

# **Documentation and Reporting of Field Experiences Prior to Student Teaching:**

A guide for teacher-candidates and pre-candidates

Portions of this presentation are adapted from materials created by the Kentucky Education Professional Standards Board (KY EPSB).

To view, download, or print the original presentation, visit the UofL Office of Educator Development and Clinical Practice (OEDCP) website: <http://louisville.edu/education/field-placement/state-requirements> and click the links to [KFETS PowerPoint](#) or [PDF](#).

# Field Experience Requirements Prior to Student Teaching

## KY STATE REQUIREMENTS

### State Regulation 16 KAR 5:040

governs admission, placement, and supervision in student teaching and

**stipulates that all candidates enrolled in student teaching** after September 1, 2013  
**shall complete a minimum of 200 hours of**  
**diverse and focused field experiences**  
**prior to student teaching.**

# Electronic REPORTING of Field Experiences to EPSB:



The Kentucky Education Professional Standards Board developed the Kentucky Field Experience Tracking System (KFETS) as an online application for tracking field experiences of teacher candidates. Teacher candidates enrolled in a Kentucky teacher preparation program and students who plan to enroll in a teacher preparation program in Kentucky must record a minimum of 200 hours of field experiences in KFETS prior to student teaching.



## *Keep in mind:*

- Field information is self-reported so *it's your responsibility*
- Digital field logs are *not* uploaded to KFETS
- A minimum of *200 field hours must be recorded* in KFETS *prior to student teaching*

# Electronic DOCUMENTATION of Field Experiences

at UofL: **LIVETEXT**  
Learn what's possible.

To ensure compliance with State Regulation 16 KAR 5:040, the College of Education & Human Development (CEHD) at the University of Louisville requires teacher-candidates to electronically document their field experiences in LiveText<sub>TM</sub>, a separate, online learning management system. You will upload scanned or photographed digital files of your signed field logs to LiveText<sub>TM</sub> as evidence that the hours reported to KFETS are honest and accurate.

# LIVETEXT™

Learn what's possible.



## Record of Field Experiences

Pilot Fall 2016

(Completion of 200 hours of field experience is required for admission to Student Teaching in accordance with Regulation 16 KAR 5:040)

Candidate Name: \_\_\_\_\_ Candidate ID#: \_\_\_\_\_ Number of hours submitting: \_\_\_\_\_

Course#: \_\_\_\_\_ Instructor: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Date	Placement Site	Grade Level of students	Level/Subject	# of hours	Activities Completed, including type of activity listed below	Print name of Mentor Teacher	Mentor Teacher Signature

- A. Reflects classroom demographics determined in KFETS through link to Infinite Campus. No additional documentation is necessary.
- B. Observations in schools and related agencies (i.e., Family Resource Center or Youth Services Center)
- C. Student Tutoring
- D. Interaction with families of students
- E. Attendance at school board and school-based council meeting
- F. Participation in a professional learning community (PLC)
- G. Opportunities to assist teachers or other school professionals
- H. Other

**IMPORTANT: CHECK BOXES AND SIGN BELOW**  
 I verify that I have reported the above hours of field experience on KFETS through the EPSB website. (<http://www.epsb.ky.gov>)  
 I verify that I have participated in all the activities listed above and that the above information is accurate.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Digital copies of your signed "Record of Field Experiences" forms (field logs) are to be uploaded to the "Field Experience Record" in LiveText. The Field Experience Record will be accessible to you the semester immediately before your student teaching semester.



## *Keep in mind:*

- Field information is self-reported so it's *your responsibility*
- Field logs must be signed by University Supervisors, Mentor Teachers, or other appropriate officials who can vouch for your attendance or participation in each field experience activity
- Information recorded on field logs should match the hours and activities categories reported in KFETS

# FYI: KFETS & LiveText™ . . .





are not in a relationship.

The systems do not interface (“talk to each other”)

# (You can do this!)

## Analogy

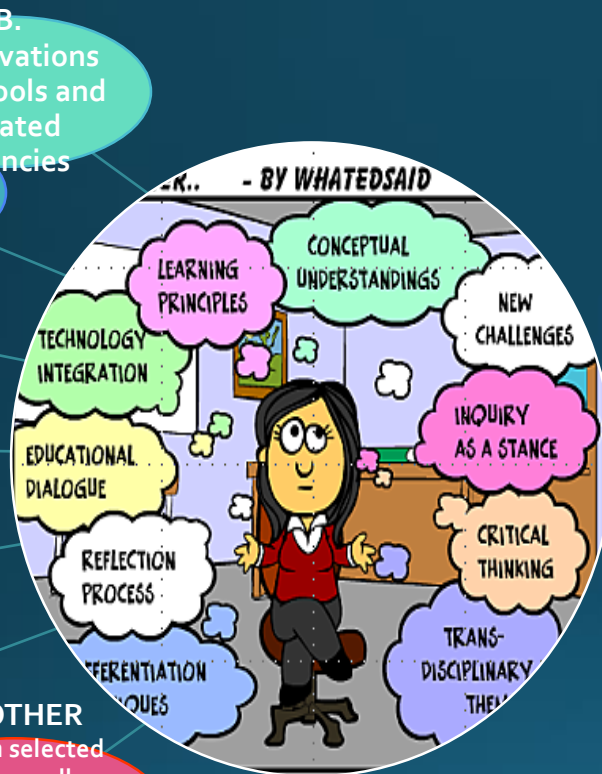
**KFETS** is like the Internal Revenue Service: it's where you report the field hours you "earned"

**LiveText<sub>TM</sub>** is like your filing cabinet: it's where you keep "receipts" [field logs] that serve as proof of field hours accomplished

**KFETS:**



:: **LiveText<sub>TM</sub>** ::



B. Observations in Schools and Related Agencies

C. Student Tutoring

D. Interaction with Families of Students

E. Attendance at a School Board or School-based Council

F. Participation in a School-based Professional Learning

G. Opportunities to Assist Teachers or Other School Professionals


H. OTHER (When selected for overall category or within categories, all information must be entered manually)



# Step 1: Keep track of your signed field logs

As soon as you begin taking courses that include fieldwork, develop the habit of routinely saving your paper field logs (the "Record of Field Experiences" forms you take with you to field sites). **Be sure to have each activity signed by mentor teachers or other officials overseeing the field sites/experiences.**

**TIP:** Scan or photograph the completed forms every week. Store the digital files on your device for upload to LiveText when you establish a LiveText account.

