IECE Observation Files Requirements

Students enrolled in IECE 101, 102, 120,130, 200, 180, 246, 235, 221, 216, 240, 170, 190, 246, 240, 250, 210, 260 & 291 must have the (5) items on the checklist below by the deadline or will not receive credit for observation hours and assignments that require outside observation.

Somerset students enrolled in IECE courses for the first time must have all items submitted by deadline below. Somerset students previously enrolled in IECE courses will be notified by instructor of information needed to update files and must submit to coordinator by deadline below:

Fall 2012 DEADLINE:
Monday January 28, 2013
Late items will not be accepted!!

IECE Coordinator will keep documents on file for two years must be renewed each year. Somerset

Students will be asked to renew items #1-4 on the checklist after two years. Somerset Students must **mail or scan copies of forms #1, #3, & #4 to:**

Donna S. Eastham/ IECE Coordinator

Somerset Community College

808 Monticello Street

Somerset, KY 42501

donna.eastham@kctcs.edu

Students that are from other KCTCS/ IECE programs:
Elizabethtown/Hopkinsville/Gateway/Hazard/Bluegrass/Ashland/Henderson/Maysville/Jefferson/Owensboro

Must provide an email confirmation from the IECE Coordinator at your local school to the instructor of your course; the coordinator can email the instructor of the course you are taking from Somerset Community College. The Somerset Instructors are listed below.

- ***Dr. Glenda Patton glenda.patton@kctcs.edu/***
- ***Mrs. Vickie MacDonald Vickie.macdonal@kctcs.edu***
- ***Mrs. Donna Eastham donna.eastham@kctcs.edu***
- ***Mrs. Kelly Lovell klovell0007@kctcs.edu***

#1___	***A negative TB skin test.*** • ***Student can obtain at local health dept., family doctor or a statement with doctor's letterhead and signature stating T.B. free can be accepted.*** • ***If Somerset is not your home school-IECE coordinator at home school needs to notify instructor.***
#2___	***On-line criminal background check using Verified Credentials, Inc. The student will go to website listed.*** • ***Website: www.myvci.com/somerset*** • ***Student will click on order now*** • ***Click on drop down to Interdisciplinary Early Childhood Education*** • ***Follow directions*** • ***Cost is 40.00-Financial Aid will not cover- Agency will take electronic check, money order, credit card or debit card.*** • ***If Somerset is not your home school-IECE coordinator at home school needs to notify instructor.***
#3___	***Confidentiality Statement*** • ***Signed and dated included in blackboard shell of the IECE course*** • ***Somerset Students only need to submit***
#4___	***HIB statement*** • ***Signed and dated included in blackboard shell of the IECE course.*** • ***Somerset Students only need to submit.***