

## EPSB License Numbers in Campus

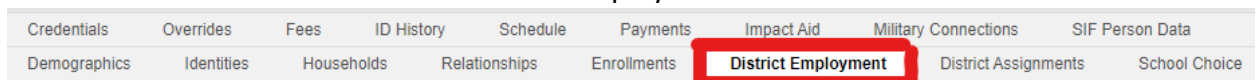
Refer to Section B of the "[Census, Staff Information](#)" data standard.

EPSB numbers must be entered on the District Employment tab to be included in KDE reporting beginning in April 2022. There is no need to document EPSB numbers in the Credentials tab.

### Campus Path: Census | People | District Employment

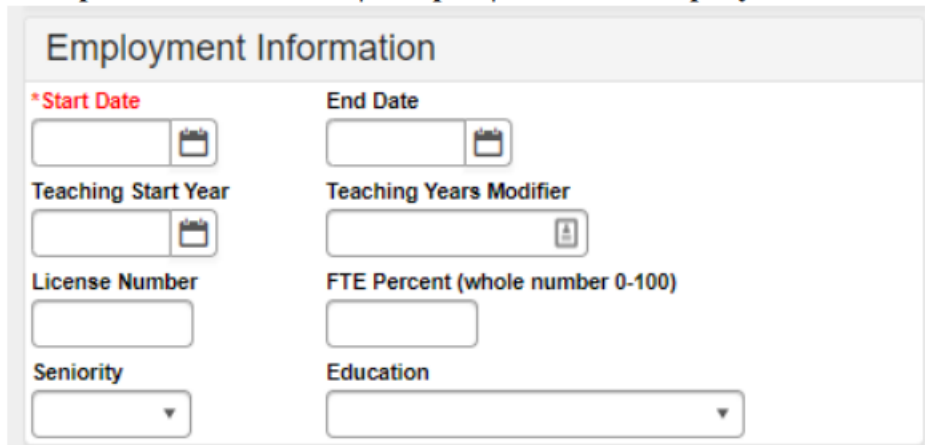
To add missing license number in Infinite Campus:

1. Search for staff member and select District Employment tab.



2. Select the District Employment record for the reporting year. Enter the EPSBID in the license number field. EPSBID numbers can be found using the [Kentucky Educator Certification Inquiry](#). The EPSBID is the Certificate number on staff certificates.

### Campus Path: Census | People | District Employment

A screenshot of the 'Employment Information' form. The form is titled 'Employment Information' and contains several fields for data entry. The fields are arranged in two columns. The first column includes: '\*Start Date' (with a calendar icon), 'Teaching Start Year' (with a calendar icon), 'License Number' (text input), and 'Seniority' (dropdown menu). The second column includes: 'End Date' (with a calendar icon), 'Teaching Years Modifier' (text input with a help icon), 'FTE Percent (whole number 0-100)' (text input), and 'Education' (dropdown menu).

3. Click Save