

Observation File Requirements

IEC Observation Files required for students enrolled all IEC courses

IECE Coordinator will keep documents on file for two years for Somerset Community College Students Somerset Community College students who are registered in any IEC class(s) must provide the (4) items on the checklist below by the deadline or they will not receive credit for observation hours and assignments that require outside observation.

If student was enrolled in a course during prior semester contact donna.eastham@kctcs.edu varify if information still current.

1. A negative TB skin test or family doctor or a statement with doctor's letterhead and signature stating T.B. free can be accepted.

2. Options: For Background Check: Student must select **one** and submit completed background check to IECE Coordinator: Donna S. Eastham

A. Request for Conviction Records/Child Care: follow directions on website the amount cost is 20.00 for each submitted request. **Online: use address below**

<https://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>

B. Student that is currently employed in a licensed program, may submit a copy of completed background check that the program has received through the agency below:

**Kentucky National Background Check Program (NBCP) through the Dept. for Community Based Services
Division of Childcare**

3. Confidentiality Statement Signed and submitted to Coordinator: See Attachment

4. HEP statement Signed and dated and submitted to Coordinator: See Attachments

Complete Forms (Steps2-4) provided in getting started area of course SCC IEC Courses or on SCC website

DEADLINE:

Monday after the start of the Semester

5th (16 Week Courses)

2nd (12 or 8 Week Courses)

Late items will not be accepted!!

Somerset Students can scan via email: donna.eastham@kctcs.edu

IECE Coordinator will keep documents on file for active students for two years for SCC students



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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM