

Adding a Participation in a Professional Learning Community (PLC) **Field Experience Activity**

1. Log in to EPSB. www.epsb.ky.gov. See detailed log in instructions.
2. Select "KFETS" from the menu of EPSB Online Services (last item in the list on the left side of the screen).
3. Select "Choose Course(s)" from the Quick Links menu on the left side of the screen. You must add the course associated with the field experience activity.
4. Complete the fields to select the course you are entering field experience information for. All areas indicated with a * are required.
5. After course has been successfully added, select "Add Candidate Activity" from the Quick Links menu on the left side of the screen.
6. From the list of courses, select "Add Activity" for the course you would like to add information.
7. Next, the EPSB disclaimer will appear. Please read carefully. You must click "accept" to verify that you have read and understand the statement. Remember, EPSB is the agency that will issue your teaching certification. Providing false information in this system can lead to unfortunate results.
8. The "Add Activity" screen will open for the entry of field experience data. You must first select a category. These categories are aligned with EPSB regulation 16 KAR 5:040. Admission, placement, and supervision in student teaching. You will select "Participation in a professional learning community" from the drop down menu.

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
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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

Kentucky/Public and Non-Public

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: F. Participation in a school-based professional learning community

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: Please Select one
District: Select a District
School: Select a School

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: First Name Last Name

Attendance Date and Hours Information

Date of Attendance: Hours: 1

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

Annotations:

- The same information is required below for Public and Non-Public
- Select a District
- Select a School
- Enter Teacher/School Personnel Information
- Select the date the field experience was completed and select the number of hours completed for that activity and course
- Select Save & Exit or Save & Add New (add a new activity)

Out-of-state

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: F. 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

Related Agency

Name of Organization:
Address:
State: Select a State
Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: 1

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

Annotations:

- Enter Teacher/School Personnel Information
- 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 Save & Exit or Save & Add New (add a new activity)