 COLLEGE OF EDUCATION  
& HUMAN DEVELOPMENT

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*Pilot Fall 2016*

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E. Attendance at school board and school-based council meeting

F. Participation in a professional learning community (PLC)

G. Opportunities to assist teachers or other school professionals

H. Other

**IMPORTANT: CHECK BOXES AND SIGN BELOW**

I verify that I have reported the above hours of field experience on KFETS through the EPSB website. (<http://www.epsb.ky.gov>)

I verify that I have participated in all the activities listed above and that the above information is accurate.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**“Diverse and Focused Field Experiences”  
per KY State Regulation 16 KAR 5:040;  
Categories to be documented on your  
Record of Field Experiences forms & reported in KFETS**

- B. Observations in schools and related agencies
- C. Student tutoring
- D. Interaction with families of students
- E. Attendance at a school board AND school-based council meeting
- F. Participation in a school-based professional learning community
- G. Opportunities to assist teachers or other school professionals
- H. Other

*Field hours must be reported under all categories (except “Other”)*

Step 2:  
Open an EPSB  
account

On the Internet, go to  
the EPSB home page:  
<http://www.kyepsb.net/>

Click the "Log in to  
EPSB" button:



Kentucky.gov | KY Agencies | KY Services | Search

# EPSB Education Professional Standards Board

ORDERS will be accepted starting July 1, 2017.

- Certification
- Assessment Requirements
- Educator Preparation
- Internships
- Data & Research
- Board Information
- Ethics

**Pay Certification Fee**

**Check Certification Status**

**Data Dashboard**

**EPSB Web Portal**

**Log in to EPSB**

**Certification**

**Educator Ethics**

**Educator Preparation**

**Implementation of 16 KAR 1:030**

In accordance with 16 KAR 1:030 and the Board's Procedures Relating to Board Action on Certificate Holder's Certification, periods of suspension will no longer be noted on an educator's certificate. Additionally, suspensions will only be noted on the Board's website during the period of suspension. On March 1, 2017, certificates with the periods of suspension removed were mailed to all educators with current certificates who had previously been suspended by the Board. If you have not received a copy of your updated certificate or believe your suspension is appearing on the website by mistake, please contact Cassie Trueblood at 502-564-4606.

**State Authorization Reciprocity Agreement (SARA)**

Effective December 1, 2016, Kentucky is a member of the State Authorization Reciprocity Agreement (SARA). As described on the National Council for State Authorization Reciprocity Agreements website (<http://nc-sara.org/>), the "State Authorization Reciprocity Agreement is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts." A list of SARA members states and institutions can be found at the following link: <http://nc-sara.org/sara-states-institutions>.

The Education Professional Standards Board has the authority and responsibility to "set standards for, approve, and evaluate college, university, and school district programs for the preparation of teachers and other professional school

**How Do I...**

- Become a Teacher
- Become a Principal
- Renew My Credential
- Become Nationally Certified
- Find an Education Program
- Check HQ Status
- Find HQ & ESSA Resources
- View the KEPP Report Card
- Check Educator Credentials
- View My Application Status
- File a Data/Record Request

**Partner Links**

**Commonwealth of KY**

- Kentucky.gov
- Education & Workforce
- Development Cabinet
- KY Department of Education
- CPE
- AIKCU
- Education**
- KACTE
- KVS
- KYVL
- KYVC
- NCATE/CAEP
- KY Center for Workforce
- Statistics (KCEWS)
- PESBA
- Federal**
- US Department of Education
- ESSA

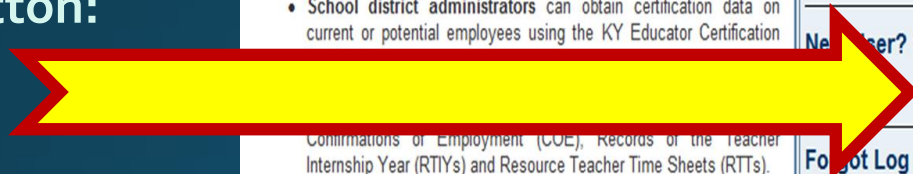
**Helpful Links**

- EPSB Statutes
- EPSB Regulations
- PGES
- NTEP
- KET Encyclomedia

**EPSB**  
KyEducators.org

## Step 2 (continued): Open an EPSB account

Click the  
“Create New Account”  
button:




**Log in to EPSB Account and...**

The EPSB's new web portal allows educators to create private accounts, update demographic information, and have read-only access to their certification records with 24/7 secure access.

- **Registered members** may use the web portal to check on application status.
- **Certification fees** may be electronically paid using E-Pay.
- **School district administrators** can obtain certification data on current or potential employees using the KY Educator Certification

Confirmations of Employment (COE), Records of the Teacher Internship Year (RTIYs) and Resource Teacher Time Sheets (RTTs).

- The **Cooperating Teacher Assignment** is used by Student Teacher Supervisors and the Cooperating Teacher Payment program to electronically complete the payment process.
- Click on the slide show icon below to view the EPSB registration process for new users.

 Slideshow

**Existing User? Log in Here:**

**User Name:**

**Password:**

[Log In](#)

---

**New User? Create Account Here: ?**

[Create New Account](#)

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**Forgot Log in Info? Reset Here:**

If you do not remember your user name or password you can click the Reset Account button.

[Reset Account](#)

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This system supports the following Internet browsers on Microsoft Windows-based operating systems:

- Microsoft Internet Explorer version 6.0 or above
- For questions and comments [Click here](#).



## Step 2 (continued): Open an EPSB account

Follow all prompts  
on the registration  
page (red asterisk \*  
fields  
are required):

Education Professional Standards Board

CONTACT HELP

User Registration

Step 1: Enter your Social Security Number and birth date in the fields below and click the "Create Account" button.

Enter SSN: \*

Confirm SSN: \*

Birth Date: \* (mm-dd-yyyy)

Please enter the code in the picture below into the text box.

dfed4 \*

Create Account

- Enter your Social Security number in the box to the right of "Enter SSN"
- Re-enter your SSN in the box to the right of "Confirm SSN"
- Enter your birth date using the mm-dd-yyyy format
- Enter the computer-generated code that appears to the left of the text box
- Click "Create Account"

## Step 2 (continued): Open an EPSB account

Follow all prompts  
on the contact  
information page  
(red asterisk \* fields  
are required);  
create a username  
and password:

Step 2: Enter your contact information in the fields below.  
\* Fields are mandatory

General Info:	Phone Numbers:	Addresses:
Title: <input type="text"/>	Home: <input type="text"/> - <input type="text"/>	<u>Current Mailing Address</u>
First Name: <input type="text"/> *	Work: <input type="text"/> - <input type="text"/>	Address Line 1: <input type="text"/> *
Middle Name: <input type="text"/>	Mobile: <input type="text"/> - <input type="text"/>	Address Line 2: <input type="text"/>
Last Name: <input type="text"/> *	Pager: <input type="text"/> - <input type="text"/>	Zip Code: <input type="text"/> * - <input type="text"/>
Suffix: <input type="text"/>	Fax: <input type="text"/> - <input type="text"/>	City, State: <input type="text"/> Enter a zip to look up city
Date Of Birth: <input type="text"/> / <input type="text"/> / 1970 * (mm-dd-yyyy)		<u>Permanent Mailing Address</u> (Enter only if different from Current Mailing Address)
SSN: XXX-XX-2333		Address Line 1: <input type="text"/>
Gender: <input type="text"/>		Address Line 2: <input type="text"/>
Ethnicity: <input type="text"/>		Zip Code: <input type="text"/> - <input type="text"/>
Email: <input type="text"/> *		City, State: <input type="text"/> Enter a zip to look up city

**Username and Password**

Enter your desired username and password in the boxes below  
Passwords should contain at least six letters and numbers. Passwords are not case sensitive.

User Name:  \*

Password:  \*

Confirm Password:  \*

**Hint Question**

Select three hint questions and enter answers

Select Question: <input type="text"/>	Select Question: <input type="text"/>	Select Question: <input type="text"/>
or	or	or
Create Question: <input type="text"/>	Create Question: <input type="text"/>	Create Question: <input type="text"/>
Answer: <input type="text"/> *	Answer: <input type="text"/> *	Answer: <input type="text"/> *

Image Source: EPSB New Registration Slide  
Show

## Step 2 (continued): Open an EPSB account

Review the  
confirmation page;  
Click “Continue” to  
return to the Log In  
screen

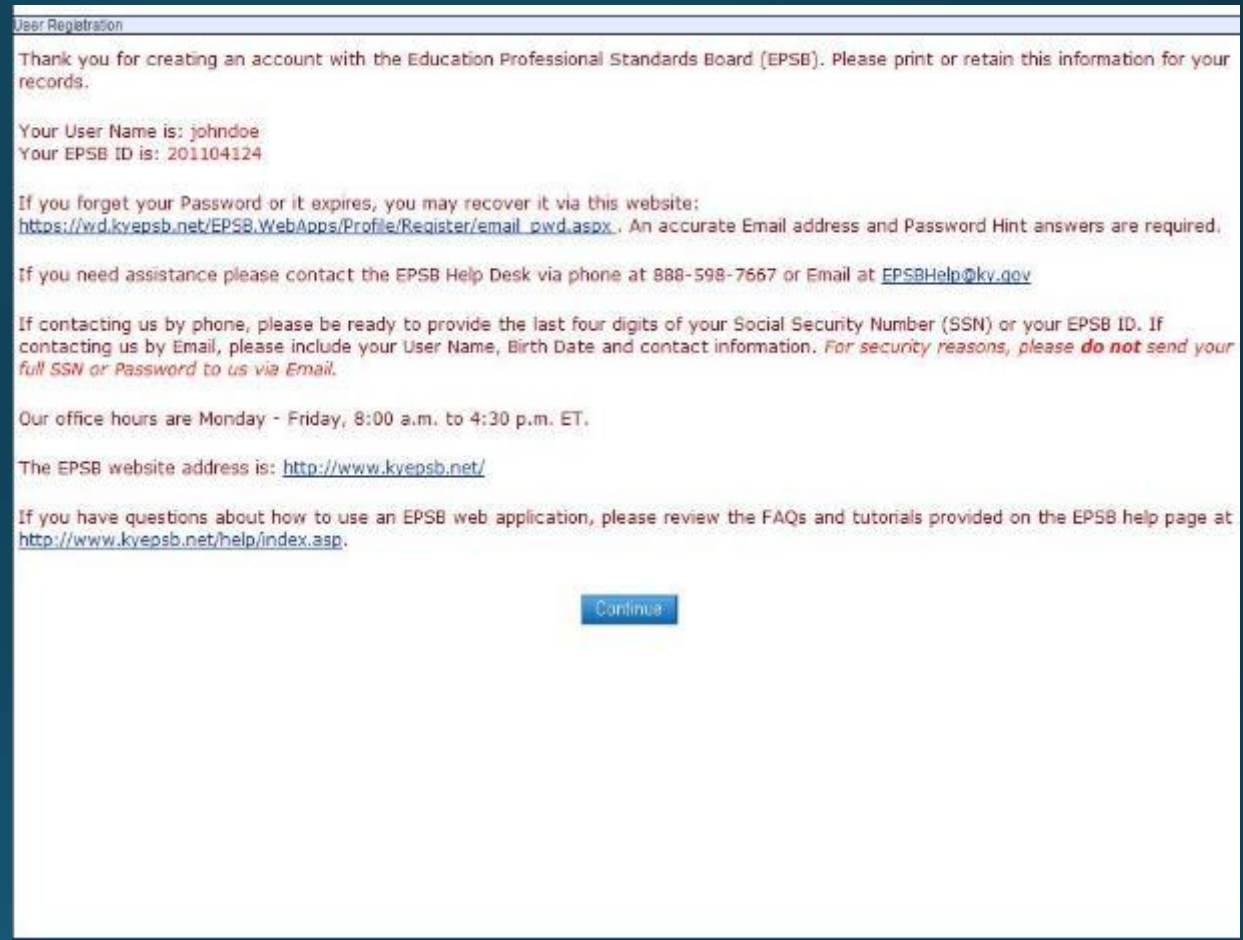


Image Source: EPSB New Registration Slide  
Show

EPSB home page:  
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Kentucky.gov | KY Agencies | KY Services | Search

