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
(Keep copies – preferably electronic – to submit later)

Record Experience on KFETS
(Refer to logs to help you)
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](http://www.epsb.ky.gov)

Click Here for log in

Education Professional Standards Board

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

From the “Profile” page, select the “Field Experience Records” button.
Your total hours will be kept and shown here.

### Field Experience Records

<table>
<thead>
<tr>
<th>CURRENT INSTITUTION</th>
<th>COURSE</th>
<th>SEMESTER</th>
<th>TEACHER/CONTACT NAME</th>
<th>ACTIVITY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Louisville</td>
<td>The Teaching Profession</td>
<td>Fall</td>
<td>Unknown</td>
<td>Observation in schools and related agencies</td>
</tr>
</tbody>
</table>

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.

Click “Add New”
Enter in university, year, semester, course, and category type first.

<table>
<thead>
<tr>
<th>FIELD EXPERIENCE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is experience derived from course?</strong></td>
</tr>
<tr>
<td><strong>Institution</strong></td>
</tr>
<tr>
<td><strong>Academic Year</strong></td>
</tr>
<tr>
<td><strong>Semester</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td><strong>Category</strong></td>
</tr>
</tbody>
</table>
The bottom will then appear. Fill out school.

<table>
<thead>
<tr>
<th>Did field experience take place in Kentucky? *</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of school was this in?</td>
<td>Public</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>District</th>
<th>Select a District</th>
<th>School</th>
<th>Select a School</th>
<th>Teacher</th>
<th>Select a Teacher</th>
<th>Class</th>
<th>Select a Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Attendance *</td>
<td>mm/dd/yyyy</td>
<td>Number of Experience Hours *</td>
<td>0.00</td>
<td>Attachment</td>
<td>Choose file</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activity Description/Reflection *
The bottom will then appear. Select district and school.
Select teacher. If teacher isn’t listed, skip that box. You can still submit the experience.

<table>
<thead>
<tr>
<th>Institution</th>
<th>University of Louisville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Observation in schools and related agencies</td>
</tr>
<tr>
<td>Did field experience take place in Kentucky?</td>
<td>Yes</td>
</tr>
<tr>
<td>What type of school was this in?</td>
<td>Public</td>
</tr>
<tr>
<td>District</td>
<td>Jefferson County</td>
</tr>
<tr>
<td>School</td>
<td>Bates Elementary</td>
</tr>
<tr>
<td>Date of Attendance</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td>Number of Experience Hours</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Select a 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, Annette E
- Brandenburg, Elizabeth N
- Bream, Kayla M
- Brown, Ebenee
- Cahoone, Verna Mae
- Carrico, Leann J
- Cinnamon, Mary D
- Cross, Kathleen E
- Cundiff, Michelle L
- Dahl, Emily R

Select a Class: Select a Class

Attachment: Choose file
Select class/period.

This auto-populates demographic information. Use best guess. Again, it's 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
- 703050 ELEM LIBRARY PRIM Section 10
- 703050 ELEM LIBRARY PRIM Section 11
- 703050 ELEM LIBRARY PRIM Section 12
- 703050 ELEM LIBRARY INT 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

Activity Description/Reflection *

Attachment
Choose file

Save
Submit for Review
Cancel/Done
### Diverse Group Information

- **Economically Disadvantaged**: 12
- **English Language Learners**: 17
- **Gifted**: 0

#### Grade
- 1st: 8th (17)
- 2nd: 9th
- 3rd: 10th
- 4th: 11th
- 5th: 12th
- 6th: Sp Ed

#### Race
- American Indian/Alaska Native
- Asian
- Black or African American
- Hispanic/Latino
- Native Hawaiian/Other Pacific Islander
- Two or More Races
- White

#### 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
<table>
<thead>
<tr>
<th>District</th>
<th>School</th>
<th>Teacher</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jefferson County</td>
<td>Frederick Law Olmsted Academy North</td>
<td>Danner, Troy W</td>
<td>231205 MIDDLE SCHOOL READING - 8 Se</td>
</tr>
<tr>
<td>Date of Attendance *</td>
<td>10/25/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Experience Hours *</td>
<td>0.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Description/Reflection *</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>District</th>
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</tr>
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<td>Number of Experience Hours</td>
<td>Attachment</td>
<td></td>
</tr>
<tr>
<td>10/25/2023</td>
<td>.10</td>
<td>Choose file</td>
<td></td>
</tr>
</tbody>
</table>

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!
You will be taken back to the dashboard.

