



Education Professional Standards Board  
Commonwealth of Kentucky

CoOp v2.0 – User Manual  
Institution Data Entry Personnel

Document Version 1.0  
September 12, 2006

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## Overview

In 2000 the Kentucky General Assembly allocated funding for the compensation of cooperating teachers who supervise student teachers. Subsequently, the Education Professional Standards Board (EPSB) promulgated regulation 704 KAR 20:706 (now 16 KAR 5:040) to implement this initiative.

Any Kentucky schoolteacher who is supervising a student teacher for an accredited college or university and who meets the requirements set forth in 16 KAR 5:040 is eligible for compensation from the Commonwealth of Kentucky. State funds awarding the service of cooperating teachers are in addition to, not in place of, any compensation from the teacher education institution.

The EPSB has developed a web-enabled software application to help manage the Cooperating Teacher Payment Program. This application, called CoOp, will enable university data entry personnel, cooperating teachers, college supervisors/coordinators, school principals and EPSB staff to enter, track and retrieve information necessary for regulation compliance and teacher compensation.

## CoOp Responsibilities

The CoOp application consists of differing levels of screen access determined by user role assignment. Each user's role(s) in the system directly corresponds to his/her responsibilities in the Cooperating Teacher processes.

### EPSB Administrators

Responsibilities include:

- Electronically assign roles to participants
- Assist University Data Entry personnel with building and maintaining their Contacts and Students lists
- Review and approve or deny voucher and waiver requests
- Notify participants of program deadlines

### University Data Entry

Responsibilities include:

- Building and maintaining a list of Contacts and Students
- Updating Contacts and Students demographic information
- Creating and submitting Assignments for approval

### Cooperating Teacher

Responsibilities include:

- Going to the EPSB website and securing a user id and password
- Updating personal information on the EPSB website
- Reviewing and confirming voucher information

### Supervisor

Responsibilities include:

- Going to the EPSB website and securing a user id and password
- Reviewing and confirming voucher information

### Principal

Responsibilities include:

- Going to the EPSB website and securing a user id and password
- Reviewing and confirming voucher information

## Institution Contacts List

'Contacts' in the CoOp application refers to individuals who may be assigned a Title such as *Dean, Chair, Data Entry, Cooperating Teacher, Supervisor/Coordinator, etc.* (Most institutions will ONLY be making a Supervisor/Coordinator Contacts List.) Assigning Titles to your *Contacts* is required to perform some functions within the application as well as a means to enable the EPSB to communicate with different groups of participants.

The institution Data Entry person begins building a *Contacts List* by logging into the CoOp application and clicking the 'Contacts' button.

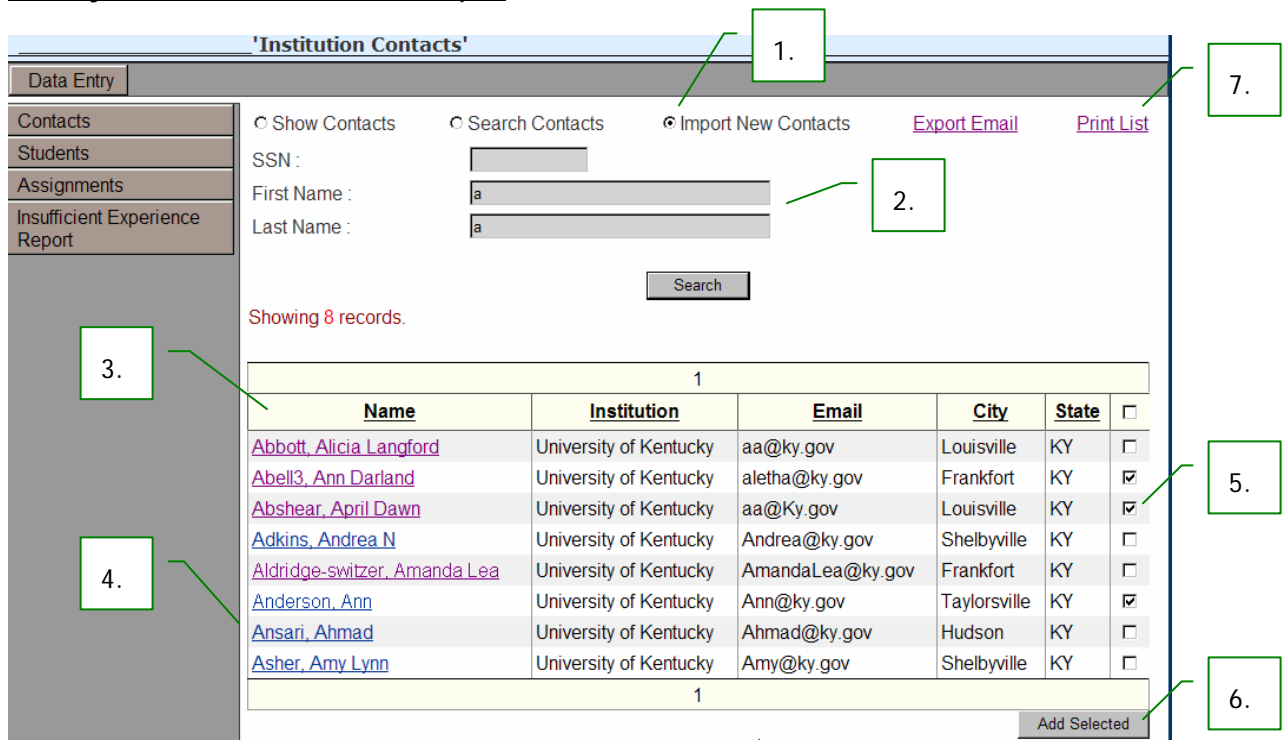
### Build your Contacts List

The 'Import New Contacts' area will allow you to begin creating a new Contacts List or will allow you to add a *Contact* who has not already been added to an existing *Contacts List*. (In order for a *Contact* to show up on the *Import New Contacts List*, he/she must have created a Username via the EPSB website <http://kyepsb.net/>.)