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**Partner Links**

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- Education & Workforce Development Cabinet
- KY Department of Education
- CPE
- AIKCU

**Education**

- KACTE
- KVS
- KYVL
- KYVC
- NCATE/CAEP
- KY Center for Workforce Statistics (KCEWS)
- PESBA

**Federal**

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## Certification

### Educator Ethics

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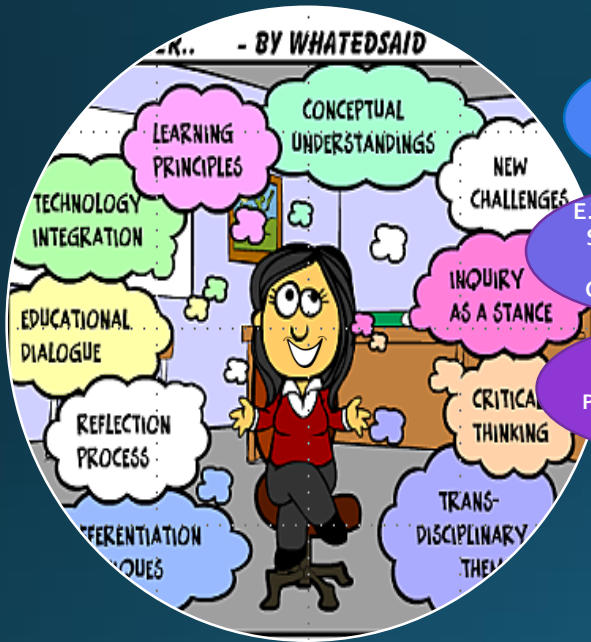
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The Education Professional Standards Board has the authority and responsibility to "set standards for, approve, and evaluate college, university, and school district programs for the preparation of teachers and other professional school



# I can do this!!!



B. Observations in Schools and Related Agencies

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H. OTHER  
(When selected for overall category or within categories, all information must be entered manually)

Upload scanned/photographed images of signed field logs to LiveText™

Enter information about completed field activities in KFETS, following the prompts

# Step 3: Report time spent in field experiences to KFETS

Kentucky.gov | KY Agencies | KY Services | Search

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CPE  
AIKU  
Education  
KACTE  
KVS  
KYVC  
NCATE/CAEP  
KY Center for Workforce  
Statistics (KCEWS)  
PESBA  
Federal  
US Department of Education  
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**Log in to EPSB**

**EPSB KyEducators.org**

- Log in to EPSB
- Review User Agreement page (1<sup>st</sup>-time log-in only)
- Agree to terms

### Individual User Agreement

This agreement is entered into between the Education Professional Standards Board (EPSB) and an authorized user within the Kentucky educational community. EPSB hereby grants access to records contained on the EPSB web site under the following terms and conditions. Web application services, accounts and data are the property of the EPSB. Access to the EPSB web applications and data is intended to facilitate your functions as a member of the educational community in the Commonwealth of Kentucky.

Authorized users must adhere to the rules and guidelines contained within this agreement. The ability to obtain a specific data element does not in itself imply that a user is permitted to use that data for any unauthorized or inappropriate purpose. Monitoring tools are in place to monitor user's actions in applications. Users shall expect the EPSB and limited users to have access to any data transmitted to the EPSB via web applications.

**User Responsibilities:**

- Users shall read, acknowledge and electronically sign an agency acceptable use agreement before using these resources.
- Users shall utilize applications and data in a responsible and informed way, conforming to etiquette, customs, courtesies, and any or all applicable laws or regulation.
- Users shall comply with any applicable copyright restrictions and/or regulations.
- Users shall be aware that their conduct or information they publish could reflect on their reputation or the reputation of the EPSB or their associated organizations such as their school or district. Therefore, professionalism in all cases is of the utmost importance.
- Users shall represent themselves, their agency or any other state agency accurately and honestly through electronic information or source content.
- Users shall not share personal passwords with anyone including staff at their school, district, or the EPSB. Usernames may be shared with the EPSB or district staff for resolving data or application issues.

**Prohibited and Unacceptable Uses:** The following activities are, in general, strictly prohibited.

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, including but not limited to, the downloading, installation or distribution of documents, audio or video files.
- Engaging in illegal activities or using the web applications or data for any illegal purposes, including any activities that violate any state, federal or local laws and regulations, including KRS 434.840-434.860 (Unlawful Access to a Computer). This includes malicious use, harassment of others, and hacking. Hacking means gaining or attempting to gain the unauthorized access to any computer, computer networks, databases, data or electronically stored information.
- Using resources to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws, whether through language, frequency or size of messages. This includes statements, language, images or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Using abusive or objectionable language in either public or private messages.
- Knowingly accessing, disseminating or soliciting or storing sexually oriented messages or images.
- Misrepresenting, obscuring, suppressing, or replacing a user's identity.
- Using the account of another authorized user with or without their permission.
- Utilizing information or data accessed from EPSB web application for a private commercial use.
- Disseminating information or data accessed from EPSB web application to the public or other agencies without specific authorization from the EPSB.
- Distributing personal information that constitutes an unwarranted invasion of personal privacy as defined in the Kentucky Open Records Act, KRS 61.870.

All authorized users must comply with the terms and conditions of this agreement and any intentional, inappropriate use of applications or data may result in termination of access and consideration of prosecution under applicable policies, regulations and statutes including potential disciplinary action against a teaching certificate pursuant to KRS 161.120. To demonstrate awareness and knowledge of this policy, an authorized user will be required to electronically acknowledge that he or she has read and accepts the terms and conditions of this agreement.

The terms and conditions of this agreement are to be adhered to by all EPSB web application authorized users, including employees, school district staff, higher education institution staff and all other users. This policy applies to all applications and data obtained via the EPSB web applications regardless of the time of day, location or method of access.

**TERMINATION OF SERVICES**  
**TERMINATION OF SERVICES**

This agreement may be terminated by either party thirty (30) days after receipt of written notification to the other EPSB. Any individual found to have violated or to be in violation of the terms of this agreement or administrative regulations, state laws or policies relevant to this agreement shall have access terminated immediately and face appropriate sanctions. Any agency employing an individual bound to be or to have been in violation, for whom appropriate oversight has not been exercised, may also have its access revoked. Use of information accessed under this agreement must be for public, non-commercial use.

