

## Adding an Other 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. If your field experience does not fit any of the other categories, you will select "Other" from the drop down menu and describe the activity.

# Kentucky

**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:

**Related Agency**

Name of Organization:

Address:

Phone Number:

**Attendance Date and Hours Information**

Date of Attendance:  Hours:

**Diverse Groups Information**

Race:  Grade:

Free Reduced Lunch:  English Language Learners:

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)** 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:

**Related Agency**

Name of Organization:

Address:

State:

Phone Number:

**Attendance Date and Hours Information**

Date of Attendance:  Hours:

**Diverse Groups Information**

Race:  Grade:

Free Reduced Lunch:  English Language Learners:

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)** Save & Exit Save & Add New