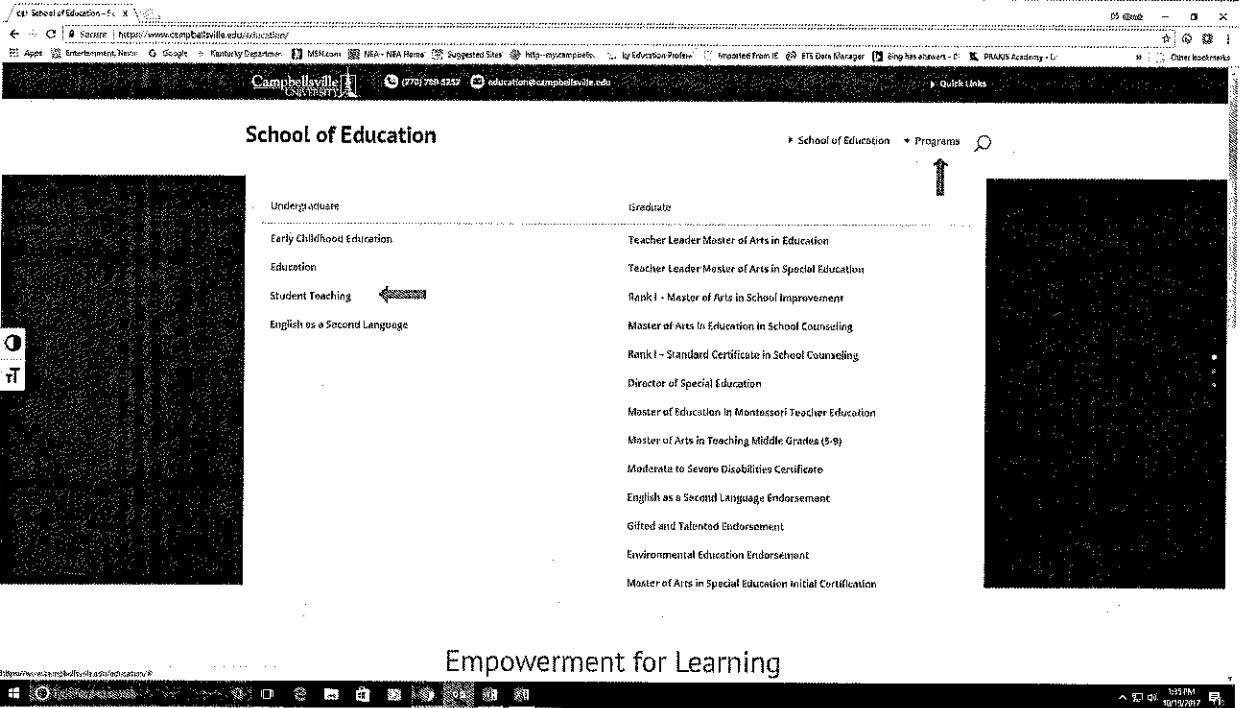
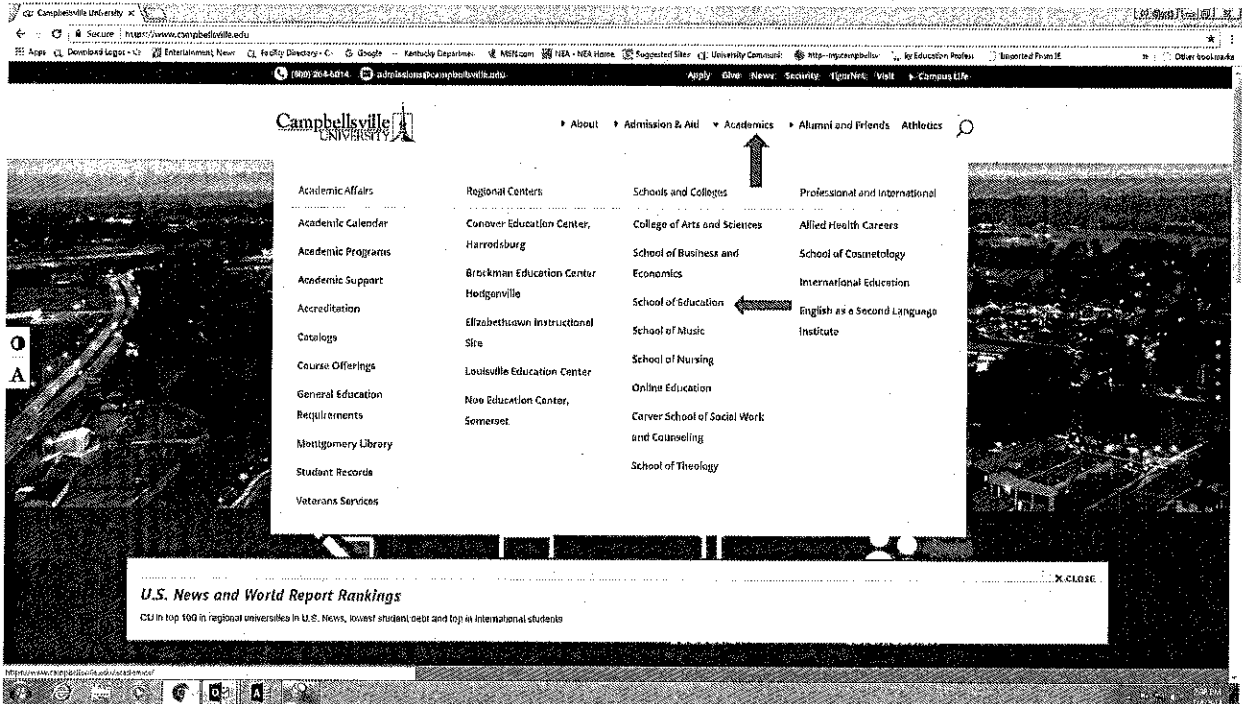
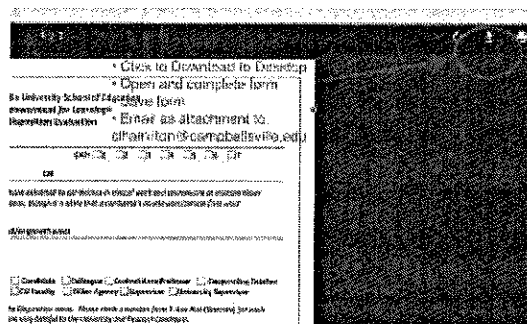