**DISCLAIMER**

The Education Professional Standards Board CANNOT GUARANTEE the accuracy of information obtained via internet access. If you believe there is an error contained in a record please contact an EPSB Help Desk Representative at 800-595-7637 or email to [EPSBhelp@ky.gov](mailto:EPSBhelp@ky.gov). Information received from EPSB web applications is subject to change, reprogramming, modifications or format and availability at the direction of the EPSB, and may not at any particular moment reflect the true status of a teacher's certification or employment due to ordinary limitations, delay or error in the system's operation. The EPSB shall not be liable to the recipient, or to any third party using the system or information obtained thereby, for any damages whatsoever arising out of this policy or the use of EPSB web applications.

**Acknowledgment:**  
I acknowledge that I have received and reviewed the Individual User Agreement for EPSB web applications.  
I understand the terms of this Agreement and agree to abide by them. I realize that the EPSB security software may record and store for management use my uses of the EPSB web applications.  
I understand that any violation of this guideline could lead to revocation of my credentials or even criminal prosecution. If you have any questions regarding this guideline or any situation not specifically addressed in this guideline, contact the EPSB Division of Legal Services.

This guideline is subject to revision. The EPSB will adequately post revisions, but it is the user's responsibility to ensure that his/her use of the EPSB web applications and data conforms to current guidelines.

User ID: TESTUSER100  
Full Name: Test Last Name  
Password: [ ]

[Click Here To Agree And Display Log](#)

# KFETS link



User Name: TTILLET2 | EPSB ID: 200006257

EPSB Online Services

You are here: My Account

## My Account

Welcome, **Terri Test\_Record** [edit]  
Email: **IMSHHELP@KY.GOV** [edit]  
Tuesday, January 28, 2014

### EPSB Online Services (Hide Details...)

- EPSB Online Services
  - Cooperating Teacher Assignment
  - Electronic Payment Service
  - Highly Qualified Calculator
  - Kentucky Educator Certification Inquiry
  - KEPP Report Card
  - My Account
  - EPSB WebSite
  - KFETS**
  - KYECert

**Click KFETS to enter the Kentucky Field Experience Tracking System**

### Electronic Payment Service (Hide Details...)



Using the EPSB services you can pay certification fees online with E-Pay (View Slide Show). For more information regarding fees and options; Click here.

### My Application Information (Hide Details...)

- My Application Status  
View all the applications submitted to EPSB, view the status of the application, and see EPSB comments on the application.
- My Application Fee Information  
Payments received by the EPSB for issuing certificates. View receipts for the transaction completed using the electronic payment service (E-Pay).

### What would you like to do today? (Hide Details...)

- Calculate highly qualified status
- Compare Teacher Preparation Programs
- Update my contact information
- View my certification history

### My Online Account Setting (Hide Details...)

- My Demographic  
Verify and update your mailing address, email address, date of birth, phone number and other demographic information.
- Password & Hint Questions  
Change your password settings, create or choose your own hint questions and answers for password recovery.
- User Agreement  
View your signed user agreement and user responsibilities to access EPSB resources online.

### My Profile (Hide Details...)

- Credential  
View your current credentials; e.g. credential details, certificate effective date, expiration.
- Education  
View your education qualification; e.g. degree, institution and year.
- Training Data  
View your training information; e.g. type of training, date, location.
- Assessments  
View your professional tests; e.g. assessment name, date, score, EPSB and CTE result.
- Roles  
View your roles; e.g. organization type, organization role, status.

# Choose Course(s)

**KFETS** Kentucky Field Experience Tracking System

Candidate Data Entry Process

**Quick Links**

- [» Introduction](#)
- [» Choose Course\(s\)](#)
- [» Add Candidate Activity](#)

**Reports**

- [» Course Status](#)
- [» Detailed Summary](#)
- [» Help](#)

Click "Choose Course(s)" on the sidebar to begin



# Choose Course(s)

**KFETS** Kentucky Field Experience Tracking System

Choose Course(s)

1. Select your institution

2. Select School Year

IHE:  \* School Year:  \*

3. Select Semester

4. Select Course(s) for that year and semester

Semester:  \* Course(s):  \*

5. Enter your Student ID number

6. Click Add Course(s)

Student ID:  \*

IHE	Course Number	Semester	School Year	Delete
University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	X
University of Kentucky	A-E-577 Art in Secondary Schools(30)	Spring	20122013	X
University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	Fall	20132014	X

**Selected courses will appear in this area once the Add Course(s) button is clicked. If you wish to delete a course, click the X under Delete on the far right side of the screen.**

**IMPORTANT:** Deleting a COURSE will delete all previously-entered field activities associated with that course. Be CAREFUL that you DO NOT DELETE the COURSE unless you mistakenly entered an incorrect course.

## 😊 TIP 😊

You can create a “**table of contents**”-type format by loading all of the field-related courses you have taken or are currently taking (and their corresponding semesters and school years) *before* entering your field activities. By doing this, you create headings under which you can add field activities’ hours at a later time.

# Add Candidate Activity

**KFETS** Kentucky Field Experience Tracking System

Choose Course(s)

IHE:  School Year:

Semester:  Course(s):

**Click Add Candidate Activity to begin entering field experience data**

**Quick Links**


- »Introduction
- »Choose Course(s)
- »Add Candidate Activity
- »Course Status
- »Detailed Summary
- »Help

**Reports**


IHE	Course Number	Semester	School Year	Delete
University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	X
University of Kentucky	A-E-577 Art in Secondary Schools(30)	Spring	20122013	X
University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	Fall	20132014	X


# Add Candidate Activity

KFETS Kentucky Field Experience Tracking System

Add Activities:   **Select the appropriate school year to access the chosen courses you wish to enter field experience data**

University/ College	Course	Year	Semester	Data Entry Hours	Action
> University of Kentucky	A-E-577 Art in Secondary Schools(30)	20132014	Spring	Not Started	<input type="button" value="Add Activity"/>
> University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	20132014	Fall	In Progress	<input type="button" value="Add Activity"/>

 **Courses added for the selected school year will appear**

 **Click the Add Activity button to begin entering field experience data**

**Quick Links**

- » [Introduction](#)
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

**Reports**

- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)

“Not Started” will show under the Data Entry Hours column until field experience data has been entered for that course; “In Progress” will show after field experience time is entered for the course.