Field Experience Records

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

Showing 1 to 2 of 2 entries
To modify any activity: click into the activity on the dashboard, scroll to “Rescind Submission” at the bottom, and then modify as needed.

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<th>SEMESTER</th>
<th>TEACHER/CONTACT NAME</th>
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<th>ACTION</th>
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<td>Fall</td>
<td>Danner, Troy</td>
<td>Observation in schools and related agencies</td>
<td>0.1</td>
<td>10/31/2023</td>
<td>☐</td>
<td>Rescind Submittal</td>
</tr>
<tr>
<td>University of Louisville</td>
<td>The Teaching Profession</td>
<td>Fall</td>
<td>Unknown</td>
<td>Observation in schools and related agencies</td>
<td>0.25</td>
<td></td>
<td>☐</td>
<td>Review</td>
</tr>
</tbody>
</table>
You will eventually need to submit a screenshot like this when applying for student teaching.

<table>
<thead>
<tr>
<th>University of Louisville</th>
<th>328-01-LEC - Jr. High/Middle School Methods</th>
<th>Spring</th>
<th>Schmidt, Kristi</th>
<th>B. Observations in Schools and related agencies</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Louisville</td>
<td>301 - Practical Applications in Music Education (PAIME)</td>
<td>Fall</td>
<td>Pulley, Linda</td>
<td>C. Student Tutoring</td>
<td>2</td>
</tr>
<tr>
<td>University of Louisville</td>
<td>301 - Practical Applications in Music Education (PAIME)</td>
<td>Fall</td>
<td>Hamilton, Tim</td>
<td>D. Interaction with Families of Students</td>
<td>2.5</td>
</tr>
<tr>
<td>University of Louisville</td>
<td>302 - Practical Applications in Music Education (PAIME)</td>
<td>Spring</td>
<td>Alsop, Michael</td>
<td>E. Attendance at a school board and school-based Council meeting</td>
<td>2.5</td>
</tr>
<tr>
<td>University of Louisville</td>
<td>Practical Applications in Music Education (PAIME)</td>
<td>Spring</td>
<td>Burns, Angela</td>
<td>Attendance at school board and school-based council meetings</td>
<td>1.5</td>
</tr>
<tr>
<td>University of Louisville</td>
<td>202 - Practical Applications in Music Education (PAIME)</td>
<td>Spring</td>
<td>Monroe, Marc</td>
<td>F. Participation in a professional learning community</td>
<td>1</td>
</tr>
<tr>
<td>University of Louisville</td>
<td>301 - Practical Applications in Music Education (PAIME)</td>
<td>Fall</td>
<td>Blaszynski, Katelyn</td>
<td>G. Opportunities to assist teachers or other school professional</td>
<td>4</td>
</tr>
</tbody>
</table>
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!
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:
- Field Experience Log How-To:
  https://youtu.be/6mjeV9Ney1Y
- Field Experience Log .pdf:
- Digital Signature How-To: https://youtu.be/J_fu2hKvV40
- CAN Check .pdf How-To:
  https://louisville.edu/education/field-placement/files/can-check-how-to.pdf/
Field Experience FAQs: [https://docs.google.com/document/d/1s_oDUDP8WZnDSOWNviPQzCGhaAbLo5i8](https://docs.google.com/document/d/1s_oDUDP8WZnDSOWNviPQzCGhaAbLo5i8)

OEDCP Website: [https://louisville.edu/education/field-placement](https://louisville.edu/education/field-placement)

**U of L Contact information:**

Cody Windhorst - Director of OEDCP, assistance with Methods placements, Student Teaching placements, Supervisors  
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Amanda Lacey - Placement Coordinator, assistance with KFETS, Foliotek, Student Teaching application documents,  
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Ashley Smith – Graduate Assistant, assistance with background check paperwork, 1-day placements  
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