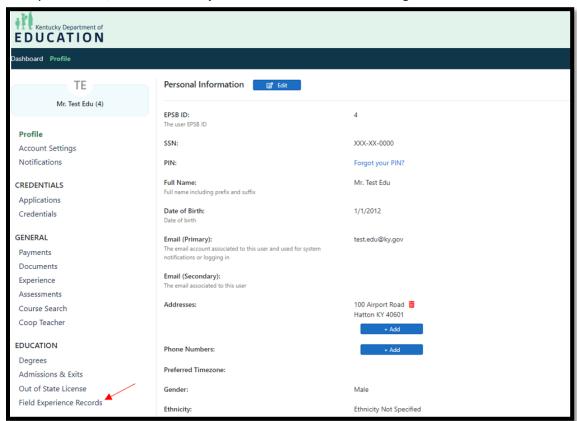# Kentucky Educator Certification System
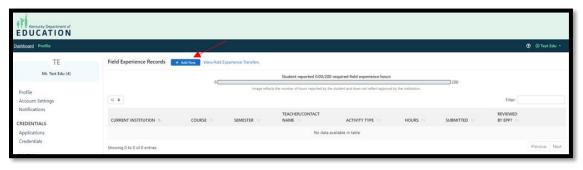
**Field Experience (Educator):** https://kecs.education.ky.gov/

Field experience is required by all KY students that are enrolled in an EPP to become an educator. 200 hours of Field Experience is required.
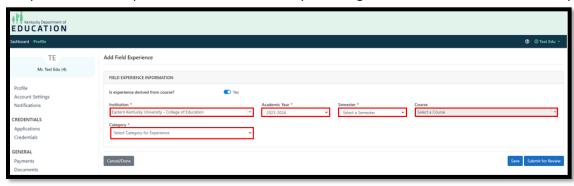
From your Profile, click on **Field Experience Records** in the left navigation.
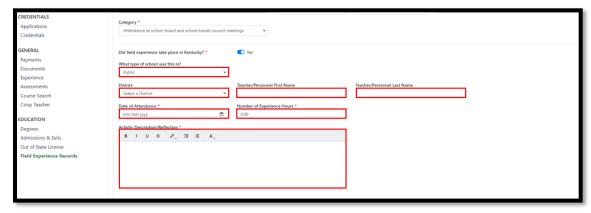


Click +**Add New**.

Complete the Field Experience Information box by selecting information from each of the drop-downs.



Based on your Category selection, more information will be required below the initial form. Complete the additional information boxes.



If you are ready to Submit the Field Experience for Review, click **Submit for Review**.

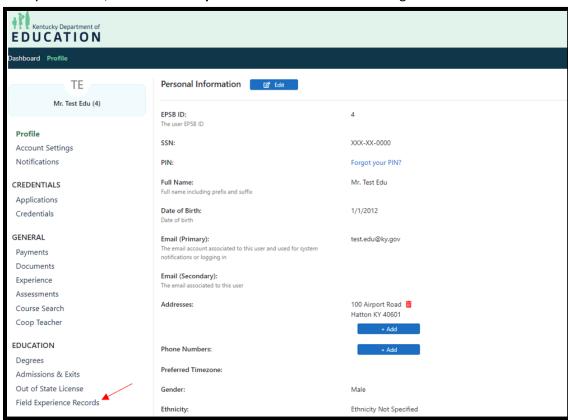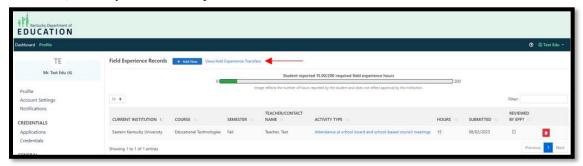If you need to Save and return to the form later, click *Save*.



NOTE:

Once the FE is submitted for review, this will populate in your EPP's queue for review.

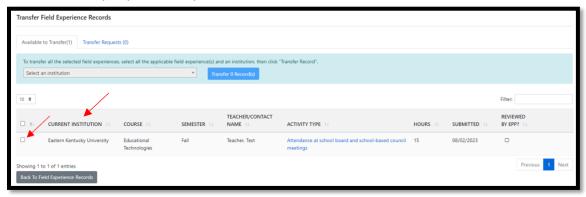Educators can transfer Field Experience between EPP Institutions.

From your Profile, click on *Field Experience Records* in the left navigation.
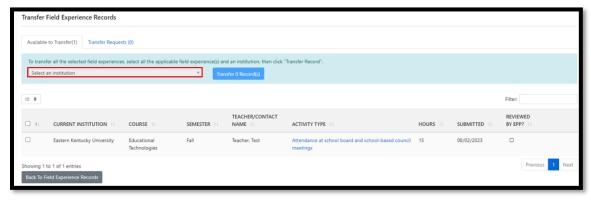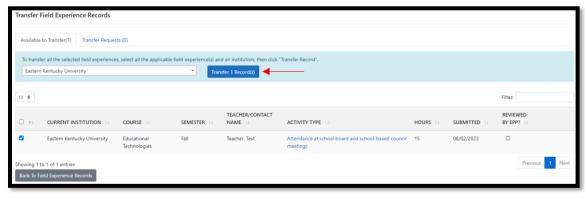
Click **View/Add Experience Transfers**.



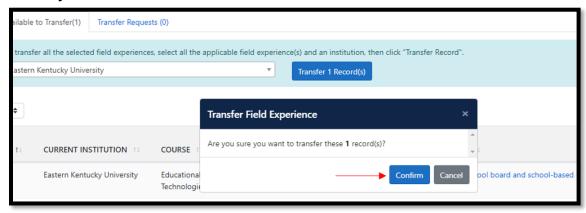Check the box by any activities you wish to transfer.



Select the desired institution in which you wish to transfer the Field Experience Records from the drop-down.

Click *Transfer Records*.



Click *Confirm*.



Current requests are shown under the *Transfer Requests* tab.