# Category Information

**KFETS** Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

**Select a field experience Category for the field experience data you are entering**

**Category Information** ←

Category:  \*\*

- B. Observations in schools and related agencies
- C. Student tutoring
- D. Interaction with families of students
- E. Attendance at a school board and school- based council meeting
- F. Participation in a school-based professional learning community
- G. Opportunities to assist teachers or other school professionals
- H. Other

Race:  Grade Level:

Free Reduced Lunch:  English Language Learners:

Special Education:  Gifted:

**Description of Activity/ Reflection:**

Maximum 4000 Characters

Save & Exit Save & Add New

If you are uncertain about which category to choose, contact your Field Experience Coordinator or institution.

# Category B: Observations in schools and related agencies

## Schools

If the field experience occurred in a Kentucky public school, data from Infinite Campus will populate the Diverse Groups Information. If data are 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 the field 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.

## Category C: Student tutoring

## Category D: Interaction with families of students

- Did this field experience take place in Kentucky? If “Yes”, select “Public” or “Non-Public” and complete the remaining fields:
  - 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? If “No”, complete the remaining fields:
  - 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 field experience occurred outside of a school
  - Manually enter required data

# Category E: Attendance at a school board and school-based council meeting

- Did this field experience take place in Kentucky? If “Yes” select “Public” or “Non-public” and complete the remaining fields:
  - 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? If “No”, complete the remaining fields:
  - 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



# Category F: Participation in a school-based professional learning community (PLC)

- Did this field experience take place in KY? If “Yes” select “Public” or “Non-public” and complete the remaining fields:
  - 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 Kentucky? If “No”, complete the remaining fields:
  - 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

# Category G: Opportunities to assist teachers or other school professionals

- Did this field experience take place in KY? If “Yes” select and the school was “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? If “Yes” select and the school was “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? If “No”, complete the remaining fields:
  - 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

# Category H: Other

Category H should be used only when field experiences do not fit activities outlined in categories B-G. All information should be manually entered to identify and describe the activity.

*FYI:*

*You cannot report more than 6 hours spent in the same activity on the same date. If you spend more than six hours in field activities in one day, you may include the extra time if you can honestly claim that the time was spent in a different activity category.*

*For example: 9/25/2017*

*6 hours, observations in schools*

*1 hour, attendance at school board meeting*

# Example of required data fields in KFETS: Activities Category B., Observations in schools

**KFETS** Kentucky Field Experience Tracking System

[Manage Activities](#) >> Add Activity Exit With Out Saving Save & Exit Save & Add New

**Quick Links**

- >> Introduction
- >> **Choose Course(s)**
- >> Add Candidate Activity

**Reports**

- >> Course Status
- >> Detailed Summary
- >> Help

**Category Information**

Category: B. Observations in schools and related agencies  
School: School

**Field Experience in Kentucky**

Did this field experience take place in Kentucky:  Yes  No

**District Information**

School Type: Public  
District: Allen County  
School: Allen County Primary Center-5010

**Teacher, School Personnel, Related Agency Personnel Information**

Teacher: Select a Teacher  
Course Number: Select a Course

**Attendance Date and Hours Information**

Date of Attendance:  Hours: 1

**Diverse Groups Information**

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

Spell Check  
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) Save & Exit Save & Add New

**Annotations:**

- Select a District
- Select a School
- Select a Course Number for that Teacher's class\*
- Select the date the field experience was completed and select the number of hours completed for that activity and course
- Data for Diverse Groups Information will be automatically filled for observations in a Kentucky public school\*

\*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.

# Example of required data fields in KFETS: Activities Category B., Observations in schools (continued)

**KFETS** Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

**Quick Links**

- » Introduction
- » Choose Course(s)
- » Add Candidate Activity

**Reports**

- » Course Status
- » Detailed Summary
- » Help

**Category Information**

Category: B. Observations in schools and related agencies \*  
School: School \*

**Field Experience in Kentucky**

Did this field experience take place in Kentucky:  Yes \*  No

**District Information**

School Type: Non-Public \*  
District: Academy for Individual Excellence-Louisville \* **Select a District**  
School: Academy for Individual Excellence-Louisville \* **Select a School if it is not automatically locked**

**Teacher, School Personnel, Related Agency Personnel Information**

Name of the Teacher/ School Personnel Working with: First Name \* Last Name \* **Enter Teacher/School Personnel Information and Course Information for that Teacher/School Personnel**  
Course: Course Number \* Course Section \* Course Name \*

**Attendance and Hours Information**

Date of Attendance: \* **Select the date the field experience was completed and select the number of hours completed for that activity and course**

**Diverse Groups Information**

Race: Select Race \* Grade: Grade Level \*  
Free Reduced Lunch: Select Free, Reduced, Lu \* English Language Learners: None \* **Select Diverse Groups Information for the field experience**  
Special Education: Select Special Educatio \* 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

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) Save & Exit Save & Add New

FYI:

Obtain the Infinite Campus “course number” from your mentor teacher or a school administrator. Entering the course number will allow the demographics fields to populate with data relevant to the classroom population. By doing this, you avoid time-consuming, manual data entry.

# Edit/Correct previously-entered activities

The screenshot displays the 'Kentucky Field Experience Tracking System' interface. On the left is a 'Quick Links' sidebar with options: Introduction, Choose Course(s), Add Candidate Activity, Reports, Course Status, Detailed Summary, and Help. The main area shows 'Add Activities:' for the year '2013-2014'. A table lists activities with columns: University/ College, Course, Year, Semester, Data Entry Hours, and Action. Two activities are shown: 'A-E-577 Art in Secondary Schools(30)' (Not Started) and 'A-E-579 Arts and Humanities in Art Education(30)' (In Progress). The 'In Progress' status is circled. Below the table, a 'Category' section is expanded to show 'E. Attendance at a school board and school-based council meeting'. A detailed table for this activity shows columns: State, District, Attended Date, Hours, Teacher, and Action. The entry is 'In State', 'Assembly Christian School-Lexington', '01/01/14', '1', and a redacted teacher name. Action buttons include 'Edit/Correction', 'Duplicate', and a red 'X'.