- Find new *Contacts* associated with your Institution(s)  
(Numbers correspond with numbers on example)
  1. Click on 'Import New Contacts' to access the *Search* page
  2. Enter a partial or full First and/or Last Name and click 'Search'
  3. A list of potential *Contacts* will be displayed for your Institution(s). This list is sorted alphabetically by *Name* but may be sorted by any other column by clicking the underlined header
  4. You may view a person's demographic information by clicking on his/her name. However, changes may not be made on this screen. You will be able to make changes when you are on 'Show Contacts'
  5. Place a check mark for each *Contact* you wish to add to your List
  6. Click 'Add Selected.' The *Contact(s)* are removed from the 'Import New Contacts' list and are added to your existing *List* (Which is under 'Show Contacts'). You will be returned to the *Search* page and 'Selected Records Successfully Added to Contacts' will appear in red
- Find *Contacts* regardless of institution association  
(Numbers correspond with numbers on example)
  1. Click on 'Import New Contacts' to access the *Search* page
  2. Enter a full social security number in the SSN field and click 'Search'
  3. The person's record will be listed if he/she is found in the EPSB database
  4. You may view a person's demographic information by clicking on his/her name. However, changes may not be made on this screen. You will be able to make changes when you are on 'Show Contacts'

5. Place a check mark for each Contact you wish to add to your list
  6. Click 'Add Selected.' The *Contact(s)* are removed from the 'Import New Contacts' list and are added to your existing *List* (Which is under 'Show Contacts') You will be returned to the *Search* page and 'Selected Records Successfully Added to Contacts' will appear in red
- Print displayed list  
(Numbers correspond with numbers on example)
7. You may print any *Contacts List* displayed on the screen by clicking on the '[Print List](#)' link at the top of the page

### Build your Contacts List - Example



The screenshot shows the 'Institution Contacts' page. On the left is a sidebar with links: Data Entry, Contacts, Students, Assignments, and Insufficient Experience Report. The main area has tabs for 'Show Contacts', 'Search Contacts', and 'Import New Contacts'. Below these are input fields for SSN, First Name, and Last Name, followed by a 'Search' button. A message 'Showing 8 records.' is displayed above a table. The table has columns: Name, Institution, Email, City, State, and a checkbox. The first two rows of the table have checkboxes checked. At the bottom right of the table is an 'Add Selected' button. On the top right of the page are links for 'Export Email' and 'Print List'.

Name	Institution	Email	City	State	
<a href="#">Abbott, Alicia Langford</a>	University of Kentucky	aa@ky.gov	Louisville	KY	<input type="checkbox"/>
<a href="#">Abell3, Ann Darland</a>	University of Kentucky	aletha@ky.gov	Frankfort	KY	<input checked="" type="checkbox"/>
<a href="#">Abshear, April Dawn</a>	University of Kentucky	aa@Ky.gov	Louisville	KY	<input checked="" type="checkbox"/>
<a href="#">Adkins, Andrea N</a>	University of Kentucky	Andrea@ky.gov	Shelbyville	KY	<input type="checkbox"/>
<a href="#">Aldridge-switzer, Amanda Lea</a>	University of Kentucky	AmandaLea@ky.gov	Frankfort	KY	<input type="checkbox"/>
<a href="#">Anderson, Ann</a>	University of Kentucky	Ann@ky.gov	Taylorsville	KY	<input checked="" type="checkbox"/>
<a href="#">Ansari, Ahmad</a>	University of Kentucky	Ahmad@ky.gov	Hudson	KY	<input type="checkbox"/>
<a href="#">Asher, Amy Lynn</a>	University of Kentucky	Amy@ky.gov	Shelbyville	KY	<input type="checkbox"/>



## View Contact's Demographics - Example

**'Institution Contact Details'**

Data Entry

Contacts  
Students  
Assignments  
Insufficient Experience Report

**Title:** \*

**General Info:**

Name: Ahmad Ansari  
Date Of Birth: 06-01-1947 \*  
SSN:  
Gender: Male  
Email: [Ahmad@ky.gov](mailto:Ahmad@ky.gov)

**Phone Numbers:**

Location : ( 859 ) 2726237 \*

**Addresses:**

**Work Mailing Address**  
Address Line 1: 123 Supervisor Lane  
Address Line 2:  
Zip Code: 40145 -  
City, State: Hudson, KY

**Institution :**

Institution: \*  
Institution Address :

4.

## Print List - Example

7.

### Institution Contacts

	NAME	Title	INSTITUTION	Email	City	STATE
1	Abbott, Alicia Langford		University of Kentucky	aa@ky.gov	Louisville	KY
2	Abell3, Ann Darland		University of Kentucky	aletha@ky.gov	Frankfort	KY
3	Abshear, April Dawn		University of Kentucky	aa@Ky.gov	Louisville	KY
4	Adkins, Andrea N		University of Kentucky	Andrea@ky.gov	Shelbyville	KY
5	Aldridge-switzer, Amanda Lea		University of Kentucky	AmandaLea@ky.gov	Frankfort	KY
6	Anderson, Ann		University of Kentucky	Ann@ky.gov	Taylorsville	KY
7	Ansari, Ahmad		University of Kentucky	Ahmad@ky.gov	Hudson	KY
8	Asher, Amy Lynn		University of Kentucky	Amy@ky.gov	Shelbyville	KY

## View & Maintain your Contacts List

(Numbers correspond with numbers on example)

- Search for existing *Contacts*

1. Click on 'Search Contacts' to access the *Search* page
2. Enter a partial or full First and/or Last Name OR enter the full SSN and click 'Search'
3. A list of your existing *Contacts* is displayed. This list is sorted alphabetically by *Name* but may be sorted in any other column by clicking the underlined header

Once the list is displayed, you may update a *Contact's* demographic information or remove him/her from your list. You may update a *Contact's* demographic information, by clicking on his/her name.

- View all existing *Contacts*

Click on 'Show Contacts' to view a complete list of your existing *Contacts*.

3. A list of all your existing *Contacts* is displayed. This list is sorted alphabetically by *Name* but may be sorted in any other column by clicking the underlined header

Once displayed, you may update a *Contact's* demographic information or remove him/her from your list

- Print *Contacts* Listing

4. You may print any *Contact List* that is displayed on the screen by clicking the '[Print List](#)' link at the top of the page

- Remove *Contacts* from your List

5. Place a check mark for each *Contact* you wish to remove from your List
6. Click 'Delete Selected'. The *Contact(s)* are removed from your existing List and are again accessible in the 'Import New Contacts' list

- Update *Contacts* Demographic Information

7. Clicking on an existing *Contact's* name will allow you to view and/or update his/her demographic information
8. The demographic page contains fields designated with a red asterisk (\*). All of these fields must contain valid information before any changes can be saved. This is where you give a *Title* to each contact—i.e., *Supervisor/Coordinator*.

## View & Maintain your Contacts List - Example

**'Institution Contacts'**

Data Entry

Contacts  
Students  
Assignments  
Insufficient Experience Report

☐ Show Contacts ☒ Search Contacts ☐ Import New Contacts [Print List](#) [Export Email](#)

SSN :   
First Name :   
Last Name :

Showing 4 records.

Name	Title	Institution	Email	City	State	
<a href="#">Abbott, Alicia Langford</a>	-	University of Kentucky	aa@ky.gov	Louisville	KY	<input type="checkbox"/>
<a href="#">Abell, Aletha Darland</a>	-	University of Kentucky	aletha@ky.gov	Frankfort	KY	<input type="checkbox"/>
<a href="#">Adkins, Andrea N</a>	-	University of Kentucky				<input type="checkbox"/>
<a href="#">Ansari, Ahmad</a>	Supervisor	University of Kentucky	Ahmad@ky.gov	Hudson	KY	<input type="checkbox"/>

Enter number of rows to be displayed in each page:

## Update Contact's Demographics - Example

**'Institution Contact Details'**

Data Entry

Contacts  
Students  
Assignments  
Insufficient Experience Report

**Title:**

Title:  \*

\* Fields are mandatory

**General Info:**

Name: Ahmad Ansari  
First Name:  \*  
Middle Name:   
Last Name:  \*  
Date Of Birth:  /  /  (mm-dd-yyyy) \*  
SSN:   
Gender:  Male  
Email:  \*

**Phone Numbers:**

Location : (  )  2726237  
Location FAX : (  )   
Mobile : (  )   
Pager : (  )   
Mobile FAX : (  )

**Addresses:**

**Work Mailing Address**  
Address Line 1:  \*  
Address Line 2:   
Zip Code:  -   
City, State: , Enter a zip to look up city

**Institution :**

Institution:  University of Kentucky \*  
Institution Address : University of Kentucky , Lexington-40506 1, KY , Phone :8592579000

## Email Contacts

(Numbers correspond with numbers on example)

- Select *Contacts*
  1. Place a check mark for each *Contact* you wish to email
- Retrieve Email Addresses
  2. Click the '[Export Email](#)' link at the top of the page.
  3. A window will be displayed with all chosen valid email addresses listed. The email addresses may be copied and then pasted into the 'To:' line of a new email

The screenshot shows the 'Institution Contacts' web application. On the left is a sidebar with navigation links: Data Entry, Contacts, Students, Assignments, Insufficient Experience Report, and Report. The main area has tabs for 'Show Contacts', 'Search Contacts', and 'Import New Contacts', along with links for 'Print List' and 'Export Email'. Below the tabs, it says 'Showing 13 records.' A table lists contacts with columns for Email, City, State, and a checkbox. The first three rows are checked. A Notepad window titled 'CoOpContacts\_EmailExport[2].txt - Notepad' is open, displaying the email addresses: 'aa@ky.gov; aletha@ky.gov; Ahmad@ky.gov;'. A green box labeled '3.' points to the Notepad window. Another green box labeled '2.' points to the 'Export Email' link. A third green box labeled '1.' points to the checkbox in the table.

Email	City	State	
aa@ky.gov	Louisville	KY	<input checked="" type="checkbox"/>
aletha@ky.gov	Frankfort	KY	<input checked="" type="checkbox"/>
Ahmad@ky.gov	Hudson	KY	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Below the table, there is a list of names and their affiliations:

- Broadwater, Benjamin Howard - University of Kentucky
- Brosi, Blossom Katrina - University of Kentucky
- Brue, Beverly Focht - University of Kentucky
- Buffin, Brenda Jean Bu Nch - University of Kentucky

At the bottom of the table, there is a 'Delete Selected' button.

The screenshot shows an 'Untitled Message' email client window. The 'To:' field is populated with the email addresses: 'aa@ky.gov; aletha@ky.gov; Ahmad@ky.gov'. The 'Cc:' and 'Subject:' fields are empty. A green box labeled '3.' points to the 'To:' field.

## Students List

'Students' in the CoOp application refers to people who have been admitted into an Institution's Educator Preparation program. Each Kentucky Institution notifies the EPSB of participating *Students* and their expected areas of certification through the Admissions and Exit Data.

The University Data Entry person begins building a *Students List* by logging into the CoOp application and clicking the 'Students' button.

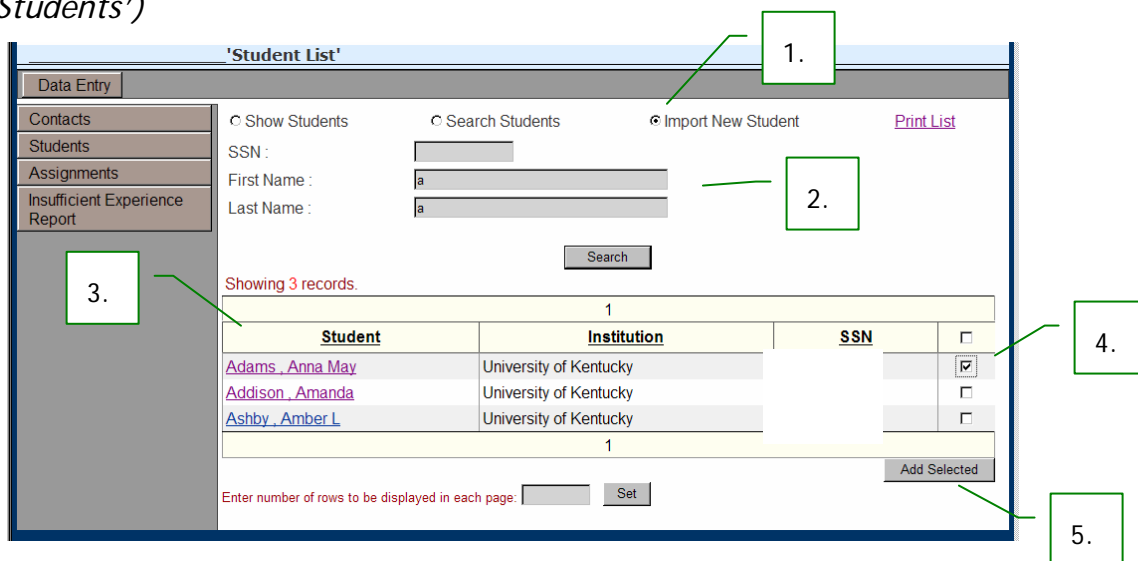
### Build your Students List

(Numbers correspond with numbers on example)

- Find new *Students*
  1. Click on 'Import New Student' to access the *Search* page
  2. Enter a partial or full First and/or Last Name OR enter the full SSN and click 'Search' (To find all the A's or B's, etc., enter an "a" in the last name box. All students whose last names begin with an "a", will appear.)
  3. A list of potential *Student Teachers* (this list will come from your institution's Admissions and Exit Data) will be displayed. This list is sorted alphabetically by *Name* but may be sorted in any other column by clicking the underlined header. Once *Student(s)* have been displayed, they may be added to your existing *List*

You may view a *student's* demographic and anticipated certification information by clicking on his/her name

- Add new *Students* to your List
  4. Place a check mark for each *Student* you wish to add to your List
  5. Click 'Add Selected'. The *Student(s)* are removed from the 'Import New Student' list and are added to your existing *List* (Found under 'Show Students')



The screenshot shows the 'Student List' application interface. The interface includes a sidebar with navigation links: Data Entry, Contacts, Students, Assignments, and Insufficient Experience Report. The main area has tabs for 'Show Students', 'Search Students', and 'Import New Student'. The 'Import New Student' tab is active, showing search fields for SSN, First Name, and Last Name, and a 'Search' button. Below the search fields, it says 'Showing 3 records.' and displays a table with columns: Student, Institution, SSN, and a checkbox. The table lists three students: Adams, Anna May; Addison, Amanda; and Ashby, Amber L. The checkbox for Addison, Amanda is checked. At the bottom right, there is an 'Add Selected' button. At the bottom left, there is a field to 'Enter number of rows to be displayed in each page' with a 'Set' button. Numbered callouts point to specific elements: 1. 'Import New Student' tab, 2. Search fields, 3. Table of students, 4. Checkmark in the checkbox, and 5. 'Add Selected' button.

