA
- COO
- KFEI
- EPSI

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

[Click here for Program Review system, or EPSPB Board meeting materials](#)

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

Attachment: Choose file

Field Experience Records

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 10 entries Filter:

CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPSPB	ACTION
University of Louisville	The Teaching Profession	Fall	Dannat, Troy	Observation in schools and related agencies	0.1	10/31/2023	<input type="checkbox"/>	<input type="button" value="F"/>
University of Louisville	The Teaching Profession	Fall	Unknown	Observation in schools and related agencies	0.25		<input type="checkbox"/>	<input type="button" value="F"/>

Showing 1 to 2 of 2 entries

# Creating a KECS Account

Go to [www.epsb.ky.gov](http://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

 Education Professional Standards Board

Search Public Records

ed. Click here to learn more:

Frequently Asked Questions

[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 EPSPB 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)
- EPSPB Board Meeting Materials NEW \*\*

Click Here

[Click here for Program Review system, or EPSPB 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 screenshot of the Education Professional Standards Board (EPSB) website. The main navigation area includes a search bar and several menu items. A red arrow points from the 'Click Here' button in the left sidebar to the 'Register' link in the sign-in form on the right. Another red arrow points from the 'Click Here' button in the bottom right to the 'Register' link in the sign-in form.

**Navigation Menu:**

- [Click Here to LOGIN to KECS System](#)
- [Click Here to LOGIN to KECS System](#)
- [Click here for Program Review system, or EPSB Board meeting materials](#)

**Left Sidebar:**

- 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 (Kentucky Educator Credentialing Information)
- Ethics Com...
- LEAD
- COOP (Cooperating Teacher Payment Program)
- KFETS (Kentucky Field Experience Tracking System)
- EPSB Board Meeting Materials NEW \*\*

**Sign In Form:**

**Sign In**

Username [Forgot Username?](#)

Password [Forgot Password?](#)

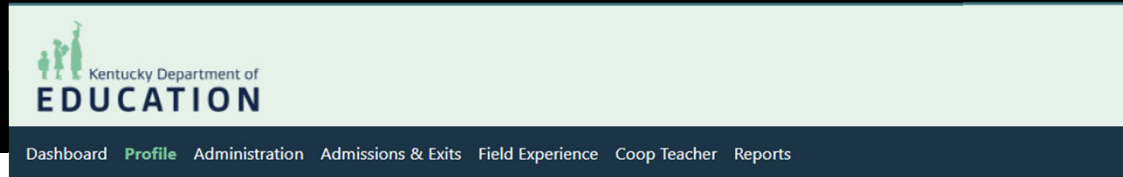
[Login](#)

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

[Click Here](#)

© 2022 Kentucky Department of Education • All rights reserved.

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



AL

Miss Amanda [REDACTED]

**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:**

**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



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 <span>↑↓</span>	COURSE <span>↑↓</span>	SEMESTER <span>↑↓</span>	TEACHER/CONTACT NAME <span>↑↓</span>	ACTIVITY TYPE <span>↑↓</span>
University of Louisville	The Teaching Profession	Fall	Unknown	<a href="#">Observation in schools and related agencies</a>

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** / 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 \*

**B** / **I** / **U** / **S** / **🔗** / **☰** / **☰** / **A**

Barbara 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  
Bates Elementary

Class  
Select a Class

Select a Teacher

# 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

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

**District**  
Jefferson County

**School**  
Bates Elementary

**Date of Attendance \***  
mm/dd/yyyy

**Number of Experience Hours \***  
0.00

**Attachment**  
Choose file

**Activity Description/Reflection \***

**Teacher**  
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

**Class**  
Teaching Profession  
Select a Class

# 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

- |                                |   |                                    |
|--------------------------------|---|------------------------------------|
| <input type="checkbox"/> Entry | <input type="checkbox"/> 7th                      | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> 1st   | <input checked="" type="checkbox"/> 8th <b>17</b> |                                    |
| <input type="checkbox"/> 2nd   | <input type="checkbox"/> 9th                      |                                    |
| <input type="checkbox"/> 3rd   | <input type="checkbox"/> 10th                     |                                    |
| <input type="checkbox"/> 4th   | <input type="checkbox"/> 11th                     |                                    |
| <input type="checkbox"/> 5th   | <input type="checkbox"/> 12th                     |                                    |
| <input type="checkbox"/> 6th   | <input type="checkbox"/> 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