University/ College	Course	Year	Semester	Data Entry Hours	Action
University of Kentucky	A-E-577 Art in Secondary Schools(30)	20132014	Spring	Not Started	Add Activity
University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	20132014	Fall	In Progress	Add Activity

State	District	Attended Date	Hours	Teacher	Action
In State	Assembly Christian School-Lexington	01/01/14	1		Edit/Correction Duplicate X

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".



# Edit/Correct previously-entered activities

**KFETS** Kentucky Field Experience Tracking System

[Manage Activities](#) » Edit Activity Back **Update**

Category Information	Date & Hours
Category: <input type="text" value="B. Observations in schools and related agencies"/>	Attendance Date: <input type="text" value="1/7/2014"/>
Semester: <input type="text" value="Fall"/>	Hours: <input type="text" value="3"/>
School Year: <input type="text" value="2013-2014"/>	Experience in Diverse Groups
Did this field experience take place in Kentucky: <input checked="" type="radio"/> Yes <input type="radio"/> No	Race: <input type="text" value="White"/>
District Information	Free Reduced Lunch: <input type="text" value="Free, Paid"/>
School Type: <input type="text" value="Public School"/>	Special Education: <input type="text" value="Speech Language"/>
District: <input type="text" value="Allen County"/>	Grade: <input type="text" value="Grade Level"/>
School: <input type="text" value="Allen County Primary Center-5010"/>	LEP: <input type="text" value="No"/>
Teacher/ Course Information	Gifted: <input type="text" value="Select Gifted"/>
Teacher: <input type="text"/>	
Course Number: <input type="text" value="10300.00-MATHEMATICS - K-3011"/>	
Reflection: <input type="text"/>	

After editing/correcting the record, click the "Update" button in the upper right hand corner of the screen.

# Duplicate an activity

**Add Hours**

**Add Hours**

**\*\*Note: This will Duplicate all the Data for 'C. Student tutoring', except date of Attendance, hours and Comments.**

**Date of Attendance(Choose multiple dates if required.):**

	S	M	T	W	T	F	S
1	29	30	31	1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	1
6	2	3	4	5	6	7	8

**Select the date of the duplicate activity**

Hours:

**Select the number of hours completed**

**Comments:**

**This box is available for comments/reflection of this field experience**

**Update** **Close**

stEditFExInfo.aspx?id=767&orgID=20132014&stcrseID=745&edit=edit&cID=2814

All field experience data will be duplicated except for the Date of Attendance, Hours, and Comments. Be sure that all of the other data fields match the information you wish to report (e.g. course number, school site, teacher, etc.) before using this feature. Click "Update" to create a record of the field experience.

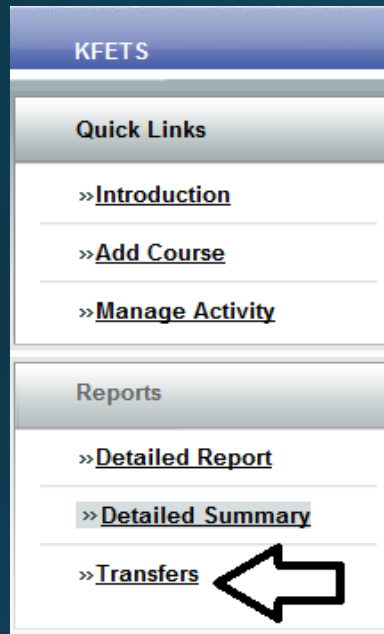
## Transferring field hours completed at another institution

Field experience hours may be transferred from one institution to another.

A candidate must request his/her hours be transferred from institution "A" to institution "B".

# Transfers: Institution of Higher Education (IHE) Administrator Views

1



KFETS

Quick Links

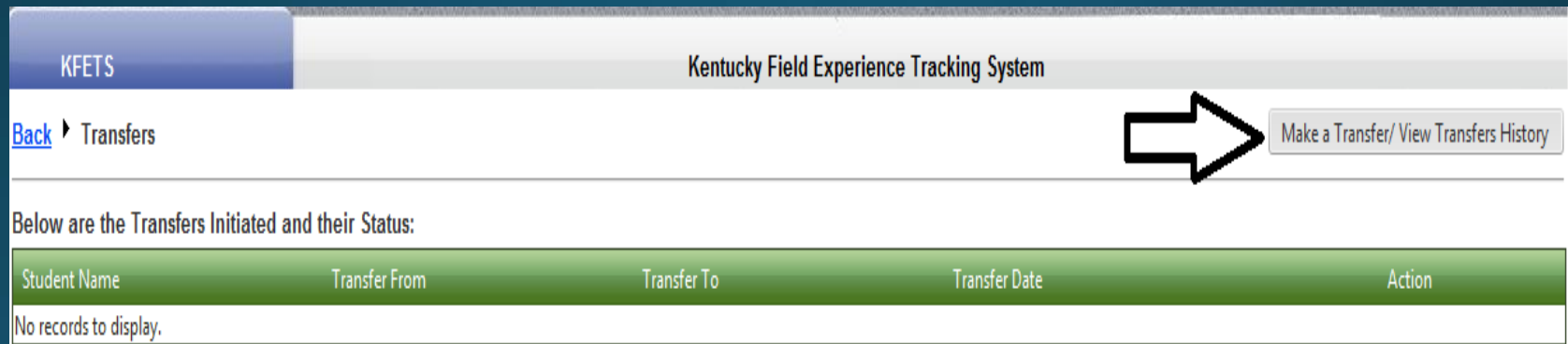
- >> [Introduction](#)
- >> [Add Course](#)
- >> [Manage Activity](#)

Reports

- >> [Detailed Report](#)
- >> [Detailed Summary](#)
- >> [Transfers](#)

Institution "A" will initiate the transfer by clicking "Make a Transfer/View Transfer History".

