

Adding a Student Tutoring 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 "Student Tutoring" from the drop down menu.

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

- 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? No

- 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 student teaching occurred outside of a school
- Manually enter required data

Kentucky/Public or 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: C. Student tutoring

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: Public **The same information is required below for Public and Non-Public**

District: Select a District **Select a District**

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 enter Course Number, Section, and Name for that Teacher/School Personnel**

Course: Course Number Course Section Course Name

Attendance Date and Hours Information

Date of Attendance: Hours: 1 **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 **Select the Diverse Groups Information for the field experience**

Free Reduced Lunch: Select Free, Reduced, Lu English Language Learners: None

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

Spell Check Maximum 4000 Characters **Select Save & Exit or Save & Add New (add a new activity)** Save & Exit Save & Add New

Kentucky/Other

KFETS Kentucky Field Experience Tracking System

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

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- » [Add Candidate Activity](#)

Reports

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- » [Detailed Summary](#)
- » Help

Category Information

Category: C. Student tutoring

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: Other **Select "Other" if student tutoring occurred outside of a school**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: First Name Last Name **Enter Teacher/School Personnel/Related Agency Personnel Information**

Related Agency

Name of Organization: **Enter Organization Information**

Address:

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: 1 **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 **Select Diverse Groups Information for the field experience**

Free Reduced Lunch: Select Free, Reduced, Lu English Language Learners: None

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

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: **

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: * **Enter Teacher/School Personnel/Related Agency Personnel Information**

Related Agency

Name of Organization: *

Address: *

State:

Phone Number:

Attendance Date and Hours Information

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

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners: * **Select Diverse Groups Information for the field experience**

Special Education: 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)