

## Fall 2024 Cooperating Teachers

Many thanks for the guidance, support, and assistance you'll be providing our student teacher this semester. Please read this important information regarding your supervisory role:

### Co-teaching Training Requirement

If you have never completed the **state-mandated co-teaching training**, we have sent you instructions. The modules must be completed in a timely manner, per state regulations.

### Shaping Effective Teaching – Student Teaching Handbook

If you haven't already, **please read our 2023-24 handbook**. It outlines expectations and guidelines for all members of the student teaching triad, and it also contains helpful resources: <https://education.uky.edu/ocp/resources/> (click link in the 4<sup>th</sup> bullet of the "All" section).

### EPSB Payment to Cooperating Teachers

EPSB uses an online voucher system to process payments to Kentucky teachers.

1. Visit the EPSB website <http://www.kyepsb.net>, and click the "EPSB Account" to login:
  - If you get a pop-up window about the "green KECS button," ignore the message and close it.
  - Click in the GREEN box on the left to log in to the "KECS System" system with your EPSB userid--**not** an email address, even if an email address is pre-filled in the box.
  - Once logged in, ignore the green box that says to log in for KECS system, and instead, click the link for "Cooperating Teacher Assignment".
2. **After October 1<sup>st</sup>**, verify accuracy of your electronic voucher(s): names of ST/CT/school, and placement dates. If accurate, click to submit the voucher(s). If any of the information is inaccurate, alert [william.forker@uky.edu](mailto:william.forker@uky.edu) so he can investigate and make changes BEFORE you submit. Do not reject the voucher! This will slow down the process. You will also be notified when your voucher is ready for signature, when you sign into your EPSB account, new action items will show on your dashboard.
3. For login troubleshooting, contact [brandon.harrod@education.ky.gov](mailto:brandon.harrod@education.ky.gov) at EPSB.

### Performance Evaluation of Student Teacher (ST)

As a cooperating teacher, **you are required to evaluate your student teacher's progress in the classroom**. We have transitioned away from both OTIS and AEFIS. You will receive further information about our assessment data storage system once the semester is underway.

### Tuition Waiver

In addition to the payment mentioned above, Kentucky teachers are eligible for tuition waivers at Kentucky's state universities. If claiming the waiver at UK, visit this website for more info: <https://education.uky.edu/research/tuitionwaiver>. For other institutions, contact the specific university or visit <http://www.epsb.ky.gov/mod/page/view.php?id=142>.