### View & Maintain your Students List

(Numbers correspond with numbers on example)

- Search for existing *Students*

1. Click on 'Search Students' to access the *Search* page
2. Enter a partial or full First and/or Last Name OR enter the full SSN and click 'Search'
3. A list of your existing *Students* is displayed. This list is sorted alphabetically by *Name* but may be sorted in any other column by clicking the underlined header

Once displayed, you may update a *Student's* demographic information or remove him/her from your *List*

- View all existing *Students*

4. Click on 'Show Students' to view a complete list of your existing *Students*. This list is sorted alphabetically by *Name* but may be sorted by any other column by clicking the underlined header

Once displayed, you may update a *Student's* demographic information or remove him/her from your *List*

- Print *Students'* Listing

5. You may print any *Student List* that is displayed on the screen by clicking the '[Print List](#)' link at the top of the page

- Remove *Students* from your List

6. Place a check mark for each *Student* you wish to remove from your *List*
7. Click 'Delete Selected'. The *Student(s)* are removed from your existing *List* and are again accessible in the 'Import New Student' list

- Update your *Students'* Demographic Information

8. Clicking on an existing *Student's* name will allow you to view and/or update his/her demographic information
9. The demographic page contains fields designated with a red asterisk (\*). All of these fields must contain valid information before any changes can be saved

## View & Maintain your Students List - Example

4. 'Student List' 1.

5. Print List

6. 2.

3. Showing 7 records.

Student	Institution	SSN	
Adams, Anna May	University of Kentucky		<input type="checkbox"/>
Addison, Amanda	University of Kentucky		<input type="checkbox"/>
Adkins, Andrea N	University of Kentucky		<input type="checkbox"/>
Agee, Angela Michelle	University of Kentucky		<input type="checkbox"/>
Arem, Andrew J	University of Kentucky		<input type="checkbox"/>
Arnold, Amy B	University of Kentucky		<input type="checkbox"/>
Ashby, Amber L	University of Kentucky		<input type="checkbox"/>

8. Delete Selected 7.

## Update Student Demographics - Example

8. 9.

\* Fields are mandatory

**General Info:**

Name: Angela Michelle Agee

First Name: Angela

Middle Name: Michelle

Last Name: Agee

Date Of Birth: 09 / 26 / 1979 \* (mm-dd-yyyy)

SSN: \*

Gender: Female

Email: \*

**Phone Numbers:**

Location: (859) 9717214

Location FAX: ( )

Mobile: (859) 3516673

Pager: ( )

Mobile FAX: ( )

**Addresses:**

**Current Mailing Address**

Address Line 1: 10790 Brent Water Place Apt. O \*

Address Line 2: \*

Zip Code: 41051 \* - \*

City, State: Independence, KY Enter a zip to look up city

**Institution:**

Institution: University of Kentucky \*

School Address: University of Kentucky , , Lexington-40506 1, KY , Phone :8592579000

**Certifications :**

Anticipated Certification(s):

Program	Credential	Outcome Status
Save Changes	Cancel	

## Assignments

Once the University Data Entry person has built a *Contacts List* and a *Students List*, he/she may then create the Cooperating Teacher/Student Teacher assignment.

### Create New Assignments

Before *Assignments* can be created, your *Contacts List* must contain at least one *Supervisor/Coordinator*.

An Assignment is created by accessing the 'Assignments' screen, clicking the 'Add New Assignment' link at the top of the page and selecting and entering information into the four categories as follows:

(Numbers correspond with numbers on example)

#### 1. *Semester*

- Select a value from the 'Semester' drop down list
- The 'Year' will always default to the current school year but may be changed by choosing a different value from the drop down list

#### 2. *Student/Supervisor*

- Select the *Institution* you are creating the Assignment for from the 'Institution' drop down list (This should default to your Institution)
- The 'Student Teacher' drop down list is taken from your *Students List* created earlier and is populated according to the Institution chosen, select the *Student Teacher* from this list
- The 'Supervisor/Coordinator' drop down list is taken from your *Contacts List* created earlier and is also populated according to the Institution chosen, select the *Supervisor/Coordinator* from this list

#### 3. *Teacher/Principal*

- Select the school district from the 'District' drop down list
- The 'School' drop down list is populated according to the *District* chosen, select the *School* from this list
- Enter the social security number of the *Cooperating Teacher* into the 'CoOP Teacher SSN' field
- The 'Principal' drop down list is populated according to the *School* chosen, select the *Principal or Vice-Principal* from this list

