

Clinical Experience Requirements Checklist

First, access the [Professional Education Services Portal](#). Review the portal and become familiar with the locations of specific pieces of information and where to submit various pieces of documentation. The Professional Education Services Portal is your one-stop shop regarding clinical experiences embedded within your course work.

Before you begin your field experience, all required documentation must be completed and submitted. **Incomplete or missing requirements may delay your placement or prevent you from participating in field experiences.**

Note: You will not receive your assigned placement until we have the following items uploaded to the portal in the correct format.

Requirement	What To Do	Where To Upload	Due Date
☐ Complete the Clinical Placement Preferences Form	Complete Form. Form is always live and can be edited at anytime.	Form is located in Professional Education Services Portal under “Onboarding” tab. Your only requirement is to fill out the form.	Due by the first day of class- mandatory for attendance

☐ Character & Fitness Requirements (if applicable)	Complete required form	Complete form under “Onboarding” tab in Professional Education Services Portal . Your only requirement is to complete the form.	Due before you begin clinical field experiences.
☐ Create an EPSB Account (Does not apply to CDE students)	Create account and upload EPSB ID# as part of Onboarding Materials	Report your EPSB ID# to “Onboarding” tab in Professional Education Services Portal .	Due before you begin clinical field experiences.
☐ Child Abuse & Neglect (CAN) Check	Complete through the Kentucky Online Gateway	Upload PDF copy to the Professional Education Services Portal (Background Checks” tab)	Due before you begin clinical field experiences.
☐ TB Risk Assessment or TB Test (required for CDE courses/Child and Family Studies majors ONLY)	Complete with a healthcare provider	Your requirement is to complete the test and follow the instructions on where and how to	Due before you begin clinical field experiences.

☐ State & National Background Check	Complete through Verified Credentials (or approved Kentucky school district option)	Upload a PDF copy of your results to the Professional Education Services Portal (Background Checks” tab. Note: Must be completed by the end of the semester.	Due by the end of the semester
☐ Professional Liability Insurance (Applies to CDF students ONLY) <i>Note: Student Teachers also request PLI, and will be prompted to complete this through the Student Teaching Application.</i>	This is done just like registering for a class by logging in to OneLogin .		Due before you begin clinical field experiences.

Before You Observe In The Classroom

- ✓ Complete each requirement before your field placement begins.
- ✓ Upload all required documents to the appropriate location.
- ✓ Verify that all documents have been received and approved.
- ✓ Keep copies of all documentation for your records.

- ✓ Receive “Approval Letter” via email.
- ✓ Check for additional district requirements if applicable. If your district has additional requirements you would have been notified via email.
- ✓ Once you’ve received your “Approval Letter”, review your assigned placement under the “View Placement” tab in the Professional Education Services Portal.
- ✓ Pick up Student Teaching ID from Colonel Card Services **OR** download ECU digital student ID.
- ✓ Reach out to your assigned placement if applicable.

Approval Letter Process



You WILL receive your Approval Letter via email (Subject Line: Approval Letter) after you have submitted all necessary documentation and your submissions have been reviewed by our team.



You will NOT receive your letter if any of the documentation listed above, that applies to you, has not been completed.

Once received, you have been approved to begin your classroom observations.

Haven’t received your Approval Letter?

- ✓ Check that you have submitted all of the documentation listed above.
- ✓ Check your spam, and/or search the subject line in your email.
- ✓ Please allow our team up to 72 hours to review your submissions and trigger your Approval Letter.
- ✓ Check that you have clicked “submit” after uploading your documents to the appropriate location.

If you still have not received your Approval Letter, [contact our office](#) directly.

Helpful Resources

- Questions about your placement? Review our [FAQ's](#) here. If you still have questions please reach out to us ASAP.
- Questions about the Clinical Placement Preferences form? Review our Placement Preferences [FAQ's Sheet](#). If you are unable to find an answer to your question, [reach out to our office directly](#) or visit us in Combs 423.
- [Background Check Instructions](#)
- [CAN Check Instructions](#)
- [EPSB Account Creation Instructions](#)
- [Professional Education Services Portal](#)
- Not sure if you need to complete a background check? [Check this out.](#)