

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.

Kentucky Department of
EDUCATION

Dashboard Profile

TE
Mr. Test Edu (4)

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Out of State License
Field Experience Records

Personal Information [Edit](#)

EPSB ID: 4
The user EPSB ID

SSN: XXX-XX-0000

PIN: [Forgot your PIN?](#)

Full Name: Mr. Test Edu
Full name including prefix and suffix

Date of Birth: 1/1/2012
Date of birth

Email (Primary): test.edu@ky.gov
The email account associated to this user and used for system notifications or logging in

Email (Secondary):
The email associated to this user

Addresses: 100 Airport Road
Hatton KY 40601
[+ Add](#)

Phone Numbers: [+ Add](#)

Preferred Timezone:

Gender: Male

Ethnicity: Ethnicity Not Specified

Click **+Add New**.

Kentucky Department of
EDUCATION

Dashboard Profile

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Field Experience Records [+ Add New](#) [View/Add Experience Transfers](#)

Student reported 0.00/200 required field experience hours
Image reflects the number of hours reported by the student and does not reflect approval by the institution.

CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPPY
No data available in table							

Showing 0 to 0 of 0 entries

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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**.

DIVERSE GROUP INFORMATION

Economically Disadvantaged
 English Language Learners
 Gifted

Grade

Entry 7th Preschool
 1st 8th
 2nd 9th
 3rd 10th
 4th 11th
 5th 12th
 6th Sp Ed

Race

American Indian/Alaska Native
 Asian
 Black or African American
 Hispanic/Latino
 Native Hawaiian/Other Pacific Islander
 Two or More Races
 White

Special Education

Autism Multiple Disabilities
 Deaf/Blind Orthopedically Impaired
 Developmentally Delayed Other Health Impaired
 Emotional Behavior Disability Specific Learning Disability
 Functional Mental Disability Unknown? (SESL)
 Hearing Impaired Traumatic Brain Injury
 Mild Mental Disability Visually Impaired

Cancel/Done Save Submit for Review

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.

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Hatton KY 40601
[+ Add](#)

Phone Numbers: [+ Add](#)

Preferred Timezone:

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Ethnicity: Ethnicity Not Specified

Click **View/Add Experience Transfers**.

The screenshot shows the 'Field Experience Records' page. At the top, there is a progress bar indicating 'Student reported 15.00/200 required field experience hours'. Below this is a table with the following data:

CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPP?
Eastern Kentucky University	Educational Technologies	Fall	Teacher, Test	Attendance at school board and school-based council meetings	15	08/02/2023	<input type="checkbox"/>

A red arrow points to the 'View/Add Experience Transfers' link in the top navigation bar.

Check the box by any activities you wish to transfer.

The screenshot shows the 'Transfer Field Experience Records' page. It features a table with the following data:

<input type="checkbox"/>	CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPP?
<input type="checkbox"/>	Eastern Kentucky University	Educational Technologies	Fall	Teacher, Test	Attendance at school board and school-based council meetings	15	08/02/2023	<input type="checkbox"/>

A red arrow points to the checkbox in the first column of the table.

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

The screenshot shows the 'Transfer Field Experience Records' page. A red box highlights the 'Select an institution' dropdown menu. The table below it is identical to the previous screenshot:

<input type="checkbox"/>	CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPP?
<input type="checkbox"/>	Eastern Kentucky University	Educational Technologies	Fall	Teacher, Test	Attendance at school board and school-based council meetings	15	08/02/2023	<input type="checkbox"/>

Click **Transfer Records**.

Transfer Field Experience Records

Available to Transfer(1) Transfer Requests (0)

To transfer all the selected field experiences, select all the applicable field experience(s) and an institution, then click "Transfer Record".

Eastern Kentucky University [Transfer 1 Record\(s\)](#)

10 Filter:

<input type="checkbox"/>	CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPP?
<input checked="" type="checkbox"/>	Eastern Kentucky University	Educational Technologies	Fall	Teacher, Test	Attendance at school board and school-based council meetings	15	08/02/2023	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

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Click **Confirm**.

Available to Transfer(1) Transfer Requests (0)

transfer all the selected field experiences, select all the applicable field experience(s) and an institution, then click "Transfer Record".

Eastern Kentucky University [Transfer 1 Record\(s\)](#)

Transfer Field Experience

Are you sure you want to transfer these 1 record(s)?

[Confirm](#) [Cancel](#)

<input type="checkbox"/>	CURRENT INSTITUTION	COURSE	SEMESTER	TEACHER/CONTACT NAME	ACTIVITY TYPE	HOURS	SUBMITTED	REVIEWED BY EPP?
<input checked="" type="checkbox"/>	Eastern Kentucky University	Educational Technologies	Fall	Teacher, Test	Attendance at school board and school-based council meetings	15	08/02/2023	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

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

Transfer Field Experience Records

Available to Transfer(0) **Transfer Requests (1)**

10 Filter:

<input type="checkbox"/>	CURRENT INSTITUTION	TRANSFER TO INSTITUTION	TRANSFER STATUS	COURSE	ACADEMIC YEAR	SEMESTER	ACTIVITY TYPE	HOURS	SUBMITTED
<input type="checkbox"/>	Eastern Kentucky University	Eastern Kentucky University	Pending Release	Educational Technologies	2023-2024	Fall	Attendance at school board and school-based council meetings	15	08/02/2023

Showing 1 to 1 of 1 entries

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