- |  |   |
|--|---|
| <input type="checkbox"/> Autism                        | <input type="checkbox"/> Multiple Disabilities        |
| <input type="checkbox"/> Deaf/Blind                    | <input type="checkbox"/> Orthopedically Impaired      |
| <input type="checkbox"/> Developmentally Delayed       | <input type="checkbox"/> Other Health Impaired        |
| <input type="checkbox"/> Emotional Behavior Disability | <input type="checkbox"/> Specific Learning Disability |
| <input type="checkbox"/> Functional Mental Disability  | <input type="checkbox"/> Unknown? (SESL)              |
| <input type="checkbox"/> Hearing Impaired              | <input type="checkbox"/> Traumatic Brain Injury       |
| <input type="checkbox"/> Mild Mental Disability        | <input type="checkbox"/> Visually Impaired            |

# Add date and number of hours.

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 \*

**B** / *I* / U / ~~S~~ / / / / **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	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 <span>Browse</span>	

Activity Description/Reflection \*

B / U A

*See logs or  
other short  
description.*

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

DIVERSE GROUP INFORMATION

Economically Disadvantaged 12

***\*\* Except for Dual Credit students***



# 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

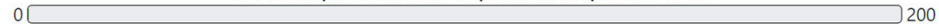


Image reflects the number of hours reported by the student and does not reflect approval by the institution.

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	<a href="#">Observation in schools and related agencies</a>	0.1	10/31/2023	<input type="checkbox"/>	
University of Louisville	The Teaching Profession	Fall	Unknown	<a href="#">Observation in schools and related agencies</a>	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	<a href="#">Observation in schools and related agencies</a>	0.1	10/31/2023	<input type="checkbox"/>	
University of Louisville	The Teaching Profession	Fall	Unknown	<a href="#">Observation in schools and related agencies</a>	0.25		<input type="checkbox"/>	

Showing 1 to 2 of 2 entries is  Next



**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			

# KECS Logging 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 KECS.**
- A candidate must initiate the request by navigating to **KECS > Profile > Field Experience Records**
- Hours submitted from before the KECS system change (Fall 23) may be tricky to transfer. Reach out to the OEDCP if you need help.

The screenshot shows the KDE KECS system interface. At the top, the header reads "Kentucky Department of EDUCATION". Below the header is a navigation menu with options: Dashboard, Profile, Administration, Admissions & Exits, Field Experience, Coop Teacher, and Reports. The user is logged in as "AL Amanda". The main content area is titled "Field Experience Records" and includes a "+ Add New" button and a "View/Add Experience Transfers" link. Below this, there is a section for "Transfer Field Experience Records" with a sub-section for "Available to Transfer(0)" and "Transfer Requests (0)". A light blue box contains instructions: "To transfer all the selected field experiences, select all the applicable field experience(s) and an institution, then click 'Transfer Record'." Below the instructions is a dropdown menu labeled "Select an institution" and a "Transfer 0 Record(s)" button. At the bottom, there is a table with columns: CURRENT INSTITUTION, COURSE, SEMESTER, TEACHER/CONTACT NAME, and ACTIVITY TYPE. The table is currently empty, displaying "No data available in table". The interface also includes a "Display 10 records" dropdown, a "Filter:" input field, and "Previous" and "Next" navigation buttons.

# 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 divided into several sections:

- For Students at Pre-Professional Phase:** Includes links for EDTP 221, EDTP 107, and other pre-requisite courses.
- For Professional-Phase Teacher Candidates:** Includes links for Early Childhood, Middle and Secondary Education, and Kentucky Teacher Performance Standards.
- For Clinical-Phase Teacher Candidates:** Includes links for Teacher Candidates enrolled in Student Teaching courses.
- Field handbooks:** Includes links for Early Childhood and Elementary Education, Middle and Secondary Education, and Kentucky Teacher Performance Standards.
- Assessment Guides, Templates, and Rubrics:** A resource page with links to documents and Kentucky state teacher educator websites.
- Kentucky Field Documentation—KFETS:** Includes links for setting up an EPSS Account, KFETS Tutorial, Record of Field Experiences log sheet, and Student Teaching Application.
- About the OEDCP:** Includes links for Field and Clinical Partnerships, School District Information, Educator Opportunities, and Special Events.
- For University Supervisors:** Includes a link for More Information.

# 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/3JCCKku>

- **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](https://youtu.be/J_fu2hKvV4o)



# OEDCP Contact Information

## U of L Contact information:

**Cody Windhorst**- *Director of OEDCP, assistance with Methods placements, Student Teaching placements, Supervisors*  
[cody.windhorst@louisville.edu](mailto:cody.windhorst@louisville.edu)

**Amanda Lacey**- *Placement Coordinator, assistance with KFETS, Foliotek, Student Teaching application documents,*  
[amanda.lacey@louisville.edu](mailto:amanda.lacey@louisville.edu)

**Ashley Smith** – *Graduate Assistant, assistance with background check paperwork, 1-day placements*  
[ak.rice@louisville.edu](mailto:ak.rice@louisville.edu)