2



KFETS Kentucky Field Experience Tracking System

[Back](#) ▸ Transfers [Make a Transfer/ View Transfers History](#)

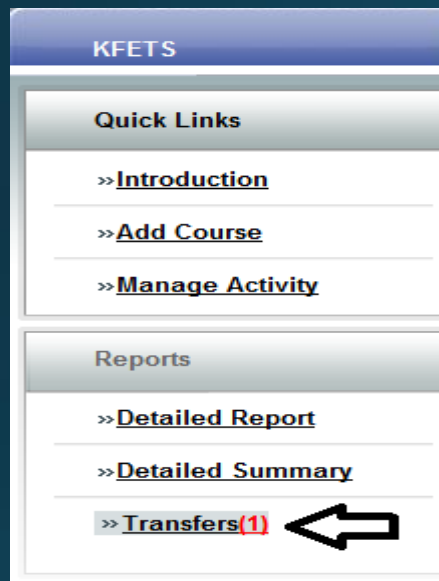
Below are the Transfers Initiated and their Status:

Student Name	Transfer From	Transfer To	Transfer Date	Action
No records to display.				

# Transfers: Institution of Higher Education (IHE) Administrator Views

Once institution "A" initiates a transfer, institution "B" will be notified with a red number next to "Transfers" after logging in to KFETS.

The red number represents the number of initiated transfers for approval/denial.



The screenshot shows the main interface of the Kentucky Field Experience Tracking System. At the top left is a blue 'KFETS' logo. To its right is the text 'Kentucky Field Experience Tracking System'. Below the logo is a breadcrumb trail: 'Back > Transfers'. On the right side, there is a button that says 'Make a Transfer/ View Transfers History'. Below this is a heading: 'Click "Show Activities" to view initiated transfers'. Below the heading is a table with the following data:

Student Name	Transfer From	Transfer To	Transfer Date	Action
Test_Record,Terri	University of Kentucky	Eastern Kentucky University	01/31/14	Show Activities

A black arrow points to the 'Show Activities' button in the table.

# Transfers

Status of transferred field experience hours from institution "A" to institution "B"

KFETS Kentucky Field Experience Tracking System

[Back](#) ▶ Transfers

Choose Option from the Box and Enter Text to Search:

Search By Candidate ID \* 12345

Student Name	Number of Activities	Transfer Activities To	Action
Test_Record, Terri	6	Eastern Kentucky University	<input type="button" value="Initiate Transfer"/>

Transfers History:  
Below are the Transfers Initiated and their Status:

**Click "Show Accepted/Denied Activities to view the transferred activities and their status"**

Student Name	Transfer From	Transfer To	Transfer Date	Action
Test_Record, Terri	University of Kentucky	Eastern Kentucky University	01/31/14	<input type="button" value="Show Accepted / Denied Activities"/>

Below are the Transfers Accepted/ Denied: [Test\\_Record, Terri](#)

Course No	School Year	Semester	Category	Attended Date	Hours	Status
A-E-579-Arts and Humanities in Art Education(30)	20132014	Fall	B. Observations in schools and related agencies	01/07/14	3	Pending
A-E-577-Art in Secondary Schools(30)	20122013	Spring	D. Interaction with families of students	01/01/14	3	Pending
A-E-576-Art in Middle Schools(30)	20122013	Spring	B. Observations in schools and related agencies	01/01/14	1	Pending
A-E-579-Arts and Humanities in Art Education(30)	20132014	Fall	C. Student tutoring	01/01/14	1	Pending
A-E-579-Arts and Humanities in Art Education(30)	20132014	Fall	E. Attendance at a school board and school- based council meeting	01/01/14	1	Pending
A-E-579-Arts and Humanities in Art Education(30)	20132014	Fall	B. Observations in schools and related agencies	01/01/14	1	Pending

A Status of "Pending" will remain until institution "B" accepts or denies the transferred field experience hours.

Step 4:  
Field experience  
documentation  
in LiveText™

Purchase LiveText at

[https://www.livetext.com/purchase\\_membership/](https://www.livetext.com/purchase_membership/)

In-house LiveText tech support for issues related to access,  
courses, assignments, uploads, etc.: [livetext@louisville.edu](mailto:livetext@louisville.edu)

Assessment Coordinator: Jacob Shreffler

Assessment Specialist: Denise Townsend

Director of Assessment: Dr. Manish Sharma

Step 4 (continued):  
Field experience  
documentation  
in LiveText™

- Log in to LiveText™
- Locate the “Field Experience Record”
- Click the assignment link and upload Record of Field Experiences forms.

UNIVERSITY OF LOUISVILLE

Welcome, UL C

Dashboard Courses LiveText Docs File Manager Reviews Forms Community ExhibitCenter Tools Admin

Assignments Term Fall 2017 Course All

**Field Experience Record**  
● Not Submitted - Due May 3, 2017  
Continue Assignment

Field Experience Record – Spring 2018 Student

UL COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

**Record of Field Experiences** Pilot Fall 2016

(Completion of 200 hours of field experience is required for admission to Student Teaching in accordance with Regulation 16 KAR 5:040)

Candidate Name: \_\_\_\_\_ Candidate ID#: \_\_\_\_\_ Number of hours submitting: \_\_\_\_\_

Course#: \_\_\_\_\_ Instructor: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Date	Placement Site	Grade Level of students	Level/Subject	# of hours	Activities Completed, including type of activity listed below	Print name of Mentor Teacher	Mentor Teacher Signature

A. Reflects classroom demographics determined in KFETS through link to Infinite Campus. No additional documentation is necessary.  
 B. Observations in schools and related agencies (i.e., Family Resource Center or Youth Services Center)  
 C. Student Tutoring  
 D. Interaction with families of students  
 E. Attendance at school board and school-based council meeting  
 F. Participation in a professional learning community (PLC)  
 G. Opportunities to assist teachers or other school professionals  
 H. Other

**IMPORTANT: CHECK BOXES AND SIGN BELOW**

I verify that I have reported the above hours of field experience on KFETS through the EPSB website. (<http://www.epsb.ky.gov>)

I verify that I have participated in all the activities listed above and that the above information is accurate.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Additional Field Opportunities

- Possibilities for additional field work are collected and posted to the Office of Educator Development and Clinical Practice (OEDCP) home page.



# OEDCP Contact Information

Robin Lipsey, Middle and Secondary Field Experience Coordinator  
[robin.lipsey@louisville.edu](mailto:robin.lipsey@louisville.edu) or 502-852-0336 Room 259

Denise Townsend, Assessment Specialist (KFETS, LiveText)  
[denise.townsend@louisville.edu](mailto:denise.townsend@louisville.edu); [livetext@louisville.edu](mailto:livetext@louisville.edu)  
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