

## **Adding a School Board or School-based Council Meeting** **Field Experience Activity**

1. Log in to EPSB. [www.epsb.ky.gov](http://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 "Attendance at a school board and school based Council meeting" from the drop down menu.

Did this field experience take place in Kentucky? Yes and Public or Non-public

- Select district information
- Select the job function of the teacher/school personnel
- Manually enter teacher or school personnel information
- Select the type of meeting
- Select date and enter hour(s) of field experience
- Enter reflection

Did this field experience take place in Kentucky? No

- Manually enter teacher or school personnel information
- Manually enter name of organization and related information
- Select the type of meeting
- Select date and enter hour(s) of field experience
- Enter reflection

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

**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  
 Job Function: Select a Job function

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

Name of the Teacher/ School Personnel Working with: First Name Last Name  
 Meeting Type: Select Meeting Type (SBDM= school-based council meeting; School Board= school board meeting)

**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

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

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

**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  
 Meeting Type: Select Meeting Type (SBDM= school-based council meeting; School Board= school board meeting)

**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

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