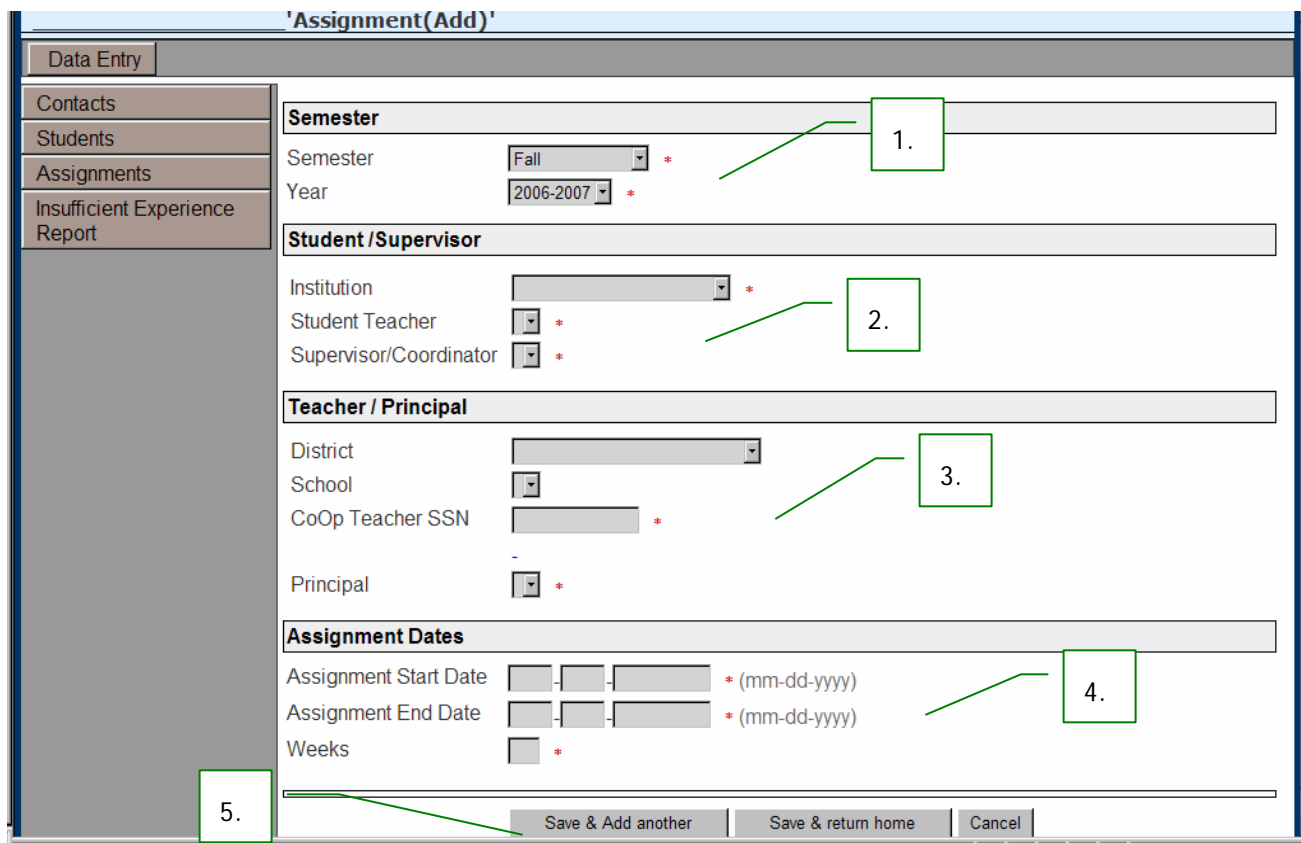


#### 4. *Assignments Dates*

- Enter the 'Start' and 'End' dates for the *Assignment* into the date fields
- Enter the number of weeks for the *Assignment* into the 'Weeks' field

5. After all data has been correctly entered, click 'Save & Add Another' or 'Save & Return Home' to complete the *Assignment* creation process.

*Once the Assignment has been saved, the CoOp application will perform validation on the teacher's certification and experience according to 16 KAR 5:040 Section 2. The application will automatically notify you if requirements have not been met and will provide an opportunity to request a waiver.*



The screenshot shows the 'Assignment(Add)' form with the following sections and fields:

- Semester**
  - Semester:  \*
  - Year:  \*
- Student / Supervisor**
  - Institution:  \*
  - Student Teacher:  \*
  - Supervisor/Coordinator:  \*
- Teacher / Principal**
  - District:  \*
  - School:  \*
  - CoOp Teacher SSN:  \*
  - Principal:  \*
- Assignment Dates**
  - Assignment Start Date:  -  -  \* (mm-dd-yyyy)
  - Assignment End Date:  -  -  \* (mm-dd-yyyy)
  - Weeks:  \*

At the bottom of the form, there are three buttons: 'Save & Add another', 'Save & return home', and 'Cancel'.

Numbered callouts in the image:

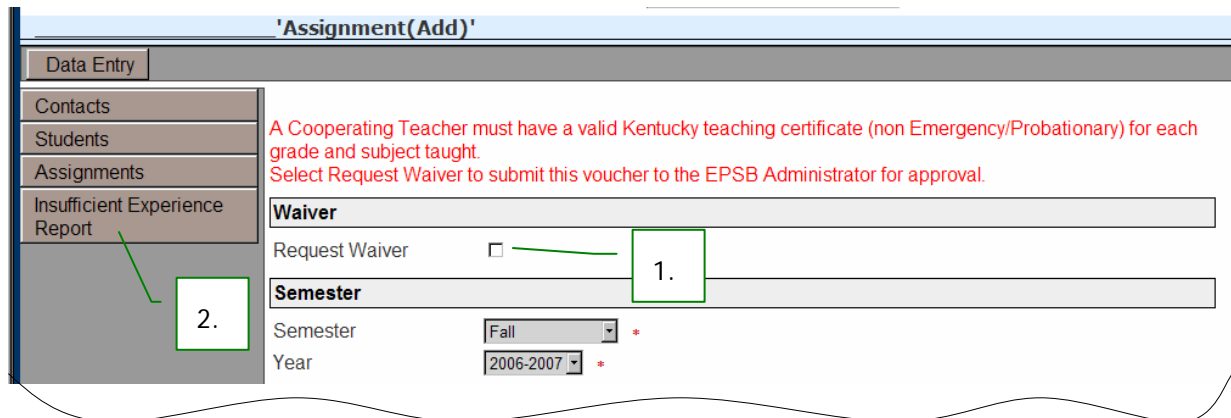
1. Points to the 'Semester' section header.
2. Points to the 'Student / Supervisor' section header.
3. Points to the 'Teacher / Principal' section header.
4. Points to the 'Assignment Dates' section header.
5. Points to the 'Save & Add another' button.

## Submit Request for Waiver

When saving a new *Assignment*, the CoOp application may notify you that the *Cooperating Teacher* has not met minimum requirements and will allow you to submit a waiver request.

(Numbers correspond with numbers on example)

1. Place a check mark in the 'Request Waiver' box and save the *Assignment*
2. Once saved, this *Assignment* is available to you and the *EPSB Administrator* via the 'Insufficient Experience Report'



All *Assignments*, where the cooperating teacher has failed to meet minimum standards as set forth in 16 KAR 5:040 Section 2, will be contained within the Insufficient Experience Report. This report is only visible to the submitting University Data Entry person and the EPSB Administrators.

Once the EPSB Administrators perform a review and confirm that a teacher's credentials meet the regulation standards, the teacher will appear on the institution's *Assignments* list (see *Insufficient Experience Report* section).

If a teacher's credentials can not be confirmed, the EPSB Administrators will notify your institution to begin the official waiver request according to established procedures. The *Assignment* will remain listed in the *Insufficient Experience Report*.