Screenshots to access Student Teacher Forms from the CU Website:  
 (if the arrows and words appear out of alignment, make sure you are viewing in Print Layout)

<https://www.campbellsville.edu>



Empowerment for Learning



### Instructions for submitting forms

- Click link to open .pdf form.
- Click the download link to save the form to your computer
- Open the form from your computer and fill out completely
- Save completed form to your computer
- Email the completed form as an attachment to [clhamilton@campbellsville.edu](mailto:clhamilton@campbellsville.edu) at the School of Education.

The RED Underline is to emphasize steps we learned from last semester that when missed can lead to frustration, as forms are submitted and show up blank. This typically happened because the forms were completed from the website and are templates, which means they will not save the material even though it will let you fill in the blanks. The documents will only retain your input if they are saved to your desktop or server and then completed and saved back to your desktop before attaching to an email. There is a "Submit" button on several of the forms and should work if you have your Outlook email open, otherwise just attach them to an email you start. I suggest copying (cc: ) your submitted forms to the student teacher, as they will need digital copies for the Portfolio.

If you find the technology frustrating, it is perfectly fine to print copies of the forms and complete them, then scan back to the computer to send digital copies. We are flexible and want to make this a smooth process for everyone. Please contact me at the first sign of a problem or concern and let me work through it with you.

Log into [www.epsb.ky.gov](http://www.epsb.ky.gov) and click on "EPSB ACCOUNT"

The screenshot shows the website [www.epsb.ky.gov](http://www.epsb.ky.gov) in a browser window. The navigation menu at the top includes: HOW DO I... FREQUENTLY ASKED QUESTIONS EDUCATION AND GOVERNMENT PARTNERS EPSB ACCOUNT. The main banner features the heading "How do I become a certified teacher in Kentucky?" with a sub-heading "Kentucky has numerous ways to become certified to teach in a public school. These routes include traditional, alternative and coming from another state." Below this is a "get started" button. A vertical navigation bar on the right lists four steps: 1 Becoming a teacher, 2 Renewing my certificate, 3 Finding an approved program, and 4 Ensuring ethical behavior. The footer contains the text "Welcome to the Education Professional Standards Board of Kentucky!" and the system clock shows 12:08 PM on 10/16/2017.

# Log into your account

## EPSSB Education Professional Standards Board

### Log in to EPSSB Account and...

The EPSSB's new web portal allows educators to create private accounts, update demographic information, and have read-only access to their certification records with 24/7 secure access.

- Registered members may use the web portal to check on application status.
- Users may be automatically paid using E-Pay.
- School district administrators can view current or previous employees using the KY Educator Certification Inquiry program.
- The Intern Management System (IMS) electronically places and tracks interns, enabling them to track their internship period. Confirmations of Employment (COEs), Records of the Teacher Internship Year (RTIY) and Resource Teacher Time Sheets (RTTS).
- The Cooperating Teacher Assignment is used by Student Teacher Supervisors and the Cooperating Teacher Payment program to electronically complete the payment process.
- Click on the side show tool below to view the EPSSB registration process for new users.



**Existing User? Log in Here:**

User Name:

Password:

**New User? Create Account Here:**

**Forgot Log in Info? Reset Here:**

If you do not remember your user name or password you can click the Reset Account button.

This system supports the following internet browsers on Microsoft Windows-based operating systems:

- Microsoft Internet Explorer version 8.0 or above
- For questions and comments, click here.

# Click on COOPERATING TEACHER ASSIGNMENT

## EPSS Education Professional Standards Board

User Name: CHAMM1081 | EPSS ID: 42519  
You are here: My Account

Welcome, Claudia Larry Hamilton (edit)  
Email: clhamilton@epssweb.net (edit)  
Member, October 15, 2017

- EPSS Online Services** (Hide Details...)
  - Cooperating Teacher Assignment
  - Electronic Payment Service
  - Highly Qualified Calculator
  - Kentucky Educator Certification Inquiry
  - KERP Report Card
- My Account**
  - EPSS WebSite
  - NETS

**Electronic Payment Service** (Hide Details...)  
Using the EPSS services you can pay certification fees for your New State exam. For more information regarding fees and options, click here.

**My Application Status** (Hide Details...)  
View all the applications submitted to EPSS, view the status of them, and view any comments on the application.

**My Application Fee** (Hide Details...)  
Payments received by the EPSS for issuing certificates. View receipts for the transaction completed using the electronic payment service (E-Pay).

### My Account

#### What would you like to do today? (Hide Details...)

- Calculate highly qualified status
- Complete Teacher Preparation Programs
- Update my contact information
- View my certification history

#### My Online Account Settings (Hide Details...)

- My Demographic: Identify and update your mailing address, email address, date of birth, phone number and other contact information.
- Change your password: Change your password settings, create or choose your own hint questions and answers for password recovery.
- User Agreement: View your signed user agreement and user responsibilities to access EPSS resources online.

#### My Profile (Hide Details...)

- Credential: View your current credential, e.g. credential details, certificate effective date, expiration.
- Education: View your education qualification, e.g. degree, institution and year.
- Training Data: View your training information, e.g. type of training, date, location.
- Assessments: View your professional tests, e.g. assessment name, date, score, EPSS and CTE result.
- Roles: View your roles, e.g. organization type, organization role, status.

Click on Vouchers for "Year"

Cooperating Teacher Pa: X

Secure | https://wdkyepssb.net/EPSS/ViewPss/CocpNew/Admin/CIPanel.aspx?id=0

Apps | Enlightenment News | Google | Kentucky Describes | KSD.com | NEA Home | Suggested Sites | http://my.zenportal.com | Imported From IE | ETS Data Manager | Ring the answers + 1 | PRAMP Academy - 1

Other bookmarks

EPSSB

Education Professional Standards Board

Cooperating Teacher Payment Program

Summary For Year: 2017-2018

Contacts / Student List

CONTACTS (33)  
Supervisor (33)

Assignment Summary

Fall  
ASSIGNMENTS (33)  
SIGNED OFF BY TEACHERS (3)

Vouchers for Year: 2017-2018

To be signed off Supervisor by Fall (a out of 4)

Personal Information

Click here to verify your EPSSB contact information is correct.

Students (22)

AB Vouchers (including Previous Years)

12:25 PM 11/16/2017

Click on the "notepad/hand/pencil" icon

Education Professional Standards Board  
Vouchers to be signed as Supervisor

Semester: Fall 2017-2018 Year: 2017-2018

Student	Teacher	Institution	Begin Date	End Date	Days	Status	Sign
Burdette, Jacob Robert	Chanorro, Emily Douglas Forsyth	Campbellsville University	10/16/2017	12/15/2017	35		
Burdette, Jacob Robert	Brown, Paul Daniel	Campbellsville University	09/09/2017	10/13/2017	35		
Byrne, Cullen Faith	Hoppes, Samantha Thomas	Campbellsville University	09/09/2017	10/13/2017	35		
Byrne, Cullen Faith	Devine, Michelle Darlene	Campbellsville University	10/16/2017	12/15/2017	35		

Enter number of rows to be displayed in each page: [ 1 ] [ Set ]

This should take you to the sign off page. The CT must sign off first, then the Principal (who will need a reminder from the Cooperating Teacher), then the US completes the process.