

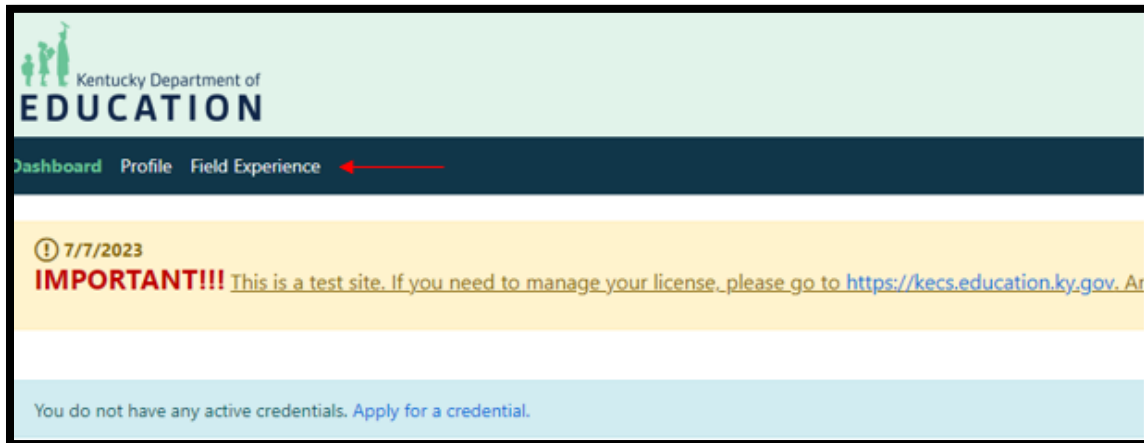
# Kentucky Educator Credentialing System

EPP Faculty/Staff – Review Field Experience

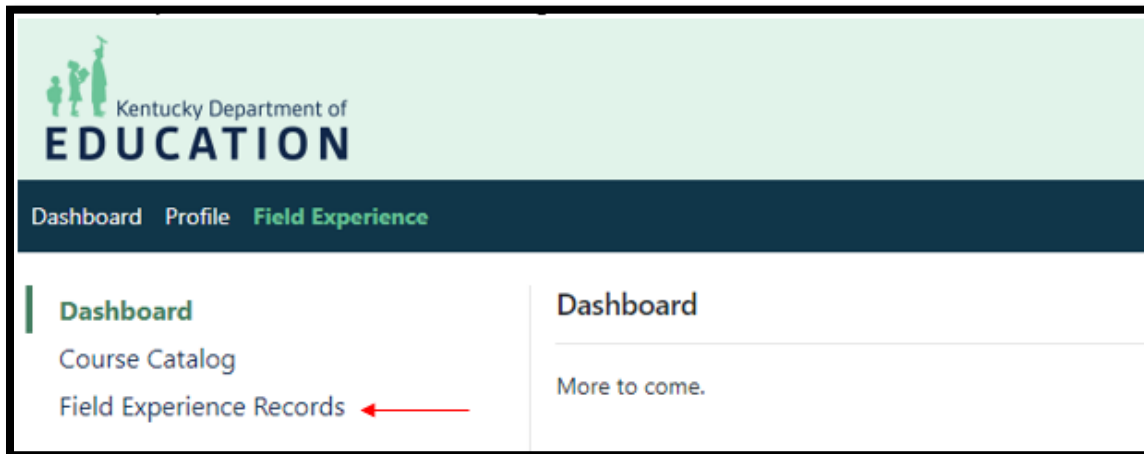
<https://kecs.education.ky.gov>

EPP Faculty and Staff can Review Field Experience.

From your Dashboard, click **Field Experience**.



Click **Field Experience Records** from the left navigation.



Click on the Activity Type name.

Field Experience Search

EPP: Eastern Kentucky University - College of Education

Academic Year: 2023-2024

Status: Submitted

Course: All Courses

Student's Name: Search Student's Name

Search Clear Search

Looking for field experience prior to 2023-2024? [Click here](#)

Show 10 entries Filter:

PERSON	COURSE	ACADEMIC YEAR	SEMESTER	ACTIVITY TYPE	INSTITUTION	SUBMITTED	REVIEWED
Test Edu	Educational Technologies	2023-2024	Fall	<a href="#">Attendance at school board and school-based council meetings</a>	Eastern Kentucky University - College of Education	08/02/2023	
Test Edu	Clinical Transition: Education Profession	2023-2024	Fall	<a href="#">Observation in schools and related agencies</a>	Eastern Kentucky University - College of Education	08/02/2023	

To officially review the entry, review/change the information and click **Review**.

Edit Field Experience

FIELD EXPERIENCE INFORMATION

Is experience derived from course?  Yes

Institution: Eastern Kentucky University - College of Education

Academic Year: 2023-2024

Semester: Fall

Course: Clinical Transition: Education Profession

Category: Observation in schools and related agencies

Did field experience take place in Kentucky?  Yes

What type of school was this in? Public

ⓘ To see the diverse group information from Infinite Campus, selection of district, school, teacher, and class is needed.

District: Adair County

School: Select a School

Teacher: Select a Teacher

Class: Select a Class

Date of Attendance: 02/02/2023

Number of Experience Hours: 15.00

Attachment

Activity Description/Reflection

test

Submitted on 08/02/2023 06:50:35 PM

Cancel/Done Resubmit/Submit Review

This will mark the Field Experience activity as "Reviewed."

PERSON	COURSE	ACADEMIC YEAR	SEMESTER	ACTIVITY TYPE	INSTITUTION	SUBMITTED	REVIEWED
Test Edu	Educational Technologies	2023-2024	Fall	<a href="#">Attendance at school board and school-based council meetings</a>	Eastern Kentucky University - College of Education	08/02/2023	
Test Edu	Organization and Administration of the School Library Media Center	2023-2024	Fall	<a href="#">Participation in school-based learning community</a>	Eastern Kentucky University - College of Education	08/02/2023	08/02/2023
Test Edu	Clinical Transition: Education Profession	2023-2024	Fall	<a href="#">Observation in schools and related agencies</a>	Eastern Kentucky University - College of Education	08/02/2023	08/02/2023

This will show on the Educator's account as shown below.

The screenshot shows the 'Edit Field Experience' interface. At the top, it says 'FIELD EXPERIENCE INFORMATION' with a person icon. A light blue box contains a message: 'Transfer request from Western Kentucky University was approved by the receiving institution.' Below this, there are sections for 'Receiving Institution Notes' (containing 'Test Notes') and 'Sending Institution Notes' (containing 'Test notes'). A toggle switch for 'Is experience derived from course?' is set to 'Yes'. At the bottom, there are fields for 'Institution \*' and 'Academic Year \*'. A red arrow points to a 'Rescind Submittal' button in the bottom right corner.

If the Field Experience entry needs to be rescinded, click **Rescind Submittal** instead of **Review**.

This screenshot shows the 'Activity Description/Reflection' form. It includes fields for 'Date of Attendance' (02/02/2023) and 'Number of Experience Hours' (15.00). The main text area contains the word 'test'. At the bottom, it shows 'Submitted on 08/02/2023 07:40:14 PM'. A red arrow points to the 'Rescind Submittal' button, which is next to a 'Review' button. A 'Cancel/Done' button is visible in the bottom left corner.

This will open the Field Experience entry back up for the educator to make and necessary changes.