### View & Modify Current Assignments

(Numbers correspond with numbers on example)

- View list of *Assignments*
  1. Login to the CoOp application and click 'Assignments' to access your list of current *Assignments*
  2. The *Assignments* list may be sorted in any column by clicking on the underlined header
  3. You may edit demographic information for a 'Student' and/or 'Cooperating Teacher' by clicking on his/her name
- View *Individual Vouchers*
  4. Click the icon in the 'View' column to display the payment voucher. If the approval process has begun, the status will also be displayed on the voucher
- Edit or Delete Assignments

*Assignments may not be edited or deleted if they have been marked 'complete' and submitted for approval.*

  5. Click the icon in the 'Edit' column to modify the *Assignment* dates and number of weeks.
  6. Place a check mark on each *Assignment* you wish to delete and click 'Delete Selected' to remove the *Assignment* and its corresponding payment voucher
- Print *Assignments Listing*
  7. You may print *your Assignments List* that is displayed on the screen by clicking the '[Print List](#)' link at the top of the page

## View & Modify Current Assignments - Example

**'Assignments List'**

Data Entry

1. **Contacts** **Add New Assignment** **Assignments Complete** **Print List**

**Students** Institution : Show All

**Assignments** Showing 20 records.

2. 1 2

Student	Institution	Teacher	School	Begin Date	End Date	Weeks	Status	Edit	View	
<a href="#">Saleem, Hassan M</a>	Kentucky State University	<a href="#">Saleem, Hassan M</a>	Calloway County High School	08/24/2001	08/31/2001	1				<input type="checkbox"/>
<a href="#">Sam, Marion</a>	Kentucky State University	<a href="#">Salat, Nevonda</a>	Butler County High School	01/01/2000	06/25/2000					<input type="checkbox"/>
<a href="#">Sanders, Matt R</a>	Kentucky State University	<a href="#">Sanders, Matt R</a>	Adair County High School	06/06/2006	07/06/2006	4				<input type="checkbox"/>
<a href="#">Adams, Tashawna N</a>	Kentucky State University	<a href="#">Three, Web K</a>	Franklin County High School	08/01/2006	12/31/2006	5				<input type="checkbox"/>
<a href="#">Saleem, Hassan M</a>	Kentucky State University	<a href="#">Mills, Phyllis J</a>	Christian Academy of Lawrenceburg	08/08/2006	12/20/2006	19				<input type="checkbox"/>
<a href="#">Sanders, Matt R</a>	Kentucky State University	<a href="#">Mills, Phyllis J</a>	Caldwell County High School	08/08/2006	08/25/2006	2				<input type="checkbox"/>

3. 4. 5. 6. 7.

## Voucher - Example

6.

**Education Professional Standards Board**  
An Equal Opportunity Employer M/F/D  
**100 Airport Road, 3rd Floor**  
**Frankfort, KY 40601**  
502-564-4606 Toll Free 888-598-7667 Fax 502-564-7080  
Fall (2006-2007)

**Cooperating Teacher Payment Voucher**

4. In compliance with 16 KAR 5:040, cooperating teachers supervising a student teacher for this school year shall be eligible for compensation in recognition of this service. (State funds awarding the service of cooperating teachers shall not supplement the teacher education institution's compensation responsibility.) State funds will be sent to each public school district for distribution to individual teachers, and compensation for non-public teachers will be sent directly to them\* or their individual schools.

**Cooperating Teacher** SSN  
Mills, Phyllis J

**Student Teacher** **Weeks** **Begin Date** **End Date** **Institution**  
Ashby, Amber L 11 09/21/2006 11/15/2006 University of Kentucky (KY)

**Principal** **Supervisor**  
Clifford, Brian D Super, Super1

**School** **School Address**  
Park City Elementary 45 Indian Mill Rd , , Park City-42160 , KY ,  
School (Barren County ) Phone :2707495665 Fax :2707495074

Status	Reason	Signed Off On	Signed Off By
CoOp Teacher has Signed Off.	Completed Successfully	8/22/2006 5:14:43 PM	Mills, Phyllis J
Supervisor has Signed Off	Completed Successfully	8/22/2006 5:16:05 PM	Super, Super1
Principal has Signed Off.	Completed Successfully	8/22/2006 5:15:17 PM	Clifford, Brian D

## Submit Assignments for Approval

When the *University Data Entry* person has completed all *Assignments*, he/she must verify assignment completion to begin the approval process.

Assignments may not be edited or deleted once they have been verified 'complete' and submitted for approval.

(Numbers correspond with numbers on example)

1. Login to the CoOp application and click 'Assignments' to access your list of current *Assignments*
2. Click the '[Assignments Complete](#)' link at the top of this page to display the verification screen

3. Place a check mark in the box to verify that all *Assignments* have been entered
4. Place a check mark in the box for the Institution(s) where you have completed *Assignments*
5. Click 'Confirm' to begin the *Voucher Approval Process*

## Insufficient Experience Report

All *Assignments*, where the cooperating teacher has failed to meet minimum standards as set forth in 16 KAR 5:040 Section 2, will be contained within the Insufficient Experience Report. This report is only visible to the submitting University Data Entry person and the EPSB Administrators.

### View & Modify Requests

(Numbers correspond with numbers on example)

- View list of *Waiver Requests*
  1. Login to the CoOp application and click '**Insufficient Experience Report**' to access your list of current *Assignments* submitted for waiver approval
  2. This report may be sorted by any column by clicking on the underlined header
  3. You may edit demographic information for a '**Student**' and/or '**Cooperating Teacher**' by clicking on his/her name
- View *Individual Vouchers*
  4. Click the icon in the '**View**' column to display the payment voucher
- Edit or Delete *Waiver Requests*

Waiver Requests may not be edited or deleted if they have been marked '**complete**' and submitted for approval.

  5. Click the icon in the '**Edit**' column to modify the *Assignment* dates and number of weeks.
  6. Place a check mark on each *Assignment* you wish to delete and click '**Delete Selected**' to remove the *Assignment* and its corresponding payment voucher
- Print *Insufficient Experience Report*
  7. You may print your report by clicking the '[Print List](#)' link at the top of the page

## View & Modify Requests - Example

1. **Contacts**

2. **Institution :** Show All

3. **Showing 3 records.**

4. **Print List**

Student	Institution	Teacher	School	Begin Date	End Date	Weeks	Status	Edit	View	
<a href="#">Aldridge, Barbara J</a>	Kentucky State University	<a href="#">Ssn, Incorrect</a>	Lewis County Middle School	08/01/2006	11/1					<input type="checkbox"/>
<a href="#">Sam, Marion</a>	Kentucky State University	<a href="#">Salat, Nevonda</a>	Butler County High School	01/01/2000	01/01/2000	0				<input type="checkbox"/>
<a href="#">Wilson, Ranada L</a>	Kentucky State University	<a href="#">Wilson, Ranada L</a>	Adair County High School	08/26/2006	08/30/2006	5				<input type="checkbox"/>

5. **Enter number of rows to be displayed in each page:**  **Set**

6. **Delete Selected**

## Voucher - Example

4. **Education Professional Standards Board**  
*An Equal Opportunity Employer M/F/D*  
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**Frankfort, KY 40601**  
 502-564-4606 Toll Free 888-598-7667 Fax 502-564-7080  
 Fall (2006-2007)

**Cooperating Teacher Payment Voucher**

In compliance with 16 KAR 5:040, cooperating teachers supervising a student teacher for this school year shall be eligible for compensation in recognition of this service. (State funds awarding the service of cooperating teachers shall not supplement the teacher education institution's compensation responsibility.) State funds will be sent to each public school district for distribution to individual teachers, and compensation for non-public teachers will be sent directly to them\* or their individual schools.

**Cooperating Teacher** SSN  
 Test, Sally Rae

**Student Teacher** **Weeks** **Begin Date** **End Date** **Institution**  
 Taylor, Damon 15 08/01/2006 12/31/2006 Kentucky State University (KY)

**Principal** **Supervisor**  
 Goodlett, Timothy F Campbell, Cynthia Meade

**School** **School Address**  
 Casey County High School (Casey County) 1841 E KY 70, , Liberty-42539 6718, KY,  
 Phone :6067876151 Fax :6067878654

**Requested By** **Waiver Requested on** **Waived By** **Date Implimented on**  
 Armstrong, Valerie Gwyn 08/28/2006

**Waiver Note**  
**Waiver Reasons Summary**

Teacher does not have valid Kentucky Teaching certificate for each grade and subject taught OR teacher has Emergency / Probationary certificate.

## Voucher Approval Process

After the University Data Entry person has verified that his/her assignments are complete, the *Voucher Approval Process begins*. The CoOp application automatically generates an email notification to the EPSB Administrators, and the *Voucher List* is made available to the following participants in the order listed:

(Numbers correspond with numbers on example)

### Approval Path

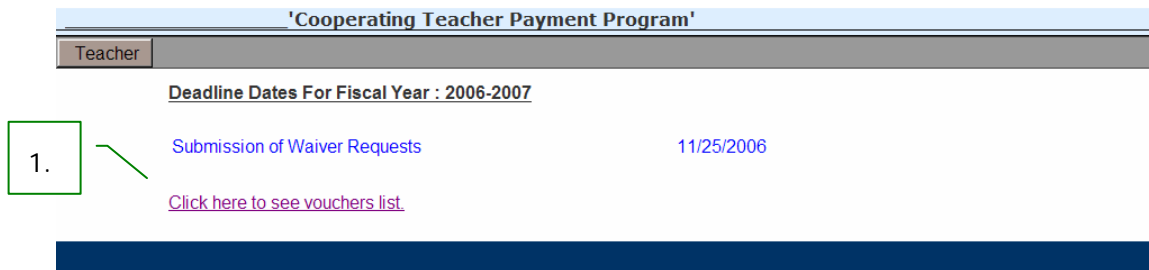
- CoOp Teacher
- Principal
- Supervisor/Coordinator
- EPSB Administrators

Once all *Vouchers* have progressed through the Approval Process, the EPSB may process payments.

### View Voucher List

The process of logging into the Coop Application and 'Signing Vouchers' is the same for all *Approvers*.

1. Login to the CoOp application and click 'Click here to see vouchers list.' link to view the vouchers awaiting approval



'Cooperating Teacher Payment Program'

Teacher

Deadline Dates For Fiscal Year : 2006-2007

1. Submission of Waiver Requests 11/25/2006

[Click here to see vouchers list.](#)

### Approve Vouchers

After viewing his/her *Voucher List*, each *Approver* will approve the *Vouchers* in the following manner:

2. Click the icon under the 'Sign' column to display the individual voucher
3. Review the voucher for correctness and either approve or deny by selecting the appropriate radio button
4. Note a reason by making a selection from the 'Reason' drop down list
5. Click 'Sign Digitally' to complete the process



## Voucher List - Example

**'Vouchers List'**

Teacher

Semester :  Year :

Showing 10 records.

Student	Teacher	Institution	Begin Date	End Date	Weeks	Status	Sign
<a href="#">Burdick, Ashley Hope</a>	<a href="#">Mills, Phyllis J</a>	University of Kentucky	08/08/2006	11/30/2006	12		
<a href="#">Salat, Nevonda</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	09/09/2006	05/05/2006	-18		
<a href="#">Saleem, Hassan M</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	08/08/2006	12/20/2006	19		
<a href="#">Sam, Marion</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	08/01/2006	12/31/2006	15		
<a href="#">Sam, Marion</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	08/26/2006	08/30/2006	1		
<a href="#">Sanders, Matt R</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	08/08/2006	08/25/2006	2		
<a href="#">Scott, Nickolette Patricia</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	01/01/1901	12/31/2009	5687		
<a href="#">Scott, Nickolette Patricia</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	09/09/2001	05/02/9000	365172		
<a href="#">Taylor, Damon</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	08/10/2006	08/25/2006	2		
<a href="#">Taylor, Damon</a>	<a href="#">Mills, Phyllis J</a>	Kentucky State University	08/08/2006	08/20/2006	2		

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

2.

## Voucher Signoff - Example

**'Assignment(View)'**

Teacher

Education Professional Standards Board  
An Equal Opportunity Employer M/F/D  
100 Airport Road, 3rd Floor  
Frankfort, KY 40601  
502-564-4606 Toll Free 888-598-7667 Fax 502-564-7080  
Fall (2006-2007)

**Cooperating Teacher Payment Voucher**

In compliance with 16 KAR 5:040, cooperating teachers supervising a student teacher for this school year shall be eligible for compensation in recognition of this service. (State funds awarding the service of cooperating teachers shall not supplement the teacher education institution's compensation responsibility.) State funds will be sent to each public school district for distribution to individual teachers, and compensation for non-public teachers will be sent directly to them\* or their individual schools.

Cooperating Teacher SSN  
Mills, Phyllis J

Student Teacher Weeks Begin Date End Date Institution  
Burdick, Ashley Hope 12 08/08/2006 11/30/2006 University of Kentucky (KY)

Principal Supervisor  
Clifford, Brian D Super, Super2

School School Address  
Park City Elementary School 45 Indian Mill Rd , , Park City-42160 , KY ,  
(Barren County) Phone :2707495665 Fax :2707495074

I Mills, Phyllis J  
☐ agree that all information has been verified and is correct.  
☐ agree that all information has been verified and the information is incorrect.

Reason

Sign Digitally

3.

4.

5.

## Help and Application Support

### Login and Online Help

- EPSB website
  - <http://www.kyepsb.net/>
- Create an EPSB Login
  - [https://wd.kyepsb.net/EPSB.WebApps/Profile/Register/self\\_register.aspx](https://wd.kyepsb.net/EPSB.WebApps/Profile/Register/self_register.aspx)
- Send an email to the EPSB Helpdesk
  - [EPSBHelp@ky.gov](mailto:EPSBHelp@ky.gov)
- Online help from EPSB
  - <http://www.kyepsb.net/help/index.asp>

### CoOp Program Help

- Send an email to the CoOp Program Administrators
  - [EPSB.CoOp@ky.gov](mailto:EPSB.CoOp@ky.gov)
- Contact CoOp Program Administrators at 502-564-4606
  - Sandra Stanley, ext. 232
  - Carol Martin, ext. 269
- Mail documents to;
  - Education Professional Standards Board  
Attn: Sandra Stanley  
100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, KY 40601

### Admissions/Exit Contacts - Kentucky

- **Alice Lloyd College** - 100 Purpose Road, Pippa Passes, KY 41844
  - Phone: 606-368-6003
  - Rosalind McGee, RosalindMcGee@alc.edu
- **Asbury College** - 1 Macklem Drive, Wilmore, KY 40390-1198
  - Phone: 859-858-3511
  - Admissions - Nancy Fellows, ext. 2223, Nancy.Fellows@Asbury.edu
  - Exit - Melanie Kinnell, ext. 2304
- **Bellarmino University** - 2001 Newburg Road, Louisville, KY 40205-0671
  - Phone: 502-452-8037
  - Pam Deskins, PDeskins@Bellarmino.edu
- **Berea College** - CPO 2317, Berea, KY 40404-0002
  - Phone: 859-985-3072
  - Lisa Rosenbarker, Lisa\_Rosenbarker@Berea.edu
- **Brescia University** - 717 Frederica Street, Owensboro, KY 42301-2298
  - Phone: 270-686-4230
  - Mary Alice Wethington, MaryW@Brescia.edu
- **Campbellsville University** - 1 University Drive, Campbellsville, KY 42718
  - Phone: 270-789-5156
  - Leigh Sullivan, LJSullivan@Campbellsville.edu
- **Centre College** - 600 West Walnut Street, Danville, KY 40422-1394
  - Phone: 859-238-5308
  - Donna Plummer, Plummer@Centre.edu
- **Eastern Kentucky University** - Combs Building, Richmond, KY 40475-3103
  - Phone: 859-622-1828
  - Margaret Moore, Margaret.Moore@eku.edu
- **Georgetown College** - 400 East College Street, Georgetown, KY 40324-1696
  - Phone: 502-863-8176
  - Sherri Warner, Sheri\_Warner@GeorgetownCollege.edu

- **Kentucky Christian University** - 100 Academic Pkwy, Grayson, KY 41143-1199
  - Phone: 606-474-3285
  - Sherry Curtis, [SLCurtis@kcu.edu](mailto:SLCurtis@kcu.edu)
- **Kentucky State University** - Hathaway Hall, 400 E Main, Frankfort, KY 40601
  - Phone: 502-597-5571
  - Barry Pelphrey, [Barry.Pelphrey@kysu.edu](mailto:Barry.Pelphrey@kysu.edu)
- **Ky Wesleyan College** - 3000 Frederica St. PO 1039, Owensboro, KY 42301-1039
  - Phone: 270-852-3231
  - Rebecca O'Bryan, [ROBryan@kwc.edu](mailto:ROBryan@kwc.edu)
- **Lindsey Wilson College** - 210 Lindsey Wilson St., Columbia, KY 42728-1298
  - Phone: 270-384-8062
  - Melissa Gibson, [GibsonM@Lindsey.edu](mailto:GibsonM@Lindsey.edu)
- **Mid-Continent University** - 99 Powell Road E, Mayfield, KY 42066-9007
  - Phone: 270-247-8521
  - Paul Thompson, [PTHompson@MidContinent.edu](mailto:PTHompson@MidContinent.edu)
- **Midway College** - 512 E Stephens Street, Midway, KY 40347-1120
  - Phone: 859-846-5811
  - Dante Sweatt, [DSweatt@Midway.edu](mailto:DSweatt@Midway.edu)
- **Morehead State University** - Ginger Hall, Morehead, KY 40351-1663
  - Phone: 606-783-2594
  - Sue Vencill, [S.Vencill@MoreheadState.edu](mailto:S.Vencill@MoreheadState.edu)
- **Murray State University** - 2101 Alexander Hall, Murray, KY 42071-3340
  - Phone: 270-809-2118
  - Mamie Padgett, [Mamie.Padgett@coe.MurrayState.edu](mailto:Mamie.Padgett@coe.MurrayState.edu)
- **Northern Ky University** - Nunn Drive, Highland Heights, KY 41099
  - Admissions: Geneva Morris, 859-572-6633, [MorrisG@nku.edu](mailto:MorrisG@nku.edu)
  - Exit: Gail DeMoss, 859-572-5542, [DeMossG@nku.edu](mailto:DeMossG@nku.edu)

- **Pikeville College** - 147 Sycamore Street, Pikeville, KY 41501-1194
  - Phone: 606-218-5315
  - Janet Abshire, JAbshire@pc.edu
- **Spaulding University** - 851 South Fourth Street, Louisville, KY 40203-2188
  - Phone: 502-585-9911, ext. 2027
  - Geneva Taylor, GTaylor@Spaulding.edu
- **Thomas More College** - 333 Thomas More Pkwy, Crestview Hills, KY 41017-3428
  - Phone: 859-344-3359
  - Evelyn Reinke, Evelyn.Reinke@ThomasMore.edu
- **Transylvania University** - 300 North Broadway, Lexington, KY 40508-1797
  - Phone: 859-233-8608
  - Lisa Muehleman, LMuehleman@Transy.edu
- **Union College** - 310 College Street, Barbourville, KY 40906-9989
  - Phone: 606-546-1641
  - Zelma Collins, ZCollins@Unionky.edu
- **University of Kentucky** - 166 Taylor Education Bldg, Lexington, KY 40506-0001
  - Phone: 859-257-8691
  - Gary Schroeder, GSchr@uky.edu
- **University of Louisville** - 2301 S Third Street, Louisville, KY 40208
  - Phone: 502-852-3218
  - Dhiane Bradley, Dhiane@Louisville.edu
- **University of the Cumberland** - 7792 College Station Dr, Williamsburg, KY 40769-6000
  - Phone: 606-539-4396
  - Regina Rhodes, RRhodes@CumberlandCollege.edu
- **Western Ky University** - 1906 College Hgts Blvd, Bowling Green, KY 42101-1030
  - Phone: 270-745-6571
  - Sheila Raines, Sheila.Raines@wku.edu

*Admissions/Exit Contacts - Out-of-State*

- **Belmont University** - 1900 Belmont Blvd., Nashville, TN 37212
  - Phone: 615-460-6879
  - Nancy McNiel, [mcniele@mail.belmont.edu](mailto:mcniele@mail.belmont.edu)
- **Lincoln Memorial University** - Box 2000, Cumberland Gap Pkwy, Harrogate, TN 37752
  - Phone: 423-869-6442
  - Rosemary Day, [Rosemary.Day@lmunet.edu](mailto:Rosemary.Day@lmunet.edu)